

# ACCOUNTING PROGRAMS HANDBOOK

*A Guide for Accounting Students  
at  
University of Missouri-St. Louis*

2009-2010 Edition

<http://www.umsl.edu/divisions/business/accounting/acctg.html>



## FREQUENTLY ASKED QUESTIONS (FAQs)

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## Why study accounting?

The accounting profession is dynamic, intellectually rewarding, and potentially lucrative. Accounting alumni from the University of Missouri-St. Louis have taken diverse roles and responsibilities with a wide variety of organizations. Our graduates hold rewarding positions such as financial auditors, internal auditors, information systems auditors, accounting managers, investment bankers, cost accountants, managers of financial reporting, entrepreneurs, risk management consultants, and accounting professors, to name just a few job titles. A degree in accounting doesn't just open the door to professions in accounting and finance but can be the basis for advanced study in law, information systems, or other business disciplines. Your accounting education at the University of Missouri-St. Louis will promote your commitment to life-long learning.

## What's so great about accounting at UM-St. Louis?

The accounting program at the University of Missouri-St. Louis enjoys a long-standing reputation for providing excellent graduates to assist in the economic growth of metropolitan St. Louis. Most of our graduates remain in the St. Louis region, but those who wished to explore opportunities beyond Missouri and the Midwest found success wherever they have ventured.

Graduates of the bachelor's and master's degree programs at UM-St. Louis have ascended to leadership positions at local, regional, national, and international accounting firms and businesses. New graduates have accepted jobs at leading firms and corporations including Baird, Kurtz & Dobson, Deloitte, Ernst & Young, Humes & Barrington, KPMG, PriceWaterhouseCoopers, RubinBrown, Swink Fiehler, Stone Carlie, and UHY Advisors, as well as leading corporations including AmerenUE, Boeing, Edward Jones, Express-Scripts, ScottTrade, Laclede Gas, SSM Healthcare, and many others. Our alumni are partners, treasurers, chief financial officers, chief operating officers, chief accounting officers, and chief executive officers. They have become leaders in non-profit and governmental entities as well.

The Accounting Faculty at the University of Missouri - St. Louis is comprised primarily of full-time scholars who teach in day and evening undergraduate courses as well as the graduate program. Its professors hold Ph.D.s from the top academic accounting programs in the world, including Washington University, University of South Carolina, the Ohio State University, University of North Carolina, and Indiana University. In addition to extensive teaching experience they also average 10 years of professional experience with prestigious organizations such as the Internal Revenue Service, Monsanto, Citicorp, and several public accounting firms. They are considered experts in the fields of financial reporting, cost accounting, taxation, accounting systems and auditing with research published in leading accounting journals such as *The Accounting Review*, *Journal of Accounting & Economics*, *Accounting Horizons*, *Issues in Accounting Education*, and the *Journal of Accountancy*.

The faculty is committed to keeping class sizes small enough to allow interaction between you and your instructor. Because most of the faculty is full-time, you will find them on campus and readily available to answer your questions.

An outstanding on-campus Career Placement Service facilitates on-campus interviews with many organizations seeking soon-to-be graduates from the UM-St. Louis accounting programs. It can help with resumes, interviewing skills, and is able provide the information students need as they prepare to leave the university to enter professional life.

## What do I need to know if I'm a transfer student?

If UM-St. Louis is not the first higher education institution you have attended, you are in good company! A majority of students on the St. Louis campus are transfer students from community colleges, other campuses of the University of Missouri system, and colleges and universities from around the country and around the world. We have a long history of providing support for transfer students.

To get started, make sure your application is completed in a timely manner to become admitted and register for the classes you want. A complete application includes transcripts of coursework taken in high school and other colleges and universities. Only you can request to have these transcripts sent to UM-St Louis from those institutions as they contain confidential information. You can apply on-line: [www.umsl.edu/admission/apply/index.html](http://www.umsl.edu/admission/apply/index.html)

Make an appointment to see an Academic Advisor in the College of Business Administration. These professional advisors will help you plan your course of study and select courses based on a review of your transcript. Consulting an advisor early is important to help you identify how your previous coursework will transfer to the University of Missouri-St. Louis and which previously taken courses are equivalent to College of Business Administration courses. We recommend that you visit an academic advisor regularly during your program to learn about changes in curriculum and to help you stay on track. Contact the College of Business Administration **Office of Undergraduate Studies (487 SSB) at 314-516-5888** to request an information packet or to schedule an appointment.

