



ACCT 3307 - 110 Writing for Accountants (10007)

Spring 2019

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

Course Dates: 14 Jan. 19 – 10 May 19

Mode of instruction and course access: This course meets face-to-face (Monday and Wednesday in Founder's Hall), with supplemental materials made available online through the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Anthony L. Fulmore, MSA, MS-HRM, PhD

Office: Founder's Hall room 323

Phone: **Office** (254)501-5840

Cell (254)383-0226 (text only)

Email: afulmore@tamuct.edu (preferred email)

Office Hours: Office hours are online and by appointment only.

Student-instructor interaction:

I am accessible through Canvas Inbox, which I check several times a day during the week and usually once a day on weekends. I will try to get back to you within 24 hours during the week and within 36 hours during the weekend. You may use my TAMUCT email for course-related matters. If your concern needs my immediate attention, please text me and you will receive an immediate reply. Please provide in the subject line of each Canvas Inbox message the course information **"ACCT 3307 - 110"** so that I can identify your class. If you text me on my cell phone, please mention the same information in your text. Please practice good communication skills. Remember that Canvas communication and Canvas Inbox are communication in proper format. We will practice formal business communication emails so that you will develop good habits. Start out every Canvas message and discussion post with the name of the person you are addressing and close with your name. Utilize spelling and grammar check to help you write better.

911 Cellular: Emergency Warning System for Texas A&M University-Central Texas

911Cellular 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, text message, and social media. All students are automatically enrolled in 911Cellular through their myCT email account.

In an effort to enhance personal safety on the Texas A&M University – Central Texas (TAMUCT) campus, the TAMUCT Police Department has introduced Warrior Shield by 911

Cellular. [Warrior Shield](https://www.tamuct.edu/police/911cellular.html) [https://www.tamuct.edu/police/911cellular.html] can be downloaded and installed on your mobile device from Google Play or Apple Store.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

Course Overview and description:

Learn how to improve communication skills for those entering the accounting profession. Written communications including letter writing, memos, emails, reports, employment resumes, and writing for publication. This course provides particular emphasis on organization of thought, critical thinking, and accounting research (**Writing Intensive Course**).

Course Objective:

Your achievement level for each objective will be measured by your success in completing the assignments and exams. The successful student, upon completion of this course, will be expected to have achieved the following in this course:

- 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

Required Reading and Textbook(s):

1. Effective Writing: A Handbook for Accountants, 11th edition, Claire B. May and Gordon May (Prentice-Hall: Saddleback, NJ) ISBN: 9780134667386
2. A Plain English Handbook: How to Create Clear SEC Disclosure Documents, available online at: www.sec.gov/pdf/handbook.pdf
3. Publication Manual of the American Psychological Association, 6th Edition American Psychological Association Softcover, 272 pages ©2010, ISBN-13 978-1433805615

COURSE REQUIREMENTS

Evaluation: Evaluation consists of an analysis of reports and presentations, research papers, homework assignments (short papers), examinations, and class participation (including discussion questions).

Homework: Assigned homework must be typed and submitted by the due date and time. There may be additional readings and homework assignments made during the semester.

Class Participation: Each student is expected to demonstrate his or her mastery of the covered material by attending class, responding to discussion board questions and offering feedback.

Exam: There will be one comprehensive exam. The exam will cover topics identified, cases, class discussions, and other material.

Grading Criteria Rubric and Conversion

Students earn their course grades by completing scheduled assignments; no extra credit assignments are given. To satisfactorily pass this course, students must complete each of the graded items listed below. Failure to submit appropriate documents for scoring in each category will result in a failing grade.

Point are earned as follows:

Homework	50 points
Participation	50 points
Group cases	100 points
Research papers	100 points
Exam(2*150)	300points
Total	600 points

The final semester grades for the course will be based on the following scale:

A 90-100%	540 - 600 points
B 80-89%	480 - 539 points
C 70-79%	360 - 479 points
D 60-69%	300 - 359 points
F Below 60%	000 - 299 points

Posting of Grades

Grades will be posted on the Canvas Grade book (turn-around time for grades to be posted is 7 days).

COURSE OUTLINE AND CALENDAR
Complete Course Calendar

Class Number	Date	Readings	Homework Assignments
<i>PART 1: COMMUNICATION STRATEGIES</i>			
1	14-Jan	Accountants as Communicators	Exercise 1-3 & 1-4
2	21-Jan	The Writing Process: An Overview	Exercise 2-1 & 2-5
3	28-Jan	Coherent Writing: Organizing Business Documents	Exercise 3-2 & 3-3
4	4-Feb	A Sense of Style: Writing with Conciseness and Clarity	Exercise 4-1 & 4-3
5	11-Feb	Standard English: Grammar, Punctuation, and Spelling	Exercise 5-2 & 5-5
6	18-Feb	Format for Clarity: Document Design	Exercise 6-1 & 6-2
7	25-Feb	Thinking on The Job: Higher Order Thinking Skills	Exercise 7-1 & 7-4
8	4-Mar	Accounting Research (Exam 1)	Exercise 8-6
<i>PART 2: BUSINESS DOCUMENTS</i>			
-	11-Mar	Spring Break	
9	18-Mar	Letters	Exercise 9-1 & 9-4
10	25-Mar	Memos and Briefing Documents	Exercise 10-1 & 10-3
11	1-Apr	Reports and Discussion Papers	Exercise 11-1 & 10-4
12	8-Apr	E-Communication and Social Media (Exam 2)	Exercise 12-3
<i>PART 3: WRITING AND YOUR CAREER</i>			
13	15-Apr	Writing for Exams: Professional Certification and Academic Exams	Exercise 13-2 & 10-6
14	22-Apr	Writing for Employment: Résumés and Letters of Application	Exercise 14-1 & 14-2
15	29-Apr	Writing for Publication	Exercise 15-1,15-2, &15-7
16	6-May	Oral Communication: Listening and Speaking (Group Case due)	Exercise 16-4

