

Credit Hours: 3

Contact Hours: This is a 3-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 14-20 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

Faculty Information: Faculty contact information and office hours can be found on the faculty profile page.

COURSE DESCRIPTION AND OUTCOMES

Course Description:

This course provides a hands-on approach using information systems in accounting. Students will apply automation using artificial intelligence (AI), predictive analytics, and other digital technologies in performing business functions, communicate findings, and facilitate workplace solutions in an accounting information system.

Course Overview:

In Accounting Information Systems (AIS), we will cover the use of information systems in the accounting function with a focus on computer systems and internal controls. You will be provided with knowledge to evaluate users' accounting information needs, and the ability to design, implement, and maintain an accounting information system to meet the requirements of the businesses' processes and cycles. Topics include artificial intelligence (AI), predictive analytics, and other digital technologies.

More specifically, we will discuss the role of control systems in safeguarding a business, as well as the role of corporate and IT governance in overseeing the function of the AIS. Additionally, you will examine an overview of the sales, purchase, and expenditure processes that allow a business to operate. In the latter half of the course, we discuss the foundational role of data and databases in the AIS, as well as the function of AIS in the realm of E-business. You will review the evolution of the AIS from its roots to its contemporary forms and functions in the final module.

Course Learning Outcomes:

1. Determine the primary information flows within a business organization.
2. Describe the impact of information technology (IT) and automation on the accounting profession.
3. Examine the role of data analytics in evaluating users' accounting information needs.

4. Apply current artificial intelligence (AI) and other digital technologies as a basis for analyzing and reporting accounting data.
5. Identify the security and internal controls required for an accounting information system.

PARTICIPATION & ATTENDANCE

Prompt and consistent attendance in your online courses is essential for your success at CSU-Global Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

COURSE MATERIALS

Required:

Simkin, M., Worrell, J., & Savage, A. (2018). *Core concepts of accounting information systems* (14th ed.). Wiley. ISBN: 9781119373544

Additional Required Course Materials or Web-based Tools/Applications:

<https://www.tableau.com/academic> or <http://www.intuiteducationprogram.com/students/>

Quickbooks Online - <https://community.intuit.com/articles/1502116-intuit-education-program> or <https://www.intuit.com/partners/education-program/>

NOTE: All non-textbook required readings and materials necessary to complete assignments, discussions, and/or supplemental or required exercises are provided within the course itself. Please read through each course module carefully.

COURSE SCHEDULE

Due Dates

The Academic Week at CSU-Global begins on Monday and ends the following Sunday.

- **Discussion Boards:** The original post must be completed by Thursday at 11:59 p.m. MT and Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.
- **Opening Exercises:** Take the opening exercise before reading each week's content to see which areas you will need to focus on. You may take these exercises as many times as you need. The opening exercises will not affect your final grade.
- **Mastery Exercises:** Students may access and retake mastery exercises through the last day of class until they achieve the scores they desire.

- **Critical Thinking:** Assignments are due Sunday at 11:59 p.m. MT.
- **Live Classroom:** Although participation is not required, Live Classroom sessions are held during Weeks 3 and 6. There are two total sessions.

WEEKLY READING AND ASSIGNMENT DETAILS

Module 1

Readings

Chapters 1 & 2 in *Core Concepts of Accounting Information Systems*

Opening Exercise (0 points)

Discussion (25 points)

Critical Thinking: (60 points)

Option #1: Bitcoin

Review the Bitcoin Video.

- Write a 4-5-page paper including a summary of what you learned about Bitcoin, how this IT product is useful to accountants, and how it addresses web security and privacy concerns.
- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced. Use the CSU-Global APA Instructions.
- Page length requirements for the assignment exclude the title page and the reference page.
- References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines. Use of the CSU Global library is necessary.

Option #2: Identity Theft Video

Review the Identity Theft Video.

- Write a 4-5-page paper including a summary of what you learned about identity theft, how identity theft affects accountants, and how to addresses web security and privacy concerns.
- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins and double-spaced. Use the CSU-Global APA Instructions.
- Page length requirements for the assignment exclude the title page and the reference page. References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines. Use of the CSU Global library is necessary.

