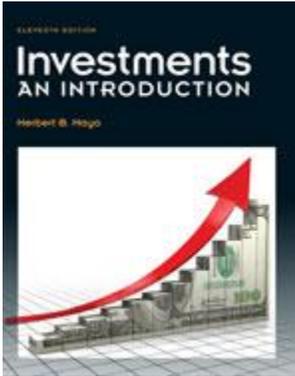


**Texas A & M University-Commerce**  
**College of Business and Entrepreneurship**  
**Department of Accounting**  
**Syllabus –Fall 2013**  
**ACCT 577-01W**  
**CRN: #81541**



**Course:**                   **Investment Planning**

**Instructor:**           Dr. Joseph Krupka, CPA/PFS CGMA

**Telephone:**           (732) 439-0600

**Email:**                   [joseph.krupka@tamuc.edu](mailto:joseph.krupka@tamuc.edu)

**Office Hours:**       24/7 in the Virtual Office or by e-mail. Please direct all course related questions to the Virtual Office Discussion Board. If you send an e-mail, **please put “ACCT 577” in the subject line** so that it will get directed to the proper mail folder. I will attempt to address that question from Monday through Friday within 24 hours. If you do not get a response within the 24 hour time period, please call me.

**Required Text:**       Thomson, Herbert Mayo. Investments: An Introduction (11<sup>th</sup> edition) South-Western. CENGAGENOW. ISBN-10:9781133303749 | ISBN-978128542247 Note: you do not need the stock-trak coupon.

**COURSE DESCRIPTION:**

This course focuses on the theory and practice of investment planning. Emphasizing the tools and techniques necessary to build a portfolio using both financial planning techniques and theories employed by the financial planning industry. Topics covered include but are not limited to: basics of investment planning and financial markets, investment portfolio risk-return relationship, portfolio management, investment theories, modern portfolio theory, fundamentals of portfolio design, diversification and allocation, fundamental analysis, mutual fund selection, and financial planning issues in asset management.

### **Course Embedded Assessment Objectives:**

1. Demonstrate an understanding of the types and use of investment vehicles along with valuation models.
2. Demonstrate an understanding of the role of investment planning within general financial planning as a profession.
3. Demonstrate an understanding of advanced portfolio management and measurement concepts in a risky environment.
4. Demonstrate an understanding of market efficiency and modern portfolio theory and the investment theories that apply in a taxable environment.

### **Intellectual Development:**

This course will strive to provide an academically rigorous and intellectually challenging environment which stimulates personal growth, creative and critical thinking, and the highest standards of professional and ethical conduct.

In addition to developing technical expertise in the course subject matter, this course:

- develops and fosters communication skills, both written and oral
- enhances critical thinking
- challenges decision-making
- promotes intellectual curiosity and lifelong learning.

### **Weekly Webinar:**

On-line webinars will be scheduled for each **Tuesday from approximately 1:15:-2:15 PM (Central time)**, I will meet with the class in ClassLive within our eCollege course. Try to attend about 10 minutes early to run a sound check for your microphone and headset. During these sessions, I will be available for live chat as we will discuss the major topics of the chapter and/or the assignment scheduled for that week. Attendance to these webinars is optional and they will be recorded for later viewing at your convenience if you cannot attend. If no one joins after 15 minutes, I will log off. Questions can be emailed to me or posted on the online forum. Posting is the preferred method so that other students may join in answering questions.

### **eCollege Online Support for Questions:**

**Virtual Office:** You should post all questions pertaining to the course to the Virtual Office. This will allow everyone in the course to answer each other's questions and to have access to all questions and any posted answers. Many of you will have the same questions and this will reduce the number of times that the same answer will have to be given. You should always check the Virtual Office postings to see if your question has already been asked and answered before you post a question.

**Groups:** The discussion board may be used by individual groups for private communication between their members. Any group of students may request that a group be formed by the professor to enable them to have a private discussion. Each member should do their own work and use the group for help, support, and feedback. Just send me an e-mail telling me that a group has been formed with the individual names of the members and I will create an online group for your private discussions.

