Technical Writing For Accountants
ACNT 2345
2017 Summer II
07/11/17 – 08/10/17

Instructor: Dr. Craig Black, CPA   Division: Career and Technology Education
Email: cblack@dccc.edu    Office Phone: 214.860.8848
Office Number: W-222      Office Location: W-210
Office Hours: by appointment only   Office Hours: 9:00 AM – 6:00 PM

Course Description: Examination and application of effective written business and accounting communications.

Course Pre-requisites: ACCT 2301 (or equivalent)

CPA Candidates: Mountain View College has been designated by the Texas State Board of Public Accounting (TSBPA) as a Texas Community College that may offer “Qualifying Education Credit for CPA Examination”. This course qualifies as an Accounting or Business Communication course that will count toward the minimum requirement of 24 hours of related business courses that must be completed as part of the eligibility requirements to sit for the CPA Exam in the State of Texas.

Course Materials/Supplies Needed
Textbook: Business Communications Today w/MyBCommLab
Edition: 13th
Author(s): Bovee & Thill
Publisher: Pearson
ISBN: 9780134088266

Pearson’s MyBCommLab (online)
www.pearsonmylabandmastering.com
Course ID: black96613
Access Code: included with textbook or can be purchased online

Blackboard/E-Campus: Access to blackboard is required for this course and will include syllabus, course announcements, supplemental course materials and grades.

Student Learning Outcomes

- Design and write effective accounting and business 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
• Emphasize fundamental skills and principles, including the importance of writing, listening, presenting, and other components of business communication

**Evaluation Procedures:**

(62%) MyBCommLab Assignments: 930 points (93 @ 10 points each)
(32%) MyBCommLab Quizzes: 475 points (19 @ 25 each)
(06%) Writing Assignments: 100 points (4 @ 25 each)

(100%) Total: 1,505 points

A = 1,354-1,505 points
B = 1,204-1,353 points
C = 1,053-1,203 points
D = 903-1,052 points
F = 0-902 points

**Homework, Quizzes & Writing Assignments:** All assignments and quizzes are to be completed online using Pearson’s MyBCommLab.

**Withdrawal Policy (with drop date):**
If a student is unable or unwilling to complete this course it is the student’s responsibility to formally withdraw from the course. The withdrawal request must be received in the Registrar’s Office by 08/03/17. State law prohibits students from withdrawing from no more than six courses during their entire undergraduate career at Texas public colleges or universities.

**Academic Honesty:**
Academic honesty is expected, and integrity is valued in the Dallas County Community College and scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, quiz or assignment as well as plagiarism. Any and all violations of the Code of Student Conduct will be punished accordingly.

The instructor reserves the right to amend this syllabus as necessary.

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<tr>
<th>Date</th>
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| Week 1
07/11/17-07/16/17 | Read Ch 01 - 04
Due 07/16: Homework Assignments & Quizzes for Ch 01-04 |
| Week 2
07/17/17-07/23/17 | Read Ch 05 - 09
Due 07/23: Homework Assignments & Quizzes for Ch 05-09 |
| Week 3
07/24/17-07/30/17 | Read Ch 10 - 14
Due 07/30: Homework Assignments & Quizzes for Ch 10-14 |
| Week 4
07/31/17-08/06/17 | Read Ch 15 - 19
Due 08/06: Homework Assignments & Quizzes for Ch 15-19 |
| Week 5
08/07/17-08/10/17 | Due 08/10: 4 writing assignments BCOMM 2, 3 4 & 7 |