

Bachelor of Commerce

Accounting



ABOUT THE PROGRAM

The Accounting Co-op program at the University of Guelph is designed to integrate theory with real-world experience to help you prepare for the post-graduate pursuit of becoming a Chartered Professional Accountant (CPA). The University of Guelph is a CPA-accredited post-secondary institution, meaning the courses you complete provide you with all required transfer credits to cover the CPA's preparatory courses (formerly known as PREP). Furthermore, your co-op work term experience can be applied towards the Practical Experience requirements needed to obtain a CPA.

WHY CO-OP?

As a co-op student, you will be able to gain relevant work experience, build professional networks, and develop essential transferable skills needed to succeed in the workplace, all while getting paid and earning your university degree. Guelph's co-op program is unique due to the exceptional level of support provided to students, including an in-class preparatory course, a personal connection with a Co-op Co-ordinator to assist you during the employment process, and access to senior student mentors.

COURSE SEQUENCING

In the Accounting co-op program, you will participate in four co-op work terms in addition to eight academic semesters

YEAR	FALL	WINTER	SUMMER
ONE	Academic	Academic	Off
TWO	Academic	Work/Academic	Work/Academic
THREE	Academic	Work	Academic
FOUR	Work	Work	Off
FIVE	Academic	Academic	

* Students' first co-op work term commences in either the Winter or Summer term, dependent upon employer needs. Students with a first co-op work term in the Summer will follow a revised academic schedule.

Accounting

SAMPLE JOBS

Below is a sample of the types of roles commonly filled by students in the program.

Staff Accountant (Public Accounting Firm)

In this role, you will prepare financial statements at the compilation, review, and audit engagement levels, as well as prepare personal and corporate tax returns. You will develop positive working relationships with clients and staff. Working within time budgets, monitoring progress and meeting deadlines are very important aspects of this position.

Facility Accountant (Manufacturing Facility)

Tasks assigned in this role revolve around supporting the Facility Accounting department, such as the preparation of monthly journal entries, accruals, and account reconciliations. You will also assist with Accounts Payable, Accounts Receivable, payroll and inputting data into an ERP system. Additionally, you will build and communicate daily sales reports.

Financial Analyst (Financial Services Head Office)

Using Microsoft Excel and Access, you will organize and create various internal and external reports on a timely basis. You will also support the Controlling and Risk Management departments in measuring and monitoring the performance and profitability of products or initiatives. Furthermore, you will identify cost and efficiency opportunities, suggest and implement improvement recommendations accordingly, and assist with ad-hoc projects such as report automation.

EMPLOYER SECTORS*

- Federal & Provincial Government Agencies
- Public Accounting Firms
- Private Enterprise
- Financial Institutions

*Based on a sample of recent co-op employers, and will vary depending on employer recruitment needs. During a job search, students are encouraged to be actively engaged and are supported in establishing and maintaining their own personal contacts.

SALARY INFORMATION

Average Weekly Salary Range: \$525 - \$900*

*Salary ranges are shown as rates before deductions. Statistics are based on jobs held by co-op students in 2017/2018. These ranges may fluctuate on an annual basis in response to economic conditions.

SKILLS & KNOWLEDGE ACQUIRED

- A strong accounting background supplemented with complementary knowledge in areas such as Human Resources, Corporate Finance, and Leadership
- The academic requirements for the postgraduate pursuit of becoming a Chartered Professional Accountant (CPA)

