



# SYLLABUS

**AU ACCT 122 Principles of Accounting II**

202121

# AU ACCT 122 Principles of Accounting II

## Consortium of Adventist Colleges and Universities

### Self-Paced Courses

This course follows a self-paced online format. You have 180 days from your selected start date to complete the course. The last day to withdraw with a full refund is 15 days after your start date.

### Instructor Contact

Please refer to the course in Learning Hub for the teacher contact information.

### Communication with the Instructor

It is important to remember that while the Internet is available 24 hours a day, your instructor is not. You can expect that your instructor will respond to e-mail messages from you within 2 *business days* during the week and may not be available to respond on weekends.

### Other Assistance

Username and password assistance	<a href="mailto:helpdesk@andrews.edu">helpdesk@andrews.edu</a>	(269) 471-6016
Enrollment and withdrawal questions	<a href="mailto:sderegister@andrews.edu">sderegister@andrews.edu</a>	(269) 471-6323
Technical assistance with online courses	<a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a>	(269) 471-3960
Exam requests and online proctoring	<a href="mailto:sdeexams@andrews.edu">sdeexams@andrews.edu</a>	(269) 471-6566
Distance Student Services - any other questions	<a href="mailto:sdestudents@andrews.edu">sdestudents@andrews.edu</a>	(269) 471-6566

## Part 1: Course Information

### Course Description

As proposed in ACCT 121, the prerequisite to Principles of Accounting II (ACCT 122), the Principles of Accounting courses are given two semesters of attention at the beginning of any studies in business because accounting is the language and the structure undergirding all contemporary social institutions. From small businesses to multinational corporations, from non-profit organizations to foundations and government agencies, *all* functions of management and governance operate within the framework of accounting, using data prepared by accountants, for the purpose of measuring and advancing the success of the institution and its stakeholders.

Students finish ACCT 121 with *literacy* in the language of accounting. In ACCT 122, students then apply this literacy in *analyzing* and *leveraging* accounting information from both internal and external perspectives. Upon completion of ACCT 122, students can make rudimentary judgements about the health of an organization from the perspective of manager, investor, or other stakeholder, and can apply a variety of costing, pricing, and budgeting techniques from the perspective of a manager for the purpose of making sound business decisions and business plans, and maintaining control throughout implementation.

### Course Prerequisites

A grade of C or higher is needed in ACCT 121 for admission to ACCT 122.

### Course Learning Outcomes

1. Students will be able to support a personal perspective toward accounting using Biblical, philosophical, and historical sources.
2. Students will be able to assess the financial health of a company from the perspective of internal and external users based on key financial statements.
3. Students will be able to adapt managerial functions (planning, directing, and controlling) based on financial information.
4. Students will be able to choose among costing, pricing, and budgeting methods for the purpose of making managerial decisions.
5. Students will be able to compose written and oral memos explaining the logic behind their choice of costing, pricing, and budgeting methods and decisions.

### Required Text/Material

Weygandt, Jerry J., Paul D. Kimmel and Donald E. Kieso. (2018). *Financial and Managerial Accounting*, 3rd ed. Hoboken: John Wiley & Sons, Inc. ISBN 13: 978-1-119-39160-9

**NOTE: Access to the WileyPlus online learning platform *must* be purchased with the Weygandt, Kimmel, & Kieso (2018) textbook.** Textbooks for online courses may be purchased from any supplier. For financial aid in payment, contact your financial advisor at the university where you are completing your degree. Andrews University degree students who have confirmed that funds are available will then purchase the books themselves and send receipts to their financial advisor for reimbursement.