Important University Dates:

2-Jan-19	Priority Deadline for Spring Admissions applications
10-Jan-19	Convocation
11-Jan-19	Deadline for Tuition and Fee Payments (16- & First 8-Week Classes)
14-Jan-19	Add, Drop, and Late Registration Begins for 16- and First 8-Week. \$25 fee assessed for late registrants.
14-Jan-19	Classes Begin for Spring Semester
16-Jan-19	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
21-Jan-19	Martin L. King Jr. Day (<i>University Closed</i>)
22-Jan-19	Deadline to Drop First 8-Week Classes with No Record
30-Jan-19	Deadline to Drop 16-Week Classes with No Record
22-Feb-19	Student End of Course Survey Opens (First 8-Week Classes)
22-Feb-19	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
1-Mar-19	Deadline for Graduation Application for Spring Ceremony Participation
1-Mar-19	Deadline for Teacher Education and Professional Certification Applications (i.e. Principal, Reading Specialist, etc.)
8-Mar-19	Classes End for First 8-Week Session
8-Mar-19	Deadline for Spring Admissions Applications
10-Mar-19	Student End of Course Survey Closes (First 8-Week Classes)
11-Mar-19	Spring Break – No Class (<i>University Open</i>)
11-Mar-19	Deadline for Faculty Submission of First 8-Week Final Class Grades (due by 3pm)
13-Mar-19	Spring Break – No Class (<i>University Open</i>)
14-Mar-19	Spring Break – No Class (<i>University Open</i>)
15-Mar-19	Deadline for Tuition and Fee Payments (Second 8-Week Classes)
15-Mar-19	Deadline for Clinical Teaching Applications
15-Mar-19	Spring Break – No Class (<i>University Open</i>)
18-Mar-19	Add, Drop, and Late Registration Begins for Second 8-Week Classes. \$25 fee assessed for late registrants.
18-Mar-19	Classes Begin for Second 8-Week Session
20-Mar-19	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
25-Mar-19	Deadline to Drop Second 8-Week Classes with No Record
1-Apr-19	Deadline for GRE/GMAT Scores to Office of Graduate Studies
5-Apr-19	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
12-Apr-19	Deadline for Final Committee-Edited Theses with Committee Approval Signatures to Office of Graduate Studies for Spring Semester
26-Apr-19	Student End of Course Survey Opens (16- and Second 8-Week Classes)
26-Apr-19	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
10-May-19	Deadline for Applications for \$1,000 Tuition Rebate for Spring Graduation (5pm)
10-May-19	Deadline for Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee.
10-May-19	Deadline to Withdraw from the University for 16- and Second 8-Week Classes
10-May-19	Spring Semester Ends
11-May-19	Commencement Ceremony Bell County Expo Center 7:00 p.m.
12-May-19	Student End of Course Survey Closes (16- and Second 8-Week Classes)
14-May-19	Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)
14-May-19	Deadline for Thesis to Clear Thesis Office for Spring Semester

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements.

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

Technology Support.

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

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Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and 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. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](#),

[<https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel>].
If you know of potential honor violations by other students, you may [submit a report](#),
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic Accommodations.

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 a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion at (254) 519-5797. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](#) web page
[<https://www.tamuct.edu/student-affairs/access-inclusion.html>].

Important information for Pregnant and/or Parenting Students.

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](#) web page [<https://www.tamuct.edu/student-affairs/index.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](#), please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

University Writing Center.

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, 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. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WCOOnline](#). In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student

lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

POLICY STATEMENTS:

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty is mandated reporters, so if someone discloses that he or she were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we do not agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

INSTRUCTOR POLICIES.

Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues should be kept professional, including Discussion Board postings and email correspondence. For written assignments, all work should be proofread, free of grammatical errors, include proper citations, and be by American Psychological Association (APA) standards.

NOTE #1: There are NO EXTRA CREDIT assignments available for this course.

NOTE #2: Requests for Incomplete Grades: Incompletes will only be given in emergency or other extreme circumstances. The professor must approve any request for an incomplete grade in this course before the last week of classes. Where possible, requests should be submitted in written form and must include an address and telephone number where you may be contacted throughout the following semester. For a request for an incomplete grade to be considered, at least two-thirds of the coursework has to be completed. Finally, approval of an incomplete is up to the department chair.

NOTE #3: Questions concerning one's grade on a particular task (e.g., test, case) This should be resolved within one week after receiving the graded material. There will not be reviewing of previously graded material at the end of the semester.

NOTE #4: Late Submissions/Resubmissions You have a period of 7 days each week to complete and submit the weekly assignments. Make sure to plan your time wisely and avoid last minute submissions since no late assignments will be accepted. All assignments must be turned in by the due date unless an extension has been granted. **EXTENSIONS ON ASSIGNMENTS WILL BE CONSIDERED ONLY IF THEY ARE REQUESTED AT LEAST 48 HOURS BEFORE THE DUE DATE OF THE ASSIGNMENT UNDER QUESTION.** After the fact, extensions will not be granted, so if you are sick and you know you will not be able to take a test or submit an assignment on the set due date, make sure to contact me at least 48 hours in advance.

NOTE #5: Changes to Syllabus A syllabus serves as an instructional and study planning document for both faculty and students. Although every effort will be taken to complete the semester according to the syllabus, it may become necessary to make specific changes to facilitate the academic environment better. In such an event, changes will be notified via an announcement in the course. Changes may be made within the last two weeks of the semester only in exceptional circumstances.

Copyright Notice.

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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