

THE ACCOUNTING STUDENT HANDBOOK

2025 - 2026



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NOTE FROM THE CREATORS

Welcome to the 2025-2026 edition of the Accounting Student Handbook!

This handbook was prepared to support you throughout your academic journey as an accounting student at JMSB. Inside, you will find helpful information regarding available resources, effective course planning, the path to the CPA designation, and much more.

We recognize that starting a new program can be both exciting and overwhelming, which is why we created this reliable reference to help make that transition a little easier.

We hope that you will discover valuable insights within its pages, and we encourage you to consult this handbook regularly as you progress through your studies.

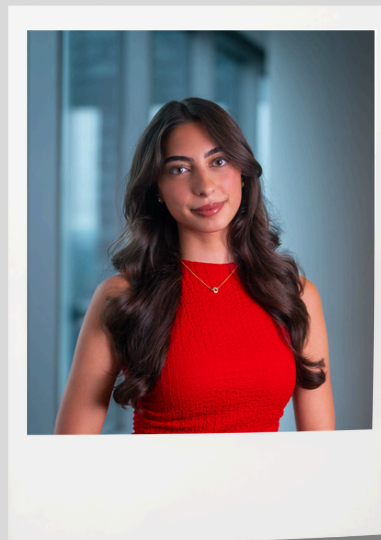
We wish you all the best and look forward to meeting you!

***Keep an eye out for
the clickable links!***



Do not hesitate to contact us
should you have any questions.

panagiota.boussios@jmas.ca
valentina.carrillo@jmas.ca



Panagiota Boussios & Valentina Carrillo
VP Academics VP Marketing



The John Molson Accounting Society (JMAS) is a student run association operating as a subsidiary of the Commerce and Administration Students' Association (CASA) of the John Molson School of Business (JMSB). As one of the oldest associations at JMSB, we have the honour of representing the major specific student base that is the accounting student body. As a team, our mission is to enhance the overall university experience of accounting students by providing opportunities to bridge the gap between L'Ordre des Comptables Professionnels Agréés du Québec (OCPAQ), accounting professionals, JMSB faculty members and students.

JMAS

WHAT WE DO

Our top priority is to provide the accounting student body with as many valuable opportunities as possible. This academic year, we remain committed to hosting high-quality events, including...

CPA Cocktail: Our annual CPA Recruitment Cocktail is the highlight of the year, with over 300 students and company representatives networking together.

Tax Clinic: Our student volunteers give back to the community by offering free tax return preparation services. The clinic not only provides essential support to individuals but also allows accounting students to gain hands-on experience by applying their knowledge in a practical, real-world setting.

CPA for a Day: A case competition that allows students to work in teams, analyze a real-world business scenario, develop recommendations, and present their solutions to a panel of judges.

In addition, we also provide free JMAS tutorials for 7 accounting classes (ACCO 310, 320, 330, 340, 360, 420 & 435) to help students excel in their classes.



JMAS EXECUTIVE TEAM

2025 - 2026



Adrian Alexander
Co-President



Samy Mahiout
Co-President



Aswinii Senathirajah
VP Internal



Erik Oldland
VP Firms



Revin Tanhueco
VP Industry



Michael Lanni
VP Finance



Panagiota Boussios
VP Academics



Emilia Arizaj
VP Events



Michael Tiseo
Director of Events



Nathalie Abouchar
Director of Events



Nicholas Polus-Chavez
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Affairs



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PANAGIOTA BOUSSIOS

VP OF ACADEMICS

My name is Panagiota, and I am the Vice President of Academics at JMAS. I'm here to support students with any program-related questions and to help make their academic journey as smooth as possible.

WHAT IS MY ROLE?

As VP of Academics, I advise and support undergraduate accounting students with course planning, the CPA designation, and other program-related matters. I also manage JMAS tutorials, ensuring students have the proper resources needed to succeed in their accounting courses.

As an accounting student pursuing entry into the CPA program, I'm confident in my ability to share valuable insights and provide effective guidance to help fellow students stay organized and confident in their studies.

This year, I'm collaborating with Nicholas, the Director of Student Affairs, to further improve the quality and availability of tutorials, ensuring an even stronger academic experience for all.

Do not hesitate to contact me should you have any questions.

panagiota.boussios@jmas.ca

PANAGIOTA BOUSSIOS
VICE-PRESIDENT OF ACADEMICS



NICHOLAS POLUS-CHAVEZ

VP OF EDI & STUDENT AFFAIRS

My name is Nicholas, and I am the Director of Student Affairs and EDI. I work alongside the Vice President of Academics.