### Credit Hour and Commitment

As a 3-credit course, ACCT 122 should take around 9 hours per week of concentrated effort. Although every student works at a unique pace, the time course load may be roughly divided as follows:

- 1 hour 30 minutes of reading
- 15 minutes of video
- 1 hour ORION
- 2 hours Exercises & Problems
- 1 hour Continuing Case
- 1 hour Discussion Blogs
- 15 min face-to-face check-in with instructor
- 1 hour pursuing personal interests relating to accounting
- 1 hour reviewing the course and preparing for exams

## Part 2: Course Methods and Delivery

### Methods of Instruction

Methods of instruction include (1) assigned readings from the textbook and the course material, (2) assigned videos introducing course content and elaborating on specific topics, (3) questions, problems and exercises through the WileyPLUS online learning platform, (4) interactions with the instructor and other students via discussion posts in multimedia formats (including text, audio, video, slides, and graphics), and (5) two exams. Regular participation in the course is essential to good performance.

### Course/Technical Requirements

- Internet connection (DSL, LAN, or cable connection desirable).
- Audio and video recording devices (webcams and camera phones may suffice).

### LearningHub Access

This course is delivered online through LearningHub at <http://learninghub.andrews.edu>

Your username and password are your Andrews username and password. You need to activate your username and password to access LearningHub.

Please do this online here:

<https://vault.andrews.edu/vault/pages/activation/information.jsp> if you haven't already. If you need assistance, call or email us: (296) 471-6016 or [helpdesk@andrews.edu](mailto:helpdesk@andrews.edu).

If you need technical assistance at any time during the course, or to report a problem with LearningHub, please email [dlit@andrews.edu](mailto:dlit@andrews.edu) or call (269) 471-3960.

## Part 3: Course Requirements

**Important Note:** Activity and assignment details will be explained in detail within each learning module. If you have any questions, please contact your instructor.

### Your Schedule

In Learning Hub, you will access online lessons, course materials, and resources. This course is self-paced. You must complete the course within 180 days. This is the Consortium policy. You may have a stricter deadline imposed by graduation, financial aid, or other restrictions.

Start by creating a schedule for completion of the course.

- Determine your deadline. Do you need a transcript sent to your home institution?
- Working from your deadline, count backwards. Allow 2 weeks after you take your final exam for your final grade to be calculated. Allow another 2 weeks for the transcript to be processed and sent.
- Now use the suggested schedules to create a schedule for yourself that ensures completion 4 weeks before your deadline.

Submit your course plan to your instructor within Learning Hub AND discipline yourself to make regular progress.

## Assessment Descriptions

### 1. WileyPLUS ORION (10%)

- a. ORION is accessible through your WileyPLUS dashboard menu. You may begin each chapter by selecting the corresponding “Begin” button on your dashboard and completing the diagnostic, which is 20 questions. Once the chapter diagnostic is completed, return to the dashboard and continue answering questions in each learning outcome for the chapter by selecting the corresponding “Practice” button **until you have completed at least 10 questions for each available outcome, and have a proficiency level of at least 70% for each available outcome.** Please note that some outcomes do not have questions available. If ORION notifies you that no questions are available for an outcome, you may ignore that outcome.
- b. The ORION proficiency assessments are required for all chapters covered in the course—Chapters 1-13.
- c. Grading is based on an Acceptable/Unacceptable scale for each outcome, at a threshold of 70% proficiency. An unlimited number of attempts are allowed.
- d. Proficiency is *not* simply a calculation of correct answers divided by total questions attempted. ORION uses a complex algorithm that takes question difficulty, time spent, confidence level, and other factors into account, in addition to whether or not the answer is correct. For more information on how ORION assesses your proficiency, please select “Learn More” next to the “Build Your Proficiency” header in your ORION dashboard.

### 2. WileyPLUS Exercises & Problems (15%)

- a. Selected exercise and problems from the end of each chapter have been assigned through the WileyPLUS online portal. They are graded instantly when you complete each assignment, and will be reflected in your LearningHub gradebook. See the URL in the “Required Text/Material” section above.
- b. Exercises and problems consist of multiple choice/fill-in-the-blank/matching question types.

