



COLORADO STATE UNIVERSITY  
— GLOBAL —

## FIN375: WORKING CAPITAL MANAGEMENT

**Credit Hours:** 3

**Contact Hours:** This is a 3-credit course offered in an 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.

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### COURSE DESCRIPTION AND OUTCOMES

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**Course Description:**

This course is designed to provide students with an understanding of the financial requirements for continued organizational operation. Students will assess the requirements for an organization to maintain its ability to satisfy both maturing short-term debt and upcoming operational expenses. Students will understand how to manage inventories, accounts receivable and payable, and cash.

**Course Overview:**

Your focus in this course will be a detailed look at working capital management. You will learn the components required for organizations to maintain successful business operations. You will begin with the impact of working capital management. Then you will focus on the importance of working capital management and the impact of funds flow on working capital management. Then you will compare the working capital policies, and lastly, you will apply a variety of management techniques to maximize shareholder's wealth.

**Course Learning Outcomes:**

1. Describe the impact of working capital management practices on profitability, liquidity, risk, and operating flexibility.
2. Evaluate the importance of effective working capital management.
3. Describe the impact fund flow cycles have on working capital management objectives
4. Compare and contrast the relative merits of alternative working capital policies and the likely short-term and long-term impact on the firm.
5. Apply corporate cash management, accounts receivable management, bank relations, and inventory management techniques to maximize the shareholders' value.

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## PARTICIPATION & ATTENDANCE

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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.

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## COURSE MATERIALS

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### Required Textbooks:

- Lasher, W. (2017). *Practical financial management* (8th ed.). Australia: Cengage Learning. eISBN-13: 9781305637542
- Mayes, T. R., & Shank, T. M. (2018). *Financial analysis with Microsoft® Excel®*. Boston: Cengage Learning. ISBN-13: 978-1-305-63754-2

### Additional required course materials:

- Financial Calculator- HP 10bII+ Financial Calculator -OR- Texas Instruments BAII Plus Business Analyst
- Microsoft Excel

**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.

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## COURSE SCHEDULE

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### 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 Week 3 and Week 6. There are two total sessions.

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## WEEKLY READING AND ASSIGNMENT DETAILS

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### Module 1

#### Required Readings

- Refer to Chapter 3 in *Practical financial management* (8th ed.) to review concepts of GAAP
- Gigli, S., & Mariani, L. (2018). Lost in the transition from cash to accrual accounting. *The International Journal of Public Sector Management*, 31(7), 811-826.
- Newstex. (2019, July 8). Cash flow statement: Analyzing cash flow from financing activities [Blog post]. Retrieved from <https://search-proquest-com.csuglobal.idm.oclc.org/abicomplete/docview/2295364137/2F53A7577A9F4533PQ/2?accountid=38569>
- Prather-Kinsey, J., Boyar, S., & Hood, A. C. (2018). Implications for IFRS principles-based and US GAAP rules-based applications: Are accountants' decisions affected by work location and core self-evaluations? *Journal of International Accounting, Auditing and Taxation*, 32, 61–69.

#### Opening Exercise (0 points)

#### Discussion (25 points)

#### Mastery Exercise (10 points)

### Module 2

#### Required Readings

- Chapter 16, Section 16.2 in *Practical Financial Management* (8th Ed.)
- Honková, I. (2019). Working capital and its impact on business performance. *Scientific Papers of the University of Pardubice. Series D, Faculty of Economics & Administration*, 27(46), 55–66.
- Kaushik, N., & Chauhan, S. (2019). The role of financial constraints in the relationship between working capital management and firm performance. *IUP Journal of Applied Finance*, 25(1), 60–82. To view this reading, open the link provided and download the “PDF full text.”

