**Instructor Course Policies – ICCC (blue indicates changes for A.Axman, Pocahontas Area)**

**Managerial Accounting ACC 146 PO01E**

INSTRUCTOR NAME:        Mrs. Angie Axman

INSTRUCTOR OFFICE:     Room 602

INSTRUCTOR PHONE:     712-335-4848 school

INSTRUCTOR EMAIL:        aaxman@pocahontas.k12.ia.us

OFFICE HOURS:           Schedule posted on classroom window

FINAL EXAM DAY: DATE:  TBD           TIME: TBD

**COURSE SPECIFIC POLICIES:**

1. **Appropriate Behavior:** Managerial Accounting is one of the fundamental courses of a College of Business’s curriculum and is meant to prepare students to enter a professional business environment. Therefore, students are expected to act and communicate using their best behavior. Controlled substance use, inappropriate language, and unexcused tardiness/absence will not be tolerated.
2. **Assessments:** Students’ grades will be kept on a ~~point~~ percentage system. These will be posted both on the CengageNow website as well as ~~the Iowa Central Gradebook~~ PAC’s Infinite Campus. ~~The Iowa Central Gradebook~~ Infinite Campus presides over the CengageNow website.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment** | **Number Assigned** | **Points Each** | **Total Points** | **PAC (%)** |
| Participation | 15 | 10 | 150 | **10%** |
| Chapter Homework | 11 | 20 | 220 | **15%** |
| Chapter Quiz | 11 | 20 | 220 | **15%** |
| Exams | 3 | 200 | 600 | **40%** |
| Final Exam | 1 | 300 | 300 | **20%** |
| Total |   |   | **1490** |  |

            Assessments explained:

* Participation points are awarded for each week based on student attendance, discussion in class, and by being engaged throughout each class. ~~For virtual classes, students are required to be actively logged into Microsoft Teams on-time, engaged in class, and respond within 60 seconds to a “random check-in”, which is logged and time stamped in the chat of each meeting.~~
* Chapter Homework develops the students’ skills developed through lecture and working through practice problems. These are task/problem based and typically are structured similar to the practice problems covered during lecture.
* Chapter Quizzes are designed to assess mastery of a particular chapter. Quizzes are multiple choice that mostly cover terminology but also assess comprehension of problem-based questions.
* Exams will be administered as follows: Chapters 1-3, 4,6,7, and 9,10,12. These exams are a combination of multiple choice, true/false, matching, short-answer/essay, and problem-based questions.
* The Final Exam is mandatory to pass this course. The Final Exam will contain content from all of the chapters covered in this text (Ch. 1-4, 6-11,12).

Please note: Assessments are subject to change at the discretion of the instructor.

1. **Grading Policy/Scale**:

100-90%: A

89-80%:   B

79-70%:   C

69-60%:   D

59-0%:     F

1. **Late Work Policy**: Students must communicate with the instructor prior to missing class. Late work will be allowed with instructor permission ~~with a 25% penalty~~.
2. **Extra Credit Policy:** Extra credit points may be awarded at the discretion of the instructor ~~during virtual classes for students who correctly answer critical thinking questions. “Wildcards,” which are pop-quizzes, may be offered at any time which will quiz the student’s comprehension of the material covered thus far. These wildcards will not count against a student if incorrectly answered and only be awarded as extra credit for correct answers.~~
3. **Final Exam Policy:** Final Exams are mandatory at Iowa Central Community College. These may not be taken early. All students must adhere to the Finals Week Schedule. Failure to submit the Final Exam during its allotted time will result in a failing grade for the student.
4. **Required Materials:** Students will need a ~~personal~~ computer ~~such as the Microsoft Surface Go as provided by Iowa Central with Wi-Fi connectivity~~. A simple calculator, notebook, and pencil is also required.
5. **Suggested Materials:** Although the e-book is provided via Cengage online, the physical textbook will be provided by PAC ~~is able to be purchased for $40 from the bookstore and is highly recommended~~.
6. **Course Fees:** None
7. **Group Work/Collaboration:** Students are allowed to work together on homework assignments. However, each student’s individual work must be submitted. It is discouraged to complete quizzes or exams together if they are to be taken via Cengage on the student’s time. PAC students will take Quizzes & Exams in class.
8. **Previous Work**: Students are not allowed to submit work previously submitted in other courses or in the event of a retake.
9. **Scholastic Honesty Policy:** Honesty, good faith and ethical standards are required for all events in business, including taking this course. If a student is caught cheating, their final grade will be dropped by one letter grade. Students must do their own work to retain the comprehensive learning needed to progress into other courses.
10. **Participation/Attendance Policy:** Participation will be awarded at ~~10~~ 1 point per class period. Participation requires students to be punctual and on-time, working diligently during class, and submitting assignments by the due dates. ~~If a student has pre-arranged missing class with the instructor, they may redeem their participation points for the missed class by sending the instructor a professionally written e-mail noting the date/time of absence. (Ex: Good Morning, I will be absent from class Wednesday, January 6~~~~th~~~~, 2021. Please inform me of what I will need to complete to stay on-track in class. Kind regards, Nikole Johnson.) Students must login on-time to Microsoft Teams on virtual class days as well as have their video turned on, microphone working, and remain engaged through class.~~
11. **Communication:** Students may contact their instructor, Mrs. Angie Axman via e-mail at aaxman@pocahontas.k12.ia.us

1. **Appropriate Technology Use:** Students are able to use their Chromebooks or Classroom Computers ~~SurfaceGo (or own computer device)~~ in class to work in Cengage. ~~Cell phones are able to be out on the desk, but use of social media during class will not be tolerated. If a student needs to take a phone call, they must excuse themselves from the classroom and take the call in the hallway~~. Abusing the use of cell phones may result in the instructor requiring it to be put away in the student’s bookbag or to be in the instructor’s possession until the end of class.
2. **Personal Responsibility:** Due to the nature of this course resembling an accounting workplace environment, written communication via e-mail at aaxman@pocahontas.k12.ia.us is required for any prearranged absence or tardiness.
3. **Standards for Written Work:** Communication via e-mail must use business professional language.
4. **Computer Considerations:** The homework, quizzes, and some exams will be taken via Cengage which is an online-learning platform, therefore requiring a computer and internet. Students may use the computers in the classroom for in-person classes ~~but will need their own device, such as the device provided by Iowa Central, to login virtually and complete assignments.~~
5. **Online Learning Platform:** All assignments will be listed and submitted through Cengage and ~~Canvas~~ Google Classroom.
6. **com Statement:** Students will not be required to submit written assignments to Turnitin.com. However, the instructor holds the right to check an assignment submission for plagiarism if suspected.
7. **Teaching Philosophy:** This course prepares students for all aspects of business including administration, marketing, management, finance, data analytics, and accounting. Therefore, I use many real-world examples and encourage students to learn the how and why of a concept rather than how to simply find the right answer. Therefore, I will ask students to critically think and apply the information to real-world examples.

It is the policy of the Iowa Central Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, 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 Stacy Ihrig, Human Resources, 515-574-1138, ihrig@iowacentral.edu,  or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.

\*Instructors may change the contents of this handout to meet the needs of instructors' individual policies.