

ACCT 101: Practical Accounting- On-line- Section #1261



Welcome to Accounting 101, Practical Accounting. I am looking forward to an interesting semester with you covering one of the most important areas of business – the numbers. My goal is to help you understand the principles behind the numbers and the reasons why a good understanding of accounting is important to every business.

My name is Dawn Diskin and I am a practicing CPA primarily helping small to medium-sized companies with all aspects of their accounting and financing issues primarily using QuickBooks. This course continually builds on previous material, so it is important that at any time in the class if you are not understanding the material to get assistance sooner rather than later.

You can e-mail me with your questions or come to my office hours or sign up for a tutor in the accounting lab, or a virtual tutor all for FREE. Please don't wait until later when it will be harder to make up for lost ground. I want you to be successful in this class and have an enjoyable experience while improving your knowledge, marketability and achieving your own personal goals for taking this course.

Course Concept – Accountants count in so many different ways.

Course Description

101 Practical Accounting 4 Units

Prerequisites: None

On-Line: 4 Credit Hours

This course covers the record keeping for sole proprietorships and small businesses, including how to use worksheets, prepare adjusting and closing journal entries, post payroll, perform bank reconciliations and prepare financial statements. ACCT 101 is great for students preparing to take ACCT 201 – Financial Accounting and is a requirement for the Accounting and Bookkeeping Certificates of Competence. The emphasis is on real world accounting and all students are required to demonstrate competency through the completion of a comprehensive problem core concepts.

Course Details

We will be utilizing both “Blackboard” and “My Accounting Lab” for accessing the chapter media, the on-line homework modules, announcements, course content, discussion boards, practice problems, tests and grades. Important Tip- use Mozilla Firefox or Google Chrome to access Blackboard and the link to My Accounting Lab. You may need to disable any pop-up blockers.

Technology skills and communication skills are important in business and life. This class is taught fully on-line using technology integrated with a textbook. See on-line caution warning below. It will incorporate some skills or activities or use of technology that might be unfamiliar to some. There may be some frustration in learning and applying some of these skills and techniques, but the effort will be worth it.

Semester: Spring 2016

Section: 1261

Units: 4

Prerequisites: none

E-Mail: [ddiskin@miracosta.edu/](mailto:ddiskin@miracosta.edu)

Home Page: <http://www.miracosta.edu/home/ddiskin/>

Blackboard: <https://blackboard.miracosta.edu/>

Office Hours: On-line Sundays 7:30-9:30 pm Appointments arranged by phone and remote access

Online Tech Support: [StudentHelp@miracosta.edu/](mailto:StudentHelp@miracosta.edu)

My Accounting Lab: <http://pearsonmylabandmastering.com/> Initially Access MyAccountingLab thru Blackboard

Live Support Student Helpdesk:(760) 795-6655 and (888) 201-8480 x 6655

Important Dates:

Jan 25	First day of spring semester classes
Feb 5	Last day to ADD classes and to DROP classes with no grade and no “W”.
Feb 8	First Census
Feb 26	Last day to file Petition for Degree/Certificate and to file for Pass/No Pass. Consider this option if you do not need a letter grade.
Mar 21-28	Spring Break
April 28	Last day to Drop class with “W” grade; Drops after that receive a letter grade (generally an “F”). If you discover this course is not for you, or your class performance is not satisfactory, drop by this date.
May 23-27	Final examinations (all work due by Monday, May 23, 2016 at 11:59 pm)
May 27	End of spring semester

Course Objectives & Student Learning Outcomes

COURSE OBJECTIVES: In this first accounting course, the following objectives will apply:

1. To present in the proper accounting terms the basic and ongoing transactions that every business encounters, including money coming in, money going out, money owed to the business, and money the business owes; changes in assets, liabilities and equity accounts and changes in accounts dealing with revenues and expenses.
2. To present ways to manage cash and it's "flow" through the business, as well as dealing with capital expenditures.
3. To demonstrate how to create the income statement, statement of retained earnings, balance sheet and statement of cash flows, as well as understanding how to analyze these statements for better business efficiency and profitability.

