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FALL 2016

MGT 550 – Professional Accounting

Instructor Information

Instructor:	Ann K. Brooks
E-Mail:	brooks@unm.edu (use only when online systems are not functioning)
Phone:	277-3382
Fax:	277-7108
Office:	ASM 2132
Office Hours:	Face-to-Face: M-R: 10:45 am – 11:15 am or by Appt. (In Office, by Phone or in Learn) (Online meetings will use Web Conference Link in our Learn course)
Department Chair:	Prof. Leslie Oakes loakes@unm.edu
Preferred Method of Contact:	Blackboard messages for personal communication Blackboard discussion board for class and homework questions

Instructor Response Time

Communication

I routinely check Blackboard for postings or emails, Monday (8 am) – Friday (12 pm) and sometimes on the weekend. You can anticipate a 24 to 48-hour response from me, Monday – Thursday. I will try and respond to all weekend (Friday afternoon to Sunday) emails and postings by noon on Monday or earlier.

Grading

Graded assignments are routinely returned to students within one week or the second Monday after an assignment has been submitted for grading.

Course Information

Course Description: The course provides an overview of the knowledge and practice in the skills needed to have a successful career in the accounting profession including:

1. Professional Communication Skills (writing, group work, and presentation) in order to be a successful professional accountant or business person.
2. Etiquette and Professionalism in the Workplace
3. Understanding the different accounting fields (jobs), their requirements and responsibilities
4. Professional responsibilities and ethical concerns of accounting professionals including auditors, tax practitioners, management, governmental, internal auditors, audit committees and board members.
5. Applying critical thinking and ethical reasoning to accounting situations.

Course Objectives and Alignment to Assignments:

Using the material presented in class, the course will teach and assess the following course objectives:

- Students will demonstrate effective communication skills in writing, presentation and group work by:
 - Creating and responding to interview questions
 - Creating and responding to students' inspirational posting
 - Creating a resume, cover letter and elevator pitch
 - Composing a group charter
 - Completing a group presentation to Prof. Brooks
- Students will demonstrate effective business etiquette and professionalism by:
 - Illustrating the components of a resume, cover letter and elevator pitch by creating a resume, cover letter and elevator pitch
 - Creating a Personal SWOT Analysis
 - Analyzing the different components of their personality by completing the 16 personality test
 - Understanding how attitude impacts their personal work performance and those around them by completing the attitude assignment
 - Illustrating how diversity impacts the workforce by researching and posting countries business cultures and how those cultures differ from US business cultures
- Students will obtain knowledge of the structure of the accounting profession (fields of accounting and their respective requirements) and how to work effectively in a group by:
 - Composing a Group Charter
 - Conducting 2-3 Interviews of professional accountants for Group Project
 - Researching fourteen Business Criteria and Requirements to identify similarities and differences in their field of accounting from other fields
- Student will demonstrate competency in ethical reasoning skills by:
 - Identifying Ethical Issues in accounting contexts and/or practice in Business Cases
 - Applying an Ethical Reasoning process to make a choice or evaluation and effectively justifying their choice or evaluation in Business Cases
 - Discussing and identifying AICPA Independence and Ethics rules within Business Case and current news issues in group discussion board postings
- Student will demonstrate competency in critical thinking skills by:
 - Structuring and synthesizing ambiguous information in their group project and ethical research
 - Sorting relevant from irrelevant information when conducting research on diversity, field of accounting and ethical research
 - Applying Technical (accounting) Knowledge to new problem settings when performing business and ethical research in Business Cases
 - Analyzing and summarizing information for the Group Project
 - Interpreting the results of their ethical analysis and making a decision in Business Cases

Co-requisite:

Mgmt 540 or equivalent

Course Orientation:

All Orientation information can be found in Learn under the "Start Here" link on the Course Home page.

Textbooks and Supplementary Materials

Required Textbook: None

Required Materials:

Headset w/mic (approx. \$50) for use in the Web Conference Link (used for Online Meetings with Instructor) for meetings and presentations with Professor. Students **MUST** use headset with mic not built-in mic to reduce mic noise feedback.

Technical Considerations

Technical Requirements/Skills: Computer

- In order to access your online courses students need to log onto [Blackboard Learn](https://learn.unm.edu). (<https://learn.unm.edu>).
- A high speed Internet connection is highly recommended.
- Supported browsers include: Internet Explorer, Google, Firefox, and Safari. For detailed Supported Browsers and Operating Systems see <http://online.unm.edu/help/learn/students/>
- Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection speed can **greatly** affect performance. Learn course components perform best on a high speed Internet connection. Those using dial-up connections will experience longer page load times and much slower performance when accessing their online course. Many locations offer free high speed Internet access including Anderson's Computer Lab (ASM 1002), ([UNM's Computer Pods](http://it.unm.edu/pods/locations.html) (<http://it.unm.edu/pods/locations.html>) or one of UNM's many ([Statewide Centers](http://statewide.unm.edu/nm/index.html) (<http://statewide.unm.edu/nm/index.html>)).
- For additional information: see <https://learn.unm.edu>
- For UNM Learn Technical Support: (505) 277-0857 (24/7) or use the "Create a Support Ticket" link in your course.