### 3. WileyPLUS Continuing Case: Waterways (15%)

- a. At the end of each chapter (14-25) you will find a continuing case that follows Waterways Corporation. This assignment is woven through the entire course as an opportunity to synthesize everything covered within a single, life-like story.
- b. Question types include making various accounting entries, completing financial statements, and writing short answer responses to questions. Some answers are graded immediately by WileyPLUS, while others are graded later by the instructor.
- c. The case begins in Chapter 14 and continues until Chapter 25, where ACCT 122 ends.

### 4. Blog Posts (5%)

- a. During this course, you have an opportunity to express what you’re learning as responses to various prompts provided in LearningHub as blog posts. This exercise proves you are able to put accounting lessons into your own words, which prepares you for the work environment, where you will frequently communicate to co-workers and supervisors. More details regarding each of these assignments are available in LearningHub.

**5. Creative Assignments (5%)**

- a. There are 6 creative assignments in this course. Each assignment will give you the opportunity to reinforce the chapter’s concepts and apply the knowledge in a real accounting situation. Assignments will be visible at the start of class. You should work to familiarize yourself with the requirements and necessary knowledge before working on each chapter. Assignment types may include short written responses, short video recordings, PowerPoint presentations, Padlet and infographics. Assignments must be completed by the due date. There are no assignment resubmissions. If you are confused by the course assignment or you have questions concerning how to accomplish the required work, please seek help prior to the due date of the assignment.

**6. Final Paper (10 %)**

- a. The last two weeks of the course, you will spend more time reading an article in preparation for your writing assignment. In this 4-5-page paper, you will present what you have learned. More details are available in LearningHub. Use Chicago Style, double spaced, size 12 font, 1-inch margins. Double-check spelling, grammar, and typos, and submit work through the course Dropbox.

**7. Exams (40%)**

- a. See section on exams below the following rubrics section for more information.

**Rubrics**

WileyPLUS ORION	
Unacceptable (0%)	Acceptable (100%)
Less than 70% proficiency all available outcomes, or fewer than 10 questions attempted for each outcome	70% proficiency on all available outcomes, at least 10 questions attempted for each outcome

WileyPLUS Exercises & Problems
Most graded immediately on WileyPLUS.

Measure	Rubric for Writing			
	D (60-69%)	C-range (70-79%)	B-range (80-89%)	A-range (90-100%)
Writing mechanics (25%)	Significant grammar, spelling, and punctuation mistakes that affect the legibility of the answer	Moderate grammar, spelling, and punctuation mistakes that pose potential questions as to the intended meaning of the sentence	Obvious grammar, spelling, and punctuation mistakes, but not enough to hinder easy reading	Minor or unnoticeable grammar, spelling, and punctuation mistakes
Writing style (25%)	Expresses a thought, but makes logical fallacies or uses multiple terms incorrectly	Expresses a thought, but makes leaps in logic, uses too many words, rambles, or uses vocabulary terms inappropriately	Succinctly expresses a thought, but either relies heavily on jargon, or fails to use appropriate terms when they would enhance the style	Succinctly and clearly expresses a well-framed thought using the appropriate technical terms, without becoming jargon-ey
Synthesis of material (50%)	Correctly answers only part of the question	Correctly answers the question without reference to the relevant texts, or uses inappropriate taxonomies or vocabulary	Correctly answers the question with minimal reference to relevant texts	Correctly answers the question using the best taxonomies and vocabulary from relevant texts (citation not required)