STUDENT LEARNING OUTCOMES: SLOs are statements of expectation that clarify what students should know and be capable of at the end of instruction as a result of a faculty's interaction with them. For this class, the following are the expected SLO's:

1. Complete an accounting cycle for a sole proprietorship or small business according to generally accepted accounting principles (GAAP).
2. Generate and record payroll and payroll-related liabilities in accordance with the state and federal laws and regulations.
3. Analyze internal control problems to ensure the integrity of financial information and evaluate ethical standards in a given business situation.

Instructor Information

Instructor: Dawn M. Diskin, CPA, MBA

E-mail: DDiskin@miracosta.edu/

Please include First & Last Name and ACCT 101 Sect. 1261 in the subject of your e-mail, so I can answer you promptly.

Telephone: (760) 795-6789 x1383

Homepage: www.miracosta.edu/home/ddiskin/

Office Hours: Sundays on line from 7:30 to 9:30 by appointment. If you send e-mail or leave a telephone message, I will try to get back to you within 48 hours or sooner. Please be sure that your full name, contact information, and the section you are enrolled in are included on any messages or e-mail that you send me.

This is my sixth year here at MiraCosta College and previously I have taught graduate school accounting classes and CPA review classes. I attended Arizona State University for my undergraduate degree in Accounting and San Diego State University for my MBA in Finance. When I was in college, candidates were allowed to take the CPA exam before graduating, which was what I did and am happy that I passed and was able to focus on my career and not worry about studying and learning a new job at the same time. My career experience includes public accounting in the audit department at KPMG San Diego and Assistant Controller at Wells Fargo Bank, prior to venturing off to the smaller organizations. Currently, I have a financial consulting business servicing small, entrepreneurial companies in San Diego.

Course Materials

TEXT AND RELATED MATERIALS:

1. *College Accounting, 13/E* with My Accounting Lab (MAL) by Jeffrey Slater
Special MiraCosta College package ISBN: 9780134089058

You are not allowed to view the eBook from MAL during the exams, so I highly recommend you purchase the bundle (book and MAL Access code) at MCC Bookstore (\$108 w/out tax), so you can have access to your book during exams. The bookstore will ship too.

1. The MCC Bookstore is the best place to purchase this text and My Accounting Lab access code. Having this code and utilizing the on-line homework manager module is a requirement of this class. A first day handout with Course ID and instructions will be available in Blackboard when the class opens. There is a 14 day trial account status, so even financial concerns should not preclude anyone from being able to access My Accounting Lab on the first day of class.

If you do not register for MAL before the first drop date, you will be dropped by the instructor.

Course Content

ON-LINE CAUTION WARNING: This is a fully on-line course, so it is imperative that you understand the following:

- You will need regular access to an efficient computer with substantially fast online access and reliability.
- There will be no extended class discussions on topics.
- There will be minimal opportunity to clarify instructions; you are expected to timely and carefully read the syllabus, class documents, emails, and all announcements.
- There will be no opportunity to discuss personal or current financial or business issues/events unless you meet with or call the instructor.
- If you need further assistance or clarification from the instructor, you need to promptly email, call, or visit and be very clear with your questions and comments.
- There will be minimal instructor participation in discussion boards; students will discuss and learn from other students; summary comments by the instructor will be made periodically.
- You will not have the student-student camaraderie that can develop in an on-campus class.
- You need to be technologically proficient and need to take full responsibility for completing online submissions timely.
- There will not be in-class “oral” reminders; you need to know all rules and deadlines, develop a clear and consistent schedule for completing and submitting assignments, and be skilled at time management.

HOMEWORK: In accounting, new concepts build upon those that have come before. It is essential that you *keep current* in this course. A good rule of thumb is to expect at least eight to twelve hours reading the material, viewing required media/videos and completing homework and exams. Homework assignments are designed to help you practice new skill sets and to learn the key concepts that accompany them. All homework and exams will be completed in My Accounting Lab (MAL), which is especially helpful to on-line students because it offers a variety of tools like **Help Me Solve This**, **Demo Docs** and **Ask My Instructor**. **Help Me Solve This** is a step-by-step explanation of a very similar question that can be worked through before completing the actual homework question. **Demo Docs** is an auditory demonstration of how to complete a summary question that pertains to the homework question you are working on. It allows you to jump to any section of the summary question it is covering. **Ask My Instructor** is an email system that shows the instructor the exact window a student is viewing when the email is sent. Students may attempt homework an unlimited number of times before the due date and MAL will record the highest saved score. If at any point in the semester you experience technical difficulties with Pearson’s My Accounting Lab, please contact them via the web at www.myaccountinglab.com and go to Support Tab, under Student Support.

