

ACAP 2021: COURSE DESCRIPTIONS

Date	Time	Course	Description
Monday, June 28	9:00 am - 10:15 am	Planning Your Career While in College	In this session, students will learn the advantages of planning their career while in college. The takeaway document will be "My Career Journey". A career journey is a visual presentation of one's affiliations, education and training, and work experiences. In drafting their career journey, students will explore various career-enhancing tools and resources available to them while in college. Students can use this visual to facilitate ongoing conversations with Career Services and/or Academic Advisors.
Monday, June 28	10:15 am - 11:30 pm	Facilitated Panel: Introduction to College Life	Led by professionals and recent ACAP alums, this session is designed to explore the known and unknown about college life: preparing the mind for college; developing successful study habit; engaging, listening, and note-taking in college; why grades matter; time and money management; mentoring relationships.
Monday, June 28	2:30 pm - 3:30 pm	Coping in a Virtual or Hybrid Learning Environment	Virtual learning is an educational experience or activity that is delivered through an online platform and can be accessed outside of the classroom. During the pandemic, students have had to make adjustments in technology, devices used, and learning style or preferences. In this session, we will discuss useful tips to increase learning opportunities in an online or hybrid learning environment

Monday, June 28	1:00 pm - 2:30 pm	Accounting 101	Accounting is the basic language of business. Whether you are a star athlete, a CEO or a Fortune 500 company, having a basic understanding of accounting and finance will equip you with the necessary tools to make sound business decisions. Accountants not only "keep the books" or do taxes, but they also serve as auditors, consultants, and valued business advisors. In this session, students are introduced to basic accounting concepts and terminology, especially as they related to their Group Project.
Monday, June 28	4:30 pm - 5:00 pm	Professional Etiquette	Professional etiquette means being comfortable around people and making them comfortable around you. In this course, we will discuss the importance of appropriate handshake, eye contact, greetings, and mannerisms for interviewing, networking, and business meetings.
Monday, June 28	6:00 pm - 7:30 pm	Executive Roundtable/Dinner	This event is an opportunity for ACAP students to meet, dine, and interact with ACAP Board Members, Corporate Partners, NABA members, and other business professionals who share lessons learned and other tips for success, while dining.
Tuesday, June 29	9:00 am - 10:45 am	Faciliated Accounting Educators Panel: Accounting & Business Education	During this session, we explore the world of accounting and business education through the eyes of accounting educators and their shared experiences. ACAP students receive practical insights on: the profile of a successful student, professor expectations, career opportunities as business professionals, importance of advanced degrees and certifications, and tips for success in the corporate world.
Tuesday, June 29	11:00 am - 12:45 pm	Lunch & Learn Panel: Careers in Accounting & Business	This panel discussion is facilitated by a business professional and consists of corporate representatives. Panelists give snapshots of their professional background and offer insights into career opportunities in accounting and other business-related fields. Students will also learn the requirements of becoming a CPA and the importance of having a CPA certification.

Tuesday, June 29	1:00 pm - 2:30 pm	Data Analytics	This course is designed to communicate helpful ways that tools can be used to interpret the data to help businesses to thrive.
Tuesday, June 29	2:30 pm - 3:30 pm	SMART Goals	A SMART goal is used to help guide goal setting. SMART is an acronym that stands for Specific, Measurable, Achievable, Relevant, and Timely. A SMART goal incorporates all of these criteria to help focus one's efforts and increase the chances of achieving one's goal. Using the SMART acronym as a guide, students will write their top 3 personal and their top 3 professional goals.
Tuesday, June 29	3:30 pm - 4:30 pm	What Hiring Managers are Looking for on Resumes	Hiring Managers look for key qualifications for the job they're hiring for: overall presentation, relevant qualifications or skills, career progression, spelling and grammar errors, proper length, verification, exaggerations, online presence, and personalization. Building on this information received, students will learn how to build their resume: format and design, contact information, professional summary, critical job experience, spotlighting skillsets, education, etc.
Tuesday, June 29	4:30 pm - 5:00 pm	Financial Literacy for College Students	This session covers the basic concepts required to effectively manage your money while in college (including dealing with debt, managing credit, and paying for your college education).
Tuesday, June 29	7:00 pm - 10:00 pm	Talk Back: Keeping It Real	This session is designed to create a positive, safe, environment for students to express themselves and to develop more practical and useful coping strategies when faced with life's setbacks and adversities. Basic ground rules apply.
Tuesday, June 29 - Thursday, July 1	Various	Group Project	The Group Project is the capstone project for the week; thus, students are assigned to Project Groups. Each group will decide what type of business it is and what services it provides. Each Project Group will pitch its ability to deliver such products or services to a group of potential clients/customers who act as judges.

Wednesday, June 30	9:00 am - 12:00 pm	Corporate Tour	During ACAP Week, students tour a corporate environment (such as a Big 4 accounting firm or non-public corporate environment). During the tour, students may hear from senior leaders, accounting managers, recruiters, and summer interns. The "Day-in-the-Life" proves to be valuable experiences for ACAP students, but also allow ACAP's Corporate Partners to connect with students early in their career pursuits.
Wednesday, June 30; Thursday, July 1	1:00 pm - 5:00 pm; 8:00 am - 5:00 pm	Computer Lab	During ACAP Week, students have multiple opportunities to work on their individual and Group Projects in the computer lab.
Wednesday, June 30	5:00 pm - 9:00 pm	Dinner; Social Outing; Games; Alumni Night	Each year, students are treated to a social activity such as bowling, Dave & Busters, amusement park, picnic, etc. ACAP Alums are invited to attend and share with the current ACAP students.
Thursday, July 1	1:00 pm - 5:00 pm	Group Project Rehearsals	This time is set aside for Project Groups to present their projects before ACAP Leadership and/or designees. The presentations are critiqued and feedback is given so that the groups can make the necessary changes before the final presentation on Thursday night.
Thursday, July 1	7:00 pm - 10:00 pm	Group Presentations	Students are required to prepare a 7 to 10-minute business plan presentation for Thursday night of ACAP Week. The clients/customers will listen to each of the Project Groups and decide which group they would like to engage for their business. The winning Project Group will present at the Closing Luncheon on Friday.
Thursday, July 1	7:00 pm - 10:00 pm	Talent Show	Students showcase their talents: singing, dancing, rapping, poetry reading, playing musical instruments, presenting artwork, doing dramatic interpretations, etc. Contestants are judged and monetary prizes are awarded to 1st, 2nd, and 3rd place winners.

Friday, July 2	11:30 am - 1:30 pm	Closing Luncheon	This event is designed to be a culmination of the weeklong program where we celebrate student successes and award participation certificates and scholarships. The Talent Show Winner and Group Project Winner are included on the program. This event is open to parents, ACAP Board members, and Corporate Partner representatives.
----------------	--------------------	------------------	---