***E-Mail:*** E-mail is appropriate for personal questions related to your grade, etc. **PLEASE DO NOT use it for course related questions that may be of interest to others.**

**Additional Materials:**

- Computer. High speed internet connection is suggested and recommended (Broad band will make submitting large files easier). Students will search various databases to gather information. Some databases or sources may charge access fees.
- Storage device for saving exercises and projects.
- Headset with a microphone is recommended if you plan to actively participate in the optional ClassLive meetings.
- Webcam optional.
- Microsoft windows environment and a recent version of Microsoft Internet Explorer are optimal. The course will also work in Macintosh OS X, along with a recent version of Safari. A recent version of the Firefox browser on both Windows and Mac operating systems is also supported. You should perform a “Browser Test” prior to the start of the course. Login to eCollege, click on the ‘My Courses’ tab, and then select the “Browser Test” link under Support Services.
- Financial Calculator (Required). Any type is acceptable- such as the HP-10BII or TI BA-II Plus.

**STUDENT RESPONSIBILITIES:**

Learning is every student’s responsibility. My role is to facilitate and support your learning process. To accomplish the learning process you are required to:

- Check eCollege frequently for announcements and other information.
- Read assigned material listed on the course schedule.
- Actively participate in the class.
- Complete and submit assignments on time via CengageNOW.
- Contact me about any questions or issues when they arise. It’s much easier to help and work out a solution early-on, than later when it may be too late.

I expect you to adhere to all rules and standards set forth in this syllabus. **I reserve the right to modify or change this syllabus at any time.** I expect you to adhere to the academic honesty standards promulgated by Texas A & M University-Commerce. There are no acceptable reasons for violating any of the stated rules and conduct standards published by the university or contained in this syllabus.

Below you will find the rubric for this course:

## ACCT 577-01W Investment Planning Rubric

Criteria (Course Objectives)	4 (Excellent)	3 (Competent)	2 (Satisfactory)	1(Unsatisfactory)
Demonstrate an understanding of the types and use of investment vehicles along with valuation models	Student demonstrates excellent ability understanding of the types and use of investment vehicles along with valuation models	Student demonstrates above average understanding of the types and use of investment vehicles along with valuation models	Student demonstrates some understanding of the types and use of investment vehicles along with valuation models	Student cannot demonstrate an understanding of the types and use of investment vehicles along with valuation models
Demonstrate an understanding of the role of investment planning within general financial planning as a profession	Student demonstrates excellent ability understanding the role of investment planning within general financial planning as a profession	Student demonstrates above average understanding the role of investment planning within general financial planning as a profession	Student demonstrates some the role of investment planning within general financial planning as a profession	Student cannot demonstrate an understanding of the role of investment planning within general financial planning as a profession
Demonstrate an understanding of advanced portfolio management and measurement concepts is a risky environment.	Student demonstrates excellent ability understanding of advanced portfolio management and measurement concepts is a risky environment.	Student demonstrates above average understanding of advanced portfolio management and measurement concepts is a risky environment.	Student demonstrates some understanding of advanced portfolio management and measurement concepts is a risky environment.	Student cannot demonstrate an understanding of advanced portfolio management and measurement concepts is a risky environment.
Demonstrate an understanding of market efficiency and modern portfolio theory and the investment theories that apply in a taxable environment	Student demonstrates excellent ability understanding market efficiency and modern portfolio theory and the investment theories that apply in a taxable environment	Student demonstrates above average understanding market efficiency and modern portfolio theory and the investment theories that apply in a taxable environment	Student demonstrates some market efficiency and modern portfolio theory and the investment theories that apply in a taxable environment	Student cannot demonstrate an understanding of market efficiency and modern portfolio theory and the investment theories that apply in a taxable environment

## **COURSE EVALUATION:**

The *final course grade* will be based on the following items:

### **GRADING SCALE: GRADING SCALE:**

<b>GRADE</b>	<b>POINTS</b>	<b>PERCENTAGE</b>
A	900-1000	90-100
B	800-899	80-89
C	700-799	70-79
D	600-699	60-69
F	0-599	0-59

### **GRADE WEIGHTS:**

<b>ASSIGNMENT</b>	<b>POINTS</b>	<b>PERCENTAGE</b>
Discussion Board Postings	100	10 %
Quiz #1	100	10%
Quiz #2	100	10%
Midterm Exam	250	25%
Research Paper	200	20%
Final Exam	250	25%
<b>TOTAL</b>	<b>1000</b>	<b>100%</b>

### **POLICY FOR DROPPING CLASS:**

If the student finds that he/she needs to drop the class it is the student's responsibility to drop the class. I will not drop you from the class. Students, who because of circumstances beyond their control are unable to attend classes during the last three weeks preceding finals, can request an "X" in the class if they are maintaining a grade of "C" or above. It is up to the instructor's discretion whether this will be approved based on proof of death of an immediate family member or a lengthy hospitalization of the student.

