



POCAHONTAS AREA

Instructor Course Policies and Standards

Instructor Name: Mrs. Angie Axman
Course Name/Section: **Introduction to Accounting ACC-111-PO01E**
Office Location: PAC Room 602
Phone: 712-335-4848 x2602
Email: aaxman@pocahontas.k12.ia.us
Office Hours: 1:26-2:08 Daily

Final Exam: Date: TBD Time: TBD

Course Specific Policies:

Make sure you look at all materials in the Google Classroom – syllabus, instructor course policy, etc.

1. **Textbook Required:** Provided by PAC – College Accounting 22e
2. **Appropriate Behavior:** Appropriate and respectful behavior is expected in the classroom and on all trips outside the classroom. We will follow all PAC expectations including being (P)repared, (A)ccountable, and (C)onsiderate. This includes actions toward people and equipment used in the classroom. Failure to exhibit these behaviors will result in being sent to the school office, with action taken by the principal.
3. **Assessments:** Participation (10%), Homework (20%), Quizzes (20%), Tests (30%), and a Final Exam (20%) will all be used to assess student learning. You will have “Check My Work” available for feedback before submitting homework. You will be allowed two attempts at quizzes if needed. *Please note that assessments are subject to change as needed.*
4. **Grading Policy/Scale:** (A) 90-100 (B) 80-89 (C) 70-79 (D) 60-69 (F) 59 and below.
5. **Late Work Policy:** Late work may be accepted on a case-by-case basis, and may receive a 10% reduction in points. Work more than a week late may only receive 50% credit.
6. **Extra Credit Policy:** No Extra Credit will be made available.
7. **Final Exam Policy:** You must take the final on the testing date per PAC guidelines. No finals will be given early unless approved by the building principal. Failure to take the final exam will result in a zero for the exam.
8. **Required Materials:** Textbook, Calculator

9. **Suggested Materials:** Notebook and/or Binder and/or Folder
10. **Course Fees:** PAC pays any necessary fees for this course.
11. **Group Work/Collaboration:** You will be allowed to work on homework together. Quizzes, tests and the final exam will be completed individually.
12. **Previous Work:** You may not submit work used for another class, or if you are repeating this course, you may not submit previous work for grading.
13. **Scholastic Honesty Policy:** You are expected to do and submit your own work. Any plagiarism or cheating will result in a zero for that assignment or assessment.
14. **Participation/Attendance Policy:** Students are expected to be in class daily and participate in bell ringers, class discussion and classroom work. Failure to do so will result in zero participation points for that class period.
* See Student Handbook for Administrative Withdrawal Policy*
15. **Communication:** Please communicate with Mrs. Axman in person when possible. If you are gone from school and need to communicate with me, please send me an email.
16. **Appropriate Technology Use:** Technology used in the classroom should follow all PAC student handbook policies. Cell phones may only be used with instructor permission.
17. **Personal Responsibility:** If you miss class for any reason, it is your responsibility to check the Google Classroom and talk to Mrs. Axman about make-up work for any days missed.
18. **Standards for Written Work:** If any work requires research and documentation, please use MLA style to document all sources. Written work should be written professionally, which means spelling, grammar and mechanics will be graded.
19. **Computer Considerations:** Most work will be submitted via Cengage Unlimited. Any other documents may be submitted as google docs, Microsoft documents, or as a PDF. Excuses about uploading issues and printer issues are not acceptable.
20. **Online Learning Platform:** This course will use Cengage Unlimited, Google Classroom and Hapara.
21. **Copyleaks Statement:** not applicable
22. **Teaching Philosophy:** I will use a variety of teaching methods to help each of you gain a solid understanding of financial accounting. Lecture, video, demonstration, group work, and individual work with feedback will all be used in this course. Please make sure to ask questions and seek additional help as needed. I am here to help you be successful in this course. Remember – there is never a dumb question.

NON-DISCRIMINATION STATEMENT:

It is the policy of Iowa Central Community College not to discriminate in its programs, activities, or employment on the bases of race, color, national origin, sex, disability, age, sexual orientation, gender identify, creed, religion, and actual or potential family, parental or marital status.

If you have questions or complaints related to compliance with this policy, please contact the Vice President of Human Resources, Iowa Central Community College, One Triton Circle, Fort Dodge, Iowa 50501; Telephone: 515-574-1138, Email: concerns@iowacentral.edu, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877- 8339 Email: OCR.Chicago@ed.gov.

Disability/Accommodation Services

If you have a request for an accommodation based on the impact of a disability, it is Iowa Central's policy that you contact the ARC Assistant Director – Accommodations to discuss your specific needs and to provide supporting information and documentation, so we may determine appropriate accommodations. The office for accommodations is in the Academic Resource Center, and it can be reached by calling 515-574-1045. For online information about accommodations, please go to www.iowacentral.edu/accommodations.

Bias-Free Classroom Statement

Mrs. Axman maintains high standards of respect in regard to individual beliefs and values when selecting classroom materials including textbooks, project activities, power points, videos, presentations, and classroom discussions. It is our belief that all people have the right to obtain an education within our department/program courses free of bias, with full respect demonstrated to all who enroll in the courses of this department/program.

Student Acknowledgement (Introduction to Accounting - ACC-111-PO01E)

I agree to the instructor's policies outlined in this handout and the course syllabus. I understand that failure to comply with these policies could affect my overall success in this course. I have had the opportunity to ask any questions.

Student Signature: _____

Date: _____