<b>Rubric for Audio, Video, and Other Creative Presentations</b>					
Measure	0	2	3	4	5
Language mechanics (10%)	Significant grammar and pronunciation mistakes that affect the meaning of the answer	Moderate grammar and pronunciation mistakes that pose potential questions as to the intended meaning of the phrase	Apparent grammar and pronunciation mistakes, but not enough to hinder easy understanding (please note that an accent is <i>not</i> a pronunciation mistake—it is only a problem if it prevents communication)	Minor or unnoticeable grammar and pronunciation mistakes	Spellings, mechanics, and usage are impeccable. Well-defined written structure and speech format with clear pronunciation
Language style (15%)	Insufficient express of thought using unclear ideas or make logical use of terms.	Expresses a thought, but makes logical fallacies or uses multiple terms incorrectly	Expresses a thought, but makes leaps in logic, uses too many words, rambles, or uses vocabulary terms inappropriately	Succinctly expresses a thought, but either relies heavily on jargon, or fails to use appropriate terms when they would enhance the style	Concise, complete description, and clear expression of a well-framed thought using the appropriate technical terms, without becoming jargon-ey
Synthesis of material (50%)	Did not answer the question	Correctly answers only part of the question	Correctly answers the question without reference to the relevant texts, or uses inappropriate taxonomies or vocabulary	Correctly answers the question with minimal reference to relevant texts	Correctly answers the question using the best taxonomies and vocabulary from relevant texts (citation not required)
Creativity & presentation (15%)	Presentation was not completed	Presentation uses standard tools, but in a way that distracts from the purpose of the presentation, and audio, video, and images are of a very poor quality	Shows limited effort in preparing effective and tasteful presentations, and audio, video, and images are muddled or blurry	Uses traditional presentation styles and tools in an effective, aesthetically pleasing and enjoyable way, with mostly clear audio, video, and images	Shows initiative in preparing exceptionally unique, tasteful, and effective presentations using the most effective communication methods and tools, with clear audio, video, and images
Personal distance & compassion (10%)	Fails to participate in discussion, either in sharing information or commenting on other posts	Shares inappropriate personal details, comports self in an unprofessional manner, and disrespects others	Shares too many personal details, comports self in an unprofessional manner, and fails to show understanding for opposing viewpoints (when applicable)	Communicates with a professional tone, showing understanding of opposing viewpoints (when applicable)	Communicates with a warm and professional tone, showing understanding and patience for opposing viewpoints (when applicable)

**Exams**

The Mid-term exam is worth 20% of your grade. You are allowed 120 minutes to complete this exam. It is a closed-book proctored exam covering chapters 14-19 with 30 questions including true/false, multiple choice, short answer, exercises, and essay questions. The Final exam is worth 20% of your grade. You are allowed 120 minutes to complete this exam. It is a closed-book proctored cumulative exam covering chapters 14-25, with 30 questions including true/false, multiple choice, short answer, exercises, and essay questions. Both exams require proctoring.

Follow prompts in the course space to set up your exam session. In each module that contains an exam, you will find what to review and what materials are allowed (if any) during the exam.

Please read the important information about taking exams and how online proctoring works at [www.andrews.edu/distance/studetns/exams.html](http://www.andrews.edu/distance/studetns/exams.html). Then follow the instructions that apply to your situation on the [exam request form](#) to set up your exam session.

Please note that an exam code is never released to the student. All students must present photo identification before each exam session. Exams can only be proctored after a deadline with approval directly from the instructor to the Testing Center ([sdeexams@andrews.edu](mailto:sdeexams@andrews.edu) or 269-471-6566). No exam is returned to the student for review. The instructor, to aid studying for future exams can provide feedback on exams.