Before you can complete your homework, you will need to complete the media portion for the chapter which means watching the assigned videos for the chapter. There is a sequential order to the homework so you can be more successful in your homework endeavors. There is also an **optional** lecture participation equivalent which is my review of the Chapter Power Points highlighting the important aspects and my personal input, similar to what you would be hearing in a live class. They are in each weekly chapter assignment on YouTube.

It is your responsibility to complete the homework assignments on time. Late homework will be accepted with a 25% penalty up until the exam date for that respective chapter. In order to ensure your maximum grade and learning benefit from the homework assignments, I would urge not to wait until the last minute to submit your assignments. Allow yourself a cushion prior to the deadline and avoid the stress of something malfunctioning hours before the assignment is due. There is a direct correlation between success on the exams and diligent effort on the homework. By seriously attempting to solve the HW problems, you will learn the material.

EXAMS: There will be three exams in this class, each worth 100 points. The exams cover the chapters noted in the Weekly Schedule. The exams will be a mixture of multiple choice, true/false and fill-in problems and will be based upon the media assignments, homework, practice quizzes/exams and readings. No make-up exams will be given so it is imperative that you take the exams as scheduled. Failure to take an exam will result in being dropped by instructor. You are not allowed to view the eBook from MAL during the exams, so again, I highly recommend you purchase the text so you can have access to your book during exams.

QUIZZES: There will quizzes throughout the semester to ensure you are grasping the material prior to the exams. Quizzes will be administered on-line through the My Accounting Lab system. You will only have one attempt for quizzes versus the multiple attempts you receive on homework.

EXTRA CREDIT: Every semester at the end of the semester, students inquire about extra credit, when it is often too late. So, for this class, extra credit will be available from the start. MAL has a section called My Study Plan, which is designed to assist students in areas that they need the most help. The use of My Study Plan is not required, it is strictly optional and for extra credit. The extra credit earned will be based upon the hours of participation and earning 75% mastery in My Study Plan. I will develop a metric for the number of hours required to get the minimum and maximum extra credit points, based upon the hours of participation that I evaluate about two-thirds of the way through the semester. I also give Extra Credit for attending accounting networking events and the MCC Accounting Club meetings. You will need to write up a two or three paragraph summary of where you went, what you learned or observed and send to me via email.

DISCUSSION BOARD: Interaction among students is important in an on-line class too. Each week there will be discussion board topics for comment and discussion. Participants must first create a thread in order to view and exchange ideas with other threads in the forum. Our first discussion board is a brief introduction so we can all get to know each other. There is also a completely open discussion board called the Cyber Café which is an open forum for students to exchange ideas on any class related topic or tips or hints on challenging areas of the homework. Each week there is a discussion board regarding the topic we are covering and you need to respond to the questions and submit for credit.

DUE DATES: The due dates for all assignments and the scheduled dates for lecture topics, reviews, and exams are clearly listed on the Weekly Schedule and on each Weekly button in Blackboard.

Course Rules & Expectations

RULES AND EXPECTATIONS:

Students are expected to:

- Access their email and the Blackboard class site several times per week (minimum of 3 times per week).
- Put your name, the class, and the assignment number in the Subject Line on all email submissions to the instructor.
- Complete and submit assignments according to the instructions and the syllabus schedule
- Take full responsibility for knowing the requirements, rules, deadlines, and activities.
- Do not ask for exceptions to the rules and do not wait until the last minute to submit assignments.
- Share their knowledge, participate and assist other students.
- Complete and submit original work, and act and behave ethically, honestly, and politely throughout the course.

COURSE CALENDAR:

The weekly calendar for this course is listed below as part of the syllabus and also within MAL the weekly assignments appear when you log in. The course calendar identifies specific assignments, exams, and due dates. You are to complete the assignments for each week generally on your own time schedule within that week. You may read ahead, but you will only be able to respond to the discussion boards and submit assignments during the current week. Your first priority is to be sure all assignments are completed on time. Do not fall behind. Each lesson builds on the previous lesson's concepts and materials.

Although the Course is Entirely Online, it is Not Self-Paced.