### **Incomplete in Course:**

Students who, because of circumstances beyond their control, are unable to attend classes during or after review week will, upon approval of the teacher, receive a mark of "X" in all courses in which they were maintaining passing grades. A grade of "X" (incomplete) will not be counted in the calculation of the grade point average for one semester. If the "X" has not been removed at the end of one semester, it will automatically be changed to a grade of "F." If a student feels that a grade is not correct, the matter should be discussed with the instructor. If the instructor finds the grade incorrect, the instructor must petition for a grade change by receiving approval from the department head and dean, with final approval from the Registrar's Office.

### **Other:**

University policy will be followed in regards to withdrawals during the semester. It is the student's responsibility to conform with the university rules relating to dropping or withdrawing from the course.

**Discussion Board Postings:**

Your participation grade will be assessed by your activity in the Discussion Board Postings. I expect you to read all assigned weekly chapters. Students are expected to contribute productively to class activities by joining in the discussion.

**Required Discussion Board Postings for this course is a minimum of 5 quality Discussion Board Postings.**

A rubric follows that will be used in the grading process for the discussion questions.

**Rubric for Grading Discussion Board Postings**

	<b>4 (Excellent)</b>	<b>3 (Competent)</b>	<b>2 (Satisfactory)</b>	<b>1 (Unsatisfactory)</b>
<b>Contribution to the Class</b>	Required number of postings met and posting is insightful, thorough, and interesting.	Required number of postings met, and posting is thorough and interesting.	Required number of posting met, posting is interesting but lacks depth.	Required number of postings met, uninteresting and not thorough.
<b>Inspires Reply Postings</b>	A serious effort is made to frame the posting to encourage reply. The posting should generate questions and open avenues for discussion.	A serious effort is made to frame the posting to encourage reply.	Some effort is made to frame the posting to encourage reply.	No effort is made to frame the posting to encourage reply.
<b>Demonstrates Understanding of the Reading</b>	Posting demonstrates thorough understanding of the reading assignment and is substantiated with examples.	Posting demonstrates understanding of the reading assignment.	Posting demonstrates some understanding of the reading assignment.	Posting does not demonstrate an understanding of the reading assignment.
<b>Grammar and Mechanics</b>	Posting does not contain grammar or spelling errors.	Posting contains 1 grammar or spelling error.	Posting contains 2 grammar or spelling errors.	Posting contains more than 2 grammar or spelling errors.

## Rubric for Grading Research Paper

	<b>4 (Excellent)</b>	<b>3(Competent)</b>	<b>2 (Satisfactory)</b>	<b>1 (Unsatisfactory)</b>
<b>Demonstrates a clear and coherent logic to the research topic</b>	Student demonstrates an excellent understanding of a clear and coherent logic to the research topic	Student demonstrates an above average understanding of a clear and coherent logic to the research topic	Student demonstrates some understanding of a clear and coherent logic to the research topic	Student cannot demonstrate an understanding a clear and coherent logic to the research topic
<b>Demonstrates an understanding of the Readings/ Literature of the research topic</b>	Student demonstrates an excellent understanding of the Readings/ Literature of the research topic	Student demonstrates an above average understanding of the Readings/Literature of the research topic	Student demonstrates some understanding of the Readings/ Literature of the research topic	Student cannot demonstrate an understanding of the Readings/Literature of the research topic
<b>Demonstrates use of proper grammar and writing method</b>	Student demonstrates an excellent use of proper grammar and writing method	Student demonstrates an above average use of proper grammar and writing method	Student demonstrates some use of proper grammar and writing method	Student cannot demonstrate use of proper grammar and writing method
<b>Demonstrates a contribution to the research topic</b>	Student demonstrates an excellent contribution to the research topic	Student demonstrates an above average contribution to the research topic	Student demonstrates some contribution to the research topic	Student cannot demonstrate a contribution to the research topic

**Quizzes and Exams:**

You will submit using CengageNOW (see the student Registration Information below). All Quizzes and Exams will be due Sunday at 9 PM (Central Time) of the assignment week. The assignment schedule should be followed diligently.

