



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:

The course will bring the basic framework of Generally Accepted Accounting Principles (GAAP) into one integrated process that will allow students to understand why and how these principles augment managerial accounting concepts. All major financial statements will be studied with students learning how they relate to one another and how collectively they can be used as management tools in decision-making and profits' maximization.

Students will learn how to use accounting concepts from a management perspective to make sound financial decisions that can enhance strategic planning process of an organization. Students will learn analytical tools that can be applied to real-world situations that can increase sales, reduce costs, and maximize profit. Students will become familiar with different types analyses, costing methods, budgeting methods, and other managerial concepts for decision making that will positively affect current and future organizational operations.

Course Overview:

In this course, we begin by reviewing some of the foundational principles of financial accounting. This section allows you to review and analyze financial statements. We then transition into managerial accounting. Managerial accounting is a very practical discipline, which contains concepts that are very beneficial for anyone who manages a department, owns a small business, or is charged with financial responsibility within a larger organization. We will look at the methods of determining product and service costs, which lead to the ability to analyze profitability. Finally, we will examine the budgeting process, and you will be introduced to several tools used for financial and strategic decision making.

Course Learning Outcomes:

1. Describe ethics in managerial accounting, financial accounting concepts for managers, qualitative characteristics of accounting information, and supporting framework.
2. Prepare and analyze financial statements using vertical and horizontal analysis, ratios, and other analytical tools.

3. Discuss cost classifications, cost allocation, cost objects, cost pools, and cost drivers.
4. Explain cost behaviors and various costing systems as well as perform cost-volume-profit analysis.
5. Prepare budgets as well as evaluate capital investment methods, cost centers, profit centers, investment centers, and balanced scorecard's performance alignment with organizational goals.
6. Perform incremental analysis for outsourcing, segment profitability, and sales mix decisions.

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 from the course. 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:

Walther, L. (2019). *Principlesofaccounting.com*. Retrieved from <https://www.principlesofaccounting.com>

***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.
- **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 1 and 5.

WEEKLY READING AND ASSIGNMENT DETAILS

Module 1

Readings

- Chapter 1 in *Principlesofaccounting.com*
- Securities and Exchange Commission (2007). *Beginners' guide to financial statement*. Washington, DC: U.S. Retrieved from <https://www.sec.gov/reportspubs/investor-publications/investorpubsbegfinstmtguidehtm.html>

Discussion (25 points)

Critical Thinking: (75 points)

Choose one of the following two assignments to complete this week. Do *not* complete both assignments. Identify your assignment choice in the title of your submission. Note that while there are two options for the Critical Thinking Assignment, there is only one rubric. Review the rubric to confirm you are meeting the assignment requirements.

Option #1: 10-K Annual Financial Report Presentation

Visit the website of a public company you would like to research. Download the 10-K annual financial report. You may be able to find it quickly by searching “[Company name] annual report [year].” Download the annual report (usually available in PDF).

Prepare an 8- to 10-slide presentation that addresses the following topics:

- There should be a section where management addresses “Risk Factors.” Summarize in your own words (with citations) the risks identified by the company.
- Find the financial statements. Analyze the Income Statement, Balance Sheet, Statement of Owners’ Equity, and Statement of Cash Flows. (These may have slightly different titles but they should be close enough that you can recognize them.) You should be able to find year-over-year data—compare and point out any trends you see.
- Summarize in your own words (with citations) the section titled “Management Discussion and Analysis of Financial Condition.” Again, the title may be slightly different.
- There should be a section discussing the stock price performance over that last few years. If this isn’t readily available, you can find this information by searching the company name at <https://finance.yahoo.com/>. Discuss the stock price performance and (importantly) note any connection between the financial statement performance and the stock price.

Include speaker notes describing your approach to the issues and your solutions to the questions. Also include a hyperlink to the annual report as part of your references.

Submission Requirements:

Your submission should be 8 to 10 slides in length (not required including title or reference slides). Format your presentation according to the *CSU-Global Guide to Writing and APA*. You may use PowerPoint or a slide-presentation software of your choice. You should have approximately two paragraphs of speaker notes per slide. Be sure to discuss and reference concepts taken from the course reading material and relevant research.

You must include a minimum of three credible, academic, or professional references beyond the text or other course materials. Refer to your citations in your speaker notes and slides. As applicable, image sources must also be included and cited, and those sources must be included in the reference list. You may wish to review the Visual Presentations section in the CSU-Global Writing Center for help creating, formatting, and (if desired) recording your presentation according to the requirements. If you need assistance with your writing style or you need writing tips or tutorials, visit the CSU-Global Writing Center. Review the grading rubric to see how you will be graded for this assignment.