Each educational institution is different. The University of Missouri-St. Louis is one of the four campuses of the state-supported research university in Missouri. It has rigorous academic programs with high expectations of performance for its faculty and its students. Even if you have been in college or university elsewhere, it is important to understand the expectations of your UM-St. Louis instructors and fulfill them in order to successfully complete a degree at this institution. Accounting faculty members are very accessible by phone, e-mail, or by visiting their offices. Take advantage of their presence on campus to get help with class work, finding your way to appropriate campus resources, and in helping you understand the accounting program and profession.

## What are my options?

### BACHELOR OF SCIENCE IN ACCOUNTING (B.S.A.)

The Bachelor of Science in Accounting (BSA) degree program is a 120-credit hour program that requires at least 60 hours to be taken outside of the College of Business Administration. The general education and business core course requirements are the same as those for the Bachelor of Science in Business Administration (BSBA) degree program. This program is intended for individuals who want to pursue accounting positions in industry, government, and non-profit organizations. It also provides the foundation for graduate study in accounting and related fields. *If you want to qualify to sit for the CPA examination in Missouri, you must have 150 credit hours of coursework. Options for fulfilling this requirement are discussed later.*

#### Sample Bachelor of Science in Accounting Degree Program

Semester 1		Semester 2	
MATH 1030	College Algebra	MATH1100	Basic Calculus
ENGL 1100	Freshman Composition	ECON1001	Microeconomics
	Humanities		Humanities
	State Requirement		Science Lecture
	Social Science		Cultural Diversity
Semester 3		Semester 4	
MATH 1105	Probability & Statistics	ACCTNG2410	Managerial Accounting
ACCTNG2400	Fund. of Financial Accounting	LOM 3300	Business Statistics
ECON1002	Macroeconomics	BUSAD3100	Business Communications <i>or equivalent</i>
IS2800	Info. Systems Concepts & App.	BUSAD2900	Legal Environment of Business
	Ethics		Social Science
Semester 5		Semester 6	
MKT3700	Basic Marketing	FIN 3500	Financial Management
LOM 3320	Operations Management	MGMT 3600	Management & Organizational Behavior
ACCTNG3401	Financial Accounting & Reporting I	ACCTNG3402	Financial Accounting & Reporting II
ENGL3120	Business Writing	ACCTNG3421	Accounting Information Systems
	Global Awareness Elective		Approved Non-Business Elective
Semester 7		Semester 8	
ACCTNG3411	Cost Accounting	MGMT4219	Strategic Management
	Global Awareness	ACCTNG3441	Income Taxes
	Approved Business Elective		Elective
	Approved Non-Business Elective		Approved Non-Business Elective
	Elective		Approved Non-Business Elective
			<i>BUSAD 4220 Business Assessment testing</i>

Suggested Business electives include Finance and MIS courses.

Suggested Non-business electives include courses in Philosophy (especially ethics) and Communications (related to interpersonal communication)

## MASTER OF ACCOUNTING (M.Acc.)

The Master of Accounting (M.Acc.) degree program is intended for students preparing to enter the accounting profession as well as for those seeking to further their existing accounting careers. It is designed to accommodate both undergraduate accounting majors and students with other undergraduate backgrounds. *The M.Acc. degree will satisfy the minimum education requirements to be eligible to take the Certified Public Accountant (CPA) examination in the State of Missouri.*

The M.Acc. program may require as few as 30 hours (requirements C, D, & E below) for students with recent undergraduate accounting majors but will require additional hours for students with little previous accounting study and even more for students with no previous business and accounting study. Many of our students are working full time, so classes are generally scheduled in the evening.

A.) General Business (24 credits) *These requirements may be waived with appropriate undergraduate courses.*

**ACCTNG 5400**, Financial & Managerial Accounting

**ECON 4150**, Quantitative Methods in Economics

In addition, students must complete **six** courses from the list below.