Mastery Exercise (10 points)

Module 2

Readings

Chapters 6 & 7 in *Core Concepts of Accounting Information Systems*

Opening Exercise (0 points)

Discussion (25 points)

Critical Thinking: (65 points)

Option #1: Tableau

Preliminary - Tableau Setup

- View the Introducing Tableau video series- Introduction, and 1. Introducing Tableau
- Sign in to the Tableau site.
- Register the product as a student.
- Install the license key.
- Take a screen print of the installed product and paste it into a Word document.
- Explore the Tableau website
 1. Download the exercise files that are found on the Lynda.com web training site / Exercise Files tab / Ex_Files_Tableau_EssT.zip
 2. View and complete the Introducing Tableau video series
 - Manage Data Sources and Visualizations,
 - Managing Tableau Worksheets and Workbooks, and
 - Creating Custom Calculations and Fields.

Assignment

1. Create a visualization using the exercise files you downloaded from Lynda.com, Chapter 2 (Lynda.com web training site / Exercise Files tab / Ex_Files_Tableau_EssT.zip) showing the Customer Name, Customer number in the rows and the Quantity, Unit Price and Total Price in the report.
2. Create a storyline with four story points using the exercise file provided.
3. Create a report with a calculated field using the exercise file provided. Create Total Price (quantity times price) and Total Tax (Total Price times 8%). Add the fields to the report.
4. Submit screen prints from the activities in Tableau.
5. Write a 3-5-page summary of what you learned about how Tableau helps manage digital information flows and accounting automation. How can you as an accountant use Tableau to implement accounting controls?

Writing Guidelines:

- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced.
- Page length requirements for the assignment exclude the title page and the reference page. References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines.
- Use the CSU-Global APA Instructions.

Option #2: Quickbooks

Preliminary - Setup QuickBooks

Download and install QuickBooks 2018 for Students.

- View the Introducing QuickBooks video series- Introduction
 1. Navigate QuickBooks
 2. Work with Company Files
- Signup for a QuickBooks student account
- Register the product as a student.
- Install the license key.
- Open a Sample company file.
- Take a screen print of the installed product and paste it into a Word document.
 1. Explore the QuickBooks website
 2. Download the exercise files that are found on the Lynda.com web training site Exercise Files tab: Ex_Files_Quickbooks_Pro_2018_EssT.zip
 3. View and complete the steps in the video series
 - Set up Shop,
 - Add Customers, and
 - Work with Vendors

Assignment

Create a new Expense account called Subscription Fees as a sub account of Professional Fees and Tax Line Mapping: Schedule C: Legal and Professional Fees.

1. Add a new customer called CSU Global with phone, address, account number, non-taxable, customer type is University, add your instructor as a contact. Screen print the Customer Information.
2. Add a new Vendor: Staples with phone, address, account number, payment terms net 30, choose 64900: Office Supplies as the expense account and Supplies as vendor type.
3. Submit screen prints from the activities in QuickBooks.
4. Write a 3-5-page summary explaining what you learned about how QuickBooks helps manage digital information flows and accounting automation. How could QuickBooks help with accounting controls?

Writing Guidelines:

- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced.
- Page length requirements for the assignment exclude the title page and the reference page. References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines.
- Use the CSU-Global APA Instructions

Mastery Exercise (10 points)

Module 3

Readings

Chapter 4 in *Core Concepts of Accounting Information Systems*

Live Classroom (0 points)

Opening Exercise (0 points)

Discussion (25 points)

Critical Thinking: (60 points)

Option #1: Dataset Value

The following free data set options have graphical representations of the data. Choose one of the datasets to download and analyze.

Data Sets:

- Data Set – Option 1
- Data Set – Option 2

Choose Excel, R, or Tableau to analyze your data. Click the link below to access tutorials for each tool from Lynda.com:

- Excel
- R (free download included)
- Tableau

Write a 3-5-page paper answering the following questions:

1. What tool did you use to analyze the data and why? Tool options are listed on the websites, including Excel, R, and Tableau. Was the tool appropriate for the analysis of the selected data?
2. Use the software to provide high level views of the data in tabular and graphical form. Use the Help Options on the tool or refer to the Tutorials from Lynda.com
3. Describe the data. Is it structured or unstructured?
4. Apply the results as the organizational data analyst. What does the data tell us? Who should use the data?
5. How would you communicate your findings to your manager?

Writing Guidelines:

- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced. Use the CSU-Global APA Instructions
- Page length requirements for the assignment exclude the title page and the reference page. References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines. Use of the CSU Global library is necessary.

Option #2: Structured / Unstructured Datasets

The following free data set options have graphical representations of the data. Choose one of the datasets to download and analyze:

Data Sets:

Government Data

- County Level Data
- Inpatient Data

U.S. Census Bureau

- National Population
- International
 - For help in using the International Data Base (IDB), please click here. This link is also included on the website.

