

GRADUATE COUNCIL: NEW COURSE PROPOSAL

Originating Unit: ACCT (NEEL)

Type of action: New course Full online course**

Semester and year course will take effect: Summer 2024

New course title: Special Problems in Accounting

Appropriate computer abbreviation (30 spaces or less): Special Problems in Acct

Course instructional methodology: Lecture

course component types: ugradcouncil.tcu.edu/forms/Course Component Types.pdf

New course number: ACCT 55970

Prerequisites for new course: *include an attachment if additional space is needed*

None

Click here to attach a file

attached files can be seen and managed in Acrobat Pro by clicking on View > Show/Hide > Navigations Panes > Attachments

Description of new course (catalog copy): *include an attachment if additional space is needed*

Credits 1.00 - 20.00

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Fully Online Courses**

All online courses, and /or distance learning offerings must meet State Compliance regulations as defined by specific state legislation. TCU Distance Learning is any for-credit instruction provided to a TCU student outside the State of Texas. This includes internships, clinical, video conferencing, online, or any other delivery format that crosses state lines. Contact the Koehler Center for Teaching Excellence for guidelines. Include a letter of support from the Koehler Center with this proposal.

Supporting evidence or justification: (For a new course, attach proposed syllabus, including course objectives, course outline, and representative bibliography.)

Describe the intended outcomes of the course and how they will be assessed: *include an attachment if additional space is needed*

The course is intended to be a special problems course with varied objectives

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Additional resources required:

Faculty: None

Space: None

Equipment: None

Library: None

Financial Aid: None

Other: None

Change in teaching load: NA

Does this change affect any other units of the University? Yes No

If yes, submit supporting statement signed by chair of affected unit.


If cross-listed, provide evidence of approval by all curriculum committees appropriate to both the originating and the cross-listed units.

Chair of Originating Unit:

Name: Bill Wempe

Unit: Department of Accounting

Signature: **Bill Wempe**

 Digitally signed by Bill Wempe
Date: 2024.03.27 08:08:20 -05'00'

Syllabus: ACCT 55970 Professional Communication for Accountants

Instructor Name: Renee Olvera

Semester and Year: Spring 2024

Number of Credits: 1.5

Class Location: NEEL 1103

Class Meeting Day(s) & Time(s): The class meets as follows: T/TH 12:30 – 1:50pm

Office Location: NEEL 3222

Office Hours: by appointment

Telephone: 817-257-7578

Email: renee.olvera@tcu.edu

Response Time: I typically respond in 24 hours. If I have not responded in 24 hours, please send me a reminder.

Final Exam Date & Other Important Dates

Your final exam is a written paper, which is due on Thursday, March 7th at class time.

Rescheduling of Finals Policy: According to the *Faculty/Staff Handbook "Rescheduling of Finals"* section, rescheduling a final exercise must be made one week prior to the last day of classes. Rescheduling of finals is permitted 1) for meeting the 24-hour rule or 2) for graduating seniors whose faculty members must submit final grades by Wednesday 5pm of finals week. Unless the student is graduating, the exam must be taken during final examination week.

Course Description

1.5 hours. Prerequisites: Enrollment in the MAc program; or ACCT 30273 and credit for or concurrent enrollment in ACCT 40253; or instructor permission. The objectives of this course are to further develop the broad range of communication-related skills necessary for a successful professional career in accounting. Specific topics to be addressed include business writing, organizing and delivering persuasive presentations, communication styles, providing feedback, managing resistance, and working in a diverse environment.

Learning Outcomes

1. Students demonstrate the ability to effectively communicate to a professional audience.
2. Student demonstrate effective written communication of technical accounting topics.