Option #2: 10-K Annual Financial Report Essay

Visit the website of a public company you would like to research. Download the 10-K annual financial report. You may be able to find it quickly by searching “[Company name] annual report [year]”. Download the annual report (usually available in PDF).

Prepare a 4- to 5-page paper that addresses the following topics:

- Find the section where management addresses “Risk Factors” (the section heading may be slightly different). Summarize in your own words (with citations) the risks identified by the company.
- Find the financial statements. Analyze the Income Statement, Balance Sheet, Statement of Owners’ Equity, and Statement of Cash Flows. (These may have slightly different titles but they should be close enough that you can recognize them.) You should be able to find year-over-year data—compare and point out any trends you see.
- Summarize in your own words (with citation) the section titled “Management Discussion and Analysis of Financial Condition.” Again, the title may be slightly different.
- There should be a section discussing the stock price performance over that last few years. If this is not readily available, you can find this information by searching the company name at <https://finance.yahoo.com/>. Discuss the stock price performance and (importantly) note any connection between the financial statement performance and the stock price.
- Include a hyperlink to the annual report as part of your references.

Submission Requirements:

Your submission should be 4 to 5 pages in length (not including the required title or reference pages). Format your submission according to the *CSU-Global Guide to Writing and APA*. Be sure to discuss and reference concepts taken from the course reading material and relevant research. You must include a minimum of three credible, academic, or professional references beyond the text or other course materials. You may wish to review the Template Paper for help formatting your essay according to the requirements. If you need assistance with your writing style or you need writing tips or tutorials, visit the CSU-Global Writing Center. Review the grading rubric to see how you will be graded for this assignment.

Module 2

Readings

- Chapter 16 in *Principlesofaccounting.com*
- WallStreetMojo, (2019). *Trend analysis*. Retrieved from <https://www.wallstreetmojo.com/trend-analysis/>

Discussion (25 points)

Critical Thinking: (75 points)

Choose one of the following two assignments to complete this week. Do *not* complete both assignments. Identify your assignment choice in the title of your submission. Note that while there are two options for the Critical Thinking Assignment, there is only one rubric. Review the rubric to confirm you are meeting the assignment requirements.

Option #1: Financial Analysis for Dewart Pier Company

Perform financial analysis for Dewart Pier Company. Follow the instructions on the data tab of the worksheet linked in the assignment. Show all calculations within the cells of the Excel spreadsheet. This means that you must use formulas and links so that your thought process can be examined. You must also include a detailed explanation of each journal entry that you make or do not make on each date to convey your thought process. There should be no hard coding of solutions.

Submit your downloaded and completed Excel file (with your name added to the file name).

Submission Requirements:

- Show calculations for all items/questions.
- Support any writing portion of the assignment (if applicable), with credible sources.
- Use terms, evidence, and concepts from class readings, including professional business language.
- Review the grading rubric to understand how you will be graded on this assignment. Reach out to your instructor if you have questions about the assignment.

Option #2: Ratio Analysis on Public Company's Financials

Choose a public company (this may be the same company you chose in Module 1 or a different company). Perform ratio analysis on that company's financials. Use the Excel file linked in the assignment to complete this analysis.

Be sure to include the raw data used to perform the calculation. See the example in the worksheet on how to display your data. Show all calculations within the cells of the Excel spreadsheet. This means that you must use formulas and links so that your thought process can be examined. You must also include a detailed explanation of each journal entry that you make or do not make on each date to convey your thought process. There should be no hard coding of solutions.

Submit your downloaded and completed Excel file (with your name added to the file name).

Submission Requirements:

- Show calculations for all items/questions.
- Support any writing portion of the assignment (if applicable), with credible sources.
- Use terms, evidence, and concepts from class readings, including professional business language.
- Review the grading rubric to understand how you will be graded on this assignment. Reach out to your instructor if you have questions about the assignment.

Module 3

Readings

- Chapter 17 in *Principlesofaccounting.com*

Discussion (25 points)

Critical Thinking: (75 points)

Choose one of the following two assignments to complete this week. Do *not* complete both assignments. Identify your assignment choice in the title of your submission. Note that while there are two options for the Critical Thinking Assignment, there is only one rubric. Review the rubric to confirm you are meeting the assignment requirements.

Option #1: Webster Company: Cost of Goods Manufactured

Webster Company is a manufacturer of boat propellers and other accessories. January is a busy month of production and sales as retailers prepare for spring. Using the information on the data tab of the spreadsheet linked in the assignment, complete the cost of goods manufactured for January.