**BUS AD 5100**, Managerial Communication

**BUS AD 5900**, Law, Ethics, and Business

**BUS AD 6990**, Strategy Formulation & Implementation

**INFSYS 5800**, Management Information Systems

**LOG OM 5300**, Statistical Analysis for Management Decisions

**MGMT 5600**, Organizational Behavior and Administrative Processes

**MKTG 5700**, Contemporary Marketing Concepts

B.) Professional Accounting Core (15 credits) *These requirements may be waived with appropriate undergraduate courses. Some of these courses may be taken concurrently with MAcc Degree Requirements (listed below).*

**ACCTNG 5405**, Professional Accountancy I

**ACCTNG 5405**, Professional Accountancy II

**ACCTNG 5421**, Information Systems in Accounting

**ACCTNG 5411**, Concepts in Management Accounting

**ACCTNG 5447**, Taxation of Individuals and Businesses

C.) M.Acc. Degree Requirements (15 credits) *\*These requirements may be waived with appropriate undergraduate courses. If courses are waived, students will need to take additional accounting electives to meet the minimum credit hour requirement.*

**ACCTNG 4401**, Financial Accounting & Reporting III\*

**ACCTNG 4402**, Financial Accounting & Reporting IV\*

**ACCTNG 4435**, Auditing\*

**ACCTNG 5402**, Professional Accounting Research

Students must complete **one** course from the following list of seminars.

**ACCTNG 5403**, Seminar in Financial Accounting Theory

**ACCTNG 5435**, Seminar in Auditing

**ACCTNG 6441**, Seminar in Taxation

D.) Accounting Electives (6 credits) *Students must complete at least two courses from the following list.*

**ACCTNG 5403**, Seminar in Financial Accounting Theory

**ACCTNG 5412**, Accounting Systems for Management Planning & Control

**ACCTNG 5435**, Seminar in Auditing

**ACCTNG 5436**, Systems Auditing

**ACCTNG 5446**, Advanced Topics in Taxation

**ACCTNG 5455**, Taxes and Managers' Decisions

**ACCTNG 5480**, International Accounting

**ACCTNG 5490**, Graduate Accounting Internship

**ACCTNG 5491**, Seminar in Advanced Theory and Contemporary Issues in Accountancy

**ACCTNG 6441**, Seminar in Taxation

E.) Non-Accounting Courses (9 credits) *Students must complete at least three courses from other business disciplines.*

Any **BUS AD 5000** and above  
 Any **FINANCE 5500** and above  
 Any **INFSYS 5800** and above  
 Any **LOG OM 5300** and above  
 Any **MGMT 5600** and above  
 Any **MKTG 5700** and above

*All M.Acc. degree students must complete at least 15 hours in accounting (a minimum of 12 hours at the 5000-level). To plan your course of study, consult an advisor to determine when specific courses will be available as some courses are not offered every year. Please check the university's website [www.umsl.edu/divisions/business/busgrad/maccotln/htm](http://www.umsl.edu/divisions/business/busgrad/maccotln/htm) for specific courses and course descriptions.*

## MASTER OF BUSINESS ADMINISTRATION (MBA) Emphasis in Accounting

For students desiring a broader business orientation in graduate study, the MBA is a good choice to follow a BSA degree. *Students may fulfill the State of Missouri requirements to sit for the CPA examination through the MBA program with Emphasis in Accounting.*

### I) General Requirements

**ECON 4150**, Quantitative Methods & Modeling in Economics, Business & Social Sciences  
**BUS AD 5100**, Managerial Communications  
**BUS AD 5000**, Economics for Managers  
**BUS AD 5900**, Law, Ethics and Business  
**LOG OM 5300**, Statistical Analysis for Management Decisions  
**BUS AD 6990**, Strategy Formulation and Implementation

### II) Core Requirements

**ACCTNG5400**, Financial and Managerial Accounting  
**FINANCE 6500**, Financial Management  
**MGMT 5600**, Organizational Behavior and Administrative Processes  
**MKTG 5700**, Contemporary Marketing Concepts  
**INFSYS 5800**, Management Information Systems  
**LOG OM 5320**, Production and Operations Management

