



Master Course Syllabus

For additional course information, including prerequisites, corequisites, and course fees, please refer to the Catalog: <https://catalog.uvu.edu/>

Semester: Fall

Course Prefix: ACC

Course Title: Introduction to the Accounting Profession

Year: 2025

Course and Section #: 2125-X03

Credits: 1

Course Description

This course will focus on a variety of topics covering the accounting profession, including career options in accounting, certifications in accounting (CPA, CMA, CIA, CFE, etc.), ethics in the profession, current issues in accounting, professional standards, professionalism skills, and the curriculum for the accounting undergraduate and graduate degrees.

This course will provide insights and information to help students understand the accounting profession and how to best prepare for and recruit for a career in accounting, including the requirements to earn accounting degrees.

Course Attributes

This course has the following attributes:

- ☐ General Education Requirements
- ☐ Global/Intercultural Graduation Requirements
- ☐ Writing Enriched Graduation Requirements
- ☒ Discipline Core Requirements in Program
- ☐ Elective Core Requirements in Program
- ☐ Open Elective

Other: *Click here to enter text.*

Instructor Information

Instructor Name: Jeff Williams

Student Learning Outcomes

1. Evaluate the accounting degree options and create an optimal curriculum path towards their desired degree
2. Propose ethical actions and decisions in circumstances common to the accounting profession
3. Compare and contrast the various career options in accounting
4. Evaluate the various certifications in accounting, their respective requirements, and the settings where each certification is most useful
5. Create a plan to establish and maintain a healthy professional network
6. Create a plan to improve their own personal level of professionalism

Course Materials and Texts

All materials for this course will be on Canvas. Other software packages or apps will be used for certain assignments, such as Microsoft Word and Microsoft Excel.

Course Requirements

Course Assignments, Assessments, and Grading Policy

The course is a pass/fail course. In order to pass the course, students must earn at least 165 out of the 200 points possible. The following assignments have point values as indicated:

- Syllabus Quiz – 5
 - Academic Plan/Calendar – 20
 - Career Pathway Document – 30
 - Resume – 15
 - Mock Interview – 10
 - Handshake Assignment – 5
 - LinkedIn Assignment – 5
 - Recruiting Plan – 20
 - Networking Plan – 20
 - AICPA Webinars – 20
 - Comprehensive Plan – 10
 - Student Rating of Instructor – 5
 - Quiz on AICPA Code of Professional Conduct – 5
 - Discussions with Classmates – 30
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Required or Recommended Reading Assignments

Recorded videos of interviews with Accounting Professionals are the primary mode of content delivery. Students will also read documents provided by professional bodies such as the AICPA.

General Description of the Subject Matter of Each Lecture or Discussion

- Module 1 – Academic Success
 - Module 2 – Ethics
 - Module 3 – Career Pathways
 - Module 4 – Licensing and Credentials
 - Module 5 – Placement
 - Module 6 – Professionalism
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Required Course Syllabus Statements

Generative AI

The use of Artificial Intelligence (AI) can significantly enhance your learning experience, and you may use it to strengthen your understanding of material for our course. For example, you can ask “ChatGPT” something like the following question: “Can you please explain to me why dividends reduce retained earnings of a company?” However, it is not appropriate to “copy and paste” a homework, quiz, or exam question into an AI tool to have it solve the question for you. As a cautionary note, you should recognize that AI such as ChatGPT, Google Bard, etc., is prone to making errors, especially for contexts, problems, and questions that require mathematical calculations.

Using Remote Testing Software

☒ This course does not use remote testing software.

☐ This course uses remote testing software. Remote test-takers may choose their remote testing locations. Please note, however, that the testing software used for this may conduct a brief scan of remote test-takers' immediate surroundings, may require use of a webcam while taking an exam, may require the microphone be on while taking an exam, or may require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the instructor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.

Required University Syllabus Statements

Accommodations/Students with Disabilities

Students needing accommodations due to a permanent or temporary disability, pregnancy or pregnancy-related conditions may contact UVU [Accessibility Services](#) at accessibilityservices@uvu.edu or 801-863-8747.

Accessibility Services is located on the Orem Campus in BA 110.

Deaf/Hard of Hearing students requesting ASL interpreters or transcribers can contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at DHHservices@uvu.edu

DHH is located on the Orem Campus in BA 112.

Academic Integrity

At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their [rights and responsibilities](#). In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in [UVU Policy 541: Student Code of Conduct](#).

Equity and Title IX

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – TitleIX@uvu.edu – 800 W University Pkwy, Orem, 84058, Suite BA 203.

Religious Accommodation

UVU values and acknowledges the array of worldviews, faiths, and religions represented in our student body, and as such provides supportive accommodations for students. Religious belief or conscience broadly includes religious, non-religious, theistic, or non-theistic moral or ethical beliefs as well as participation in religious holidays, observances, or activities. Accommodations may include scheduling or due-date modifications or make-up assignments for missed class work.

To seek a religious accommodation, a student must provide written notice to the instructor and the Director of Accessibility Services at accessibilityservices@uvu.edu. If the accommodation relates to a scheduling conflict, the notice should include the date, time, and brief description of the difficulty posed by the conflict. Such requests should be made as soon as the student is aware of the prospective scheduling conflict.

While religious expression is welcome throughout campus, UVU also has a [specially dedicated space](#) for meditation, prayer, reflection, or other forms of religious expression.