Submission Requirements:

- Show calculations for all items/questions using Excel functions.
- Support any writing portion of the assignment (if applicable), with credible sources.
- Use terms, evidence, and concepts from class readings, including professional business language.
- Review the grading rubric to see how you will be graded for this assignment.

Option #2: Franklin Parts Company: Product Costs

Franklin Parts Company is a leading auto parts provider in the southwest. Franklin is expanding and the Chief Financial Officer has asked for your help zeroing in on product costs. Follow the instructions on the data tab of the spreadsheet linked in the assignment to complete this task.

Submission Requirements:

- Show calculations for all items/questions using Excel functions.
- Support any writing portion of the assignment (if applicable), with credible sources.
- Use terms, evidence, and concepts from class readings, including professional business language.
- Review the grading rubric to see how you will be graded for this assignment.

Live Classroom (0 points)

Module 4

Readings

- Chapters 19 & 20 in *Principlesofaccounting.com*
- Cooper, R., & Kaplan, R. S. (1991). Profit priorities from activity-based costing. *Harvard Business Review*, 69(3), 130–135.

Discussion (25 points)

Critical Thinking: (75 points)

Choose one of the following two assignments to complete this week. Do *not* complete both assignments. Identify your assignment choice in the title of your submission. Note that while there are two options for the Critical Thinking Assignment, there is only one rubric. Review the rubric to confirm you are meeting the assignment requirements.

Option #1: Converse Homes: Job Costing System

Converse Homes produces and assembles prefabricated housing and office space. Converse uses a job costing system. Following the instructions on the data tab, complete the spreadsheet linked in the assignment for your Chief Financial Officer.

Submission Requirements:

- Show calculations for all items/questions using Excel functions.

- Support any writing portion of the assignment (if applicable), with credible sources.
- Use terms, evidence, and concepts from class readings, including professional business language.
- Review the grading rubric to see how you will be graded for this assignment.

Option #2: Amboy Glass: Weighted-Average Method

Amboy Glass is a glass production operation that uses two departments. Amboy uses the weighted-average method in its process costing system. Using the data tab on the spreadsheet linked in the assignment, calculate the following end of month costs for Department B:

1. equivalent units of production for materials, labor, and overhead; and
2. cost per equivalent unit for materials, labor, and overhead.

Submission Requirements:

- Show calculations for all items/questions using Excel functions.
- Support any writing portion of the assignment (if applicable), with credible sources.
- Use terms, evidence, and concepts from class readings, including professional business language.
- Review the grading rubric to see how you will be graded for this assignment.

Portfolio Project Milestone (25 points)

Options 1 & 2

Complete and submit the following:

- a. Describe your project choice (Portfolio Project Option #1 or Option #2), and explain why you have chosen it.
- b. Based on your Portfolio option choice, submit a brief draft answer to the final Portfolio Project's requirement #1 (listed below). This submission is not meant to be a final project version of this item. Rather, this will provide you with the opportunity to build toward your final project. This will also allow your instructor to determine if your work on the final Portfolio Project is proceeding in the proper direction and provide you with any necessary guidance and feedback on your submission.

Portfolio Project Requirement #1 (this is for both Portfolio options):

- Requirement # 1: Determine which type of costing the company will use: Job-order costing, process costing, ABC, or a combination.
 - Explain your decision and choose the cost drivers or activity bases depending on the type of system you choose.
 - Discuss what type of costs your company will have in direct materials, direct labor, and manufacturing overhead.
 - What will be the difficulties faced with assigning manufacturing overhead to your products?
- c. Finally, submit any questions (at least one question is required to be submitted) you have on the requirements of your Portfolio Project.

This milestone must be submitted by Sunday night of this week (Week 4); late submissions will not be accepted. Review the grading rubric to see how you will be graded for this assignment.

Module 5

Readings

- Chapter 18 in *Principlesofaccounting.com*

Discussion (25 points)

Critical Thinking: (75 points)

Choose one of the following two assignments to complete this week. Do *not* complete both assignments. Identify your assignment choice in the title of your submission. Note that while there are two options for the Critical Thinking Assignment, there is only one rubric. Review the rubric to confirm you are meeting the assignment requirements.

Option #1: Wawasee Lumber Company

Wawasee Lumber Company produces lumber for many applications. The company had the following data for July:

	Units	Total	Per Unit
Sales	14500	826500	57
Variable Expenses		493000	34
Contribution Margin		333500	23
Fixed Expenses		165000	
Net Operating Income		168500	

During a meeting with senior leadership, you are asked about several possible scenarios regarding possible changes in sales and costs. Use the spreadsheet linked in the assignment to calculate all the scenarios to bring back to the next meeting.

