

**AMI**  
**Day**  
**One**



AMI



Management &  
Accounting  
Day 1

### **Personal Statement Represented in a Flyer**

Standards: 2.3 Discuss desktop publishing

2.3.1 Examine desktop publishing documents: Newsletter, Flyer, and Brochure

2.3.2 Create a document using desktop publishing features: Clip Art, Graphics, Columns, Word/Text Art

**FOLLOW THIS "RECIPE" FOR A SUCCESSFUL PERSONAL STATEMENT**

**Components of a Personal Statement:**

1. You should type your personal statement as a flyer. If it is not possible to type today, write it on paper and decorate the paper to resemble a flyer. Include images that represent you. If you are completing this assignment at home without a computer, you may paste school appropriate images on the paper or draw images on the paper.
2. When typing, use fonts wisely. If writing, be neat and write so people can read the information.
3. Your personal statement should not contain any spelling or grammatical errors. Ask someone to proofread it for you. A family member or friend can assist you.
4. As a student, you may include a statement about your age and year in school.
5. Include any clubs, teams, and organizations of which you have been a member. If you have held an office in any group or organization, mention the office. Mention how being a part of these activities has helped you in some way.
6. Mention your accomplishments, awards and honors. Also include any hobbies, interests or talents you have. If you volunteer or work part-time, mention that as well. Be careful not to over-exaggerate your accomplishments.

7. If you plan to attend college, mention your intended major. If you are going into the military, mention the branch of the service and your intended area of concentration or interest. If you plan to enter the workforce, mention the kind of job or field in which you will seek employment.
8. Be creative in representing your values, talents, and personality when designing the flyer
9. Be concise. Provide the information that is requested.
10. Read it several times to make sure that it includes all necessary information.

### **Sample Personal Statement**

Below is a sample personal statement of a high school student. Look for the suggested components in her statement. When designing the flyer, be sure to use clip art, graphics, and/or drawings to make the document visually interesting. The text can be bulleted items if sentences do not work well with the document.

My name is Mary Smith. I am a seventeen-year old senior student at Corning High School in Corning, Arkansas. I have participated in many clubs and activities while in high school, including the Girls' Cheerleading Squad, of which I was captain for two years. I was also a member of the Girls' Choir. I am currently President of the Senior Class and Secretary of the Student Council. I have received awards for perfect attendance every semester except one and I have been included on the Honor Roll for the last two years. I am a volunteer at a senior citizens' home on the weekends, where I help serve lunch and play games with some of the residents. My favorite subject is music, and after graduating I plan to attend the Arkansas State University. I will major in elementary education and declare music as my major. When I earn my degree, I plan to teach music to elementary school children. My ultimate goal is to open my own music studio and give private music lessons to children.

**Directions:** Write your own personal statement. Remember your personal statement represents you. It should make the reader say, "I want to meet this person."

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**Day**

**Two**

Read the scenario and key what the worker did wrong and what they should have done instead.

Shannon was on her way back to work from her lunch break. As she drove back, she noticed her favorite store was having a sale. She stopped at the store and browsed for a while before eventually returning to work. Shannon ended up being 30 minutes late.

Jacob has been frustrated with his new boss at work. He thinks his boss doesn't like him because he won't trust Jacob with more responsibility. After one of Jacob's coworkers was given a promotion instead of Jacob, he logged onto his Facebook page and posted a message describing how mean his boss was.

Tom is taking college classes at night while working in the office during the day. One day he didn't have his homework ready for class, so while at work he did his homework at his desk. When he was about to leave for class, he realized he didn't have a pen or notebook for class, so he went to the supply closet in the office and took a pen and notebook to use in class.

Michael is working on an important project at his desk that he has to finish by the end of the day. He stops to check his email and sees he has an email from his best friend. Michael notices that his boss has gone to lunch, so he logs onto his instant message program and talks to his friend for the next hour until his boss gets back from lunch.

**AMI  
Day  
Three**

Circle behaviors you think are APPROPRIATE for the workplace. If the behavior is INAPPROPRIATE, explain how the situation could be handled differently.

1. Arriving to work 15 minutes late.
2. Taking office supplies, such as pens or paper.
3. Bringing a doctor's note to work after you have called in sick.
4. Using company money or resources for personal use.
5. Offering to help your coworker with a project.
6. Instant messaging your friends when you don't have any work to do.
7. Not learning what your responsibilities or duties are.
8. Complaining about your job or coworkers.
9. Asking your boss if you can talk to them about a problem you're having in the office

10. Complaining to your coworkers about your boss.

11. Writing about your job on blogs or social networks.

12. Letting your personal life interfere with your job.

13. Gossiping

14. Calling in sick because you were up late the night before.

15. Telling your coworker you can't help them because it's not part of your job.

16. Taking long lunches or leaving early; calling in sick too often.

17. Using your work computer for personal use—instant messaging, Internet

18. Waiting until your lunch break to talk to your coworker about your plans for the weekend.

19. Writing a message on Facebook or tweeting about your coworker who was fired.

20. Asking your boss if you can help with anything when you have finished your work.



**AMI  
Day  
Four**

# Exploration

## I. The Business of Sole Proprietorships

### ➔ Find Out

When an entrepreneur has an idea for a new business, he or she usually writes a business plan. (In brief, business plans are used to organize ideas, to see whether a new business will be a success, and to present to lenders or investors when looking for capital.) Read the summary, at right, of a business plan for a sole proprietorship, and then answer the questions that follow.