### III) Business Breadth Requirements\*

**ACCTNG5401**, Accounting for Financial Reporting and Analysis  
 Any approved 6000-level course beyond **FINANCE 6500**  
 Any approved 5000-level course beyond **MKTG 5700**  
 Any approved 5000-level course beyond **INFSYS 5800**  
 Any approved 5000-level course beyond **LOG OM 5320**

### IV) Emphasis Area/Electives

Beyond ACCTNG 5400, MBA students seeking an Emphasis in Accounting must complete ACCTNG 5401 and a minimum of 9 additional hours of 5000-level Accounting electives beyond. (Only courses that are substantially different from courses taken for credit in a student's undergraduate program would be acceptable.)\*\* The total number of elective courses required will depend on the number of hours waived. Students must complete at least 39 credit hours to earn the MBA degree

\*Students must choose at least two courses from those listed in Section III and must take at least one course in each of the functional areas while in the MBA program at University of Missouri -St. Louis.

\*\*A maximum of 15 hours in any functional area (e.g. Accounting) will count toward the MBA degree requirements.

Advisors in the **Office of Graduate Programs in Business, 250 University Center (Ph. 314-516-5885)** can assist you in preparing your application packet and planning your course of study at UMSL.

## How do I get into graduate school?

To be eligible to apply to any graduate business program at UMSL, you must hold a baccalaureate degree from an accredited college or university and you must show high promise of academic success. Only about 60% of all applicants are admitted into the UMSL graduate business programs. All aspects of a student's application (letters of recommendation, previous work experience, grade point average, scores on the Graduate Management Admissions Test (GMAT)) are considered when making admissions decisions, but for non-restricted admission **an applicant must submit a GMAT score of at least 500 (50th percentile) overall and must have an overall undergraduate grade point average of at least 3.00 on a 4.00 scale.** Applicants who score below the 30th percentile on either the verbal or quantitative component of the GMAT are generally not admitted. A few students each semester may be admitted on a "restricted" status if their GMAT scores and/or undergraduate grade point averages fall slightly below 500 and/or 3.00 respectively.

Before admission to a graduate program in business can be considered, a student must:

- Submit a completed application and have official transcripts covering all collegiate academic work sent to the Office of Graduate Admissions (or the Office of International Student Services for international students).
- Take the GMAT and have your scores sent to the University of Missouri-St. Louis.
- Forward two letters of recommendation from professors or employers and a current résumé to the Office of Graduate Admissions (or Office of International Student Services).

Because it may take some time for students to register for the GMAT, take the test, and have their scores received in our office, students are encouraged to write early for information. You may request information about the graduate business programs and apply on-line through the Admissions web page. [www.umsl.edu/admission/apply/index.html](http://www.umsl.edu/admission/apply/index.html)

### MASTER OF ACCOUNTING EARLY ADMISSION POLICY

The Accounting Area provides an admission option for students who have performed at a very high level in the University of Missouri-St. Louis Bachelor of Science in Accounting program. The Early Admission option is available to any applicant who meets ALL of the following criteria:

- Will earn a B.S. in Accounting at UMSL prior to entering the M.Acc. program
- Has an overall undergraduate GPA of 3.0 or higher at the time of application
- Has a UMSL upper-level accounting GPA of 3.5 or higher, including at least three 3000-level accounting classes, at the time of application

Qualified students must submit an application, with transcripts and letters of reference, by the following deadlines:

- October 15 for Spring semester admission
- March 15 for Summer term admission
- June 15 for Fall semester admission

Students who meet the academic qualifications and deadlines above will receive an expedited admission decision within two weeks of their application. This will allow them to register for graduate classes for the coming semester on a timely basis.

The Early Admission Program is the only way to gain admission to the Master of Accounting program without submitting GMAT scores. Applicants who do not meet the selection criteria or the deadlines must submit complete application packages.

Students who do not meet the qualifications for Early Admission are encouraged to submit complete applications packages as early as possible. Applications are reviewed on a rolling basis and applicants who are accepted early will be able to register for classes on a timely basis.