Web Conferencing:

Web conferencing will be used in this course for meeting with the instructor and working with your groups. For using the web conference tool, you will need:

- A USB headset with microphone. Quality entry models are widely available at BestBuy, Walmart or online.
- A high speed internet connection is highly recommended for these sessions. A wireless internet connection may be used if successfully tested for audio quality prior to web conferencing.
- For Web Conference Technical Help: (505) 277-0857.

Technical Skills

- Use UNM Learn (help documentation located in "How to Use Learn" link on left course menu, and also at <http://online.unm.edu/help/learn/students/>)
- Use email – including attaching files, opening files, downloading attachments
- Copy and paste within applications including Microsoft Office
- Open a hyperlink (click on a hyperlink to get to a website or online resource)
- Use Microsoft Office applications
 - Create, download, update, save and upload MS Word documents

- Create, download, update, save and upload MS PowerPoint presentations
- Create, download, update, save and upload MS Excel spreadsheets
- Download, annotate, save and upload PDF files
- Use the in-course web conferencing tool (Learn's Web-Conferencing software)
- Download and install an application or plug in (required for web conferencing virtual office hour sessions)

Assessment and Grading

Instructor Expectations:

I will give each of you 100% of my commitment to help you successfully complete my class, however, I expect 100% of your commitment to this class, which includes:

- Participating in Class Discussions (this is NOT a correspondence course, we are going to create a learning community)
- Viewing all Course Material (Weekly Modules) - Each week has a folder that contains ALL the links you need to complete the week's assignments
- Reading Announcements (which are posted on our Class Learn's Course Dashboard and are Forwarded to your Preferred Email)
- Collaborating and Reviewing Postings in your Group's Private Discussion Board
- Being a Productive and Reliable Group Member
- Using all provided resources and following posted instructions
- Submitting ANY files using your FULL Name as part of the filename

Grading Scale: List how graded will be assigned based on above grade weighting

Points	Grade
981 to 1055	A
950 to 980	A-
918 to 949	B+
876 to 917	B
844 to 875	B-
812 to 843	C+
739 to 811	C
633 to 738	D
Less than 633	F

Grade Weighting:

Assignments	Points
Orientation	
• Inspirational Posting	30
• Questionnaire	20
• UNM Survey	10
• Availability Schedule for Group Selection	20
Career Building	
• Unique Interview Questions	20
• Resume or Personal SWOT	50
• Interview Question Replies	20
• Cover Letter or Personality Assessment Assignment	50
Networking	
• Elevator Pitch or Empowering Yourself Assignment	25
Workplace Basics	
• Formation of Groups	10
• Diversity Assignment	25
• Business Etiquette Assignment	25
UNM Mid-Course Survey (available around Fall Break – announcement will be posted)	10
Teamwork	
• Groups complete the Ice Breaker Exercise	20
• Groups Complete the Group Dynamic Exercises	40
• Draft Group Charter	20
• Final Charter	40
Field of Accounting Group Research Project	
• Field of Accounting Choices	10
• Interview Choices	20
• Presentation Date and Time	10
• Task Assignment Sheet	20
• Draft Powerpoint Slides	25
• Final Powerpoint Slides	25
• Summary of Interviews	25
• Presentation	100
• Member Evaluations	25
Business Ethics	
• Parish Library Research	40
• Business Ethics	300
Prof. Brooks Evaluation	20
Total	1055

Assignments, Participation and Presentations/Group Work

Assignments:

*This class covers lots of topics (Professionalism, Business Etiquette, Ethics, Fields of Accounting, etc.) therefore we are constantly changing focus. However, the Class Schedule and Course Modules in Learn have been structured into weekly modules to help students stay organized and on track. **ALL assignments and postings are due on their respective Mondays by 8 am.***

I will open weekly modules two weeks at a time to prevent students from moving too far ahead and to keep class discussions fresh and timely.

Class Participation:

General Participation Statement:

I want all of my students to succeed! Just because the class is a distance learning class does not mean we are disconnected.

Required Posting Information:

Participation in class and groups discussions is crucial to the success of the class and student experience. The instructor will use Learn's Discussions extensively in the class to lead discussions and gauge student participation.

Class participation points come from the quality of the posting not the quantity. Students are expected and required to read ALL previously posted responses before making their post to an assignment to ensure that their posting adds NEW INSIGHT. Therefore, it is recommended that students post early rather than wait until the last minute since it is easier to post fresh material before there are too many postings.

Presentations/Group Work:

This class requires students to work in groups beginning with Module 1 (Career Building) and ending with Module 15 (Ethical Research). In Modules 1 & 2, students that choose Path B will be randomly placed in a group. In Modules 5-11, groups will create a 30-minute professional presentation which summarizes their research on a field of accounting (tax, fraud, corporate, etc) and professional interviews the group conducted. In Modules 12-15, groups will conduct research on cases involving fraud and ethical decisions. Groups will use their Group Discussion Area to complete the Ethical Decision Making Model each week.