WHAT IS MY ROLE?

My role entails communicating directly with the accounting student body by listening to their concerns, expectations, and recommendations. My position helps provide a stable and direct link between students and the JMAS team. In addition, I always remain open to listen to any concerns regarding EDI to ensure a safe and inclusive environment is met for the accounting students at JMSB.

My goal is to improve your student experience and make sure you feel heard! I would like to help as many students as I can so that you can take advantage of the resources that we offer, such as our tutoring services and networking events.

Do not hesitate to contact me should you have any questions.

nicholas.poluschavez@jmas.ca

NICHOLAS POLUS CHAVEZ
DIRECTOR OF STUDENT AFFAIRS AND EDI

JMAS TUTORIALS

**THIS YEAR WE ARE COMMITTED TO DELIVERING TUTORIALS,
ONLINE AND IN-PERSON.**

Tutors will be:

- Delivering their material at a set time.
- Sharing their content through a live ZOOM meeting or in-person setting & answering questions during these hours.
- Utilizing class-specific Facebook pages as the main channel of communication with students.



JMAS offers accounting tutorials for 7 of the core accounting courses required for the CPA Program. Make sure to follow the class-specific pages on Facebook for schedules and content.

ACCO 310 - FINANCIAL REPORTING I

ACCO 320 - FINANCIAL REPORTING II

ACCO 330 - COST AND MANAGEMENT ACCOUNTING

ACCO 340 - INCOME TAXATION IN CANADA

ACCO 360 - PRINCIPLES OF AUDITING

ACCO 420 - FINANCIAL REPORTING III

ACCO 435 - STRATEGIC ACCOUNTING CASE ANALYSIS



UNDERGRADUATE ACCOUNTING PROGRAM

For students enrolled before Fall 2023

JMSB REQUIRED COURSES (90 CREDITS)

PREREQUISITES

You must complete these courses **only if you do not see** exemptions or credit for them on your student record. If you completed any of these courses at Concordia, they will be considered as non-business electives.

MATH 208	Fundamental Mathematics I
MATH 209	Fundamental Mathematics II
ECON 201	Introduction to Microeconomics
ECON 203	Introduction to Macroeconomics
BTM 200	Fundamentals of Information Technology

CORE COURSES 42 CREDITS

205	Business Communications
210	Contemporary Business Thinking
215	Business Statistics
217	Financial Accounting
220	Analysis of Markets
222	Organizational Behaviour and Theory
223	Marketing Management I
225	Productions / Operations Management
226	Business Technology Management
305	Managerial Accounting
308	Introduction to Finance
315	Business Law and Ethics
320	Entrepreneurship
401	Strategy and Competition

ACCO MAJOR COURSES 24 CREDITS

310	Financial Reporting I
320	Financial Reporting II
330	Cost and Management
340	Accounting
400	Income Taxation in Canada
+3	Accounting Theory *Optional*

ELECTIVES 24 CREDITS

A minimum of 12 credits must be non-business courses. The remaining 12 credits of electives may be used as a business minor, or in any combination of appropriate business or non-business courses.

UNDERGRADUATE ACCOUNTING PROGRAM

For students enrolled Fall 2023 and onward

JMSB REQUIRED COURSES (90 CREDITS)

PREREQUISITES

You must complete these courses **only if you do not see** exemptions or credit for them on your student record. If you completed any of these courses at Concordia, they will be considered as non-business electives.

MATH 208	Fundamental Mathematics I
MATH 209	Fundamental Mathematics II
ECON 201	Introduction to Microeconomics
ECON 203	Introduction to Macroeconomics

CORE COURSES 48 CREDITS

205	Business Communications	225	Production and Operations Management
211	Global Business Environment	226	Business Technology Management
213	Computing and Visualization Tools for Business Analytics	227	Interpersonal and Critical Thinking Skills
214	Business Analytics	229	Managing People in Organizations
216	Ethics, Business Sustainability, and Social Responsibilities	305	Managerial Accounting
217	Financial Accounting	309	Business Finance
219	Innovation Management	316	Business Law and Ethics
221	Financial Markets	320	Entrepreneurship
223	Marketing Management	401	Strategic Management

ACCO MAJOR COURSES 24 CREDITS

310	Financial Reporting I	340	Income Taxation in Canada
320	Financial Reporting II	400	Accounting Theory
330	Cost and Management Accounting	+ 3	Optional

ELECTIVES 18 CREDITS

A minimum of 6 credits must be non-business courses. The remaining 12 credits of electives may be used as a business minor, or in any combination of appropriate business or non-business courses.