CLASS WITHDRAWAL RULES: Students are responsible for completing all necessary paperwork if they decide to withdraw from class.

INSTRUCTOR INITIATED DROPS: The Instructor must take strong steps to insure all students are "attending" in an online class and active. Therefore, the Instructor retains complete discretion to process a Withdrawal (Drop) for students **without additional notice** (unless discussed with Instructor and approved in advance) for failure to participate and complete all assignments weekly as required by the due date on the syllabus schedule.

INSTRUCTOR RESPONSIBILITY: No matter how experienced and knowledgeable I am about the subject matter, I am always learning too. My job is to set up a good format for learning the subject and make myself available as needed to assist in the learning process. I expect students to read the syllabus and all other course-related documents and announcements, to know the class rules and deadlines for submissions, to complete the assignments timely, and to take responsibility for compliance. I welcome creative ideas and suggestions from students so I can learn and improve as well.

INCOMPLETE GRADE: Students seeking an "Incomplete" grade must consult with the instructor in person no later than the week prior to finals. Incompletes will only be considered for emergency or other unforeseeable justifiable reasons at the end of the term, and only upon agreement of clear conditions for completing coursework. Incompletes are rarely granted and only if the emergency or other unforeseeable justifiable reason occurs after the date for dropping the class. Work, vacation, family concerns, class schedules, time management problems, and other normal issues that all students deal with do not qualify.

PASS/NO PASS GRADING OPTION (for graded classes): You have the option to choose Pass/No Pass grading for this class. If you choose this option, you must submit a Petition for Pass/No Pass to Admissions & Records before 30% of the class has elapsed. This option for grading is nonreversible once selected. The petition form is available online, or from Admissions & Records. Students planning to transfer should consult with a counselor before opting for Pass/No Pass to ensure this option is accepted by their intended transfer institutions. Check the MiraCosta College catalog or schedule for more detailed information.

ACADEMIC INTEGRITY: Any cheating or plagiarism of any kind will absolutely not be tolerated. No exceptions. At the discretion of the instructor, plagiarism and/or cheating will result in either an "F" for the assignment. In addition, student disciplinary action could result in an F for the course. See Mira Costa College's 2015/2016 Catalogue for further guidelines regarding the school's policy on this topic.

College Policies & Services

DISABILITY ACCOMMODATIONS:

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact Disabled Students Programs & Services (<http://www.miracosta.edu/StudentServices/DSPS/index.htm>) as soon as possible to ensure that such accommodations are implemented in a timely manner. Their phone number is (760) 795-6658 and they are located on the Oceanside campus in Building 3000-Student Services, Room 3009, adjacent to Parking lot 3C.

LIBRARY RESOURCES:

The MiraCosta College faculty librarians assist students with their research questions, whether academic or personal. Students may obtain assistance from librarians either one-on-one at the reference desk, through class orientations, group workshops, individual appointments, or online. I strongly encourage you to take advantage of library resources. More information regarding the library may be found at their webpage: www.miracosta.edu/library.

COLLEGE SUPPORT SERVICES:

The Tutoring and Academic Support Center (TASC) (<http://www.miracosta.edu/StudentServices/Tutoring/index.htm>) and the Writing Center (WC) (<http://www.miracosta.edu/StudentServices/WritingCenter/index.htm>) assist students by providing individual and group tutoring, WC drop-ins, learning communities, self-help materials, and student success workshops. Services are free and available to all students during day and evening hours at all MiraCosta College campuses. Take advantage of these academic support services. For more specific information, please call (760) 795-6682 for TASC and (760) 795-6339 for WC.

For Oceanside and San Elijo campuses: At the Writing Center, you can get assistance at any stage of any writing assignment. Whether you're brainstorming ideas, revising what you've written so far, or making a few final edits, they offer thirty-minute, one-to-one, same-day or future appointments. They can even assist you with reading and grammar issues! Their trained writing consultants are good writers and friendly people who enjoy working with students. You can learn more here, where you may make an appointment online:

<http://www.miracosta.edu/student-services/writing-center/appointment.html>. You may also call 760.795.6861, or stop by the Writing Center, on the first floor of the Hub. For the CLC: At the Writing Center, you can get assistance at any stage of any writing assignment, whether for ESL, GED, or Adult High School. Whether you're brainstorming ideas, revising what you've written so far, or making a few final edits, they offer thirty-minute, one-to-one, same-day or future appointments. Their trained writing consultants are good writers and friendly people who enjoy working with students. Make an appointment by calling 760.795.8724, or stop by room 130.

