ACCT 3285 – PROFESSIONAL SEMINAR
Expanded Course Outline
Fall, 2019

Instructor: Bruce M. Bird
Office Hours: 3:15-5:15 (M, T, &W)
Phone: (678) 839-4813 (Office)/(404) 713-9160 (Cell)
E-mail: bbird@westga.edu
Classroom: Adamson Hall, Room 117

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.

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

Learning Goals:
- Develop a life-long learning focus. (LG 4)
- Improve oral and written communication. (LG1)
- 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; data analytics exercise.
- Your grade will be Satisfactory or Unsatisfactory.

Class Rules:
- No food or beverages in the classroom
- Please dress appropriately.
- Attendance policy—No more than 3 absences of a class with a scheduled speaker. Please note that no “make up” work for missed attendance will be available. You will simply be dropped from our class roster.
- Late policy—If you are late by 8 minutes or more, then you are counted as absent. Please enter our classroom quietly.
- If the course schedule on your syllabus reads “TBA”, then please check the News/Announcements section of CourseDen.

Extra Credit:
- There is no extra credit in this course other than that which is explicitly stated in the course syllabus.

COMMON LANGUAGE FOR COURSE SYLLABI: (Updated July, 2017)
- Students should review the following information each semester:

ACADEMIC SUPPORT:
Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact Accessibility Services.

Center for Academic Success: The Center for Academic Success provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.

University Writing Center: The University Writing Center assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.

ONLINE COURSES:
UWG takes students’ privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of
these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online](#) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide](#). If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares](#) site. [Online counseling](#) is also available for online students.

**HONOR CODE:**

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student’s conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student’s account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook](#).

**UWG EMAIL POLICY:**

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student’s responsibility to check his or her email.

**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).
HB 280 (Campus Carry):
UWG follows University System of Georgia (USG) guidance:

Campus Carry  http://www.usg.edu/hb280/additional_information#

You may also visit our website for help with USG Guidance:

USG  Guidance  https://www.westga.edu/police/campus-carry.php

MISCELLANEOUS:
Data Analytics: As part of our continuing commitment to help our majors gain relevant experience with the increasing use of data analytics in accounting and accounting-related fields, each student in this class is **required** to sign up for Capital IQ. Using your UWG e-mail address, please go to Capital IQ  www.capitaliq.com , click on “New User”, and follow the instructions.

In addition to submitting a resume and cover letter, you are **required** to establish a LinkedIn account and print off your LinkedIn profile information. You should include photo that is professional-looking and include your anticipated graduation date along with your anticipated degree (such as BBA in Accounting). Any other information (work experience, organizations, etc.) is up to you, but please remember potential employers will be looking at your profile.

Please note that work submitted for credit in other courses will not be accepted for credit in this course.
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<thead>
<tr>
<th>DATE</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August</td>
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<tr>
<td>T 20</td>
<td>Introduction; UWG Study Abroad Program (Boldt, Brown and/or Talpade)</td>
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<td>T 27</td>
<td>Resume and cover letter (UWG Career Services)</td>
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<td>September</td>
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<td>T 03</td>
<td>Wolfworks and job search process (UWG Career Services)</td>
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<tr>
<td>T 10</td>
<td>Cloud-based accounting software (Dr. Charles Hodges)</td>
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<td>T 17</td>
<td>My Journey in Accounting (Todd Anduze)</td>
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<td>W 25</td>
<td>Accounting &amp; Finance Career Fair, UWG Campus Center Ballroom, 10 AM – Noon</td>
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<td>October</td>
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<td>T 01</td>
<td>Data Analytics in Accounting (Joey Smith)</td>
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<td>T 08</td>
<td>Data Analytics Classroom Exercise (Bruce Bird)</td>
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<td>T 15</td>
<td>The CPA as Serial Entrepreneur and Innovator (Rodney Lanxton)</td>
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<td>T 22</td>
<td>Reading Day/ No class (Your Instructor will be attending the SFTI)</td>
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<td>T 29</td>
<td>Developing Technology Skills in an Ever-Changing World (Bruce Bird)</td>
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<td>November</td>
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<td>T 5</td>
<td>Georgia Department of Audits (Natasha Blum)</td>
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<td>T 12</td>
<td>Graduate Education in Accounting (Chris Haynes)</td>
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<td>T 19</td>
<td>TBA</td>
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<td>T 26</td>
<td>Thanksgiving Holiday</td>
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December

T  3  **No class** (to help give you more time to study for your other final exams)

Note:  When attending **Accounting Interview Day** (Campus Ballroom), please dress professionally and carry copies of your resume with you.