JMSB GRADUATE DIPLOMA IN CPA

Required Courses for the JMSB CPA Program
For students enrolled before Fall 2023

ACCO COURSES

- 310** Financial Reporting I
- 320** Financial Reporting II
- 330** Cost and Management Accounting
- 435** Strategic Accounting Case Analysis
- 360 OR 450** Principles of Auditing OR Assurance Services
- 400** Accounting Theory
- 465** Advanced Assurance Services
- 340** Income Taxation in Canada
- 420** Financial Reporting III
- 440** Advanced Taxation

Two of the following ACCO
classes must be taken as
business electives

OTHER COURSES

- COMM 215** Business Statistics
- COMM 217** Financial Accounting
- COMM 226** Business Technology Management
- COMM 305** Managerial Accounting
- COMM 308** Introduction to Finance
- COMM 315** Business Law and Ethics
- COMM 401** Strategy and Competition
- ECON 201** Introduction to Microeconomics
- ECON 203** Introduction to Macroeconomics

JMSB offers a great program that
prepares students to succeed on the
CFE on their way to earning the
CPA Professional permit

These are requirements for JMSB's CPA program. See the CPA program section (pg.24) for the requirement of other CPA programs.

JMSB GRADUATE DIPLOMA IN CPA

Required Courses for the JMSB CPA Program
For students enrolled Fall 2023 and onwards

ACCO COURSES

- 310** Financial Reporting I
- 320** Financial Reporting II
- 330** Cost and Management Accounting
- 435** Strategic Accounting Case Analysis
- 360 OR 450** Principles of Auditing OR Assurance Services
- 400** Accounting Theory
- 465** Advanced Assurance Services
- 340** Income Taxation in Canada
- 420** Financial Reporting III
- 440** Advanced Taxation

Two of the following ACCO
classes must be taken as
business electives

OTHER COURSES

- COMM 213** Computing and Visualization Tools for Business
- COMM 214** Business Analytics
- COMM 216** Ethics, Business Sustainability, and Social
- COMM 217** Responsibility
- COMM 226** Financial Accounting
- COMM 305** Business Technology Management
- COMM 309** Managerial Accounting
- COMM 316** Introduction to Finance
- COMM 401** Business Law and Ethics
- ECON 201** Strategy and Competition
- ECON 203** Introduction to Microeconomics
- ECON 203** Introduction to Macroeconomics

JMSB offers a great
program that prepares
students to succeed on
the CFE on their way to
earning the CPA
Professional permit

These are requirements for JMSB's CPA program. See the CPA program section (pg.24)
for the requirement of other CPA programs.

Riche de ses gens.

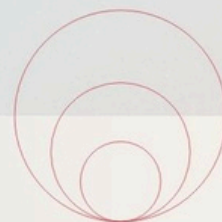
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For students enrolled before Fall 2023