Sal decides to open a movie theater in a small-sized city that will show independent films and serve expanded food options, including dinner. There are two large theaters within 30 miles of this city, but they both show only the most popular movies and neither serves dinner. Sal has \$50,000 saved and hopes to raise additional capital by taking out a \$50,000 small business loan. Sal's close friend plans to work at the theater 30 hours a week.

**A.** What are the minimum requirements that Sal must meet to start this sole proprietorship?

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### 👤 What Do You Think?

**B.** What do you think are some advantages that Sal has in forming a sole proprietorship for this business?

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**C.** What do you think are some disadvantages that Sal has to overcome for this sole proprietorship to be successful?

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**D.** Do you think Sal's movie theater is more likely to succeed or to fail? Explain.

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# Warmup

## Q Why do some businesses succeed and others fail?

A. What qualities are most important for someone who wants to start his or her own business? Place a check mark next to the three qualities you think are most important.

- good leader       hard worker       support from family/friends
- team player       risk taker       business school graduate
- optimistic       high energy level       business experience
- innovative       good with numbers       good with details

B. Choose one of the qualities you checked above. Explain why you think this quality is important in a person who wants to begin a new business.

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C. Sole proprietorships make up more than 70 percent of business organizations in the United States. Yet, they only account for about 4 percent of sales. On the other hand, corporations make up about 20 percent of businesses, but more than 80 percent of sales. Why do you think this is so?

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**AMI**  
**Day**  
**Five**

# Management & Accounting Am 1 Day 5

## Day 5 Workplace Ethics

### JUST THE FACTS:

We all have our own set of values or standards of behavior that we operate by on a daily basis. However, we may not always feel we can apply these same principles or standards while at work. The purpose of this lesson is to help participants learn some of the steps necessary to make ethical decisions on the job.

### Directions:

How do you make decisions? Is decision-making a skill that was taught to you? Do you have personal rules for decision-making? If you have rules, do these rules change if you are making decisions at home, at school, with friends, or at work?

Now, let's discuss ethics. What are ethics? Ethics on the job often deal with a code of conduct or a set of principles for BOTH the employer and the employee.

A list of work ethics for an employer or a company might be:

- To provide a safe work environment for staff and employees
- To treat employees with dignity and respect
- To provide a fair wage for the services rendered
- To handle all business transactions with integrity and honesty

A list of work ethics for an employee might include:

- To show up on time
- To tend to company business for the whole time while at work
- To treat the company's resources, equipment, and products with care
- To give respect to the company; that means honesty and integrity

### Four-Step Process for Making Ethical Decisions at Work:

1. Define the problem (or ethical situation).
2. List the facts that appear to be most significant to the decision (and consider who is affected).
3. List two or three possible solutions (and how these solutions could impact each person).
4. Decide on a plan of action. (Also, consider how will you know if your decision was the right one?)

### Activity--Workplace Ethics: Case Studies

For each of the following case studies, assume you are employed by a large computer company, with approximately 1,000 employees. The company is located in Fayetteville. Read each case study and follow the four steps for making ethical decisions.

**Case 1:** LaKeisha is an administrative assistant in the Human Resources Department. Her good friend Michael is applying for a job with the company and has agreed to be a reference for him. Michael asks for advice on preparing for the interview. LaKeisha has the actual interview questions asked of all applicants and considers making him a copy of the list so he can prepare.

**Case 2:** Emily works in the Quality Control Department. Once a year, her supervisor gives away the company's used computers to the local elementary school. The company does not keep records of these computer donations. Emily really needs a computer. Her supervisor asks her to deliver 12 computers to the school.

**Case 3:** Marvin is an assistant in the Building Services Department. He has just received a new work computer and is excited to try it out. His supervisor has a strict policy about computer usage (for business purposes only), but Marvin wants to learn the email software. He figures one good way to do this is to send emails to his friends and relatives until he gets the hang of it. He has finished all of his work for the day and has 30 minutes left until his shift is over. His supervisor left early.

**Case 4:** Jennie was recently hired to work as a receptionist for the front lobby. As receptionist, she is responsible for making copies for the people in her office. Her son, Jason, comes in and needs some copies for a school project. He brought his own paper and needs 300 copies for his class. If he doesn't bring the copies with him, he will fail the project. The company copier does not require a security key, nor do they keep track of copies made by departments.

### **Journaling Activity (All journaling activities should be at least 1/2 page)**

Share your decision making process for each of the four cases.