

Accounting with Co-op Advanced Diploma

One year (12 months) post-graduate advanced diploma

Please read and think about the following information below carefully to decide whether this program is a good fit for you. This information may change and is simply intended to offer you a helpful perspective on what you will experience in this program.

Program Dates: Two 4-month terms of courses, May through December; one 4-month co-op work placement, January through April.

Scheduled Breaks: Last week of December and first week of January (two weeks); possible short (one week maximum) breaks at other times. Check your registration for dates.

Post-Graduation

Work Permit length: Up to 12 months.

Schedule: Classes: Monday to Friday as early as 8:00 a.m and as late as 6:00 p.m.
Co-op: Determined by employer; could include hours outside a regular work day, evenings and weekends.

Campus Location: 1430 Victoria Avenue East, Brandon, Manitoba. See campus information [here](#).

Co-op Location: Relocation to a small, rural community may be required for completion of the co-op placement. A valid driver's license and access to a vehicle is required, given the need to travel to rural Manitoba (outside of Brandon and outside the city bus system) for the co-op work placement.

What You'll Study:

A university degree or a two-year diploma is required for admission. **Students *also* must show previous entry-level accounting learning.** Applicants without entry level accounting will be required to take, and pay for, ACCT-0003 Financial Accounting 1 and ACCT-0004 Financial Accounting 2 (or equivalent) *before* the program starts.

Required courses are:

- Advanced Software
- Canadian Business and Society
- Corporate Finance
- Financial Accounting 3
- Financial Accounting 4
- Introductory Mgmt Accounting
- Intermediate Mgmt Accounting
- Sage Accounting Software
- Taxation 1
- Taxation 2
- Co-op Placement

These higher-level courses will enhance your critical thinking and communication skills and explore the ethics of the profession.

At the end of your program, you will complete a Co-op Work Placement, generally for four months. Students are responsible for finding their own placements, although the school can help you.

See course descriptions on the [Accounting with Co-op program](#) page under 'Courses and Costs'.

How You'll "Learn by Doing"

Students will participate in a variety of activities such as the following:

- pair and group discussions,
- projects in the form of case studies or simulations,
- software program use to generate data and reports,
- inquiry based learning, and
- other "real world" learning tasks.

Interact with and learn from community business leaders and instructors with strong industry connections. Hone your skills through group work and networking with potential employers.

Gain industry experience and confidence through a four-month, paid co-operative work placement in rural Manitoba where you will be working alongside accounting professionals for sixteen weeks during tax season. The practical skills and knowledge learned through the work placement will benefit you greatly upon graduation.

What You'll Need to Do to Graduate

- Attend all classes and activities. Arrive on time every day. Participate fully and ask questions. Do **not** plan vacation/a trip home outside of regularly scheduled college breaks.
- Ask instructors or advisors for help when you need it, and ask for help early!
- Purchase all required books and supplies.
- You will need good computer skills before you begin the program, as some of the learning resources will require use of computer software and online platforms. If you have doubts, try quizzes here: <https://www.digitalliteracyassessment.org/> If you have difficulty with these quizzes, this program may not be a good choice for you.
- This is a "Bring Your Own Device" program. See information about this [here](#). Please note that Mac computing devices, Chromebooks, tablets, iPads are not compatible for this program.
- Work co-operatively in teams and behave respectfully towards all students, staff and partners.
English is the language of communication and instruction at ACC.
- No cell phones during class activity.
- Practice all skills until you can demonstrate "mastery". Complete all homework, review class notes, turn notes into study questions, plan your study schedule, and meet with a partner or group to practice tasks.
- To graduate students must successfully complete 63 academic credits **and** have a grade point average (GPA) of C (60%) or greater. Passing many courses with only a D (50%) can make your GPA too low to graduate. Re-testing is generally not an option. If you fail a course, it may not be available again until the following year.
- All English skills (reading, writing, listening, speaking) are important. Evaluation will include tests, group projects, presentations, public events and research papers.
- Complete all evaluations.
- Cheating, not referencing sources of your ideas, or using other people's work and pretending it is your own could result in failing grades/suspension. See Policy A25 from this Academic Policies [link](#).

How Assiniboine College Can Help You

- Trained instructors will share their knowledge and experience from the industry, and will give you frequent and specific feedback on your progress.
- Learning Commons staff available to assist with study skills, like test-taking and writing papers.
- Student advising staff offer support for academic planning and can refer you to resources outside the college such as counselling, housing, and other supports.
- A Regulated International Student Immigration Advisor can answer questions related to permits.

Job Options for Graduates

Graduates are employed in private and public businesses and organizations like accounting firms, banks, trust companies, accounting and internal auditing departments, government offices, school divisions, and all types of businesses.

Possible jobs on Manitoba In-Demand Occupations list include: [1311-Accounting technicians and bookkeepers](#); [1111-Financial Auditors and accountants](#); [0111-Financial Managers](#); [1241 – Administrative assistants](#); [1221 – Administrative officers](#)

Some jobs will require evening and weekend work and/or long hours of work, especially in tax season (January through April) or at fiscal year ends. Many jobs will require a valid Manitoba driver's license and/or will require you to drive daily outside of the city's bus system. If you do not have a valid driver's license from your home country, or another Canadian province, you will not have time to get a Manitoba driver's license. See information [here](#) and [here](#).

Most co-op and graduation job opportunities will be outside of a city, in a smaller town or rural area. This could require you to live in that smaller town.

Costs

- **Tuition:** see website and letter of acceptance. Payable in full **before** program start. **NO REFUNDS OR TRANSFERS.** If you fail a course and must repeat it, you will pay tuition for that course again.
- **Health insurance:** Approximately \$1000. Payable on date in acceptance letter. **Required.**
- **Textbooks and supplies:** See lists [here](#); click on the "Tools and Supplies" tab and look under "estimated program costs". These items will be purchased on your own, not payable to college. **Required** early in program.
- **Transportation** to and from college, and to and from co-op work placement, is your responsibility. A valid driver's license and access to a car is required, given the need to travel to rural Manitoba. See information [here](#) and [here](#). If you need driving lessons, that will be an additional cost.
- **Living costs** are your responsibility. If your co-op placement is outside of Brandon, you may need to re-locate for the four-month co-op.

Other Important Information

You may receive advanced standing for pre-requisites for the Chartered Professional Accountants Professional Education Program (CPA PEP) accounting designation. You may also receive advanced standing towards the Certified Aboriginal Financial Managers program.