Choose Excel, R, or Tableau to analyze your data. Click the link below to access tutorials for each tool from Lynda.com:

- Excel
- R (free download included)
- Tableau

Write a 3-5-page paper answering the following questions:

1. What tool did you use to analyze the data and why? Tool options are listed on the websites, including Excel, R, and Tableau. Was the tool appropriate for the analysis of the selected data?
2. Use the software to provide high level views of the data in tabular and graphical form. Use the help Options on the tool or refer to the Tutorials from Lynda.com.
3. Describe the data. Is it structured or unstructured?
4. Apply the results as the organizational data analyst. What does the data tell us? Who should use the data?
5. How would you communicate your findings to your manager?

Writing Guidelines:

- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced. Use the CSU-Global APA Instructions
- Page length requirements for the assignment exclude the title page and the reference page. References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines. Use of the CSU Global library is necessary.

Mastery Exercise (10 points)

Module 4

Readings

Chapters 5 & 8 in *Core Concepts of Accounting Information Systems*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking: (60 points)

Option #1: Tableau

View and complete the Introducing Tableau video series- 5. Analyzing Data Using Statistical Tools, and 6. Sorting and Filtering Tableau Data, 7. Defining Groups and Sets, and 10. Creating Basic Charts

1. Create a visualization showing the number of products ordered and the average cost of products ordered by each state in columns.
2. Create a visualization showing the percent of total for each quarter.
3. Create a visualization showing the number of records and total price only for Alabama, Colorado and Connecticut.
4. Create a visualization with a defined set of products for 400 and 500 level series products with subtotals and totals.
5. Submit screen prints for the Tableau activities.
6. Write a 3-5-page paper including a summary of what you learned about Tableau, how you could use Tableau to develop and evaluate risks and controls for purchasing and sales of these products.

Writing Guidelines:

- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced. Use the CSU-Global APA Instructions
- Page length requirements for the assignment exclude the title page and the reference page. References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines. Use of the CSU Global library is necessary.

Option #2: Quickbooks

View and complete the steps in the video series- 6. Add Employees, 7. Manage Day-to-Day Operations, 8. Handle Special Cases, 9. Administer Payroll and 13. Run Reports

1. Create a new employee with your name, made up address, phone, employee ID, pay frequency is biweekly, and hire date. Create a Purchase Order: Select Staples as the vendor, choose an item from the list and select CSU Global as the customer.
2. Enter Vendor Bill- Choose Staples, Yes to match to the previous purchase order.
3. Create Invoice- CSU Global customer, add three products with quantities and State sales tax. Note the total amount.
4. Receive payments- Check, CSU Global, the payment amount from the invoice.
5. Create sales receipt- Choose Jess Stratton as the customer, check payment, choose items purchased. State sales tax rate
6. Void an invoice- choose an open invoice and void.
7. Pay Employee- Scheduled payroll, ignore the dates, choose all eligible employees and pay them for 40 hours.

8. Submit screen prints for the QuickBooks activities.
9. Write a 3-5-page paper including a summary of what you learned about QuickBooks, and how you could use it to develop and evaluate risks and controls for purchasing and sales.

Writing Guidelines:

- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced. Use the CSU-Global APA Instructions
- Page length requirements for the assignment exclude the title page and the reference page. References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines. Use of the CSU Global library is necessary.

Module 5

Readings

Chapter 9 in *Core Concepts of Accounting Information Systems*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking: (60 points)

Option #1: Business Process Map (flowchart)

Map a business process (flowchart) for a full hospital system including admission, treatment, discharge, billing, and payments. In addition to providing the graphical flowchart, write a 4-5-page summary description of the use of business process maps in business. What risks exist at each point in the process map? What is the purpose of a business process map? How can flowcharts and maps aid in reengineering processes for improvement?

Writing Guidelines:

- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced. Use the CSU-Global APA Instructions
- Page length requirements for the assignment exclude the title page and the reference page. References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines. Use of the CSU Global library is necessary.

Option #2: Data Flow Diagram

Create a product that can be sold online. What IT tools would you need to create the online sales and payments environment? Create a data flow diagram for the e-commerce system. In addition to providing the graphical data flow diagram, write a 4-5-page summary of the use of data flow diagrams in e-commerce companies. How is the data flow diagram valuable to e-commerce companies? What risks

exist at each point in the data flow diagram? What is the purpose of the data flow diagram? How can data flow diagrams aid in reengineering processes for improvement?