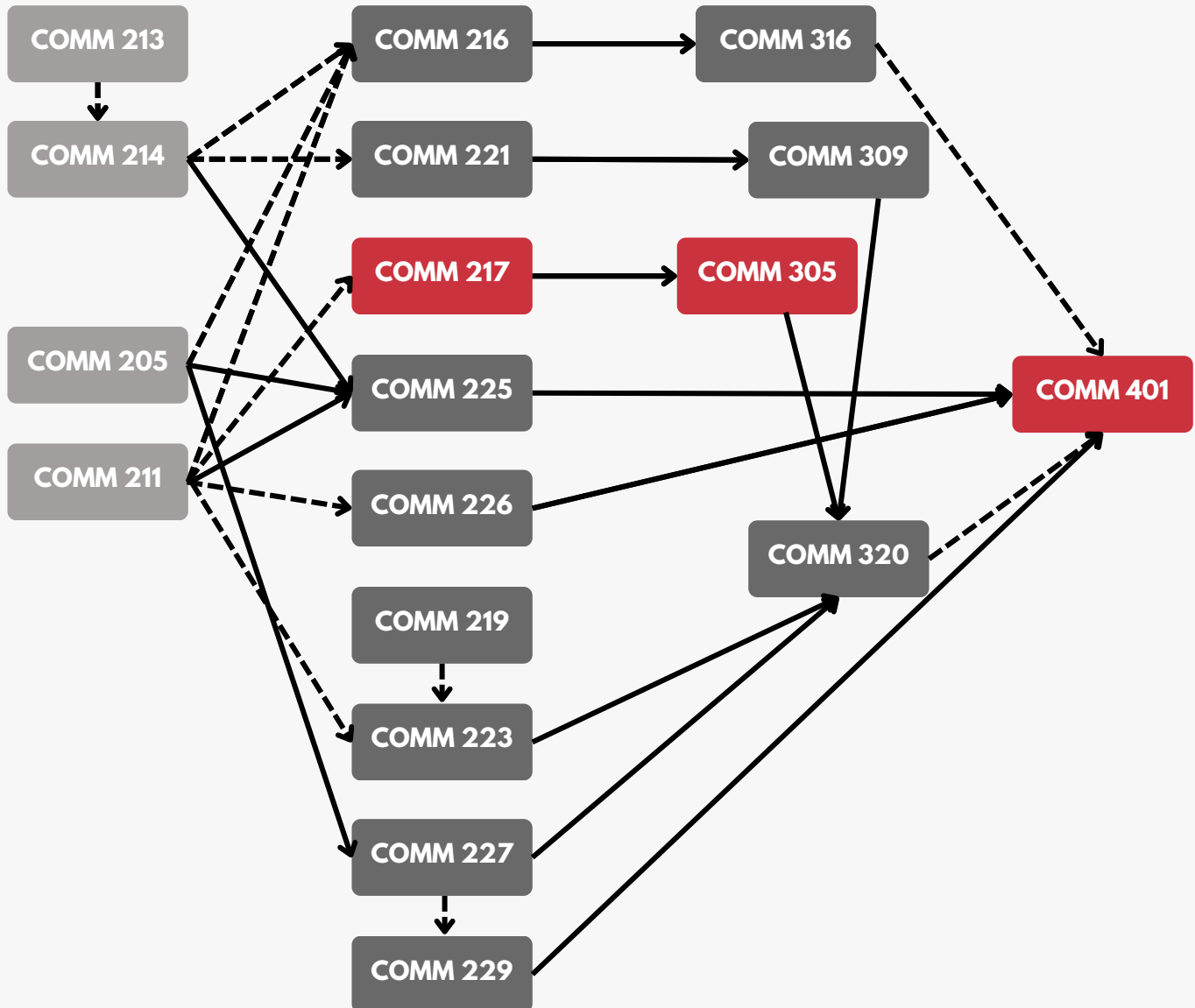


ACCO PREREQUISITES

16

COMM CLASSES FLOWCHART

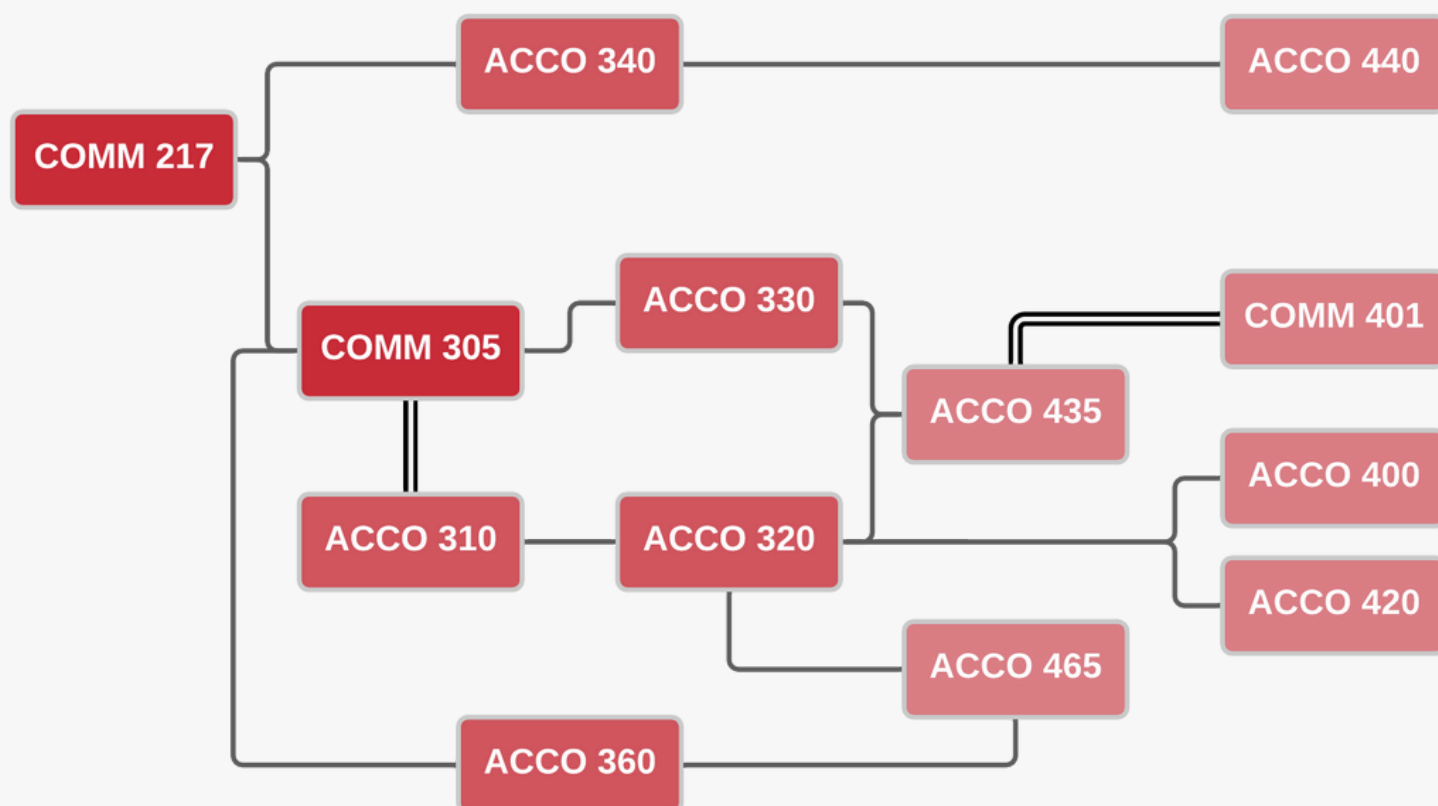
For students enrolled Fall 2023 and onwards