Submission Requirements:

- Show calculations for all items/questions.
- Support any writing portion of the assignment (if applicable), with credible sources.
- Use terms, evidence, and concepts from class readings, including professional business language.

- Review the grading rubric to see how you will be graded for this assignment.

Option #2: Barbee Fabrication

Barbee Fabrication produces sheet metal for auto applications. Barbee uses an activity-based costing system. Two orders have been processed, and you have been asked to calculate the assigned overhead to each order.

Use the spreadsheet linked in the assignment to determine total overhead assigned to both orders based on the activity-based costing system.

Submission Requirements:

- Show calculations for all items/questions.
- Support any writing portion of the assignment (if applicable), with credible sources.
- Use terms, evidence, and concepts from class readings, including professional business language.
- Review the grading rubric to see how you will be graded for this assignment.

Module 6

Readings

- Chapter 21 in *Principlesofaccounting.com*
- Section 7.2 in OpenStax (2019). *Principles of accounting*. Volume 2: Managerial accounting. Retrieved from <https://cnx.org/contents/kg0cimBs@14.1:7cEQ5OgW@5/7-2-Prepare-Operating-Budgets>

Discussion (25 points)

Critical Thinking: (75 points)

Choose one of the following two assignments to complete this week. Do *not* complete both assignments. Identify your assignment choice in the title of your submission. Note that while there are two options for the Critical Thinking Assignment, there is only one rubric. Review the rubric to confirm you are meeting the assignment requirements.

Option #1: Urbana Manufacturing

Urbana Manufacturing has the following planned sales forecast:

	Sales (units)
October	123,000
November	138,000

December	162,000
January	98,000

Prepare the production budget for the fourth quarter (October-December).

Submission Requirements:

Use the template in the spreadsheet (linked in the assignment) to complete this assignment.

- Show calculations for all items/questions using Excel functions.
- Support any writing portion of the assignment (if applicable), with credible sources.
- Use terms, evidence, and concepts from class readings, including professional business language.
- Review the grading rubric to see how you will be graded for this assignment.

Option #2:

Pierceton Cycling has produced the following data for use in the budgeting process:

Budgeted sales (units)	1,890
Sales price (per unit)	\$ 745
Cost (per unit)	\$ 240
Variable selling and administrative expense (per unit)	\$ 105
Fixed selling and administrative expense (per year)	\$ 335,000
Interest expense	\$ 14,000

1. Prepare the budgeted income statement for the year.
2. If the price of aluminum causes the cost per unit to increase by 5%, calculate the Net Income.

Submission Requirements:

Use the template in the spreadsheet linked in the assignment to complete this assignment.

- Show calculations for all items/questions using Excel functions.
- Support any writing portion of the assignment (if applicable), with credible sources.

- Use terms, evidence, and concepts from class readings, including professional business language.
- Review the grading rubric to see how you will be graded for this assignment.

Portfolio Project Milestone (25 points)

Options #1 & #2:

Complete and submit the following:

- a. Based on your Portfolio Option choice, submit a brief draft answer to the final Portfolio Project's requirements #2 and #3 (listed below). This submission is not meant to be a final project version of these items. Rather, this will provide you with the opportunity to build toward your final project. This will also allow your instructor to determine if your work on the final Portfolio Project is proceeding in the proper direction and provide you with some guidance and feedback on your submission.

Portfolio Project Requirements #2 and #3 (this is for both Portfolio options):

- Requirement #2. Provide an example (this likely will be fictitious) of how you would use Cost-Volume-Profit (CVP) analysis with your company.
 - Requirement #3. Set up the budgeting process. Discuss the issues that come along with budgeting. How would you navigate these issues?
- b. Also, submit a draft list of at least four credible academic, or professional references beyond the text or other course materials you plan to use in your final Portfolio Project.
 - c. Finally, submit any questions (at least one question is required to be submitted) you have on the requirements of your Portfolio Project.

This milestone must be submitted by Sunday night of this week (Week 6); late submissions will not be accepted. Review the grading rubric to see how you will be graded for this assignment.

Live Classroom (0 points)

Module 7

Readings

- Chapter 22 in *Principlesofaccounting.com*
- Section 12.1 in OpenStax (2019). *Principles of accounting*. Volume 2: Managerial accounting. Retrieved from <https://cnx.org/contents/kg0cimBs@14.1:NI2vwgN-@4/12-1-Explain-the-Importance-of-Performance-Measurement>

Discussion (25 points)

Module 8

Readings

- Chapters 23 & 24 in *Principlesofaccounting.com*

Discussion (25 points)

Portfolio Project (300 points)

Choose one of the following two Portfolio Projects to complete. Do not complete both assignments. Identify your assignment choice in the title of your submission. Review the Portfolio Project grading rubric to understand how you'll be graded on your project. Note that both assignment choices require Portfolio Project Milestone assignments that must be submitted by the end of Weeks 4 & 6.

