

MODULE 22: CAREER DEVELOPMENT

CODE: 961 222 Duration: 30 hours

A. Exploration of Employment Opportunities in Accounting

- Preparing a personal assessment describing their interests, values, aptitudes, weaknesses
- Learning about the organizations and sources of information to consult during a jobs search.
- Preparing a list of potential employers
- Learning about the hiring conditions at different companies in the field of accounting

Preparation and Application of a Job Search Plan

- Planning the steps involved in their job search.
- Writing their résumé and cover letters.
- Preparing for and going to interviews.
- Following up on the steps taken.

Review of Career Options

- Learning about the new technologies used in companies and their impact on the occupation.
- Looking at the possibilities of advancement in a company.
- Learning about the opportunities for training in accounting or in related fields.
- Learning about the requirements and personal characteristics required for entrepreneurship or self-employment.
- Looking at their capacities for entrepreneurship or self-employment.
- Preparing an outline of their career plan.