NOTES:

- Dotted arrows indicate two classes that can be taken concurrently (co-requisite)
- Solid arrows refer to a course that should be completed the course appearing at the end of the arrow (prerequisite)

ACCO CLASSES FLOWCHART



Courses recommended to be completed by year of study:

NOTE: Double lines indicate two classes that can be taken concurrently

YEAR 1

COMM 217, COMM 305

YEAR 2

ACCO 310, ACCO 320, ACCO 330, ACCO 340, ACCO 360

YEAR 3

ACCO 420, ACCO 435, ACCO 440, ACCO 465, ACCO 400, COMM 401

Program Planning Worksheet BComm: Accountancy (90 credits) 2022-2023 Academic Year

T19-47106

Name: _____

Student no.: _____

Prerequisites

You must complete these courses **only if you do not see** exemptions or credit for them on your student record. If you completed any of these courses at Concordia, they will be considered as non-business electives.

MATH 208	ECON 201	BTM 200
MATH 209	ECON 203	

Core Courses (42 credits): All BComm students must complete the following 14 courses:

☐ COMM 205	☐ COMM 220	☐ COMM 226	☐ COMM 315
☐ COMM 210	☐ COMM 222	☐ COMM 305	☐ COMM 320
☐ COMM 215	☐ COMM 223	☐ COMM 308	☐ COMM 401
☐ COMM 217	☐ COMM 225		

Major Courses (24 credits): You must complete the five required courses below **and** choose three additional ACCO courses. The following ACCO courses are required for the CPA: ACCO 360, 420, 440, 435, 465. See [here](#) for more details.

☐ ACCO 310	☐ ACCO 330	☐ ACCO 400	☐ ACCO ____
☐ ACCO 320	☐ ACCO 340	☐ ACCO ____	☐ ACCO ____

Elective Courses (24 credits): A minimum of 12 credits must be non-business courses. The remaining 12 credits of open choice electives may be used as a business minor, or in any combination of appropriate business or non-business courses.

Non-Business Electives (12 credits):

☐ _____	☐ _____	☐ _____	☐ _____
--------------------------------	--------------------------------	--------------------------------	--------------------------------

Open Choice Electives (12 credits):

☐ _____	☐ _____	☐ _____	☐ _____
--------------------------------	--------------------------------	--------------------------------	--------------------------------

Sample First Year Schedule for Full-time Students

You may register for five courses per term, but we suggest a maximum of four courses in each term during your first year. Always complete any missing prerequisite or ESL courses in your first year.

