Instructor: Mrs. Dede Burnell  
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Office Hours:  
MW 6:45pm – 7:45pm  
TR 7:15pm – 8:15pm  
F 8:00am – 9:00am

Prerequisites: ACCT 3302; FINC 2201; INFO 2235 (BISM 2200), and senior status

Course Goals:  
Upon satisfactory completion of this course, the student will be able to:  
1. Describe the importance of research to accounting professionals  
2. Discuss the importance of critical thinking skills to accounting professionals  
3. Describe the functional organization of the Accounting Standards Codification  
4. Use the Accounting Standards Codification to locate appropriate authoritative standards to support proper accounting for business situations.  
5. Write effective memos to other accounting professionals and to the file  
6. Use the Code of Professional Conduct to determine appropriate ethical choices  
7. Describe the role of auditing in the public sector and the authoritative auditing pronouncements  
8. Prepare and, using computer presentation software, deliver a twenty minute presentation on an accounting topic

COURSE POLICIES

Attendance: All students are expected to be prepared for each class session, attend the entire class session, and participate in each class meeting. Attendance and class participation will comprise about 10% of the class grade. In addition, I will deduct 2 points from your FINAL point total in the class for each additional absence after 3 (that’s after missing one and a half weeks of class). Students are expected to be professional in their attendance and participation.

Although this list is not inclusive, students will be counted ABSENT for the following reasons: 1. Student does not attend the class; 2. Student has not prepared assignments and/or does not participate in class discussion when called upon; 3. Student sleeps during class; 4. Student spends class time talking with other students or talking or text messaging on cell phone; 5. Student leaves class without written explanation before the class period is over; and 6. Any other behavior which indicates that the student is not engaged in learning while in the classroom.

Students are expected to sign the attendance sheet at the beginning of the class period. If a student arrives late for the class, he/she is responsible for providing the instructor after class with a dated, written reminder (on a full sheet of paper) that the student was in class that day. If you have a possible emergency or believe you may have to leave class early, you must explain the circumstances to me in writing (on a full sheet of paper) before the class period begins and must sit close to the door so that other students will not be disturbed if you must leave. The attendance book and any written attendance notes will be the final record of attendance. Students should note that quizzes which are missed cannot be made up. It is the responsibility of the student to obtain assignments and/or lecture material which may have been missed.
Case Studies: Five to seven case studies will be discussed during the semester. For each case, a SHORT paper will be submitted at the end of the class describing the case points, research references, solutions and recommendations. This paper must be your own work. Once during the semester each student will be selected as discussion leader. Discussion leaders will not "present" cases but will be responsible for generating productive discussion from each class member. Each student not a discussion leader will be expected to participate significantly in the case discussion.

Presentations: Each student will be expected to prepare a class presentation worth 50 points in which current accounting topics will be discussed. This presentation will require the development of examples and visual aids. IF THIS PRESENTATION IS NOT COMPLETED, YOU WILL RECEIVE AN “F” IN THE COURSE.

As a part of the presentation, a filmed dress rehearsal and self-evaluation must be completed. The CD from the dress rehearsal and your self-evaluation are worth an additional 30 points.

Last of all, you must prepare a self-developed PowerPoint template for your presentation. Your template must contain a title slide, a bulleted list, an illustration, and a blank slide. You must demonstrate appropriate transitions, animations, fonts, and theme design. The content turned in on the template may be any appropriate information of your choosing. Only the template will be graded at that time. The template is worth 20 points.

Other Assignments: Several small cases/computer exercises/discussion topics will be assigned during the semester. These will be worth between 2 and 20 points each. Each case/exercise will have a due date and will be due at the end of class on that date. Late exercises will be accepted, but there will be a deduction for each class period that the exercise is late. All exercises must be turned in no later than the last class period before the final exam or a grade of zero will be recorded for that exercise/project.

Plagiarism and Cheating: Any work submitted to me which is not your own and which is not appropriately credited will result in a grade of “F” for the project submitted. This includes, but is not limited to, case studies, presentations, templates, exercises, and any other assignment made in this class.

Grading Policy: Table of Distribution:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation (total)</td>
<td>100 points</td>
</tr>
<tr>
<td>Case work</td>
<td>180 - 275 points</td>
</tr>
<tr>
<td>Other Assignments</td>
<td>40 - 100 points</td>
</tr>
<tr>
<td>Class participation</td>
<td>40 - 55 points</td>
</tr>
<tr>
<td></td>
<td>360 - 530 points total</td>
</tr>
</tbody>
</table>

All points scored will be added together and final grades will be based on the following percentages to total possible points:

- 90% and above = A
- 80% to 89% = B
- 70% to 79% = C
- 60% to 69% = D
- 59% and below = F
EXPECTATIONS

What You May Expect of Me:
1. I will be in class on time and prepared to discuss the day’s topic listed on the Blackboard calendar.
2. I will provide help (during my office hours) so that you may complete all required homework correctly and on time.
3. I will answer any appropriate question you have about the material in class, in my office, or in a timely manner by email. You may question any comment I make in class without fear of retaliation, humiliation, or harassment.

What I Expect of You:
1. I expect you to be in class on time and prepared to discuss the day’s topic listed on the Blackboard calendar – including having ready your text, paper on which to take notes, and a calculator.
2. I expect you to have completed for each class period all reading and problem assignments given in class and listed on the Blackboard calendar for that date.
3. I expect you to be prepared to participate in discussions of the material during class and to ask questions about topics you find confusing.
4. I expect you to request help by email if you need additional time or have additional concerns.

Included as a part of this syllabus are the Fairmont State University Standard Syllabus Statements which can be found at http://www.fairmontstate.edu/AcademicAffairs/SyllabusStatements.asp