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**Pocahontas Area**

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

**Computer Accounting ACC 311 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:** Computer Accounting resembles the daily tasks completed by a bookkeeper in the workplace and therefore, deadlines and behavior are nonnegotiable. Controlled substance use, inappropriate language, and unexcused tardiness/absence will not be tolerated. This course is primarily self-paced (deadlines will be given) by following instructions through the text required; therefore, use of headphones is allowed.
2. **Assessments:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Number Assigned** | **Points Each** | **Total Points** | **PAC (%)** |
| Participation | 15 (82 days) | 10 pts (1 pt) | 150  | **10%** |
| QuickBooks DYS | 11  | 20 pts | 220  | **50%** |
| QuickBooks RYS | 11 | 20 pts | 220 |
| QuickBooks AYS | 11 | 20 pts | 220 |
| QuickBooks Quizzes | 11 | 20 pts | 220 | **20%** |
| QuickBooks Service Project | 1 2 Final Exam for PAC | 100 pts | 100 | **20%** |
| ~~QuickBooks Certification Exam~~ | ~~1~~ | ~~100 pts~~ | ~~100~~ |  |
| **Total Points Possible** |   |   | **~1230** |  |

 Assessments explained:

* **Participation** requires students to be punctual and on-time, working diligently during class, and submitting assignments by the due dates.
* **QuickBooks DYS (Develop Your** **Skills**) use a company file created in QuickBooks Online (Test Drive) to learn and develop skills learned throughout the chapter reading.
* **QuickBooks RYS (Reinforce Your Skills)**  utilizes guided directions to enhance the skills developed through the chapter reading on the company file in QuickBooks Online.
* **QuickBooks AYS (Apply Your Skills)** instructions require students to use critical thinking skills to determine which task to complete in QuickBooks Online to provide the end result.
* **QuickBooks Quizzes** use multiple choice, true/false, and matching questions to assess the student’s comprehension of the chapter reading. ~~These quiz questions are used to prepare students for the certification exam.~~
* **QuickBooks Service Projects** require students to create a new company or use an existing data file to complete tasks learned in chapters 1-5 and 7-12. These are a critical thinking projects that do not give guided instructions to complete each task.
* ~~The~~ **~~Intuit QuickBooks Online Certified User Exam~~** ~~assesses comprehension of the entire QuickBooks software program. This exam uses multiple choice, matching, and application-based questions to assess knowledge of the program. A minimum score of 70% is required to pass the exam and become certified.~~
* Projects from the QuickBooks Online Comprehensive Textbook will be used as the final exam at PAC

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

1. **Grading Policy/Scale**:

100-90%: A

80-89%:   B

70-79%:   C

69-60%:   D

59-0%:     F

1. **Late Work Policy**: Students must communicate with the instructor prior to missing class. Late work may NOT be accepted in this course as the course is to closely resemble the workforce in which deadlines are strict. Extenuating circumstances for late work will be considered at the instructor’s discretion.
2. **Extra Credit Policy:** No extra credit opportunities will be provided for this course.
3. **Final Exam Policy:** Final Exams are mandatory at Iowa Central Community College. These may not be taken early unless authorized by the principal. 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:**~~Personal~~ Device with internet capabilities.
5. **Suggested Materials:** Notebook and pencil.
6. **Course Fees:** ~~Intuit QuickBooks Online Certified User Certification Testing Fee: $115~~
7. **Group Work/Collaboration:** Students are allowed to work together on QuickBooks assignments. However, each student’s individual work must be submitted and labelled according to the assignment requirements.
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 1 point per day. 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 and current status in the class (Ex: Good Morning, I will be absent from class Wednesday, January 6~~~~th~~~~, 2023. I am currently working on completing QuickBooks DYS 6-8. Kind regards, Nikole Johnson.)~~
11. **Communication:** Students may contact their instructor, Mrs. Angie Axman via e-mail at aaxman@pocahontas.k12.ia.us
12. **Appropriate Technology Use:** Students are able to use their own device in class to work on QuickBooks Online assignments, but I would suggest using the classroom computers. 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 book bag or to be in the instructor’s possession until the end of class.
13. **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.
14. **Standards for Written Work:** Communication via e-mail must use business professional language.
15. **Computer Considerations:** Any computer with internet access (Safari or Google Chrome work the best) is sufficient.
16. **Online Learning Platform:** All assignments will be listed and submitted through Google Classroom or printed as required.
17. **Turnitin.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.
18. **Teaching Philosophy:** This course is primarily self-paced (deadlines will be given) through the textbook. My goal is to help develop students' QuickBooks Online skills, but also develop career skills such as punctuality, business professionalism, problem solving, and critical thinking. Therefore, I will ask students to use their resources to try to solve the problem first, and then I will guide them through the process to fix any mistakes/errors if they are unable to solve it on their own.

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