**No Late work will be accepted.**

**Rubric used in grading Quizzes and Exams**

	<b>4 (Excellent)</b>	<b>3 (Competent)</b>	<b>2 (Satisfactory)</b>	<b>1 (Unsatisfactory)</b>
Correct Responses				
Support method of achieving solution				
Demonstrate understanding of concepts				
Effective analysis				
Creativity and Originality				

**Quizzes and Exams:**

There will be two quizzes and two exams using CengageNOW (see the Student Registration Information below). You are responsible for information from class discussion, required readings, and homework. **No makeup quizzes or exams will be given unless** it is a University allowed excused absence. For an excused absence, the make-up quiz or exam will be administered prior to the scheduled exam. If you need to miss a quiz or exam for an excused absence let me know IN ADVANCE so we can make arrangements. **Anyone missing both exams will automatically fail the class.**

**STUDENT RESOURCES:**

Occasionally students will need to perform research using various Websites in order to augment the text material, clarify misconceptions, and update information based on tax law changes. Some suggested websites to be used are:

- MarketWatch <http://www.marketwatch.com/>
- Internal Revenue Service [www.irs.gov](http://www.irs.gov)
- CFP Board <http://www.cfp.net/>
- The Financial Planning Association <http://www.fpanet.org/>
- National Association of Personal Financial Advisors <http://www.napfa.org/>
- FINRA [www.finra.org](http://www.finra.org)
- Dow Jones Averages [www.djaverages.com](http://www.djaverages.com)
- Morningstar [www.morningstar.com](http://www.morningstar.com)
- Bloomberg [www.bloomberg.com](http://www.bloomberg.com)
- National Association of REITs [www.reit.com](http://www.reit.com)
- Investment News <http://www.investmentnews.com>

**Supplementary Reading:**

*Wall Street Journal*

*Financial Counseling and Planning*

*Financial Planning*

*Financial Services Review*

*Investment Advisor*

*Journal of Financial Planning*

*Journal of Financial Services Professionals*

*Journal of Personal Finance*

*USA Today – Money Section*

**E-MAIL POLICY:**

**All students must use their MyLeo accounts when corresponding with professors. Please include the course number in the subject line of the e-mail message. Any e-mail which does not conform to these guidelines will not be read or responded to by the professor.** If you do not have a computer, the business computer laboratory is located in BA345 and a computer laboratory is available in the library. The instructor will attempt to answer your e-mails within 24 hours on Monday – Thursday. I am not available to answer e-mails on the weekend. If you need to contact me, e-mail is the best method as it is the communication of choice by the university. Please do not call my office telephone and request that I return a long-distance call. I do not call long-distance. I check my e-mail in the morning and afternoon on Monday- Thursday

**POP-UPS:**

Explorer blocks pop-ups. You need to disable the pop-up blocker to the online learning sites to avoid this problem. To temporarily turn off or disable the pop-up blocker, go to tools and select the off on the pop-up blocker settings. The off selection turns off the pop-up blocker until the browser is closed or you can choose to select a setting that allows the pop-ups to be turned off permanently for a specific website.

**TECHNICAL SUPPORT:**

Please complete the student tutorial on using e-College. E-College provides help. The help button is located on the top right of the screen to provide information while you are working in e-College. If at any time you experience technical problems such as not being able to log into the course, please contact the e-College HelpDesk. The HelpDesk is available 24 hours a day, seven days a week. You can access the HelpDesk by sending an e-mail to [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) or by calling 1-866-656-5511.

## ADA Statement:

### Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services  
Texas A&M University-Commerce  
Gee Library 132  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148  
[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

### Student Disability Resources & Services

If you are registered with the office of **Student Disability Resources and Services (SDRS)** and will be needing accommodations this fall, please remember to contact our office for accommodation letters. It will be your responsibility to pick up the letters and deliver them to your instructor. Please remember accommodations are not retroactive, so they will start when you deliver the letter to your instructor.