#### Opening Exercise (0 points)

#### Discussion (25 points)

#### Critical Thinking (75 points)

#### **Option 1: Cash Conversion Cycles Memo**

The Red Company has the following current assets and liabilities for these two years:

<b>The Red Company</b>	2018	2019
Cash and Marketable Securities	\$ 40,000	\$40,000
Accounts Receivable	310,000	360,000
Inventories	350,000	500,000
Total Current Assets	\$700,000	\$900,000
Accounts Payable	\$200,000	\$250,000
Bank Loan	0	150,000
Accruals	150,000	200,000
Total Current Liabilities	\$350,000	\$600,000

If sales in 2018 were \$1.3 million, sales in 2019 were \$1.4 million, and cost of goods sold was 70 percent of sales, how long were The Red Company's operating cycles and cash conversion cycles in each of these years? In a one-page memo identify what caused them to change during those times. Include one reputable online resource you used to reach your conclusions.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

### **Option 2: Cash Conversion Cycles Analysis**

Using the data for The Red Company in Critical Thinking Assignment #1:

1. The Red Company from Critical Thinking Assignment 1 had net sales of \$1,300,000 in 2018 and \$1,400,000 in 2019.
  - a. Determine the receivables turnover in each year.
  - b. Calculate the average collection period for each year.
  
2. Suppose The Red Company had a cost of goods sold of \$1,000,000 in 2018 and \$1,200,000 in 2019.
  - a. Calculate the inventory turnover for each year.

- b. Using the data in the chart and questions 1 & 2, compute the operating cycle and cash conversion cycle each year.

Your document should contain a two-page analysis interpreting your results. Include at least 2 scholarly references, using your textbook as one.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

### **Portfolio Milestone (50 points)**

#### **Option 1: Working Capital Management Paper I**

If you choose this option, you must continue with Option #1 throughout the remainder of the course.

Research a publicly traded company using [www.morningstar.com](http://www.morningstar.com) or [www.sec.gov](http://www.sec.gov). This will be the company you will use to create your Working Capital Management Plan. Locate the most recent annual report, and utilizing the annual report, complete the following.

- a. Create a company profile.
- b. Define working capital.
- c. Define net working capital.

Submit your answers to A-C in a document that is 3-4 pages long and contains 4-6 references, 3 of which are scholarly, using your textbook as one reference.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

#### **Option 2: Working Capital Management Presentation I**

If you choose this option, you must continue with Option #2 throughout the remainder of the course.

Research a publicly traded company using [www.morningstar.com](http://www.morningstar.com) or [www.sec.gov](http://www.sec.gov). This will be the company you will use to create your Working Capital Management Plan. Locate the most recent annual report, and utilizing the annual report, complete the following.

- a. Create a company profile.
- b. Define working capital.
- c. Define net working capital.

Submit your answers to A-C in a PPT presentation. Your presentation should be 6-8 slides not including your introduction and reference slide. Be sure to include your responses in the note section of each slide. Your presentation should contain 4-6 references, 3 of which are scholarly, using your textbook as one of the references. Ensure all references are cited in APA format.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

## **Mastery Exercise (10 points)**

### **Module 3**

#### **Required Readings**

- Chapter 16, Section 16.2 in Practical Financial Management (8th ed.)
- Bhandari, S., Showers, V., & Johnson-Snyder, A. J. (2019). A comparison: Accrual versus cash flow based financial measures' performance in predicting business failure. *Journal of Accounting & Finance (2158-3625)*, 19(6), 11–25. To view this reading, please open the link provided and download the "PDF full text."
- Frankel, R. M., & Sun, Y. (2018). Predicting accruals based on cash-flow properties. *Accounting Review*, 93(5), 165–186. To view this reading, please open the link provided and download the "PDF full text."

#### **Opening Exercise (0 points)**

#### **Discussion (25 points)**

#### **Live Classroom (0 points)**

#### **Critical Thinking (70 points)**

##### **Option 1: Credit Policy Memo**

You were recently hired as Finance Director for Sofa N Bed Furniture Company. The previous finance director became a little too relaxed with the credit terms of individual customers and retail store customers, creating a decrease in the amount of money collected monthly. Your first task is to write a new credit policy- one in which the company will provide short term credit only to all customers.