Portfolio Project Option #1: Managerial Accounting System—Presentation

Choose one of the following on which to base this assignment:

1. A publicly held company
2. Your own company

Assume you are on the leadership team for the accounting department of the company chosen. You are tasked with setting up a fully functional costing system for managerial decision making. Your department is responsible for assembling the following aspects of the managerial accounting system:

1. Determine which type of costing the company will use: Job-order costing, process costing, ABC, or a combination of these.
 - a. Explain your decision and choose the cost drivers or activity bases depending on the type of system you choose.
 - b. Discuss what type of costs your company will have in direct materials, direct labor, and manufacturing overhead.
 - c. What will be the difficulties faced with assigning manufacturing overhead to your products?
2. Provide an example (this likely will be fictitious) of how you would use Cost-Volume-Profit (CVP) analysis with your company.
3. Set up the budgeting process. Discuss the issues that come along with budgeting. How would you navigate these issues?
4. Develop a balanced scorecard for your company. Remember that the balanced scorecard should align with company values. Explain your decisions regarding the most important categories of your balanced scorecard.
5. Develop a system of performance evaluation. What criteria will you use to evaluate department managers? Explain your reasoning.
6. Research one topic from this course. Provide a short summary (with citation) of one article discussing one of the issues faced in managerial accounting.

Submission Requirements:

Your presentation should meet the following requirements:

- Create a 12- to 15-slide PowerPoint (or you may use another slide software) presentation (note that the required slide count does NOT include the required cover/title and reference slides). Include supporting tables and **detailed** slide/speaker notes for each slide. Your slides should be professionally prepared (not too wordy and do not include a lot of unnecessary graphics).

- Integrate concepts, terms, and theories from the readings and module content.
- Cite at least six credible academic, or professional references beyond the text or other course materials. At least three of these sources must come from academic journals.
- Format your submission according to the *CSU-Global Guide to Writing and APA*.
- Utilize headings (or slide titles) to organize the content in your work.
- You may wish to review the Visual Presentations section in the CSU-Global Writing Center for help creating, formatting, and (if desired) recording your presentation according to the requirements. If you need assistance with your writing style or you need writing tips or tutorials, visit the CSU-Global Writing Center.
- Review the grading rubric for full details on how you will be graded on this assignment.

Option #2: Managerial Accounting System—Essay

Choose one of the following on which to base this assignment:

1. A publicly held company, or
2. Your own company.

Assume you are on the leadership team for the accounting department for your chosen company. You are tasked with setting up a fully functional costing system for managerial decision making. Your department is responsible for assembling the following aspects of the managerial accounting system:

1. Determine which type of costing the company will use: Job-order costing, process costing, ABC, or a combination.
 - a. Explain your decision and choose the cost drivers or activity bases depending on the type of system you choose.
 - b. Discuss what type of costs your company will have in direct materials, direct labor, and manufacturing overhead.
 - c. What will be the difficulties faced with assigning manufacturing overhead to your products?
2. Provide an example (this will likely be fictitious) of how you would use Cost-Volume-Profit (CVP) analysis with your company.
3. Set up the budgeting process. Discuss the issues that come along with budgeting. How would you navigate these issues?
4. Develop a balanced scorecard for your company. Remember that the balanced scorecard should align with company values. Explain your decisions regarding the most important categories of your balanced scorecard.
5. Develop a system of performance evaluation. What criteria will you use to evaluate department managers? Explain your reasoning.
6. Research one topic from this course. Provide a short summary (with citation) of one article discussing one of the issues faced in managerial accounting.

Submission Requirements:

Your submission must meet the following requirements:

- Your submission should be 8 to 10 pages in length (not including the required title and reference pages) and formatted according to the *CSU-Global Guide to Writing and APA*.
- Integrate concepts, terms, and theories from the readings and module content.
- You must include a minimum of six credible academic, or professional references beyond the text or other course materials. At least three of these sources must come from academic journals.
- You may wish to review the Template Paper for help formatting your submission according to the requirements. If you need assistance with your writing style or you need writing tips or tutorials, visit the CSU-Global Writing Center.
- Utilize headings to organize the content in your work.
- Review the grading rubric to see how you will be graded for this assignment.

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

COURSE POLICIES

Course Grading

20% Discussion Participation
 45% Critical Thinking Assignments
 35% Portfolio Project & Milestones
 0% Live Classroom Sessions

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 Requirements* 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 Requirements* 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.