Advisors in the **Office of Graduate Programs in Business, 250 University Center (Ph. 314-516-5885)** can assist you in preparing your application packet.

## What's a GMAT?

All applicants to graduate business programs at the University of Missouri-St. Louis are required to take the Graduate Management Admissions Test (GMAT). The GMAT is a standardized assessment—delivered in English—that helps business schools assess the qualifications of applicants for advanced study.

The GMAT measures basic verbal, mathematical, and analytical writing skills that you have developed over a long period of time in your education and work. It consists of three main parts, the Analytical Writing Assessment, Quantitative section, and Verbal section. It does NOT measure:

- Your knowledge of business
- Your job skills
- Specific content in your undergraduate or first university course work
- Your abilities in any other specific subject area
- Subjective qualities—such as motivation, creativity, and interpersonal skills

### **Preparing to take the GMAT**

No admission decision is made on the basis of test scores alone. However, your GMAT score is a significant part of your application. It is important to prepare for the test carefully. The Graduate Management Admission Council recommends that you allow at least four weeks of studying before you take the exam.

### **GMAT Preparation Materials**

There are many resources available to help you prepare for the GMAT. They vary greatly in the amounts of time and money that they require. You should decide on a level of preparation that meets *your* needs. Be aware that the GMAT is taken by individuals worldwide who hope to gain admission to graduate business programs. Even if you have done well in your undergraduate program, taking the GMAT without adequate preparation could result in a low score, which may delay or impede your entrance into a graduate business program.

If you have any questions about registering or preparing for the GMAT, contact the **Office of Graduate Programs in Business, 250 University Center (Phone: 314-516-5885)**

## What does it take to become a CPA (Certified Public Accountant)?

### CPA CERTIFICATION IN MISSOURI

Eligibility requirements to sit for the CPA examination as a Missouri candidate:

- Be a resident of Missouri or have a place of business in Missouri, or as an employee, be regularly employed in Missouri
- Be of good moral character
- Be at least 21 years of age
- Hold a baccalaureate degree in any field of study
- Have successfully completed a minimum of **150 credit hours** of higher education
- Have successfully completed a minimum of **60 credit hours in business** to include:
- A minimum of **33 credit hours in accounting**, including a course in Auditing

In addition to successfully passing the certification exam, the State of Missouri also has a professional experience requirement before a certificate and license to practice will be granted.

*Refer to Missouri State Board of Accountancy Regulation Specifying Eligibility Requirements for the Missouri CPA Examination (Paragraph 4 CSR 10-2.041 of regulations) for details of the statute governing certification.*

The University of Missouri-St. Louis continues to offer a 120-credit hour Bachelor of Science in Accounting degree program for students who wish to enter areas of the accounting profession that do not require CPA certification. The BSA will provide an excellent foundation for entry into the profession, but Missouri state law requires that 30 additional hours of study that fulfill the requirements listed above are required before sitting for the CPA examination.

State law DOES NOT require a master's degree to fulfill the 150-credit hour CPA requirement. Some students may wish to take additional undergraduate courses to fulfill the requirement or may enter graduate programs that complement their BSA degrees. Consult your advisor, professors, and your professional contacts early in your academic program to plan the best path to fulfill your career goals.

### TAKING THE CPA EXAM

As of April 5, 2004, the Certified Public Accountant's Examination is delivered in a computer-based format in four sections totaling 14 hours in length. The exam is divided into "Auditing and Attestation," "Financial Accounting and Reporting," "Regulation," and "Business Environment and Concepts." The exam will be offered five days a week during two out of every three months throughout the year and will be administered by private testing centers. The American Institute of Certified Public Accountants will create and grade the test.

For more information about state requirements to sit for the CPA examination, regulations for licensing check out the National Association of State Boards of Accountancy (NASBA) website [www.nasba.org](http://www.nasba.org) . For general exam information, including a tutorial on how the computerized exam works, go to [www.cpa-exam.org](http://www.cpa-exam.org) .

## Is financial assistance available?

### ACCOUNTING SCHOLARSHIPS

Each year the accounting faculty has the opportunity to award a number of scholarships specifically designated for accounting students. They include cash awards, scholarships for CPA review courses and opportunities to compete for prestigious local and national scholarships. The majority of these scholarships are awarded at the College of Business Administration Awards Banquet in September.