Include:

1. The credit terms for individuals and retail customers.
2. The discount percentages (a range for individuals and retail customers). Identify the rationale behind your range.
3. The credit standards (approval qualifications for individuals and retail customers).
4. Collection policy (how tough or relaxed when collecting on slow paying accounts for individuals and retail customers).

Write a 4-6 page memo outlining the details of the new credit policy. Your memo should contain 3-4 references, using your textbook as one reference, and including scholarly or reputable online websites. Ensure all references are cited in APA format.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

##### **Option 2: Credit Policy PowerPoint**

You were recently hired as Finance Director for Sofa N Bed Furniture Company. The previous finance director became a little too relaxed with the credit terms of individual customers and retail store

customers, creating a decrease in the amount of money collected monthly. Your first task is to write a new credit policy- one in which the company will provide short term credit only to all customers.

Include:

1. The credit terms for individuals and retail customers.
2. The discount percentages (a range for individuals and retail customers). Identify the rationale behind your range.
3. The credit standards (approval qualifications for individuals and retail customers).
4. Collection policy (how tough or relaxed when collecting on slow paying accounts for individuals and retail customers).

Create a 8-10 slide PPT presentation (not including your reference and cover page. Include the details of your credit policy in the notes section of your presentation.

Your memo should contain 3-4 references, using your textbook as one reference, and including scholarly or reputable online websites. Ensure all references are cited in APA format.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

### **Mastery Exercise (10 points)**

## **Module 4**

### **Required Readings**

- Chapter 16, Section 16.3 in *Practical Financial Management* (8th ed.)
- Perrotta, A., & Metcalf, A. (2019). Expense management systems. *Business Travel News*, 36(6), 24.
- Salas-Molina, F., Pla-Santamaria, D., & Rodriguez-Aguilar, J. A. (2018). A multi-objective approach to the cash management problem. *Annals of Operations Research*, 267(1/2), 515–529.

### **Opening Exercise (0 points)**

### **Discussion (25 points)**

### **Critical Thinking (75 points)**

#### **Option 1: Cash Management Policy PowerPoint**

You are the new credit department manager of Crown Inc. You and your team have been asked to design a new credit assessment process for potential customers to present at the next meeting. In your presentation, you must include the components of your initial application, the minimum approval standards (criteria used to approve a customer's application) as well as a plan of action if your customers do not pay their outstanding balances.

Create a 4-6 slide powerpoint presentation (not including cover and reference pages) addressing your new department. In the notes section, outline the details of the new credit and cash management policy. Your presentation should contain 3 references, 2 of which are scholarly, using your textbook as one reference.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

### **Option 2: Cash Management Policy Lecture**

You have been asked to speak to students in your local middle school business course. The teacher has asked you to explain the ins and outs of credit. Review the credit application process of your favorite department store as an example to use in your lecture to the students. In your lecture, identify your retail store and explain APR (what it is and how it works), APR for available cash advances (if available), interest rate charges, and fees.

Write a 3-4 page lecture outline and notes addressing the business students. You should include a minimum of 3 references, two of which will be your textbook and your retail store website, the remaining 1 should be scholarly.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

### **Mastery Exercise (10 points)**

## **Module 5**

### **Required Readings**

- Chapter 16, Section 16.4 in *Practical Financial Management* (8th ed.)
- Cooper, C. R. (2019). Financial inclusion and credit access policy issues. *Congressional Research Service: Report*, 1–21. To view this reading, please open the link provided and download the "PDF full text."
- Hockenberry, T. (2018). You're going about revenue growth all wrong - Part 2. *ThomasNet News*, 1.

### **Opening Exercise (0 points)**

### **Discussion (25 points)**

### **Critical Thinking (75 points)**

#### **Option 1: Case Study**

You are CFO for Dayton Doors Company, which sells to residential builders. Dayton's customers are mainly smaller with a limited cash supply. Due to a slump in the new homes market, Dayton's sales have been slow. As a result, the marketing manager created a new initiative to attract new customers. The CEO decided the company would need to attract even smaller builders to remain competitive in the housing market.

As a result of the decline in sales, the CEO decided to override your credit decisions and approve some of the credit applications of customers that did not meet the current credit standards.

