



ACCOUNTING 1



Project Title:

Accounting Career Unit

Annotation:

Student will research a specific accounting career. Student will learn about educational requirements of the business. Student will learn about job duties. Student will learn about career salaries and job experience requirements. Student will learn the pros and cons of individual businesses by researching career information. Student will learn the health and safety issues pertaining to each career. Student will use proper research skills by using at least 3 different resources. Student will learn the difference between proprietorship, partnership, and corporation. Student will learn what type of business structure is associated with assigned career.

Primary Learning Outcomes:

How do you use the Internet as a search engine? What is the definition of the assigned career? What type of business is the assigned career? What is the job description of the assigned career? What are the educational requirements of the assigned career? What experience is required to work in the assigned career? How do you discover job requirements and educational requirements for a specific career? What is a resume? What is a job application? What should be included on a resume? What should be included on a job application? Why should you do research before applying for a job?

Assessed QCC's:

- 27 - Identify forms of business ownership
- 30 - Maintain safety, health, and environmental standards, and address ergonomic concerns
- 32 - Demonstrate understanding of the relationship between educational achievement and career planning and how career choices impact family patterns and lifestyle
- 33 - Demonstrate effective skills for seeking and securing employment
- 34 - Demonstrate understanding of education and career development as a lifelong learning process that requires preparation for change
- 68- Compare the advantages and disadvantages of the three forms of business ownership – sole proprietorship, partnership, and corporation

Duration:

Dr. Sherice Willis-Henry
North Clayton High School
Clayton County Public Schools
Dr. John W. Thompson, Superintendent

5 class periods

Resources:

Computer, pencils and paper, Word Processing Software, Spreadsheet Software, Internet Access, Career Unit Handout

Step-by-Step Procedures:

1. Student will receive an assigned career to research
2. Student will receive career unit handout
3. Student will use various resources for information on careers
4. Student will record information and formulate a research paper based on information collected
5. Student will determine if assigned career is a sole proprietorship, corporation, or partnership
6. Student will use newspapers, magazines, or other print material to locate advertisements or classified ads relating to the career assigned
7. Student will type a 2-3 page report based on information found during research
8. Student will format report using correct format
9. Student will create a title and reference page for reports
10. Student will prepare a personal resume
11. Student will create a job application for the career assigned
12. Student will turn in all assignments to the teacher for assessment

Assessments:

Students will be assessed based on 70 % accuracy on research paper. Students will be assessed accuracy of resume and job application