Online Tutoring Services – Students can schedule on-line tutoring at the MiraCosta website. If this hyperlink does not work, here is the address you can paste into your browser: <http://www.miracosta.edu/instruction/tutoring/onlinetutoring/>

PLAGIARISM AND ETHICS POLICY:

Each student agrees to the following statements of student behavior:

- I agree that I, and only I, will be the one completing and submitting class materials (homework, quizzes, exams, written projects, etc.) in my name.
- I agree that I will not directly copy or plagiarize material from books, publications, the Internet, other students' work, or any other source. I am familiar with, and I agree not to violate, copyright laws. If small amounts of material from other sources are used as part of any class assignment, I agree to clearly indicate such and properly cite the source.
- I agree that any projects submitted for this class have been prepared for this class only and have not been, and never will be, submitted for any other class at MiraCosta or any other school.
- I agree that, unless approved by the instructor, I will not share answers to homework assignments, quizzes, exams, or any other course material with fellow classmates.
- I acknowledge that failure to comply with any of the above statements may result in failure of an assignment, removal from the course, failure in the course, and discipline action deemed appropriate by the instructor in his sole discretion and/or policies and procedures set forth by the Board of Trustees of the MiraCosta Community College District, fully described in the College Catalog.

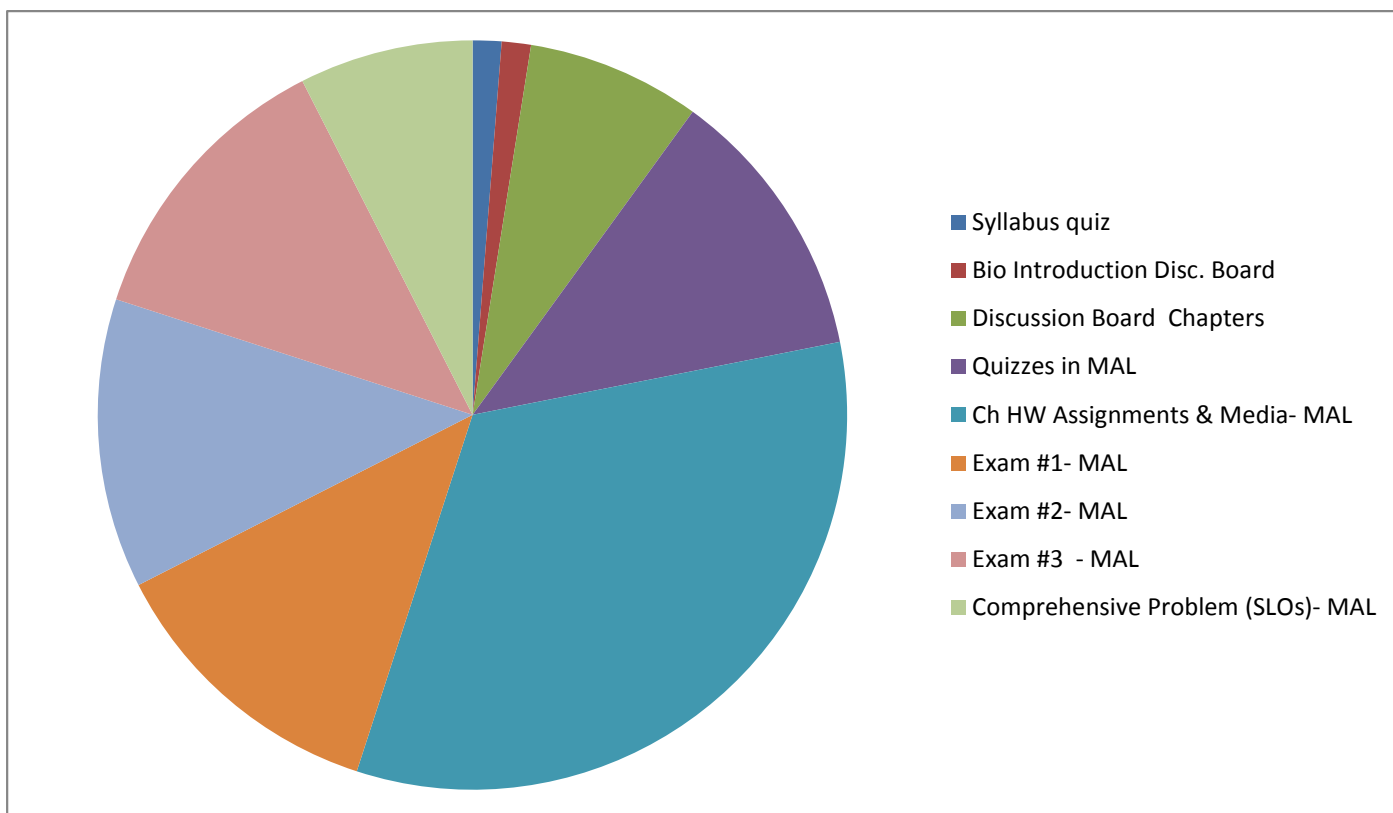
GET HELP IF YOU NEED IT – DON'T WAIT UNTIL IT IS TOO LATE: : If at any time you are feeling lost and are struggling with the material, come to office hours or e-mail me with your questions or concerns or sign up for a tutor in the accounting lab or on-line, they are free! I also encourage you to study with other accounting students, exchange e-mail addresses and phone numbers and use the Discussion Board on Blackboard. I want you all to do well in this class, but you need to take the initiative if you are having some difficulty with the material. Please don't wait till after an exam to tell me you're having problems, let's work on it before the exam to ensure a successful exam experience.