In an effort to keep the selection process as fair as possible, we ask each student who wishes to be considered for these awards to fill out a one-page application. Applications are available on the Accounting Area web page [www.umsl.edu/divisions/business/accounting/accschol.html](http://www.umsl.edu/divisions/business/accounting/accschol.html) and on the Accounting Area link on MY GATEWAY.

**Completed applications for Accounting Scholarships must be submitted to the Accounting Scholarship Committee by March 31.** Notification of awards for the next academic year are made around June 15.

All applicants are notified about whether they have been awarded a scholarship for the following academic year. In addition, scholarship applications will remain on file for one year, and will be considered if additional scholarships come to attention of the accounting faculty.

### FINANCIAL AID OFFICE

The only scholarships awarded by the Accounting Area faculty are those that are specifically donated to the Accounting Area by its alumni and friends. Accounting area scholarships should not be confused with financial aid available from the **Office of Student Financial Aid, 327 Millennium Student Center. (Phone: 314-516-5526)** That office can inform you about financial aid and scholarship programs that are available throughout the University as well as student loan programs.

## Are there paid accounting internship available?

Most kinds of work experience enhance your resume by showing prospective employers your initiative, reliability, and personal responsibility. Having worked in your professional field of interest provides an edge over other applicants. Internships also help you decide if the field is right for you or assists you in honing in on the area of the profession that best suits your interests, personality, and professional goals. Internships may be paid or unpaid, though most accounting internships are paid.

Many UM-St. Louis accounting majors have found internship opportunities. Some students have found them as early as the Spring semester during their junior year. Students who participate in internships often have an advantage over the competition for post-graduation permanent jobs. Recruiters usually come to campus in the fall to interview students for winter and summer internships. Individuals interested in internships should register with the **Career Services Office, 278 Millennium Center (Ph. 314-516-5111).**

The Career Services Office has listings of internship opportunities. Some accounting firms and other businesses conduct on-campus interviews for internships in their organizations. Other employers do not interview on campus but do have part-time jobs, temporary positions, and internships in the accounting field available. Contact the **College of Business Administration Internship Coordinator**, Ms. Peggy Gilbertson ([pgilb@umsl.edu](mailto:pgilb@umsl.edu)) in **469 SSB**, about internship availability. She generally announces these opportunities both by email (to students who sign up to receive the emails) and also by posting them on MY GATEWAY. To access them, go to the “My Organizations” section of MY GATEWAY and click on “Accounting Area.” The “Information” folder will have postings about internship opportunities.

#### INTERNSHIPS FOR UNIVERSITY CREDIT

Undergraduate students may earn university credit for temporary accounting internships that have a suitable educational component through course number ACCTNG3490 (Internship in Accounting). Graduate students may earn credit by enrolling in ACCTNG5490 (Graduate Internship in Accounting). Students seeking credit for internships should first read the “Requirements” then, if appropriate, complete the “Application for Accounting Internship.” Both documents are on MY GATEWAY. These may be found in the “Documents” folder of the Accounting Area in the “My Organizations” section of MY GATEWAY. If enrollment in ACCTNG3490 or ACCTNG5490 is a crucial part of your academic program, you should discuss your plans with the **Accounting Area Internship Coordinator, Professor Greg Geisler** ([geisler@umsl.edu](mailto:geisler@umsl.edu)) in **1208 Tower (phone: 314-516-6122)**.

After being hired for an internship, a student wishing to earn academic credit must enlist the assistance of a faculty member in the Accounting Area to supervise the academic side of the internship. Students will be expected to meet regularly during the semester with their faculty sponsor and provide written progress reports about their internship experience. Other requirements include a written assignment for which the topic and expectations for satisfactory completion are worked out between individual students and their faculty sponsor. ACCTNG3490 and ACCTNG5490 are graded on a “Satisfactory/Unsatisfactory” basis. If you have any questions about Accounting Internships for Academic Credit, contact Peggy Gilbertson or Professor Geisler.