**Suggested Schedule for Completion in 16 Weeks:**

Modules	Lessons	Readings	Assignments	Course Objectives Met	Estimated Hours on Task
Intro	Introduction & Orientation	Orientation Writing Expectations	Submit: Schedule Tell About Me Academic Honesty		
1	Course Overview	Kieso, Kimmel, & Weygandt, Chapters 1-25 (skim-read entire book) Chapter Overview video Chapter PowerPoint	Creative Assignment #1	CO2, CO3, CO4	Assign.: 4
2	Managerial Accounting	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 14: Managerial Accounting</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 14 WileyPLUS Continuing Case Ch. 14 WileyPLUS Ch. 14 Exercises & Problems Creative Assignment #2	CO2, CO3, CO4	ORION: 1 Case: 1 Ex. & Problems: 2 Assign.: 1
3	Job Order Costing	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 15: Job Order Costing</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 15 WileyPLUS Continuing Case Ch. 15 WileyPLUS Ch. 15 Exercises & Problems Blog #1	CO1, CO4	ORION: 1 Case: 1 Ex. & Problems: 2 Blog: 1
4	Process Costing	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 16: Process Costing</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 16 WileyPLUS Continuing Case Ch. 16 WileyPLUS Ch. 16 Exercises & Problems Creative Assignment #3	CO4, CO5	ORION: 1 Case: 1 Ex. & Problems: 2 Assign.: 1
5	Activity-Based Costing	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 17: Activity-Based Costing</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 17 WileyPLUS Continuing Case Ch. 17 WileyPLUS Ch. 17 Exercises & Problems Blog #2	CO3, CO4, CO5	ORION: 1 Case: 1 Ex. & Problems: 2 Blog: 1
6	Cost-Volume-Profit	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 18: Cost-Volume-Profit</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 18 WileyPLUS Continuing Case Ch. 18 WileyPLUS Ch. 18 Exercises & Problems Creative Assignment #4	CO2, CO3, CO4	ORION: 1 Case: 1 Ex. & Problems: 2 Assign.: 1
7	Cost-Volume-Profit Analysis: Additional Issues	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 19: Cost-Volume-Profit Analysis: Additional Issues</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 19 WileyPLUS Continuing Case Ch. 19 WileyPLUS Ch. 19 Exercises & Problems Blog #3	CO1, CO2, CO3, CO4, CO5	ORION: 1 Case: 1 Ex. & Problems: 2 Blog: 1
8	MID-TERM EXAM (Chapters 14-19)			CO1, CO2, CO3, CO4, CO5	Exam: 2
9	Incremental Analysis	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 20: Incremental Analysis</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 20 WileyPLUS Continuing Case Ch. 20 WileyPLUS Ch. 20 Exercises & Problems Creative Assignment #5	CO2, CO3	ORION: 1 Case: 1 Ex. & Problems: 2 Assign.: 1
10	Pricing	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 21: Pricing</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 21 WileyPLUS Continuing Case Ch. 21 WileyPLUS Ch. 21 Exercises & Problems Blog #4	CO4, CO5	ORION: 1 Case: 1 Ex. & Problems: 2 Blog: 1
11	Budgetary Planning	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 22: Budgetary Planning</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 22 WileyPLUS Continuing Case Ch. 22 WileyPLUS Ch. 22 Exercises & Problems Creative Assignment #6	CO2, CO3, CO4	ORION: 1 Case: 1 Ex. & Problems: 2 Assign.: 1
12	Budgetary Control and Responsibility Accounting	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 23: Budgetary Control and Responsibility Accounting</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 23 WileyPLUS Continuing Case Ch. 23 WileyPLUS Ch. 23 Exercises & Problems Blog #5	CO2, CO3, CO4, CO5	ORION: 1 Case: 1 Ex. & Problems: 2 Blog: 1

Modules	Lessons	Readings	Assignments	Course Objectives Met	Estimated Hours on Task
13	Standard Costs and Balanced Scorecard	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 24: Standard Costs and Balanced Scorecard</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 24 WileyPLUS Continuing Case Ch. 24 WileyPLUS Ch. 24 Exercises & Problems Final Paper	CO1, CO2, CO3	ORION: 1 Case: 1 Ex. & Problems: 2 Essay: 3
14	Planning for Capital Investments	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 25: Planning for Capital Investments</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 25 WileyPLUS Continuing Case Ch. 25 WileyPLUS Ch. 25 Exercises & Problems Final Paper	CO1, CO2, CO3, CO4	ORION: 1 Case: 1 Ex. & Problems: 2 Essay: 3
15	Review		Final Paper	CO1	Review: 4 Essay: 3
16	FINAL EXAM (Chapters 14-25)			CO1, CO2, CO3, CO4, CO5	Exam: 2