Accounts receivable has increased substantially, while account collections have declined drastically. Account collectors and account sales persons are working together in efforts to collect the outstanding

accounts. The VP of marketing disagrees and feels his department should be focused on selling and not being concerned with collections.

Do you agree with the VP of marketing? Why or why not?

Now the CEO is concerned about the increase in Accounts Receivable and the decrease in collections; he wants you to tell him why this happened? The CEO believes your finance department is responsible for this, you must explain to him why this is not your department's fault.

You have a meeting scheduled with the CEO and the VP of marketing after lunch today in which you must address their concerns.

In preparation for your meeting: Prepare 4 index/note cards formatted using Word. Each card should include a title, a memo of whom you are addressing and your response. Each card should have a minimum of 1 paragraph addressing the questions you have been asked by the CEO and VP of marketing.

You must include 3 references, 2 of which are scholarly, using your textbook as one reference.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

### **Option 2: Accounts Receivable Policy PowerPoint**

As a part of your consultation with Gold Inc, you are asked to present a new Accounts Receivable management policy to the collections department. Your presentation must consist of 6-8 slides not including the reference page or the cover page.

Your presentation must respond to the following:

1. Identify the purpose of the Accounts Receivable management policy.
2. Explain the new Accounts Receivable management policies and procedures including:
  - a. The role of department collectors.
  - b. Identify methods in which clients will be contacted.
  - c. Identify how delinquent accounts will be handled.
  - d. Outline your goals for the new accounts receivable management policy.

Include 3 references, 2 of which are scholarly and the other 1 can be from a reputable website.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

### **Portfolio Milestone (50 points)**

#### **Option 1: Working Capital Management Paper II**

Use the company chosen in the first Portfolio Milestone. Respond to the following:

- a. Identify the objectives and importance of working capital.
- b. List the components of working capital for your company.
- c. Define cash inflows and cash outflows.

Respond to A-C from above. Your document should be 3-4 pages long and contain 4-6 references, 3 of which are scholarly, using your textbook as one reference. You must submit your Excel workbook with your calculations.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

### **Option 2: Working Capital Management Presentation II**

Use the company chosen in the first Portfolio Milestone. Respond to the following:

- a. Identify the objectives and importance of working capital.
- b. List the components of working capital for your company.
- c. Define cash inflows and cash outflows.

Submit your answers to A-C in a PPT presentation. Your presentation should be 6-8 slides not including your introduction and reference slide. Be sure to include your responses in the note section of each slide. Your presentation should contain 4-6 references, 3 of which are scholarly, using your textbook as one of the references. Ensure all references are cited in APA format.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

### **Mastery Exercise (10 points)**

## **Module 6**

### **Required Readings**

- Chapter 16, Section 16.5 in *Practical Financial Management* (8th ed.)
- Petering, M. E. H., Chen, X., & Hsieh, W. H. (2019). Inventory control with flexible demand: Cyclic case with multiple batch supply and demand processes. *International Journal of Production Economics*, 212, 60–77.
- ThomasNet News. (2019). Time is money: How your company can save both with just-in-time management. Retrieved from <https://csuglobal.idm.oclc.org/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=bwh&AN=138208003&site=eds-live>

### **Opening Exercise (0 points)**

### **Discussion (25 points)**

### **Live Classroom (0 points)**

### **Critical Thinking (75 points)**

#### **Option 1: Just In Time Inventory Memo**

Select your favorite retail store. Choose one department (deli, bakery, frozen, ladies, mens, etc.).

1. Identify the department.

2. Explain how the Just In Time inventory method can improve their inventory tracking for the chosen department. Why?
3. Explain how the Just In Time inventory method can worsen their inventory tracking for the chosen department. Why?
4. Would this store benefit from a technologically advanced inventory system or a manual system? Why?

Write a 2-3 page memo addressing the store manager responding to the questions. Your memo should contain 4 references, 2 of which are scholarly, using your textbook as well as the link for your chosen retail store.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

### **Option 2: Inventory Responsibility PowerPoint**

Choose your favorite retail store and research it using reputable internet resources such as morningstar.com, or the sec.gov. Identify the role that each of the following play in accurate inventory reporting and tracking.