Writing Guidelines:

- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced. Use the CSU-Global APA Instructions
- Page length requirements for the assignment exclude the title page and the reference page. References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines. Use of the CSU Global library is necessary.

Portfolio Milestone (50 points)

Option #1: Tableau Data Description

For this Portfolio Project option milestone, you must review a Tableau dataset and develop a report based on your review.

Choose and download a dataset from the options listed on the Tableau website

Experiment with the tools available in Tableau. Write a 2-3page report describing the dataset. What does the data tell us? What is the age of the data? Where did the data come from? Is the data structured or unstructured? How could you use Tableau to aid in human resource management and other business processes (be specific)?

Writing Guidelines:

- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced. Use the CSU-Global APA Instructions
- Page length requirements for the assignment exclude the title page and the reference page. References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines. Use of the CSU Global library is necessary.

Option #2: QuickBooks Company Description

For this Portfolio Project option milestone, you must review a QuickBooks sample company profile located in Quickbooks and develop a 2-3 page report based on your review. What type of company did you choose? What product or service does the company offer? Will the company have sales invoices, purchase orders, and/or payroll data? Is this company profitable? How could you use QuickBooks to aid in human resource management and other business processes (be specific)?

Writing Guidelines:

- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced. Use the CSU-Global APA Instructions
- Page length requirements for the assignment exclude the title page and the reference page. References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material

must have accompanying citations and cited per APA guidelines. Use of the CSU Global library is necessary.

Module 6

Readings

Chapters 10 & 11 in *Core Concepts of Accounting Information Systems*

Live Classroom (0 points)

Opening Exercise (0 points)

Discussion (25 points)

Critical Thinking: (65 points)

Option #1: Cybersecurity

Prepare a cybersecurity PowerPoint presentation to the organization. The presentation should address the cybersecurity risks in the industry and how to detect and prevent cybercrime and fraud. It should also address how the auditing function will assist in preventing fraud.

- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced. Use the CSU-Global APA Instructions
- Prepare 10-12 slides (excluding title page and reference page).
- References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines. Use of the CSU Global library is necessary.

Option #2: Audit Plan

Prepare an audit plan PowerPoint presentation to the organization. The presentation should address the risk assessment process, the audit methods, and IT governance. In addition, explain how addressing audit risks may also identify cybersecurity risks.

- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced. Use the CSU-Global APA Instructions
- Prepare 10-12 slides (excluding title page and reference page).
- References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines. Use of the CSU Global library is necessary.

Mastery Exercise (10 points)

Module 7

Readings

Chapters 3, 12, & 13 in *Core Concepts of Accounting Information Systems*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Module 8

Readings

Chapters 14, 15, & 16 in *Core Concepts of Accounting Information Systems*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Portfolio Project (300 points)

Option #1: Tableau Report

For this Portfolio Project option, you must create items, review Tableau, and develop a report based on your review.

Choose and download a dataset from the Tableau website

Import the dataset into Tableau and complete the Portfolio tasks using the following outline. Provide screen prints and descriptions of each step as needed. Ensure that your analyses differ from those provided in Lynda.com or other online sites (conduct your own *unique* analyses).

Section I: Overview

Provide an overview of Tableau. Make sure the overview provides the reader with a general understanding of the application, including costs, functionality, and minimum system requirements. How does it track the primary information flows within a business?

Section II: Data Management

Describe how to create data connections, field joins, and visualizations for this dataset.

- Use the dataset to create the data connection, field joins, and visualizations

Section III: Worksheets and Workbooks

Describe how Tableau Worksheets and Workbooks are created, edited, and connected to the data sources for this dataset.

- Create a story line with at least four sheets in Tableau.
- Create a custom calculation.
- How are data statistical analysis tools used.
- Demonstrate filtered and sorted data.
- Create a group and a set.

Section IV: Internal Controls

- How could an accountant use Tableau as an analysis tool for this dataset?

- How does Tableau enhance internal controls for this dataset?
- What potential security weaknesses exist for Tableau?

Section V: Charts and Graphs

- Create a visualization cross tab report using this dataset that includes at least three of the following: Number Functions, String Functions, Date Functions, Type Conversion, Logical Functions, Aggregate Functions
- Create two types of charts using this dataset.
- Create a data diagram using this dataset.

Section VI: Conclusion and Recommendation

Give your overall impression and recommendation for Tableau's use in accounting.

- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced. Use the CSU-Global APA Instructions
- Prepare an 8-10 page report in length (excluding title page and reference page). References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines. Use of the CSU Global library is necessary.
- All explanations would be checked in Turnitin for similarity score. Similarity scores must be less than 30%.

