Technical Writing For Accountants  
ACNT 2345  
2017 Winter Semester  
12/11/17 – 01/05/18  
Online

Instructor: Dr. Craig Black, CPA, Esq.  
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Office Number: W-222  
Office Hours: by appointment only

Division: Career and Technology Education  
Office Phone: 214.860.8848  
Office Location: W-210  
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 satisfies the Business Communication course requirement AND 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 Communication Today w/MyBCommLab  
Edition: 14th  
Author(s): Bovee & Thill  
Publisher: Pearson  
ISBN: 9780134562186

Pearson’s My BComm Lab (online)  
See blackboard for signup instructions  
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:

(79%) Quizzes: 475 points (19 @ 25 each)
(21%) Writing Assignments: 125 points (5 @ 25 each)

(100%) Total: 600 points

A = 540 – 600 points
B = 480 – 539 points
C = 420 – 479 points
D = 360 – 419 points
F = 0 – 359 points

Quizzes & Writing Assignments: All quizzes and writing assignments will be completed and submitted online using Pearson’s My BComm Lab.

MVC Institutional Policies: http://www.mountainviewcollege.edu/syllabipolicies

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

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<th>Description</th>
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<td>Week 1</td>
<td>Read Chapters 1, 2, 3 and 4</td>
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<td></td>
<td>Due 12/17/17: Quizzes for Ch 1-4</td>
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<td>Due 12/17/17: Writing Assignment BCOMM 2</td>
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<td>Week 2</td>
<td>Read Chapters 5, 6, 7, 8 and 9</td>
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<td>Due 12/24/17: Quizzes for Ch 5-9</td>
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<td>Due 12/24/17: Writing Assignment BCOMM 3 and BCOMM 7</td>
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<td>Week 3</td>
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<td>Due 12/31/17: Quizzes for Ch 10-15</td>
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<td>Due 12/31/17: Writing Assignment BIZ 13</td>
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<td>Week 4</td>
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<td>Due 01/03/18: Quizzes for Ch 16-19</td>
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<td>Due 01/03/18: Writing Assignment BIZ 15</td>
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