ACCT 3285 – PROFESSIONAL SEMINAR
Expanded Course Outline/
Spring, 2017

Instructor: Bruce M. Bird
Office Hrs: M: 12:45 - 4:30
Classroom: Adamson Hall 217
W: 12:45 - 4:30
Class time: W: 11:00 – 12:15
F: 12:45 - 3:45
Office: Adamson Hall Room 203A
(this will give time for questions)
Phone: (678) 839-4813 (O)
(404) 713-9160 (C)
E-mail: Please use Course Den

I Catalog Description

Students attend presentations by UWG Career Services, public accounting
firms, nonprofit and governmental accountants, corporate accountants,
professional accounting organizations (IMA, GSCPA, etc.), accounting
educators, and/or professional certification review services. A professional
cover letter and resume must be prepared. This seminar is an Accounting
B.B.A. degree requirement.

II Required Background or Experience

A. Prerequisites: ACCT 2102 with a minimum grade of C; Junior
   standing.
B. Prerequisites Justification: Students must demonstrate an ability to
   complete the Accounting curriculum by passing ACCT 2102 with
   a minimum grade of C.
C. General Education (Core) Contribution: This course utilizes basic
   accounting knowledge acquired in ACCT 2101 & 2102.

III Learning Goals:

A. Develop a life-long learning focus. (LG 4)
B. Improve oral and written communication. (LG1)
C. Develop a professional career focus. (LG4)
Textbook & Reference Material

No textbook is required for this course. Handouts and documents will be provided by presenters and faculty as needed.

Special or Unique Student Materials:

None.

Expanded Description of the Course & Instructional Methods:

This seminar provides a framework for exploring careers and understanding the role of professional organizations and certification. Instructional methods involve discussion and presentation. Satisfactory completion of this 1-hour course is required for graduation with a BBA in Accounting.

Methods of Evaluating Outcomes:

Attendance (see below). Cover letter, resume, and LinkedIn profile for an accounting or accounting-related job. Your grade will be Satisfactory or Unsatisfactory.

Class Rules:

1. No food or beverages in the classroom
2. Please dress appropriately.
3. Attendance policy—Our first scheduled meeting is January the 11th, 2017. Please note that, after the 1st day of class, no more than 2 absences are allowed. In addition, no “make up” work for missed attendance will be available.
4. Late policy—If you are late by 6 minutes or more, then you are absent. Please enter our classroom quietly.
5. Seating arrangement – As a class, we will sit in the front of the classroom as a group. During the 1st session, a seating chart will be made.

Extra Credit:

There is no extra credit in this course other than that which is explicitly stated in the course syllabus.
X UWG E-Mail Policy:

The policy of the University of West Georgia is that each student is responsible for checking his or her my.westga.edu e-mail account on a regular basis.

XI Student Rights and Responsibilities

Please carefully review the information at the following link:

http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf.

The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

XII Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

Credit Hour Policy (1 credit hour) for this course: Students in this class will spend approximately 75 minutes per week with faculty instruction (either face-to-face or online). Generally, students can expect to spend about 225 minutes of class work outside of the classroom each week. This out-of-class work may include, but is not limited to, preparing a resume, researching jobs on-line, attending interviews, and interacting with other students and colleagues to learn from their job search experiences. The out-of-class time required for a given outcome will vary by student.
In addition to submitting a resume and cover letter, you are required to establish a LinkedIn account and invite me to be one of your connections. In your profile, you should include a photo that is professional-looking. Also, please include your anticipated graduation date along with your degree. Any other information (work experience, organizations, etc.) is up to you, but please remember that potential employers may be looking at your profile.
# ACCT 3285 – Professional Seminar

**Spring Semester, 2017**

**Tentative Schedule**

### January

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<tr>
<th>Date</th>
<th>Instructor(s)</th>
<th>Topics</th>
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<tbody>
<tr>
<td>11 (W)</td>
<td>Dr. Bird</td>
<td>Introduction/ Syllabus/ Resume, Cover Letter &amp; LinkedIn Assignment</td>
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<tr>
<td>18 (W)</td>
<td>UWG Career Services/ Resume/Cover Letter Development and Job/Internship Search Strategies/ Ms. Kristi Conner</td>
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<tr>
<td>25 (W)</td>
<td>Dr. Ron Colley, UWG, Course Selection &amp; Advising</td>
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### February

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<thead>
<tr>
<th>Date</th>
<th>Instructor(s)</th>
<th>Topics</th>
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<tbody>
<tr>
<td>01 (W)</td>
<td>UWG Career Services/ Interviewing Skills and How to Use WolfWorks/ Ms. Kristi Conner.</td>
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<tr>
<td>08 (W)</td>
<td>Dr. Bird/On-Line Job Search Process/ Developing Technology Skills Turn in Resume, Cover Letter &amp; LinkedIn Assignment.</td>
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<tr>
<td>15 (W)</td>
<td>Dr. Christine Haynes, UWG/Graduate Programs in Accounting/</td>
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<td>22 (W)</td>
<td>TBA</td>
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March

01 (W) TBA

02 (R) Last day to withdraw with a grade of W from Full Session (non-eCore) Courses. Students who withdraw from a Full Session (non-eCore) class between 4:01 pm January 11th and 4:00 pm March 2nd will receive a grade of W. Undergraduate course withdrawals during this period are subject to the Limited Withdrawal Policy.

08 (W) Bill Studdard, Forensic Accounting

15 (W) Natasha Blum / Georgia Department of Audits

22 (W) Spring Break – No Class

29 (W) Tony Malik / Point Square Consulting (International Tax Consulting & Advocacy)

April

05 (W) TBA

12 (W) Todd Anduze , SBDC

19 (W) Rodney Lanxton / Has Done It All – Listen!

26(W) No class (this will give you more time to study for your other final exams.)