MAc Program Connections: This course prepares student to effectively communicate accounting information in a professional setting. As accounting professionals, we communicate to management, the audit committee, the board of directors and others regarding specific accounting treatment of transactions, current events and opportunities in the profession, process efficiencies identified through analytical tools, financial performance, and much more. The ability to effectively communicate is paramount to demonstration of your knowledge and

understanding of the accounting profession. This course will prepare you to communicate your knowledge. This course is approved by the TSBPA for 1.0 hours of written communication. For more information on CPA eligibility in Texas, see the TSBPA website:
<https://www.tsbpa.texas.gov/exam-qualification/education-accounting-courses.html>

Required Texts / Materials

There is no required textbook for this course. There are reading materials posted to TCU Online.

Additional / Supplementary Resources

- AICPA Authoritative Guidance
- PCAOB Authoritative Guidance
- FASB/GASB Authoritative Guidance
- IRS Tax Code
- NIST Framework
- AICPA Trust Services Framework

Teaching Philosophy

In this course, learning occurs through re-writing and re-drafting. You will write memos, essays, earnings releases, and other communications. You will also engage in the editing process for your writing.

Instructional Methods

This course combines several opportunities for class discussion regarding current and technical accounting, tax and systems topics. You will also participate in class lecture, demonstrations, role rehearsal, and meetings.

Course Policies and Requirements

Assignments

Outcome(s)	Assignments & Graded Items	Percentage
1,2	Technical Accounting Writing	20%
1,2	Communication Styles, Negotiations & Active Listening Reflection Paper	15%
1,2	How to run a meeting paper	15%
1,2	Current Topic Paper	20%
1,2	Final Exam paper	15%
1	Participation	15%
TOTAL:		100%

Technical Accounting Written Deliverable

You will write a technical accounting memo, press release and letter based on a cybersecurity breach of a public company. Your memo will be graded for writing quality.

Communication Styles, Negotiations, & Active Listening Reflection Paper

During class, we will have two guest speakers discussing communication styles and negotiations. You will write a 2-page reflection paper on these guest speaker's topics. Your memo will be graded for writing quality.

How to Run a Meeting Paper

You will review "The Secret to a Good Meeting? Preparation. By Jenny Fernandez, Kathryn Landis, and Julie Lee and participate in mock exercises in class. You will write a 2-page paper addressing the key concepts learned in how to run a meeting. Your memo will be graded for writing quality.

Current Topic Written Deliverable

You will select a topic relevant to your future accounting career. This topic can be in assurance, taxation, valuation, IT, internal controls, risk assessment, risk management, public policy, financial management, operations. You will write a 3-page paper using APA format preparing a conclusion on your topic and communicating your topic to a professional audience. Your paper must use effective communication strategies as discussed in class. Your paper will be graded for writing quality.

Final Exam paper

You will write a final exam paper summarizing the Pecha Kucha presentations in class. Your memo will be graded for writing quality.

Participation

I evaluate participation each day. We will engage in conversation, discussions, presentations, meetings and other communications.

Grading Scales

Final +/- Grade Scale:

Grade	Score	Grade	Score
A	94–100	C	74–76.99
A-	90–93.99	C-	70–73.99
B+	87–89.99		
B	84–86.99		
B-	80–83.99		
C+	77–79.99	F	0–69.99

Late Work

Late work is accepted with a 10% deduction for each day late.

Grading Concerns

I take grading concerns very seriously. The goal of this course is to improve your writing skills in the accounting context. Your grade should reflect your effort, process and output. If you disagree with grading assessment, I will re-grade the entire assignment based on the grading criteria outlined for the assignment.

Participation / Engagement (Attendance)

You must attend every class session and required meetings to discuss writing quality.

Class Norms & Netiquette

During this class you will be asked to provide constructive criticism to your colleagues. I expect you to maintain a positive and constructive attitude toward the feedback you receive and the colleague that delivers that feedback.

TCU Syllabus Policies & Resources

Please use this [link](#) or scan the QR code with a mobile device camera to access policies and resources including support for TCU students, student access and accommodation, anti-discrimination and Title IX information, and other important information.

**Course Schedule**

(see attachment)