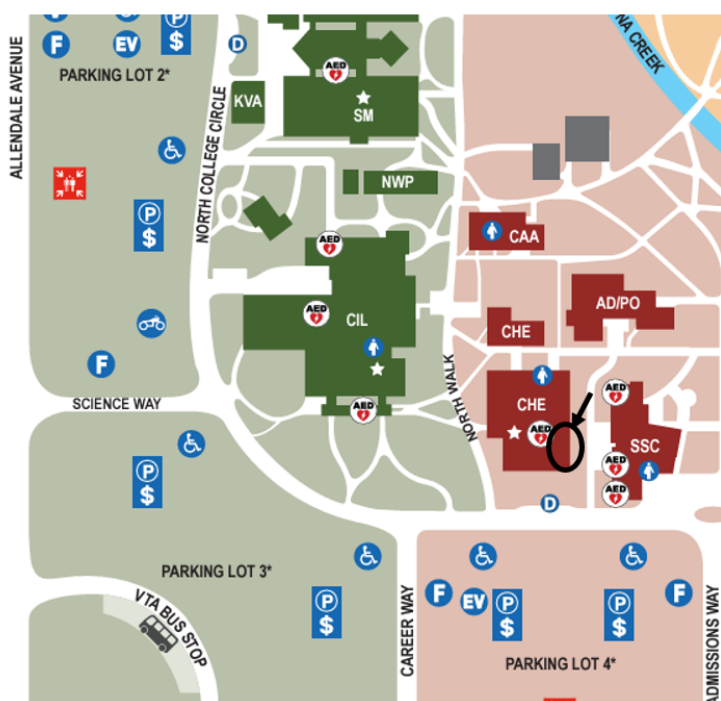


Welcome Email

Subject: Welcome to **ACCT 010 at West Valley College!**

We are less than a week away from our first class together! I wanted to reach out, provide you with some general information and welcome you to contact me with any questions you might have.

Location: Our class will meet in the **Pang Fei Che School of Professional Studies (CHE)** room 130. The Che building is located across from Parking Lot 4 and in between the Cilker and Student Services Buildings. You can view maps of the campus at the [school website](#) to best help you navigate your day.



Dates & Times: Our class meets each **Monday & Wednesday morning from 10:55am to 1:25pm**. There will be approximately a **20-minute** break around noon during our session to provide you with time to snack, stretch, etc.

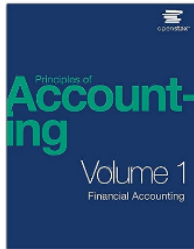
Supplies: For our class you will need:

- Writing instrument (pen or pencil)
- Simple Calculator (one that can add, subtract, multiply, and divide)
- Paper for notetaking

- Ruler (optional)
- Highlighters/colored pens (optional)
- Access to the textbook (this could be either a hard copy of the textbook or online access to the eBook)

Textbook Information: We will be using “[Principles of Accounting, Volume 1 Financial Accounting](#)” by Franklin, Graybeal, and Cooper. Published by Rice University’s OpenStax.

You have many options for accessing this book, and all are free! You can view the book online as an eBook, you can download a pdf of the textbook, or you can [order a hard copy through Amazon](#). Any format is acceptable so long as you can access the contents of the book.



Class Website: We will use [Canvas](#) to organize our class materials. Our class website will be available this [Saturday](#) so you will have a chance to explore it before our first class session. To access Canvas, visit [West Valley’s website](#) and select “Canvas” from the top navigation menu.

Questions? If there is anything you want to chat about, please email me at teresa.thompson@westvalley.edu or just reply to this email.