**Suggested Schedule for Completion in 8 Weeks:**

Modules	Lessons	Readings	Assignments	Course Objectives Met	Estimated Hours on Task
Intro	Introduction & Orientation	Orientation Writing Expectations	Submit: Schedule Tell About Me Academic Honesty		
1	Course Overview	<i>Kieso, Kimmel, &amp; Weygandt, Chapters 1-25 (skim-read entire book)</i> Chapter Overview video Chapter PowerPoint	Creative Assignment #1	CO2, CO3, CO4	Assign.: 4
	Managerial Accounting	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 14: Managerial Accounting</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 14 WileyPLUS Continuing Case Ch. 14 WileyPLUS Ch. 14 Exercises & Problems Creative Assignment #2	CO2, CO3, CO4	ORION: 1 Case: 1 Ex. & Problems: 2 Assign.: 1
2	Job Order Costing	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 15: Job Order Costing</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 15 WileyPLUS Continuing Case Ch. 15 WileyPLUS Ch. 15 Exercises & Problems Blog #1	CO1, CO4	ORION: 1 Case: 1 Ex. & Problems: 2 Blog: 1
	Process Costing	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 16: Process Costing</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 16 WileyPLUS Continuing Case Ch. 16 WileyPLUS Ch. 16 Exercises & Problems Creative Assignment #3	CO4, CO5	ORION: 1 Case: 1 Ex. & Problems: 2 Assign.: 1
3	Activity-Based Costing	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 17: Activity-Based Costing</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 17 WileyPLUS Continuing Case Ch. 17 WileyPLUS Ch. 17 Exercises & Problems Blog #2	CO3, CO4, CO5	ORION: 1 Case: 1 Ex. & Problems: 2 Blog: 1
	Cost-Volume-Profit	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 18: Cost-Volume-Profit</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 18 WileyPLUS Continuing Case Ch. 18 WileyPLUS Ch. 18 Exercises & Problems Creative Assignment #4	CO2, CO3, CO4	ORION: 1 Case: 1 Ex. & Problems: 2 Assign.: 1
4	Cost-Volume-Profit Analysis: Additional Issues	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 19: Cost-Volume-Profit Analysis: Additional Issues</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 19 WileyPLUS Continuing Case Ch. 19 WileyPLUS Ch. 19 Exercises & Problems Blog #3	CO1, CO2, CO3, CO4, CO5	ORION: 1 Case: 1 Ex. & Problems: 2 Blog: 1

Modules	Lessons	Readings	Assignments	Course Objectives Met	Estimated Hours on Task
	MID-TERM EXAM (Chapters 14-19)			CO1, CO2, CO3, CO4, CO5	Exam: 2
5	Incremental Analysis	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 20: Incremental Analysis</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 20 WileyPLUS Continuing Case Ch. 20 WileyPLUS Ch. 20 Exercises & Problems Creative Assignment #5	CO2, CO3	ORION: 1 Case: 1 Ex. & Problems: 2 Assign.: 1
	Pricing	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 21: Pricing</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 21 WileyPLUS Continuing Case Ch. 21 WileyPLUS Ch. 21 Exercises & Problems Blog #4	CO4, CO5	ORION: 1 Case: 1 Ex. & Problems: 2 Blog: 1
6	Budgetary Planning	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 22: Budgetary Planning</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 22 WileyPLUS Continuing Case Ch. 22 WileyPLUS Ch. 22 Exercises & Problems Creative Assignment #6	CO2, CO3, CO4	ORION: 1 Case: 1 Ex. & Problems: 2 Assign.: 1
	Budgetary Control and Responsibility Accounting	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 23: Budgetary Control and Responsibility Accounting</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 23 WileyPLUS Continuing Case Ch. 23 WileyPLUS Ch. 23 Exercises & Problems Blog #5	CO2, CO3, CO4, CO5	ORION: 1 Case: 1 Ex. & Problems: 2 Blog: 1
7	Standard Costs and Balanced Scorecard	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 24: Standard Costs and Balanced Scorecard</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 24 WileyPLUS Continuing Case Ch. 24 WileyPLUS Ch. 24 Exercises & Problems Final Paper	CO1, CO2, CO3	ORION: 1 Case: 1 Ex. & Problems: 2 Essay: 3
	Planning for Capital Investments	<i>Kieso, Kimmel, &amp; Weygandt, Chapter 25: Planning for Capital Investments</i> Chapter Overview video Chapter PowerPoint	ORION Ch. 25 WileyPLUS Continuing Case Ch. 25 WileyPLUS Ch. 25 Exercises & Problems Final Paper	CO1, CO2, CO3, CO4	ORION: 1 Case: 1 Ex. & Problems: 2 Essay: 3
8	Review		Final Paper	CO1	Review: 4 Essay: 3
	FINAL EXAM (Chapters 14-25)			CO1, CO2, CO3, CO4, CO5	Exam: 2

