TECHNICAL WRITING FOR ACCOUNTANTS
ACNT. 2345. 62430
Spring Semester – 2016 (Winter Session 2015-16)
December 21, 2015 to January 29, 2016

Professor: Michael Joseph Tydlaska
Email: mtydlaska@dccc.edu
Office Phone Number: 214.860.8590
Office Number: W-222
Office Hours: By appointment only
Meeting Days & Time: Online Course
Room Number: No Classroom – Online Course
Credit Hours: 3 Semester Credit Hours

Division: Business, Computers, Mathematics and Technical Programs
Office Hours: 8:00 AM CST to 5:30 PM CST (Monday, Tuesday, Wednesday and Thursday)
8:00 AM CST to 4:00 PM CST (Friday)
Office Phone: 214.860.8848
Office Location: W-210

Course Description: Examination and application of effective written business and accounting communications. The course may also be offered for qualifying education credit for the CPA examinations by Texas Community Colleges that meet Texas State Board of Public Accountancy standards. This course is for students who possess a Bachelor’s degree and is part of the Certificate in Professional Accountancy.

Course Pre-requisites: ACNT 1372 or any Upper Division Accounting course

Course Materials/Supplies Needed
Text: “Business Communication Today” with My Pearson Lab
Edition: Thirteenth Edition
Authors – Bovee and Thill
Publisher: Pearson Higher Education
ISBN: 978-0-134-08826-6

Student Learning Outcomes

- Describe and demonstrate the Overview of the Accounting Research
- Become familiar with the FASB Codification
- Perform basic research skills utilizing FASB Codification
- Prepare written cases regarding contemporary accounting issues utilizing the FASB Codification
- Understand the process of performing accounting research and communicate the findings
Design and write effective accounting communication messages
Effectively gather, interpret and organize both secondary and primary information needed to support written and oral reports
Evaluate business proposals and business reports, including resumes and cover letters

ACNT 2345 Technical Writing for Accountants is a required Accounting Communication course. ACNT 2345 satisfies the minimum 2-semester credit hour for accounting communication set fourth as a requirement by the Texas State Board of Public Accountancy. ACNT 2345 is business related course and is part of the required 24 semester credit hours to meet eligibility requirements to sit for the uniform CPA exam in Texas.

NOTE: ACNT 2345 Technical Writing for Accountants is NOT an Upper Division Accounting Course. It is an Upper Division Business Related course that is mandatory as set fourth by the Texas State Board of Public Accountancy.

Evaluation Procedures:
19 My Pearson Lab Business Communication Homework Assignments = 50%
Comprehensive Final Exam at 50%

My Pearson Lab Business Communication Homework Assignments:
There are 19 My Pearson Lab Chapter Homework Assignments. Each chapter is weighted equally. The 19 My Pearson Lab Chapter Homework Assignments will count for 50% of your overall grade. Each student is required to purchase a permanent My Pearson Lab Access Code.

Each student is required to purchase a permanent access code to My Pearson Lab Business Communication. The failure to purchase the access code will result in an automatic ‘F’ in the course. The purchase of the access code does not guarantee one to pass the course. Each student may begin the course with a temporary access code. However, each student is required to purchase a permanent access code. No student will be permitted to enroll in My Pearson Lab Business Communication after December 28, 2015. A student will fail the course with an automatic ‘F’ for not enrolling in My Pearson Lab Business Communication by December 28, 2015

Comprehensive Final Exam:
The comprehensive final exam must be completed at the Mountain View College Testing Center on January 27, 2016 to January 29, 2016. Textbooks and notes are not permitted on the final exam.

You are also required to bring a valid Texas Drivers license or a valid drivers license issued by another state or a valid USA passport or an other valid passport from a country recognized by the USA to take the comprehensive final exam. A student must bring one of these unexpired identifications listed in this paragraph to take the comprehensive final exam.

The comprehensive final exam will cover all material from the textbook. There is not a study review sheet for the final exam. The rule is to know 100% of the information to pass the final exam. The final exam may consist of multiple-choice questions, true-false questions, short answer and essays.

Each student is required to score a 50 or above on the comprehensive final to pass the course with a minimum final letter grade of a ‘C’. However, the overall average must be equal to a 70% or higher to
earn a minimum of a ‘C’. Any student who does not score a 50 or above on the comprehensive final exam can earn no higher than a final letter grade of a ‘D’ or ‘F’ regardless of your overall average.

**Grading Scale:**
There is not a curve or grading adjustment in the course. There is **NO** rounding of grades.

- 90% to 100% = A
- 80% to 89.9999% = B
- 70% to 79.9999% = C
- 60% to 69.9999% = D
- 59.9999% and below = F

**Do not ask for grades and do not state you need a certain grade or need to pass the course for any reason. Those reasons are not valid. There is not any extra credit assignments therefore do not ask for extra credit work.**

**Late Work Policy:** Late work is not accepted. You will receive an automatic ‘o’ for not submitting any work by the due date. Completing the homework does not guarantee you a 100% on the assignments. The assignments are graded for accuracy.

