



Western Technical College

10101170 Accounting Career Foundations

Course Outcome Summary

Course Information

Description Learner explores the professional expectations of the accounting field including business ethics, customer service, team work, and working collaboratively. Throughout the course the learner will develop a career plan for a professional accounting position. The career plan includes preparing an accounting specific resume and cover letter, building a professional social network profile, participating in job interviews, exploring professional experiences in the community, and exploring educational opportunities in the accounting field.

Career Cluster Finance

Instructional Level Associate Degree Courses

Total Credits 3

Total Hours 54

Pre/Corequisites

Prerequisite 10101124 Accounting Principles 2

Textbooks

Your Career: How to Make It Happen. 10th Edition. Copyright 2022. Harwood, Lauri, Lisa Owens, and Crystal Kadakia. Publisher: Cengage Learning. **ISBN-13:** 978-0-357-71796-7. Required.

Success Abilities

1. Cultivate Passion: Enhance Personal Connections
2. Cultivate Passion: Expand a Growth-Mindset
3. Cultivate Passion: Increase Self-Awareness

4. Live Responsibly: Develop Resilience
5. Refine Professionalism: Act Ethically
6. Refine Professionalism: Participate Collaboratively
7. Refine Professionalism: Practice Effective Communication

High Impact Practices

1. Community-Based Learning Service Hours: a key learning experience of this course is connecting course work while helping a community partner. Learn more about civic responsibility and enhance your community.
2. Work-Based Learning: this course applies your learning to your desired profession by working in industry placements such as internships, practicums, clinicals, or co-ops.

Course Competencies

1. Develop a job search plan for obtaining an accounting position.

Assessment Strategies

- 1.1. Report: personal job search plan with SMART goals

Criteria

You will know you are successful when

- 1.1. you summarize the steps of a job search.
- 1.2. you set SMART goals (Specific, Measurable, Attainable, Realistic, Time Sensitive) for your job search.
- 1.3. you establish a timeline for your job search goals.
- 1.4. you identify the intended outcomes of your job search process.

Learning Objectives

- 1.a. Explore the myths and misconceptions of job hunting.
- 1.b. Research current trends in the job search process.
- 1.c. Research the steps of the job search journey.
- 1.d. Develop a job search strategy with specific dates and outcomes.

2. Analyze accounting career trends.

Assessment Strategies

- 2.1. Written Product

Criteria

You will know you are successful when

- 2.1. You identify the career opportunities in the accounting profession in the U.S and your local area.
- 2.2. You compare and contrast the expectations and use of virtual offices and physical offices.
- 2.3. You summarize the impact of trends in the accounting profession on your career path.

Learning Objectives

- 2.a. Explore current trends in the accounting profession in the US and your local area.
- 2.b. Research accounting job(s) you are interested in obtaining.
- 2.c. Research trends in the use of virtual offices.
- 2.d. Compare and contrast physical office and virtual offices.
- 2.e. Identify skills most valued by current employers.
- 2.f. Identify how current accounting trends may impact your career path.

3. Analyze professional behaviors in a business environment.

Assessment Strategies

- 3.1. Reflection Paper
- 3.2. Peer Discussion
- 3.3. Scenario Response

Criteria

You will know you are successful when

- 3.1. You explain professional behavior in the workplace.
- 3.2. You describe professional behaviors and attributes critical to successful accounting careers.
- 3.3. you summarize due diligence as related to the accounting field.

Learning Objectives

- 3.a. Define professionalism in a business environment.
- 3.b. Examine the value of punctuality, confidentiality, and organizational skills in the accounting field.
- 3.c. Define fiduciary responsibility.
- 3.d. Define due diligence as it applies to the accounting field.
- 3.e. Explore professional attire for a business setting.
- 3.f. Explore workplace cultures.
- 3.g. Explore professional accounting journals and resources.
- 3.h. Investigate the need for professional ethics in the accounting field.

4. Analyze collaborative work environments.

Assessment Strategies

- 4.1. Written report
- 4.2. Scenario Response
- 4.3. Reflection

Criteria

You will know you are successful when

- 4.1. You describe the purpose, benefits, and pitfalls of a collaborative working environment.
- 4.2. You describe strategies to improve a collaborative work environment.
- 4.3. You explain the purpose and considerations for effective constructive feedback in a work environment.
- 4.4. You describe strategies to improve the customer focused approach for a business.

Learning Objectives

- 4.a. Describe roles and expectations in a team.
- 4.b. Explore current trends in collaborative work in accounting..
- 4.c. Identify benefits and challenges of working collaboratively
- 4.d. Identify personal behaviors that inhibit and/ or facilitate team success.
- 4.e. Identify the benefits and pitfalls of giving and receiving of constructive feedback.
- 4.f. Identify strategies for individuals and teams to feel comfortable with providing and accepting important feedback.
- 4.g. Define a culture that encourages dialogue between team members.
- 4.h. Describe the benefit of a customer focused approach for a business.
- 4.i. Identify characteristics of good customer service.
- 4.j. Examine the general impact of customer service on a business
- 4.k. Describe the customer (internal, external).