1. Employees
2. Managers
3. Competitors
4. Supervisors

Create a 7-9 slide presentation (not including your reference and cover page). Include your explanation of how important of a role each of the groups play in successful inventory maintenance.

Your presentation should contain 4 references, 2 of which are scholarly, using your textbook and the research link that you chose. Ensure all references are cited in APA format.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

### **Mastery Exercise (10 points)**

## **Module 7**

### **Required Readings**

- Review page 84 in *Practical Financial Management* (8th ed.) for a review on ratios.
- Graham, J. R., & Leary, M. T. (2018). The evolution of corporate cash. *Review of Financial Studies*, 31(11), 4288–4344.
- Thomas, J., & Rabiyyathul Basariya, S. (2019). A study on the issues of financial ratio analysis. *Indian Journal of Public Health Research & Development*, 10(3), 1079–1081. To view this reading, please open the link provided and download the "PDF full text."

### **Opening Exercise (0 points)**

### **Discussion (25 points)**

## **Mastery Exercise (10 points)**

### **Module 8**

#### **Required Readings**

- Chapter 15 in *Practical Financial Management* (8th ed.)
- Salas-Molina, F., Pla-Santamaria, D., & Rodriguez-Aguilar, J. A. (2018). A multi-objective approach to the cash management problem. *Annals of Operations Research*, 267(1/2), 515–529.
- Salas-Molina, F., Rodriguez-Aguilar, J. A., & Díaz-García, P. (2018). Selecting cash management models from a multiobjective perspective. *Annals of Operations Research*, 261(1/2), 275–288.

#### **Opening Exercise (0 points)**

#### **Discussion (25 points)**

#### **Portfolio Project (250 points)**

##### **Option 1: Working Capital Management Paper**

Throughout this course we have discussed the components of Working Capital Management. Now, let's bring it all together in your Capstone Portfolio Project Final Submission.

Using the company chosen in the first Portfolio Milestone, respond to the following:

1. Calculate the current ratio, accounts receivable ratio, and the inventory turnover for your company.
2. Create a working capital management plan for your company explaining the following:
  - a. Cash Disbursements (who are they paying).
  - b. Cash Receipts (who is paying them).
  - c. Provide an analysis based on the financial statements of how successfully your company is operating. What are you measuring your company's success by?
  - d. What could your company do to improve its current market position?

Your final project must be an 8-10 page analysis, responding to milestones I and II, and the Portfolio Project. Your calculations must be submitted using your Excel Workbook.

Be sure to include 5-8 references to support your work, 4 of which must be scholarly/peer-reviewed. Two of which may be your textbook and your company website. Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules. A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

##### **Option 2: Working Capital Management Presentation**

Throughout this course we have discussed the components of Working Capital Management. Now, let's bring it all together in your Capstone Portfolio Project Final Submission.

Using the company chosen in the first Portfolio Milestone, respond to the following:

1. Calculate the current ratio, accounts receivable ratio, and the inventory turnover for your company.
2. Create a working capital management plan for your company explaining the following:
  - a. Cash Disbursements (who are they paying).
  - b. Cash Receipts (who is paying them).
  - c. Provide an analysis based on the financial statements of how successfully your company is operating. What are you measuring your company's success by?

d. What could your company do to improve its current market position?

Your final project may be submitted as a PPT presentation with 10-12 slides and a 4 page analysis, responding to milestones I and II, and the Portfolio Project. Your calculations must be submitted using your Excel Workbook.

Be sure to include 5-8 references to support your work, 4 of which must be scholarly/peer-reviewed. Two of which may be your textbook and your company website. Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

A helpful resource for APA formatting can be found at CSU Global's Guide to Writing and APA.

**Mastery Exercise (10 points)**

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## COURSE POLICIES

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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 Grading

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

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## IN-CLASSROOM POLICIES

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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 /repurposing 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](mailto: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.