

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 a job search preparatory course, a personal connection with a Co-op Coordinator to assist you during the employment process, and targeted work term reports to help you develop relevant skills.

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
THREE	Academic	Work	Academic
FOUR	Work	Work	Off
FIVE	Academic	Academic	

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

Students receive compensation from their employer for co-op work terms. The rate of pay will vary depending on a number of factors including the industry, the student's program of study, and work term level. For your reference, a **Co-operative Education Salary Guide** is available on our website, which provides hourly rates (averages and ranges) for each degree program.

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)