

**Texas A&M University Central Texas**  
**ACCT 3307 Writing for Accountants**  
**Syllabus**  
**Fall 2017**

**Instructor:** Dr. Russell (Rusty) Calk, Ph.D. CPA  
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**Office hours:** TuTh 2:30 – 5:00 or by appointment

**Course description:**

(WI) Learn how to improve communication skills for those entering the accounting profession. Study written communication including letter writing, memos, emails, reports, employment resumes, and writing for publication. Special emphasis on organization of thought, critical thinking, and accounting research.

**Prerequisite:** None.

**Course objectives:**

Upon successful completion of this course, students will be able to

- Identify the various accounting standard setting bodies and their respective roles in the standard setting process
- Describe the conceptual framework for financial reporting
- Apply basic accounting terminology
- Apply generally accepted accounting principles to business transactions
- Demonstrate the accounting cycle from analyzing and recording transactions through preparing financial statements

**Textbook:**

*Effective Writing: A Handbook for Accountants* May and May (Pearson: 10<sup>th</sup> Edition)

**Course access:**

Some course materials will be distributed via the TAMUCT Instructure Canvas system at (<https://tamuct.instructure.com>).

**University Resources, Procedures, and Guidelines:**

Information regarding important dates for the semester as well as university resources, procedures, and guidelines is available in the Syllabus Supplement.

**Academic integrity:**

Integrity is a hallmark of the accounting profession and a valued part of the culture at Texas A&M University – Central Texas. Students may, and should, collaborate with one another to learn the course material, but all graded assignments must be completed individually. Any student who commits a breach of academic integrity will receive a grade of F for this course and will be reported to the Office of Student Conduct.

**University Writing Center:**

Assistance with your writing is available through the University Writing Center located in Warrior Hall 416. Students bear full responsibility for all assignments they submit for the course.

**Course assignments:**

Students must complete the following assignments to successfully complete this course.

- Recommended exercises: These problems are intended to give students practice with the course material. They will not be turned in for a grade.
- Required exercises: A variety of writing exercises will be assigned throughout the semester. Exercises will be graded based on content and style. All required exercises will be submitted electronically. **No late of makeup required exercises will be allowed.**
- Exams: Two exams are scheduled throughout the semester. **No makeup exams will be allowed.**

**Course grade:**

Students’ grades will be based on points earned from the course assignments as follows.

<u>Assignment</u>	<u>Points available</u>
Required exercises	200
Exams (2 exams x 100 points each)	<u>200</u>
Total points available	<u>400</u>

<u>Course grade</u>	<u>Points earned</u>
A	360 - 400
B	320 – 359
C	280 – 319
D	240 – 279
F	Less than 240

The instructor reserves the right to lower the above grading scale.

<b>Date</b>	<b>Assignment</b>	<b>Recommended exercises</b>
Aug 29	Introduction	
31	Chapter 1	TBA
Sep 5		
7	Chapter 2	TBA
12		
14	Chapter 3	TBA
19		
21	Chapter 4	TBA
26		
28	Chapter 5	TBA
Oct 3		
5	Chapter 6	TBA
10		
12	Chapter 7	TBA
17		
19	<b>Exam 1</b>	
24	Chapter 9	TBA
26		
31	Chapter 10	TBA
Nov 2		
7	Chapter 11	TBA
9		
14	Chapter 12	TBA
16		
21	Chapter 13	TBA
23		
28	Chapter 14	TBA
30	<b>Thanksgiving</b>	
Dec 5	Chapter 16	TBA
7		
12	<b>Exam 2</b>	

The instructor reserves the right to revise the above schedule.