- You must contact SDRS **every semester** that you are enrolled in order to receive accommodation letters.
- If you need alternate textbooks, you must first purchase the textbook and also fill out a request form through our office in order to receive a copy of the text in alternate format. Please note it does take time to get textbooks converted, so please submit request form at least 4 weeks in advance.
- If you are requesting an interpreter, you must contact the SDRS office 4-6 weeks prior to the date needed and also fill out a request form.
- In order to take exams/tests in SDRS you must sign up (stop by or email) at least five days in advance of the test date to reserve a space/time. You must also sign a testing agreement form which outlines all rules that must be followed when testing in SDRS.
- If you have been approved for a note taker, you **must** contact our office to set up an appointment. The procedure for note takers has changed and you will be using a note taker out of the class you need one. There is an informational/step by step packet for you as well as one you need to give to your note taker. **If you have already met with a consultant in the SDRS department concerning this, please remember to submit student note taker service agreement form ASAP and also please remind your note taker to submit green form to SDRS in order to receive credit for services.**

### DISCIPLINE POLICY:

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct).

### **COMFORTABLE LEARNING ENVIRONMENT:**

The university, this department, and your instructor are all committed to maintaining an inoffensive, non-threatening learning environment for every student. Class members (including the instructor) are to treat each other politely both in word and deed. Offensive humor and aggressive personal advances are specifically forbidden. If you feel uncomfortable with a personal interaction, contact your instructor for help in solving the problem.

### **Civility in the Academic Environment:**

Civility in the classroom or online course and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom/online course. Courteous behavior and responses are expected. To create and preserve a learning environment that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. Students are expected to conduct themselves at all times in a manner that does not disrupt teaching or learning. Faculty have the authority to request students who exhibit inappropriate behavior to leave the class/online course and may refer serious offenses to the University Police Department and/or the Dean of Students for disciplinary action.

### **Ethics:**

Integrity is the hallmark of the accounting profession and will be stressed throughout the course. Any type of student breach of ethics, including but not limited to: illegal activity, dishonest conduct, cheating, plagiarism, or collusion, will result in failure of assignment or exam (F) and/or further academic sanction (i.e. failure of course (F), dismissal from class and/or referral to Dean of the College of Business and Technology).

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct).

### **ACADEMIC HONESTY POLICY:**

The College of Business and Entrepreneurship at Texas A & M University-Commerce will strive to be recognized as a community with legal, ethical, and moral principles and to practice professionalism in all that we do. Failure to abide by these principles will result in sanctions up to and including dismissal. Five different types of activities that will bring sanctions are as follows:

- **Illegal activity** – Violation of any local, state, or federal laws that prohibit the offender from performance of his or her duty.
- **Dishonest Conduct:** Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition, falsifying of records to enter or complete a program will also be considered dishonest conduct.
- **Cheating:** The unauthorized use of another’s work and reporting it as your own.
- **Plagiarism:** Using someone else’s ideas and not giving proper credit.
- **Collusion:** Acting with others to perpetrate any of the above actions regardless of personal gain.

*NOTE: This syllabus is subject to change as needed to meet the objectives or administration of the course at the discretion of the Professor. It is not anticipated that there will be any substantive changes.*

**Class Schedule & Assignments**  
**Investment Planning – ACCT 577-01W**  
**FALL 2013**

<b><u>WEEK</u></b>	<b><u>ASSIGNMENT</u></b>		<b><u>DUE DATE</u></b>
<b><u>1</u></b>	Ch. 1 – An Introduction to Investments Reading Assignment # 1		Sunday, September 1
	Discussion # 1- Welcome		Sunday, September 1
<b><u>2</u></b>	Ch. 2- Securities Markets Reading Assignment # 2		Sunday, September 8
	Discussion # 2		Sunday, September 8
<b><u>3</u></b>	Ch. 4 – Financial Planning, Taxation, and the efficiency of Financial Markets Reading Assignment # 3		Sunday, September 15
	Discussion # 3		Sunday, September 15
<b><u>4</u></b>	Ch. 5 – Risk and Portfolio Management Reading Assignment # 4		Sunday, September 22
	Discussion # 4		Sunday, September 22
	<b>Quiz # 1 Chapter 1,2,4,5</b>	<b>OPEN: Sat. Sept 21 AT 9 AM</b>	<b>CLOSE: Sunday Sept. 22 9 PM</b>
<b><u>5</u></b>	Ch. 6 – Investment Companies: Mutual Funds Reading Assignment # 5		Sunday, September 29
	Discussion # 5		Sunday, September 29
<b><u>6</u></b>	Ch. 7 – Closed-end Investment Companies, Real Estate Investment Trusts (REITs), and Exchange-Traded Funds (ETFs) Reading Assignment # 6		Sunday, October 6
	Discussion # 6		Sunday, October 6
<b><u>7</u></b>	Ch. 8 – Stock Reading Assignment # 7		Sunday, October 13
	Discussion # 7		Sunday, October 13
<b><u>8</u></b>	<b><u>MIDTERM EXAM</u></b> <b>Chapters 1,2,4,5-8</b>	<b>OPEN: Sat. October 19 At 9 AM</b>	<b>CLOSE: Sunday October 20 At 9 PM</b>