5. Develop a career plan for an accounting professional.

Assessment Strategies

- 5.1. Report: Career goals
- 5.2. Elevator Speech

Criteria

You will know you are successful when

- 5.1. You develop a career plan that considers your future goals, educational needs, and professional development.
- 5.2. You develop a 30 second "elevator speech" of your skills and goals
- 5.3. You participate in at least two enrichment activities as identified within the college/community.
- 5.4. you summarize the enrichment activities.
- 5.5. you describe how the enrichment activities are connected to your career goals.

Learning Objectives

- 5.a. Identify potential future accounting job(s).

- 5.b. List required skills, training, or education required for your desired accounting job(s).
- 5.c. Explore educational opportunities and credentials beyond the accounting associate degree..
- 5.d. Explore community resources for personal and professional growth.
- 5.e. Identify the workplace culture that would best suit your needs.
- 5.f. Develop future career goals for 2 years, 5 years and 10 years.
- 5.g. Research 30 second "elevator speeches".
- 5.h. Explore enrichment opportunities at the college and the community.

6. **Develop a professional social media presence.**

Assessment Strategies

- 6.1. Linked In Profile
- 6.2. Reflection

Criteria

You will know you are successful when

- 6.1. you evaluate your current social media presence.
- 6.2. you revise your social media presence to be meet professional standards
- 6.3. you develop a professional Linked In profile meeting expectations of the rubric provided.

Learning Objectives

- 6.a. Research Social Media tools used for networking with accounting professionals
- 6.b. Google yourself and your current social media presence.
- 6.c. Examine your social media presence.
- 6.d. Research the use of Linked In as a professional social networking tool.

7. **Write a resume for a professional accounting career search.**

Assessment Strategies

- 7.1. Written Product - Resume
- 7.2. Reflection

Criteria

You will know you are successful when

- 7.1. You explain the use of a resume including purpose, types of resumes, and expectations of a quality resume.
- 7.2. You develop an error free resume.
- 7.3. you highlight your skills and abilities on the resume to meet the needs of a specific accounting position, in accordance with rubric.
- 7.4. You revise resume in accordance with feedback from peers, instructor, and Career Services

Learning Objectives

- 7.a. Define the purpose and goal of a resume.
- 7.b. Explore current trends in resumes.
- 7.c. Create an inventory of personal skills, work experience, and transferable skills
- 7.d. Identify specific examples of abilities, education, or accomplishments to include in your resume.
- 7.e. Explore various types of resumes, including when each type is appropriate
- 7.f. Develop key words and critical information to include on a professional accounting resume.
- 7.g. Review common pitfalls of resume development.
- 7.h. Examine the expectations of a quality resume.

8. **Write a cover letter for a professional accounting career search.**

Assessment Strategies

- 8.1. Written product - cover letter
- 8.2. Reflection

Criteria

You will know you are successful when

- 8.1. you explain the purpose and key aspects of a well written cover letter.
- 8.2. you create a well written cover letter that meets the needs of a specific accounting position in adherence with rubric provided.

8.3. you revise the cover letter in accordance with feedback from peers, instructor, and Career Services.

Learning Objectives

- 8.a. Explore the benefits of a well written cover letter.
- 8.b. Define the purpose and goal of a cover letter.
- 8.c. Explore current trends in cover letters.
- 8.d. Identify key items to be included in a high-quality cover letter.
- 8.e. Describe common pitfalls of cover letters.
- 8.f. Identify specific examples of abilities, education, or accomplishments to include in your cover letter.

9. Apply interview skills specific to an accounting position through a mock interview.

Assessment Strategies

- 9.1. Mock Interview
- 9.2. Paper
- 9.3. Reflection

Criteria

You will know you are successful when

- 9.1. you develop a strategy for responding to interview questions.
- 9.2. you use effective interview etiquette techniques for in person or phone interviews.
- 9.3. you conduct a mock interview that meets the expectations of a quality interview as defined in the interview rubric.
- 9.4. you reflect on strategies to improve your interview techniques based on feedback.

Learning Objectives

- 9.a. Explore the interview process including preparation, interview , and follow up.
- 9.b. Examine typical interview questions
- 9.c. Develop strategies for responding to potential interview questions.
- 9.d. Differentiate between phone interviews, virtual interviews and a personal interview.
- 9.e. Identify the appropriate body language during interview
- 9.f. Examine appropriate attire for specific job interviews.
- 9.g. Define the appropriate actions at the close of the interview.
- 9.h. Identify the follow up steps following an interview.