Course Grading

PLAN FOR SUCCESS:

1. Each week goes from Monday morning 6 a.m. to Sunday evening 11:59 p.m.
2. Use Google Chrome or Mozilla Firefox as your default the browser. Internet Explorer doesn't work with MAL. You may need to disable any pop-up blockers, look for notification toward the top of your screen.
3. Depending on your accounting background, experience, and knowledge (**if any**), this 4 unit course will generally take approximately 8-12 hours of study time and homework participation per week. More or less depending on your individual situation.
4. Plan your schedule to complete all in a timely manner and leave room for computer issues or family or work issues so you don't run in to last-minute problems.
5. It is up to the student to understand/comprehend the syllabus, course calendar, use of Blackboard, and My Accounting Lab (MAL). Any questions should be addressed with the instructor as soon as possible.
6. Assignments are completed either in My Accounting Lab (MAL) or in Blackboard. All assignments are due by the date noted on the course calendar.
7. Late assignments (accepted only up until the upcoming exam date) will have a late penalty of 25% deducted.
8. Exams may include multiple choice, fill-in, short answer, true false and problems. Exams must be taken on the date noted in the course calendar. There are NO MAKEUPS for exams.
9. Changes are sometimes necessary and will be done at the discretion of the instructor. Notice will be given to the students through email, or with an announcement on the course Blackboard site. Make sure to regularly view the Blackboard Announcements because it is your responsibility to know and apply any changes.
10. Respectful communication is required. Please use proper and respectful tone in all emails and on-line posts. The instructor reserves the right to remove inappropriate posts. Any disrespectful communication will be addressed.

Item	Points	%	Online Media	Grading Scale
Syllabus quiz	10	1.25%	BB	A = 90% - 100%
Upload Profile Picture- Extra Credit	0	0%	BB	B = 80% - 89%
Bio Introduction Disc. Board	10	1.25 %	BB	C = 70% - 79%
Discussion Board Chapters	60	7.5 %	BB	D = 60% - 69%
Video Summaries- Optional You Tube	0	0%	BB	F = Below 60%
Quizzes in MAL	95	11.9%	MAL	Pass = C or better, No Pass = D or F
Ch HW Assignments & Media- MAL	265	33.1%	MAL	
Exam #1- MAL	100	12.50 %	MAL	
Exam #2- MAL	100	12.50 %	MAL	
Exam #3 - MAL	100	12.50 %	MAL	BB=Blackboard
Comprehensive Problem (SLOs)- MAL	60	7.50 %	MAL	MAL=My Accounting Lab
Total Points	800	100%		Extra credit not to exceed 24pts



IMPORTANT NOTICE REGARDING WEEKLY SCHEDULE: This syllabus is subject to change at any time at the complete discretion of the instructor; notice will be given to the students by email or with an announcement on the class Blackboard site. It is the student's responsibility to maintain a current email address in the Blackboard system and to check their email and the Blackboard site regularly, at least several times each week.

