



Western Technical College

## 10101172 Professional Development - Accounting

### Course Outcome Summary

#### Course Information

<b>Description</b>	Prepares learners to use strategies for seeking, obtaining and retaining employment. Learners develop a job search plan, prepare a resume and cover letter, build a professional profile and prepare for job interviews. Learners participate in an employer networking event.
<b>Career Cluster</b>	Finance
<b>Instructional Level</b>	Associate Degree Courses
<b>Total Credits</b>	1
<b>Total Hours</b>	18

#### Textbooks

No textbook required.

#### Success Abilities

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

#### Experiential Learning

1. Community Based Learning Project

#### Course Competencies

1. **Develop a plan for obtaining employment.**

##### Criteria

*You will know you are successful when*

- 1.1. you identify career opportunities with local online job search tool
- 1.2. you participate in a minimum of 1 networking event during the term.

- 1.3. you summarize job application process.
- 1.4. you identify ethical behaviors from several accounting business scenarios

#### **Learning Objectives**

- 1.a. Analyze possible employment opportunities of interest using a variety of tools.
- 1.b. Determine qualifications necessary for jobs of interest.
- 1.c. Prepare a job-search strategy.
- 1.d. Define ethics in the workplace for accountants.
- 1.e. Explore different workplace scenarios to determine whether behavior is ethical or not

## **2. Develop a resume for a career search.**

#### **Assessment Strategies**

- 2.1. Resume

#### **Criteria**

*You will know you are successful when*

- 2.1. you schedule a meeting with representative from Western Career Services.
- 2.2. you create a resume for an open position.
- 2.3. you submit resume for critique by Western Career Services and instructor.
- 2.4. you choose relevant information for resume based on job posting.

#### **Learning Objectives**

- 2.a. Explore different types of resumes.
- 2.b. Select appropriate information to include in a professional resume.
- 2.c. Utilize Western's Career Service Center.
- 2.d. Adopts appropriate style of resume for specific position.

## **3. Write a cover letter for a career search.**

#### **Assessment Strategies**

- 3.1. Cover Letter

#### **Criteria**

*You will know you are successful when*

- 3.1. you schedule a meeting with a representative from Western Career Services.
- 3.2. you create a cover letter for an open position.
- 3.3. you submit cover letter to be critiqued by Western Career Services and instructor.
- 3.4. you prepare cover letter using information from a specific job listing.
- 3.5. you proofread for spelling or grammar errors in cover letter.

#### **Learning Objectives**

- 3.a. Utilize Western's Career Services.
- 3.b. Explore the benefits of a well written cover letter.
- 3.c. Understand every job requires a unique cover letter.

## **4. Network with potential employers.**

#### **Assessment Strategies**

- 4.1. Report

#### **Criteria**

*You will know you are successful when*

- 4.1. you summarize employment statistics for region of interest.
- 4.2. you attend a required networking event.
- 4.3. you describe professional networking resources.

#### **Learning Objectives**

- 4.a. Use internet to research company web sites.
- 4.b. Locate employment statistics for local, regional, and state categories.
- 4.c. Network with businesses utilizing social media and job search systems.
- 4.d. Explores job search systems.

**5. Explore interview skills.**