Option #2: QuickBooks Report

For this Portfolio Project option, you must use a QuickBooks sample company and develop a report based on your review. Choose a sample QuickBooks company through QuickBooks and create the tasks following the outline. Include screenshots and descriptions as needed. Ensure that your analyses differ from those provided in Lynda.com or other online sites (conduct your own *unique* analyses).

Section I: Overview

Provide a general overview of QuickBooks. Make sure the overview provides the reader with a general understanding of the application, including costs, functionality, and minimum system requirements. How does it track the primary information flows within a business?

Section II: Transactional Processing and Data Management

Describe how QuickBooks handles processing the accounting transactions and recording business activities for the revenue, expenditure and financing cycles. You should provide at least one detailed example of how one would record a specific accounting transaction/ business activity for each of the three transaction cycles. Complete each of the three sections:

1. **Revenue Cycle**
 - Create a new invoiced customer and create a new customer invoice.
 - Create a new pre-paying customer (i.e., paying with credit card)
 - Apply a customer payment.
 - Run a customer report.
 - Run reports to provide information regarding key revenue cycle information—sales, accounts receivable, cash.
2. **Expenditure Cycle**

- Create two or more new vendors.
- Create an inventory item.
- Generate a payment to a vendor.
- Run a report to provide information regarding vendors and accounts payable.
- Run reports to provide information regarding key expenditure cycle information—purchases, inventory, and cash.
- Create two or more employees with after the fact payroll module in QuickBooks determine pay and federal income tax, Social security and Medicare deductions
- Run a monthly or weekly payroll report with all payroll related accounts.

3. Financing Cycle

- Enter a new account in the chart of accounts.
- Post journal entries for rent, insurance, accounts receivable and accounts payable.
- Run the key financial statements that are available and relevant for your company and data. Explain the performance reports—what do they say about your company's performance. Include the type of analysis meaningful for your company and data (vertical vs. horizontal).
- Run key reports to measure the firm's financial performance.

Section III: Internal Controls

- How can you as an accountant use QuickBooks enhance internal controls in the company you chose?
- How can you secure the system and files?
- What potential security weaknesses exist for QuickBooks?

Section IV: Charts and Graphs

- How are visualizations formatted and used?
- Create a chart.
- Create a data diagram.

Section V: Conclusion and Recommendation

- Give your overall impression and recommendation for QuickBooks' use in accounting.
- Assignment should follow APA guidelines with respect to use of subheadings, 1" margins, and double-spaced. Use the CSU-Global APA Instructions
- Prepare any 8-10 page report in length (excluding title page and reference page) References need to include your textbook plus two additional credible academic references. All sources used, including your textbook, must be referenced; paraphrased and quoted material must have accompanying citations and cited per APA guidelines. Use of the CSU Global library is necessary.
- All explanations would be checked in Turnitin for similarity score Similarity scores must be less than 30%.

COURSE POLICIES

Course Grading

20% Discussion Participation
0% Opening Exercises
0% Live Classroom
8% Mastery Exercises
37% Critical Thinking Assignments
35% Final Portfolio Project and Milestone

Grading Scale	
A	95.0 – 100
A-	90.0 – 94.9
B+	86.7 – 89.9
B	83.3 – 86.6
B-	80.0 – 83.2
C+	75.0 – 79.9
C	70.0 – 74.9
D	60.0 – 69.9
F	59.9 or below

IN-CLASSROOM POLICIES

For information on late work and incomplete grade policies, please refer to our [In-Classroom Student Policies and Guidelines](#) or the Academic Catalog for comprehensive documentation of CSU-Global institutional policies.

Academic Integrity

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing /re-purposing your own work (see *CSU-Global Guide to Writing and APA* for percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU-Global Library provides information on how students can avoid plagiarism by understanding what it is and how to use the Library and Internet resources.

Citing Sources with APA Style

All students are expected to follow the *CSU-Global Guide to Writing and APA* when citing in APA (based on the APA Style Manual, 6th edition) for all assignments. For details on CSU-Global APA style, please review the APA resources within the CSU-Global Library under the “APA Guide & Resources” link. A link to this document should also be provided within most assignment descriptions in your course.

Disability Services Statement

CSU–Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource Coordinator at 720-279-0650 and/or email ada@CSUGlobal.edu for additional information to coordinate reasonable accommodations for students with documented disabilities.

Netiquette

Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom. If you have concerns about something that has been said, please let your instructor know.