<b><u>WEEK</u></b>	<b><u>ASSIGNMENT</u></b>		<b><u>DUE DATE</u></b>
<b><u>9</u></b>	Ch. 10 – Investment Returns and Aggregate Measures of Stock Markets Reading Assignment # 8		Sunday, October 27
	Discussion # 8		Sunday, October 27
<b><u>10</u></b>	Ch. 12 – Behavioral Finance and Technical Analysis Reading Assignment # 9		Sunday November 3
	Discussion # 9		Sunday November 3
<b><u>11</u></b>	Ch. 13-The Bond Market Reading Assignment # 10		Sunday, November 10
	Discussion # 10		Sunday November 10
	<b>Quiz # 2 Chapter 10,12,13</b>	<b>OPEN: Saturday November 9 9 AM</b>	<b>CLOSE: Sunday November 10 9 PM</b>
<b><u>12</u></b>	Ch. 15- Government Securities Ch. 16- Convertible Bonds and Convertible Preferred Stock Reading Assignment # 11		Sunday, November 17
	Discussion # 11		Sunday, November 17
<b><u>13</u></b>	Ch. 17 – An Introduction to Options Reading Assignment # 12		Sunday, Nov.24
	Discussion # 12		Sunday, Nov.24
	<b>Research Paper Due</b>		<b>Sunday November 24 AT 9 PM</b>
<b><u>14</u></b>	Ch. 20- Financial Planning and Investing in an Efficient Market Context Reading Assignment # 13		Sunday, Dec. 1
	Discussion # 13		Sunday, Dec.1
<b><u>15</u></b>	<b><u>FINAL EXAM</u></b> <b>Chapters 10,12,13,15,16,17,20</b>	<b>OPEN: Sat. Dec. 7 AT 9 AM</b>	<b>CLOSE: Sunday Dec. 8 AT 9 PM</b>



## **Student Registration Information**

Dear Student,

Welcome to CengageNOW at TEXAS A&M UNIVERSITY - COMMERCE!

I have created the following course, using content from Investments: An Introduction (with Thomson ONE - Business School Edition and Stock-Trak Coupon) (ISBN 978128542247).

### **Investment Planning (Course Key: E-TWQN43ZS7DNNN)**

Please enroll in this course by utilizing the following steps.

**GO TO:**     <http://login.cengagebrain.com>.

#### **Do you Already Have an Account? If so, Log in.**

- a. If you have purchased an access code, submit it in the Have another Product to Register? box.
- b. If you have not purchased an access code, in the Have another Product to Register? text box, submit the Course Key shown in green above.
  - i. If "grace period" days remain for the course, you will see an Open button that gives you access to the course.
  - ii. If "grace period" days do not remain for the course, you will see an invitation to purchase the product that will give you access to the course.

#### **Don't Already Have an Account?**

Click "Create an Account."

- a. If you have purchased an access code, submit it and follow the prompts until you reach the "My Home" page.
- b. If you have not purchased an access code, submit the Course Key shown in green above, and then follow the prompts until you reach the "My Home" page.
  - i. If "grace period" days remain for the course, you will see an Open button that gives you access to the course.
  - ii. If "grace period" days do not remain for the course, you will see an invitation to purchase the product that will give you access to the course.

Once you have the product on your "My Home" page, click the "Open" button for CengageNOW.

If in the steps above you do not provide Course Key (**E-TWQN43ZS7DNNN**), provide it once you reach CengageNOW, on the "Courses" tab.