**Makeup Exam Policy:** There are no make-up quizzes. There is no make-up homework. If you miss a homework assignment the grade is automatically a ‘o’.

**College Sponsored Events:** If you are in any College sponsored events you are required to notify me the first week of class.

**Electronic Devices:** It is your responsibility to have access to the Internet. The college does not purchase Internet access for you to complete your work off campus. It is best to have a high speed Internet such as DSL, Cable or Fiber Optics. A dial up Internet connection will not be sufficient for the course.

**Certification Procedures:** To be certified for the course you are required to complete the ‘Certification Quiz’ and obtain a 100%. There are unlimited attempts for you to achieve 100%. The deadline to complete the ‘Certification Quiz’ is **December 23, 2015** by 6:00 pm CST. If you do not complete the Certification Quiz by **December 23, 2015** before 6:00 PM CST with a 100% you will not be certified for the course. The official census date for 2016SP-BMGT-ACNT-2345-62430 is December 24, 2015 however you must complete the certification quiz by December 23, 2015 no later than 6:00 PM CST due to the holidays.

**The withdraw date for this class is January 20, 2016.** You must withdraw from the course are your discretion. I cannot withdraw a student from a course.

**Instructor Attendance Policy:**
The course is an online course. It is recommended that you sign online each day to the course on blackboard at eCampus.dcccd.edu. It is imperative that you check the announcements page each time you sign on. The due dates for all assignments will be
posted in blackboard. Blackboard is the Learning Management Systems for Mountain View College. The Uniform Resource Locator for Blackboard is eCampus.dcccd.edu

**Academic Dishonesty:**
Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

_Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at [https://www1.dcccd.edu/catalog/ss/code.cfm](https://www1.dcccd.edu/catalog/ss/code.cfm)._**

**Institution Policies:** Please visit [http://www.mountainviewcollege.edu/](http://www.mountainviewcollege.edu/).... For a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Honesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).

**Course Outline:** (See course calendar on ecampus.dcccd.edu)

Chapter 01: Understanding the Foundations of Business Communication
Chapter 02: Collaboration, interpersonal Communication and Business Etiquette
Chapter 03: Communication Challenges in a Diverse, Global Marketplace
Chapter 04: Planning Business Messages
Chapter 05: Writing Business Messages
Chapter 06: Completing Business Messages
Chapter 07: Digital Media
Chapter 08: Social Media
Chapter 09: Visual Media
Chapter 10: Writing Routine and Positive Messages
Chapter 11: Writing Negative Messages
Chapter 12: Writing Persuasive Messages
Chapter 13: Finding, Evaluating and Processing Information
Chapter 14: Planning Reports and Proposals
Chapter 15: Writing and Completing Reports and Proposals
Chapter 16: Developing Presentations in a Social Media Environment
Chapter 17: Enhancing Presentations with Slides and Other Visuals
Chapter 18: Building Careers and Writing Resumes
Chapter 19: Applying and Interviewing for Employment
Appendix A: Format and Layout of Business Documents
Appendix B: Documentation of Report Sources
Appendix C: Correction of Symbols
Handbook of Grammar, Mechanics and Usage
### Stop Before You Drop 6 Drop

For students who enrolled in college level courses for the first time in the Fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career, unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas Public Institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access:

https://econnect.dcccd.edu/eConnect/droppingfacts.html

### Withdraw Policy

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by the official drop date for this course (see Course Drop Date mentioned earlier in this syllabus). Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped.

### Repeating a Course

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition.

Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at:

http://www.dcccd.edu/pc/cost/3rdcrseattmpt/Pages/default.aspx

### Financial Aid

Financial Aid will not be granted to students who have been certified as not attending by the certification date. In lecture classes, students must attend class prior to the certification date. Online students should follow the certification procedures as noted within the class syllabus. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses. Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

### Academic Dishonesty

### ADA Statement

Mountain View College and the Office of Special Services are committed to upholding the laws and the spirit of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) signed in 1990.

### Religious Holidays

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.
<table>
<thead>
<tr>
<th>Campus Emergency Operation Plan and Contingency Plan.</th>
<th>Mountain View College has developed policies and procedures for dealing with emergencies that may occur on campus. A synopsis of emergency procedures can be found at: <a href="http://www.mountainviewcollege.edu/business/police/Pages/emergencyprocedureenglish.aspx">http://www.mountainviewcollege.edu/business/police/Pages/emergencyprocedureenglish.aspx</a>.</th>
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<tr>
<td><strong>Contingency Plan:</strong> Mountain View College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect.</td>
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<tr>
<td>Disclaimer Reserving Right to Change Syllabus</td>
<td>The instructor reserves the right to amend a syllabus as necessary.</td>
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