

Course Syllabus

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Course Logistics and Instructor Contact Information

Course Title: Build and Manage a Successful Accounting Career

Course Number and Section: ACCT 3170.001

Scheduled Class Days and Times: Monday @ 9:05-10:00am in COB 212

Instructor Name: Roger Lirely, D.B.A., Professor of Accounting

Office Location: COB 350.15

Phone Number: 903-565-5762

Email: rlirely@uttyler.edu

Best way to contact: Email

Office Hours:

Date	Topic/ Resources	Assignment
Week 1: 8/26	Introduction / Resume	Bring an electronic version of your resume to class
Week 2: 9/4	Resume	Bring revised resume
Week 3: 9/9	Final Resume and Introduction Speech	Bring final resume Introduce yourself - 2-minute introduction speech
Week 4: 9/16	Introduction Speech and LinkedIn	LinkedIn Profile
Week 5: 9/23 NO CLASS	Meet the Firms Etiquette Dinner	9/26: Attend Meet the Firms *Time TBD*

Week 6: 9/30	Cover Letter	Create your Cover Letter Have References
Week 7: 10/7	Professional Attire	
Week 8: 10/14	Grad School	
Week 9: 10/21	Interview Skills	Prepare Interview Answers - Tell Story
Week 10: 10/28	Practice Interviews with Instructor + Headshots	Dress Professionally for Headshots
Week 11: 11/4	Practice Interviews with Instructor + Headshots	Dress Professionally for Headshots
Week 12: 11/11	Practice Interviews with Instructor + Headshots	Dress Professionally for Headshots
Week 13: 11/18	Mock Team Interviews	*Time and Location TBD*
11/25 - 11/29	Thanksgiving Holiday	
Week 14: 12/2		