

FRANKLIN-SIMPSON HIGH SCHOOL

Course Name: Accounting I

Unit Name: Unit 2 - Careers

Objectives:

- Identify various careers that exist in the accounting field.
- Identify and describe individual work habits employers seek in the workplace.
- Create a resume and cover letter in order to attain an interview.
- Describe the do's and don'ts of interviewing for a job.
- Identify ethical situations/dilemmas and determine whether a business action is ethical or unethical.

Purpose of the Unit:

This unit will focus on accounting career opportunities ranging from a bookkeeper to a Certified Public Accountant (CPA). Students will learn how to create a resume and cover letter along with interviewing skills needed in order to attain a job. Students will identify employability skills necessary for an accounting position. Students will examine ethical decisions facing the accounting profession.

Prerequisites:

None

Daily Lesson Guide

Day	Lesson Content and Daily Focus Questions	Tasks/Procedures		Engagement	Assessment and/or Accommodations
		Knowledge or Comprehension Activities	Critical Thinking (High Yield / Literacy /LTF/etc.)		
1	What are some of the various careers that exist in accounting?	Takin' Care of Business Video Activity from AICPA (Handout) Videos & activities from AICPA website		Videos Technology	Handout from Activity
2	Identify aspects of business that accountants are engaged in and the variety of services that CPAs provide	Takin' Care of Business #12 Group Activity Internet research on accounting careers		Collaboration Internet/Technology	Group Activity Internet Research
3 - 5	Provide details about an accounting career such as education/training needed, salary, and future outlook	Create a PowerPoint presentation over an accounting career and present it to the class		Technology Personal choice	PowerPoint Presentation
6	What are the work habits or employability skills that employers want in an employee?	PowerPoint over work habits (handout) Creating a story		Technology	Story
7 - 8	What does a resume and cover letter look like?	Sample resumes & cover letters Creating both for an accounting position		Technology	Resume & Cover Letter

9	What are the do's and don'ts of job interviews?	Internet Research for do's and don'ts Practice answering commonly asked interview questions		Internet Research	Internet Research Commonly Asked Interview Questions
10 - 12	How do you ace that job interview?	Create a Newsletter using Publisher software on job interviews		Technology	Newsletter
13	What is ethical behavior? How do you determine whether business actions are ethical or unethical?	PowerPoint on ethics Takin' Care of Business #14 activity (handout)		PowerPoint Collaboration	Handout
14	Why is honesty in the workplace important? How do you make informed ethical decisions?	Frayer Model on honesty Everyone Else Does It handout Honesty in Workplace article Workplace Ethics scenarios	Frayer Model	Group Work	Frayer Model Handouts
15	Unit Assessment	Unit Assessment		Unit Assessment	Unit Assessment

