

**SYLLABUS
SPRING 2025**

COURSE NUMBER: ACCT 3170.001 and .002
COURSE TITLE: BUILD AND MANAGE A SUCCESSFUL ACCOUNTING CAREER
INSTRUCTOR: Roger Lirely, DBA
COURSE DESCRIPTION: Develop job search, networking, and career management skills relevant to accounting professionals. Topics will include business etiquette, interviewing, career management, personality assessment, professionalism and professional certifications. Corequisite ACCT 3311

CLASS MEETING: Section .001 | Tuesdays | 2:00PM-3:00PM
Section .002, Thursdays | 2:00PM-3:00PM
CLASSROOM: COB 227
MY OFFICE: COB 350.15
MY TELEPHONE: (903) 565-576
OFFICE HOURS: Tuesdays & Thursdays: 11:00am – 12:30 pm
EMAIL: rlirely@uttyler.edu

I will attempt to answer emails within 24 hours Monday – Thursday.
To protect the privacy of students, the University requires that all e-mail communication with students be conducted through the University's Patriot e-mail system. It is the responsibility of the student to regularly check their Patriot e-mail address.

LINKEDIN: [linkedin.com/in/rogerlirely](https://www.linkedin.com/in/rogerlirely)

COURSE OBJECTIVES: Upon completion of this course, students will be able to:

- Prepare a professional resume and cover letter.
- Assess their primary personality traits, identify the personality traits of others and develop strategies to work with, lead and influence others with similar or dissimilar personalities.
- Develop appropriate interviewing skills, behaviors and appearance.
- Develop appropriate networking skills, behaviors and appearance.
- Plan a successful academic and professional career, including campus and professional engagement, job search, and preparation for certification and graduate school.

TEACHING METHOD:

- ACCT 3170 is an interactive/workshop class format. Students are expected to attend each class session and come to class prepared, by bringing the required workbook, homework assignment, and a laptop to accommodate in-class workshop activities.
- Mandatory meetings, interviews, group activities:
 - Students are required to make and complete a 20-30 minute appointment to meet with the instructor. The purpose of this appointment is to review and enhance student's professional brand values, and ensure those values are reflected into his/her resume and cover letter. Use the Calendly.com app in Canvas to schedule the meeting.
- **Mandatory Mock Team Interviews** (format and date TBD).
 - Students must come dressed for success in business suits.
 - During the interview, the student must present himself/herself as an ideal candidate for a target position and demonstrate the ability to answer challenging behavioral- based

questions reflecting his/her professional brand values with confidence, using memorable and engaging examples.

- Students who fail to attend, arrive late, or are not dressed in a business suit, will not be allowed to participate and will receive an Incomplete or No Credit for the course.

EVALUATION – This class is graded with a **CREDIT (CR) / NO CREDIT (NC)**. Each assignment will be graded with a 1 (credit) if the student’s work is satisfactory or 0 (no credit) if the work was not submitted or is not satisfactory. To “pass” the class, students must receive credit for each assignment.

Note: Canvas is set up to accept multiple submissions to ensure students can satisfactorily complete each assignment.

ATTENDANCE POLICY -ACCT 3170 is a workshop style class that requires students to bring their laptop and be ready to work on the video and workbook content included in each module. Students who are late or absent will fall behind and risk receiving a No Credit or Incomplete for the course.

| Date | Topic/ Resources | Assignment |
|-----------------------------|---|--|
| Week of 1/13 | NO CLASS | Take this free personality test Use this template to create a resume Submit an electronic version of your resume |
| Week of 1/20 | Resume | |
| Week of 1/27 | Resume (cont.) | Submit revised resume |
| Week of 2/3 | Final Resume, Cover Letter and References | Submit final resume Submit cover letter and references |
| Week of 2/10 | LinkedIn and Introduction | Open a LinkedIn account and create your LinkedIn Profile |
| Week of 2/17 | Accounting Careers I | Meet the Future Accountant--Five Essential Qualities the Industry Expects.pdf |
| Week of 2/24 | Accounting Careers II | |
| Week of 3/3 | Professional and Business Casual Attire | |
| Week of 3/10 | Interviewing Skills | |
| Week of 3/17 | SPRING BREAK | |
| Weeks of 3/24, 3/31 and 4/7 | Practice Interviews with Instructor + Headshots | Attend only on day you are scheduled. Dress Professionally for Headshots |
| Week of 4/14 or 4/21 | Mock Team Interviews | *Time and Location TBD* |