



ACCK 307-115 (10141)  
Writing for Accountants  
Summer 2016 FH308 MW 11:00-1:45  
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Office Hours: M 2:00-4:00; T 11:00-2:00

## UNILERT

Emergency Warning System for Texas A&M University – Central Texas

UNILERT is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email and text message. By enrolling in UNILERT, university officials can quickly pass on safety-related information, regardless of your location. Please enroll today at [TAMUCT.org/UNILERT](http://TAMUCT.org/UNILERT)

### **1.0 Course Overview and description:**

(WI)The course is designed to improve the communication skills of students entering the accounting profession. The course focuses on written communication including letter writing, memos, emails, reports, employment resumes, and writing for publication. Important skills including organization of thought, critical thinking, and accounting research will be examined.

### **2.0 Course Objective:**

A student successfully complete this course will be able to write a variety of business documents. The documents will be prepared in proper business format and style using proper grammar and spelling. This course is designed to meet the requirements set by the TSBPA for an accounting communications course.

### **2.1 Student Learning Outcomes**

Students will be able to:

1. explain the writing process including:
  - a) proper organization of a document,
  - b) creating a clear and concise document,
  - c) using proper grammar and spelling,
  - d) and proper document design.
2. prepare, in proper form: letters, memos, reports, e-communications, resumes, and letters of application.
3. explain the processes of accounting research and publication.
4. demonstrate critical thinking and be able to communicate their thoughts clearly.
5. write for examinations in proper form.
6. integrate charts and tables into documents.

### **3.0 Required Reading and Textbook(s):**

Text: *Effective Writing: A Handbook for Accountants*, 9<sup>th</sup> ed. Claire B. May and Gordon S. May. Prentice Hall ISBN: 978-0-13-56724-4

A student of this institution is not under any obligation to purchase a textbook from a university affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

### **4.0 Course Requirements:**

Mid-term Examination: The examination will be a combination of objective questions and short answer/essay questions. The examination is worth 100 points.

Final Examination: The final examination will be comprehensive. It will be composed of objective questions and short answer/ essay questions. The first part of the test will cover new material covered since the first examination (100 points). The second part of the test will cover anything covered in the course (50 points)

There will be no makeup exams. If a student misses an examination for an excused reason, the exam grade will be determined by using the percentage score from the final exam substituting for the missed exam in calculating the semester grade.

Short Written Assignments: There will be a series of short writing assignments, some will be taken from the exercises at the end of the chapters. Each assignment will be worth 30 points. Assignments will be given in class. No late assignments will be accepted.

Research paper: Each student will prepare a six page research paper on an approved topic selected by the student. The paper will include several deliverables submitted during the semester. Specific details regarding this assignment will be given in class.

### **5.0 Method of Evaluation**

Course grades will be based on exams, short written assignments, and the research paper. Your semester grade will be determined by your earned points on the following:

|                           |                   |               |
|---------------------------|-------------------|---------------|
| Exam                      | 100 points        | 90-100% - A   |
| Final Exam                | 150 points        | 80-89.9% - B  |
| Short written assignments | 300 points        | 70-79.9% - C  |
| Research paper            | <u>250</u> points | 60-69.9% - D  |
| Total                     | 800 points        | Below 60% - F |

### **6.0 Semester Schedule** (See below)

### **7.0 Drop Policy**

If you discover that you need to drop this class, you must take all proper steps to do so. Professors cannot drop students; this is always the responsibility of the student. Should you miss the deadline or fail to follow the procedure, you will receive a grade based on the total number of points earned in the course at the end of the semester.

### **8.0. Academic Honesty**

Texas A&M University - Central Texas expects all students to maintain high standards of honor in personal and scholarly conduct. Any deviation from this expectation may result in a minimum of a failing grade for the assignment and potentially a failing grade for the course. All academic dishonesty concerns will be reported to the university's Office of Student Conduct. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. When in doubt on collaboration, citation, or any issue, please contact me before taking a course of action. More information can be found at <http://www.tamuct.edu/departments/studentconduct/academicintegrity.php>

All work in this course is to be done individually. Any instance of academic dishonesty will result in an F in this course.

## **9.0 Disability Services**

At Texas A&M University – Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to an education that is barrier-free. The Office of Disability Support and Access is responsible for ensuring that students with a disability enjoy equal access to the University's programs, services and activities. Some aspects of this course or the way the course is taught may present barriers to learning due to a disability. If you feel this is the case, please contact Disability Support and Access at (254) 501-5831 in Warrior Hall, Ste. 212. For more information, please visit their website at [www.tamuct/disabilitysupport](http://www.tamuct/disabilitysupport). Any information you provide is private and confidential and will be treated as such.

## **10.0 Library Services**

**Library distance education services** aims to make available quality assistance to A&M-Central Texas students seeking information sources remotely by providing digital reference, online information literacy tutorials, and digital research materials. Much of the TAMUCT collection is available instantly from home. This includes over half of the library's book collection, as well as approximately 25,000 electronic journals and 200 online databases. Library Distance Education Services are outlined and accessed at:

<http://www.tamuct.edu/departments/library/deservices.php>

**Information literacy** focuses on research skills which prepare individuals to live and work in an information-centered society. Librarians will work with students in the development of critical reasoning, ethical use of information, and the appropriate use of secondary research techniques. Help may include, but is not limited to: the exploration of information resources such as library collections, the identification of appropriate materials, and the execution of effective search strategies. Library Resources are outlined and accessed at: <http://www.tamuct.edu/departments/library/index.php>

## **11.0 The University Writing Center**

The University Writing Center at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students. The UWC is located in 416 Warrior Hall. The center is open 1pm-6pm Monday-Thursday during the summer semester. Students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Students may also arrange a one-on-one session with a trained and experienced writing tutor. Tutorials can be arranged by visiting the UWC. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. Sessions typically last between 20-30 minutes. While tutors will not write, edit, or grade papers, they will help students develop more effective invention and revision strategies.

## **12. INSTRUCTOR POLICIES**

Only non-programmable calculators may be used for examinations.

Turn all cell phones off before the start of class and texting during class is not allowed.

Incompletes will only be granted for rare, exceptional circumstances and only for missing some small part of grade requirements. Students who have missed substantially all the exams and/or homework will not qualify for an incomplete.

## Semester Schedule

|   |      |  |
|---|------|--|
| M | 6/6  | Introduction & Ch. 1 Accountants as Communicators                                |
| W | 6/8  | Ch. 2 The Writing Process: An Overview   |
| M | 6/13 | Ch. 3 The Writing Process: Organizing for Coherence                              |
| W | 6/15 | Ch. 4 A Sense of Style: Writing with Conciseness and Clarity                     |
| M | 6/20 | Ch. 5 Standard English: Grammar, Punctuation, and Spelling                       |
| W | 6/22 | Ch. 6 Format for Clarity: Document Design  |
| M | 6/27 | Ch. 7 Critical Thinking  |
| W | 6/29 | ***** <b>Examination</b> *****   |
| M | 7/4  | ***** July 4 holiday *****   |
| W | 7/6  | Ch. 8 Accounting Research  |
| M | 7/11 | Ch. 9 Letters & Ch. 10 Memos   |
| W | 7/13 | Ch. 11 Reports   |
| M | 7/18 | Ch. 12 E-communications  |
| W | 7/20 | Ch. 13 Writing for Exams: CPA, CMA, and Academic Exams<br>Writing for Employment |
| M | 7/25 | Ch. 15 Writing for Publication   |
|   |      | Ch. 16 Oral Communication: Listening and Speaking                                |
| W | 7/27 | ***** <b>Examination</b> *****   |