Weekly Schedule

Week	Begins Mon 6 am	Ch	Chapter & Assignment Topics	Activities	Due Date Sun 11:59 pm
1	1/25	0	Get Acquainted In BB and MAL	<i>Welcome and Get Started in BB Complete Week 1 in BB & Disc Board Bio, Add Profile Pic & Register in MAL</i>	1/31
2	2/1	1	Accounting Concepts & Procedures	<i>Read Text, Watch Media, Do HW & Quiz & Disc Board</i>	2/7
3	2/8	2	Debits & Credits: Analyzing and recording Business Transactions	<i>Read Text, Watch Media, Do HW & Quiz & Disc Board, SLO Part 1 Available in MAL</i>	2/14
4	2/15	3	Beginning the Accounting Cycle	<i>Read Text, Watch Media, Do HW & Quiz & Disc Board</i>	2/21
5	2/22	4	The Accounting Cycle Continued	<i>Read Text, Watch Media, Do HW & Quiz & Disc Board</i>	2/28
6	2/29	5	The Accounting Cycle Completed	<i>Read Text, Watch Media, Do HW & Quiz & Disc Board</i>	3/6
7	3/7	CH 1-5	Practice Exam #1 Exam #1 Chapters 1-5	<i>Practice Exam 1 & Actual Exam 1 in MAL, SLO Part 1 Due</i>	3/13
8	3/14	6	Banking Procedure and Control of Cash, SLO Part 1 Due	<i>Read Text, Watch Media, Do HW & Quiz & Disc Board SLO Part 2 Available in MAL</i>	3/20
	3/21		SPRING BREAK		3/27
9	3/28	7	Calculating Pay and Payroll Taxes	<i>Read Text, Watch Media, Do HW & Quiz & Disc Board</i>	4/3
10	4/4	8	Paying, Recording and Reporting Payroll and Payroll Taxes	<i>Read Text, Watch Media, Do HW & Quiz & Disc Board</i>	4/10
11	4/11		Practice Exam #2 Exam #2 - Chapters 6-8	<i>Practice Exam 2 & Actual Exam in MAL & SLO Part 2 Due</i>	4/17
12	4/18	9	Sales and Cash Receipts	<i>Read Text, Watch Media, Do HW & Quiz & Disc Board</i>	4/24
13	4/25	10	Purchases and Cash Payments	<i>Read Text, Watch Media, Do HW & Quiz & Disc Board</i>	5/1
14	5/2	11	Preparing a Worksheet for a Merchandise Company	<i>Read Text, Watch Media, Do HW & Quiz & Disc Board</i>	5/8
15	5/9	12	Completion of the Accounting Cycle for a Merchandise Company	<i>Read Text, Watch Media, Do HW & Quiz & Disc Board</i>	5/15
16	5/16		Late Submission for SLOs Practice Exam and Exam 3 - Chapters 9-12 FINAL	<i>SLO's late – 25% penalty Practice Exam and Actual Exam</i>	5/23

MyLab & Mastering Student Registration Instructions

To register for ACCT 101 SP 2016- DISKIN-MCC-SECT 1261:

1. Log into Blackboard and click on My Accounting Lab Link button on left side mid-way down.
2. Follow instructions for registering and if unclear watch You Tube Video in Announcements or Week 1, Getting Started.
3. REMEMBER TO WRITE DOWN YOUR USER NAME AND PASSWORD, THIS IS HOW YOU WILL ACCESS IN THE FUTURE.

· If you have used a Pearson website (for example, MyITLab, Mastering, MyMathLab, or MyPsychLab), enter your Pearson username and password. Click **Sign in**.

· If you do not have a Pearson account, click **Create**. Write down your new Pearson username and password to help you remember them.

4. Select an option to access your instructor's online course:

· Use the access code that came with your textbook or that you purchased separately from the bookstore.

· Buy access using a credit card or PayPal.

· Or get 14 days of FREE temporary access. (Look for a link near the bottom of the page.)

6. Click **Go To Your Course** on the Confirmation page. Under MyLab & Mastering New Design on the left, click **ACCT 101 SP 2016 - DISKIN-MCC-SECT 1261** to start your work.