## Will I have time to do anything besides study?

### EXTRACURRICULAR ACTIVITIES

Accounting majors work hard; there is little doubt of that, but a well-rounded student, like a well-rounded professional, manages life to accommodate personal interests as well. UM-St. Louis accounting majors have been involved in the university's varsity athletic teams, music ensembles, student government, college and university committees and many of the special interest clubs and organizations on campus. You are strongly encouraged to explore the varied cultural opportunities available in the academic community that extend far beyond the business college classrooms!

The faculty provides support to several student-professional organizations that help students learn more about the accounting profession while also providing social settings for students to interact with each other for conversation, professional development, community service, and fun. These groups sponsor meetings and other events where students meet faculty and other active members of the accounting profession in formal presentations and informal discussions. Opportunities such as these help students identify career paths, learn about professional life, and network with prospective employers.

### ACCOUNTING CLUB

The Accounting Club is a recognized student organization on campus that is open to all students of the university. It meets regularly to hear presentations from individuals from all areas of professional experience. The group sponsors social events that build comradeship among accounting students as well. Please check the bulletin board outside Room 335 SSB to pick up a schedule of Accounting Club events.

### BETA ALPHA PSI

This is the honor society for students in the accounting, finance, and information systems. The University of Missouri-St. Louis' *Gamma Psi* chapter has been very active in community service projects such as Red Cross blood drives, Old Newsboys, Habitat for Humanity, and on-campus tutoring programs. Some members travel to regional and national meetings to share their experiences and learn from other Beta Alpha Psi chapters around the country. The honor society's professional and social programs for their members and have often been recognized by the national association for their superior efforts.

### NATIONAL ASSOCIATION OF BLACK ACCOUNTANTS

NABA has sponsored a local student chapter for many years. This university-recognized group provides opportunities for students to work together to build relationships with each other, with professionals in the community, and with other organizations to enhance their interests in accounting as a career. Membership in the campus chapter is open to all interested students.

### MISSOURI SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS (MSCPA)

The St. Louis Chapter of the MSCPA regularly sponsors events for students to meet MSCPA members and learn about career paths and options available to accounting majors.

*Learn about more campus organizations by checking out the **Student Government Association** website's listing at <http://www.umsl.edu/~sga/groups.html>*

## What should I do about looking for accounting positions?

Start early in your academic career. The university offers on-campus networking opportunities to learn about accounting and business careers. Take advantage of student professional organizations and career fairs to meet accounting professionals and learn about the varied career paths you might choose. Once you begin taking upper division accounting courses, you should register with the Career Services Office if you are interested in internship opportunities. By the fall semester of your senior year, you should register with Career Services to take advantage of on-campus recruiting events and interviews.

### CAREER SERVICES OFFICE

The **Career Services Office, 278 Millennium Center (Ph. 314-516-5111)** has listings of entry-level job opportunities in accounting. Many accounting firms and other businesses conduct on-campus interviews for positions in their organizations.

**On-campus interviews begin early in the Fall Semester for jobs that begin in January through September of the following year.** Get organized early and register with the Career Services Office so that your resume is ready to submit to prospective employers. Take advantage of seminars offered by the Career Service Office that will help you polish your resume, “dress for success,” and prepare for the interview process.

### CAREER FAIRS

Informal career fairs are a good way to introduce you to the wide array of job opportunities for accounting graduates. These events may be held on-campus or off-campus. They generally consist of invited firms and businesses that set up booths with representatives who are eager to talk to you about your interests and career opportunities. They usually have printed information that you can take away to consider more thoroughly. Casual attire is worn to go along with the informal nature of the events.

In recent years the Career Services Office and Beta Alpha Psi, the accounting fraternity, have sponsored fairs on campus open to all students. The St. Louis Chapter of the Missouri Society of CPAs often sponsors “Career Day” when students can meet professionals, learn about accounting careers, and hear presentations from successful people in the profession. Local chapters of the Institute of Management Accountants, Institute of Internal Auditors, and National Association of Black Accountants also provide occasions for students to meet professionals.