### Completing Assignments

All assignments for this course will be submitted electronically through LearningHub unless otherwise instructed. Assignments and exams must be completed **within 180 days** of course registration date. This timeframe is subject to change depending on deadlines set by your home institution.

## Part 4: Grading Policy

### Graded Course Activities

Percent %	Description
10%	WileyPLUS ORION (10 points per chapter=120 points)
15%	WileyPLUS Exercises & Problems (12 @ 10 pts each= 120 points)
15%	WileyPLUS Continuing Case (12 @ 10 pts each =120 points)
5%	Blog Posts (5 @ 10 pts each =50 points)
5%	Creative Assignments (6 @ 10 pts each=60 points)
10%	Final Paper (1 @ 100 points)
20%	Mid-term Exam (1 Midterm @ 100 points)
20%	Final Exam (1 final @ 100 points)
<b>100%</b>	<b>Total Percent Possible (total points possible 770 points)</b>

### Viewing Grades in Learning Hub

- Click into the course.
- Click on the **Grades** link in the Settings Box to the left of the main course page.

### Letter Grade Assignment

Letter Grade	Percentage
A	93-100%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79%
C	73-77%
C-	70-72%
D	60-69%
F	0-59%

## Part 5: Course Policies

### Withdrawal and Incomplete Policies

The current withdrawal policy can be found online at <https://www.andrews.edu/distance/students/gradplus/withdrawal.html>. The incomplete policy is found online at <http://www.andrews.edu/web/msc/moodle/public/incompletes.html>.

### Maintain Professional Conduct Both in the Classroom and Online

The classroom is a professional environment where academic debate and learning take place. Your instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication. Students have the right and privilege to learn in the class, free from harassment and disruption.

**Academic Accommodations**

Students who require accommodations may request an academic adjustment as follows:

1. Read the Andrews University Disability Accommodation information at <https://www.andrews.edu/services/sscenter/disability/>
2. Download and fill in the disability form at <http://www.andrews.edu/services/sscenter/disability/accommodationsreqform.pdf> . Preferably type answers. To save a digital copy, 1) print to file and save or 2) print and scan. Email the completed form and disability documentation (if any) to [success@andrews.edu](mailto:success@andrews.edu) or fax it to (269) 471-8407.
3. Email [sdestudents@andrews.edu](mailto:sdestudents@andrews.edu) to inform the School of Distance Education that a disability has been reported to Student Success.

**Commitment to Integrity**

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class, and integrity in your behavior in and out of the classroom.

**Commitment to Excellence**

You deserve a standing ovation based on your decision to enroll in, and effectively complete this course. Along with your pledge of “commitment to Integrity” you are expected to adhere to a “commitment to excellence.” Andrews University has established high academic standards that will truly enhance your writing and communication skills across the disciplines and in diverse milieu with many discourse communities in the workplace.

**Honesty**

Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student’s academic standing. Lessons may be discussed with other students, tutors may help to guide a student’s work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual response must be the student’s own work.

Exams must be completed in the presence of an approved supervisor without the assistance of books, notes, devices or outside help unless otherwise specified in the exam directions. The student should have no access to the exam either before or after it is taken. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.

Any violation of this policy will be taken before the Higher Education Academic and Curriculum Committee for appropriate punitive action.

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