Blackboard Learn Tracking:

Blackboard Learn automatically records all students' activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, chat room discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty.

Inclement Weather, Course Interruptions and Scheduled Maintenance

Inclement Weather

There are no proctored exams or required face-to-face meetings for the class so inclement weather should not impact us.

In the event of an unexpected course interruption

If Learn is down on the day a homework, assignment or presentation is due, email the instructor at my UNM email address (brooks@unm.edu) and let me know the problem you are encountering. **If the instructor confirms that the system was down, the instructor will automatically extend the due date for 24 hours.**

Scheduled Learn Maintenance

Blackboard Learn has a daily scheduled maintenance window from 4:30 am – 5:30 am when Blackboard Learn is not available. There is also a routine maintenance window every Saturday from 6:00 am – 12 noon which may be used for system maintenance. In addition, UNM IT may conduct general system maintenance that affects multiple systems on campus, including Blackboard Learn. The general system maintenance window is on Sundays from 6:00 am – 12 noon. Announcements for the Saturday and Sunday maintenance windows are normally posted in Blackboard Learn two weeks ahead of time to notify users of planned outages.

Course Expectations & Ground Rules

Course Expectations:

- *Students are expected to learn how to navigate in Blackboard Learn*
- *It is expected that students will need to work on the class between 5-8 hrs per week*
- *Students are expected to keep informed of course announcements*
- *Students are expected to use the Blackboard Learn Messaging to contact instructor for personal matters as opposed to emailing the instructor at their UNM email address (exception is when Blackboard is down)*
- *Students are expected to keep instructor informed of class related problems or problems that may prevent the student from full participation (send a message when you encounter problems so that the instructor knows you still have intentions of completing the course).*
- *Students are expected to address technical problems immediately and to have a backup computer and internet access*
- *Students are expected to observe course netiquette at all times*

Example of Netiquette Ground Rules:

- In following with the UNM Student Handbook, all students will show respect to their fellow students and instructor when interacting in this course. Take Netiquette suggestions seriously. Flaming (personal insults or attacks) is considered a serious violation and will be dealt with promptly. Postings that do not reflect respect will be taken down immediately.
- Respect Others' Copyrights
- Don't type in ALL CAPS
- Use proper grammar and spelling (type your postings in WORD first in order to use spell check then copy and paste into Blackboard Learn)

Instructor Drop Policy:

The instructor may drop a student, if the student does not complete the ALL of the Orientation Assignments by the first Monday per the class schedule. The instructor may also drop a student during the semester, **if a student fails or misses two (2) homework assignments and does not contact the instructor within one week of each failed or missed assignment.**

NOTE - Students who have not dropped the class and miss a significant amount of work will receive a "F" for the course.

This course falls under all UNM policies for the last day to drop courses, etc. Please see <http://www.unm.edu/studentinfo.html> or the [UNM Course Catalog](#) for information on UNM services and policies. Please see the [UNM academic calendar](#) for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

Student e-Readiness

Online classes are often incorrectly thought to be easier than in person classes. Online courses are not correspondence courses. They are designed to mirror in person classes and due to the self-discipline required they can be more challenging than in person classes. If this is your first online class please take UNM's Online Class Readiness Quiz at <http://statewide.unm.edu/online/get-started/online-ready-quiz.html>

Online UNM Resources

Libraries: <http://www.unm.edu/libraries>

Students with Disabilities

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the Accessibility Resource Center (<http://as2.unm.edu/>). Please refer to UNM's Disability Policy for further information, <http://pathfinder.unm.edu/common/policies/academic-adjustments.html>

The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disabilities. If you have a disability requiring accommodation, please contact Accessibility Resource Center in 2021 Mesa Vista Hall at 277-3506 or <http://as2.unm.edu/index.html>, where information about your disability is kept confidential.

Copyrighted Materials

All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purpose outside this course.
<http://pathfinder.unm.edu/common/policies/copyright-policy-and-law.html>

Academic Integrity

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. Dishonesty is defined as a lack of truth, honesty or trustworthiness. Cheating is defined as influencing or leading by deceit. Deceit is defined as intending to mislead and commonly suggests a false appearance.

Students should be familiar with UNM's [Policy on Academic Dishonesty](#) and the [Student Code of Conduct](#) which outline academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.

Examples (not exhaustive) of dishonest behavior include:

- Uses or attempts to use unauthorized aids in examinations or other academic assignments to be submitted for evaluation
- Misrepresentation of data, results or sources for papers or reports
- Copying another student's work or working with others when prohibited

Anderson School of Management faculty, staff and students commit to values of trust, honesty, integrity, and accountability. We will not tolerate academic dishonesty. **By enrolling in any course at Anderson, the student accepts the Anderson Academic Honesty Code and affirms the following pledge: I will not lie, cheat, fabricate, plagiarize or use any other dishonest means to gain unfair academic advantage.**

Any violation of the code of conduct will be taken very seriously and appropriate sanctions will be applied. For full text of Anderson's Academic Honesty Code, please visit <http://www.mgt.unm.edu/honesty>

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