Curriculum Guide

Accounting Careers: Limitless Opportunities™

COURSE MISSION

Empower students of all backgrounds to pursue their professional and personal goals with accounting.

COURSE DESCRIPTION

The Accounting Careers: Limitless Opportunities course aims to raise student awareness about the diversity of careers available with accounting and the benefits of using accounting skills in daily life. A large focus of this course includes encouraging students traditionally underrepresented in accounting to pursue accounting or a related career. To accomplish these goals, the course covers the variety of accounting-related careers, long-term career paths and opportunities, and how accounting skills are relevant to their professional and personal lives.

COURSE OVERVIEW

TOPIC	DESCRIPTION
Accounting Careers	Students will learn about the many career paths available to those who study accounting, including traditional and nontraditional paths.
Pursuing Careers	Students will learn about the steps involved in pursuing career paths, starting in high school, to college and internships, early career, mid-career, and late career.
Business Accounting Skills	Students will learn about the importance of accounting skills in starting and running a business.
Personal Accounting Skills	Students will learn about the importance of accounting skills in achieving personal financial goals and making smarter financial decisions.

COURSE STRUCTURE

Pre-survey	Opening Doors with Accounting	Accounting for Life	On the Job	Post-survey

Each module is accompanied by offline lesson plans and discussion guides to use in the classroom and the online Career Cards Hub.

DETAILED COURSE OUTLINE

The Career Cards Hub

The Career Cards Hub is a set of 14 career summaries using the information from O*Net. Whenever a career is mentioned in the course, there will be a link to the corresponding career card that students can access if they are interested. They can also access the Career Card Hub separately to explore accounting careers on their own.

Lesson: Opening Doors with Accounting

This lesson introduces students to the many career opportunities available with accounting and how accounting can help them follow their passions.

Learning Objectives

Students will be able to...

- Explain that modern accounting requires technical, interpersonal, and analytical skills that are valuable across a variety of careers and industries.
- Identify pathways to careers that require an accounting background based on personal hobbies, interests, and passions.

ACTIVITY TOPIC	ACTIVITY DESCRIPTION
Career Fair	This activity introduces students to the main characters of the module and sets the scene for the accounting career fair the characters will attend.
What opportunities are out there?	This lesson informs students about what it takes to be an accountant, dispels some common myths, and presents how they can use their passions or hobbies in an accounting career.
Accounting Gives You Opportunities	Through the narrative of two professional accountant characters, students learn more about how to pursue an accounting career and the daily life of an accountant.
Let's Review	Students are given a summary of the learning along with action items for planning their career.

Lesson: Accounting for Life

This lesson introduces students to how accounting skills can help them start a successful business and achieve their personal financial goals.

Learning Objectives

Students will be able to...

- Explain that accounting is a life skill that the average person uses daily.
- Identify key accounting skills that are relevant to one's own personal and professional lives.
- Explain how accounting skills can be used to achieve financial goals.

ACTIVITY TOPIC	ACTIVITY DESCRIPTION
Job Shadow	This activity introduces students to the main characters of the module and sets the scene for a day of job shadowing.
Accounting in Action	Students learn more about how accounting skills can help them start and run a successful business.
Applied Accounting	Students learn more about how accounting skills can help them achieve financial goals and make smarter financial decisions.
Applied Accounting	Students use accounting skills to plan a school fund-raiser.
Let's Review	Students are given a summary of the learning along with action items for gaining accounting skills.

Lesson: On the Job

This lesson allows students to try out job tasks from four different accounting careers and learn about what it takes to plan for their own careers in accounting. Each job task ends with a survey to let students evaluate their own interests in pursuing the career.

Learning Objectives

Students will be able to...

- Identify paths to accounting careers including alternative certification.
- Compare education requirements for accounting careers.
- Demonstrate skills accountants use to solve real-world problems.

ACTIVITY TOPIC	ACTIVITY DESCRIPTION
Summer Internships	Students try out four accounting tasks at mock internships.

ACTIVITY TOPIC	ACTIVITY DESCRIPTION
Accounts Payable Specialist	Students learn to identify and analyze possibly mistakes in a spreadsheet.
Forensic Accounting	Students use their critical thinking skills to track down a CFO who is defrauding a company.
Government Auditor	Students analyze cost overruns in a city's public works project and determine if they are justified or not justified.
Financial Analyst	Students help a client maximize her investment in valuable trading cards.
A Job Well Done	Students learn more about the education, experience, and certification needed to go into accounting careers.
Let's Review	Students are given a summary of the learning along with action items for planning their career.