### INTERVIEWING TIPS

Most CPA firms want to hire students after they have completed the 150-hours required for licensure. Still, firms fill their staffing needs well before graduation, so recruiting for permanent positions occurs up to a year or more before graduation. Visit the Career Placement Service office to **plan for interviews according to recruiters’ scheduled visits.**

Before going to an interview, be sure to **learn about the company** that is recruiting. The Career Placement Service often has literature provided by the firm to help you prepare. The Internet and the Library are also excellent sources of information to help you know the organization with which you will be interviewing.

Casual attire has become the norm for many, if not most, offices. Still, the interview process is a formal one and calls for professional attire. You should **wear a conservative suit and dress**

**shoes for your interview**; it is what the recruiter will expect even if the firm's office environment allows for more informal dress. If you have any questions about what is appropriate, ask a professional staff person in the Career Placement Service office or an accounting professor.

Have a copy of your resume with you during the interview. Act professionally. Maintain good posture, speak clearly and directly to the interviewer, use good manners, and **always thank the recruiter** for the interview, at the conclusion of the meeting and by follow-up letter, no matter how you thought it went. **First impressions matter.**

Will anyone remember me when I'm gone?

#### ACCOUNTING ALUMNI

The current students and faculty of the UM-St. Louis Accounting Area are fortunate to have strong support of accounting program alumni. Due in part to the fact that so many UM-St. Louis students stay in the metropolitan area to pursue their career, alumni provide a wealth of information, insights, and financial support to the accounting program. Accounting graduates have become recognized leaders in the business community. Accounting alumni return to campus regularly as speakers at student organization meetings and in accounting classes. They also support the campus and the university through their leadership in the alumni associations, speakers' bureau, and as active members of advisory councils to the university faculty and administration. Most of the scholarships the accounting faculty awards each year are funded by the generosity of former accounting students who are grateful for their UM-St. Louis education and want others to have the same academic opportunity. *The continued success of the UM-St. Louis accounting programs depends in great extent on the support of its alumni!*

#### UM-ST. LOUIS ALUMNI ASSOCIATION

The Alumni Association serves its members with networking and social events, but just as importantly acts as a resource for the campus and the university system. Alumni act as ambassadors for the campus to educate the public and its elected officials about the good work of the University of Missouri and encourage young people to look to UM-St. Louis for a high quality education. Your participation will be welcomed! Check out the Alumni Association web page: <http://www.umsl.edu/services/ur/alum/alumassoc/index/htm> .

#### COLLEGE OF BUSINESS ADMINISTRATION CHAPTER

The Business Alumni Chapter is a section of the larger UM-St. Louis Alumni Association that serves the special interests of professionals who have graduated with degrees from the College of Business Administration, including alumni of the accounting programs. This unique organization of friends of the university keeps alumni connected to the campus, each other, and to the future of the College through its extensive programs.

*We hope your experiences, both in the classroom and in the wider community of scholars that is the University of Missouri-St. Louis, will make you a loyal alumnus of the future!*

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**MISSION OF THE ACCOUNTING AREA  
UNIVERSITY OF MISSOURI – ST. LOUIS**

To foster excellence in accountancy by:

- Providing a rigorous educational experience as a framework for lifelong learning to individuals of diverse academic backgrounds,
- Creating, expanding and disseminating knowledge through scholarly activities, and
- Serving the academic, professional, and business communities.

Where can I learn more about UM-St. Louis?

You are encouraged to regularly consult the University of Missouri-St. Louis website [www.umsl.edu](http://www.umsl.edu) for up-to-date information about class schedules, course descriptions, program requirements, and a wide variety of services, events, and opportunities on our campus.

The Accounting Area website is found at [www.umsl.edu/divisions/business/accounting/acctg.html](http://www.umsl.edu/divisions/business/accounting/acctg.html). This site has links to accounting organizations on campus, accounting firms, and other accounting resources – as well as specific information about accounting programs.

Can I give feedback?

Yes! Drop us a note...send an email...ring the phone...stop by our offices.

Students are encouraged to communicate with their instructors about career and program advice as well as seeking help with course material. Please let us know what other information would be helpful to you and other accounting students so that we may include it in future editions of the *Accounting Programs Handbook*.

In addition to the professors teaching your accounting classes, please contact the following Accounting Area faculty to seek information and provide feedback about the *Handbook*.

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