Term 1

☐ COMM 205
☐ COMM 210
☐ COMM 215
☐ COMM 217

Term 2

☐ COMM 220
☐ COMM 222
☐ COMM 223
☐ COMM 305

Important

- You should register for courses in both Fall and Winter terms once you have access.
- Consult the [Undergraduate Calendar](#) and [Class Schedule](#) to plan your class schedule wisely.
- Consult the [Registration Guide](#) for help when choosing courses.

Important

- Academic advisors are available to help you make your class schedule, change your course load and plan your degree progression; please refer to the [academic advising section of our website](#) to book an appointment.
- If you are required to take ESL courses, up to 9 ESL credits may count toward your degree. Even if ESL courses are not required, up to 6 ESL credits may count toward your degree.

Program Planning Worksheet

BComm: Accountancy (90 credits)

2023-2024 Academic Year

Name: _____

Student no.: _____

Prerequisites

You must complete these courses **only if you do not see** exemptions or credit for them on your student record. If you completed any of these courses at Concordia, they will be considered as non-business electives.

MATH 208	ECON 201
MATH 209	ECON 203

Core Courses (48 Credits): All BComm students must complete the following 18 courses:

☐ COMM 205	☐ COMM 216	☐ COMM 223	☐ COMM 229	☐ COMM 320
☐ COMM 211	☐ COMM 217	☐ COMM 225	☐ COMM 305	☐ COMM 401
☐ COMM 213	☐ COMM 219	☐ COMM 226	☐ COMM 309	
☐ COMM 214	☐ COMM 221	☐ COMM 227	☐ COMM 316	

Major Courses (24 credits): You must complete the five required courses below **and** choose three additional ACCO courses. The following ACCO courses are required for the CPA: ACCO 360, 420, 440, 435, 465. See [here](#) for more details.

☐ ACCO 310	☐ ACCO 330	☐ ACCO 400	☐ ACCO ____
☐ ACCO 320	☐ ACCO 340	☐ ACCO ____	☐ ACCO ____

Elective Courses (18 credits): A minimum of 6 credits must be non-business courses. The remaining 12 credits of open choice electives may be used as a business minor, or in any combination of appropriate business or non-business courses.

Non-Business Electives (6 credits):

☐ _____	☐ _____
--------------------------------	--------------------------------

Open Choice Electives (12 credits):

☐ _____	☐ _____	☐ _____	☐ _____
--------------------------------	--------------------------------	--------------------------------	--------------------------------

Sample First Year Schedule for Full-time Students

Always complete any missing prerequisite or ESL courses in your first year prior to elective and core courses. You may register for 15 credits per term, but we suggest a minimum of 12 credits in your first term.

Term 1

☐ COMM 205
☐ COMM 211
☐ COMM 213
☐ COMM 214
☐ COMM 219

Term 2

☐ COMM 217
☐ COMM 221
☐ COMM 223
☐ COMM 226

Important

- You should register for courses in both Fall and Winter terms once you have access.
- Consult the [Undergraduate Calendar](#) and [Class Schedule](#) to plan your class schedule wisely.
- Consult the [Registration Guide](#) for help when choosing courses.

Important

- Academic advisors are available to help you review your class schedule, change your course load and plan your degree progression on a yearly basis; please refer to the [academic advising section of our website](#) to book an appointment.
- If you are required to take ESL courses, up to 9 ESL credits may count toward your degree. Even if ESL courses are not required, up to 6 ESL credits may count toward your degree.

SCHEDULE BUILDING

PLAN FOR SUCCESS

While personal study habits contribute to success in school, planning is a key factor.

Creating an effective schedule and ensuring that you have a manageable workload can really reduce stress during a 12-week semester.

Not all classes are the same! Your BCOMM in Accountancy will consist of computational classes (math-based) and theory classes (memorization).

THEORY-BASED

COMM 205	COMM 210	COMM 211
COMM 216	COMM 219	COMM 222
COMM 223	COMM 226	COMM 227
COMM 229	COMM 315	COMM 316
COMM 320	COMM 401	ACCO 360
ACCO 400	ACCO 465	

MATH-BASED

COMM 213	COMM 214	COMM 215
COMM 217	COMM 220	COMM 221
COMM 225	COMM 305	COMM 308
COMM 309	ACCO 310	ACCO 320
ACCO 330	ACCO 340	ACCO 420
ACCO 435	ACCO 440	

As a general rule of thumb, math-based courses should be paired with theory-oriented classes.

This leads to the 2/2/1 rule: **2 theory** courses, **2 practical** courses and **1 elective** (providing you would like to complete five courses per semester).

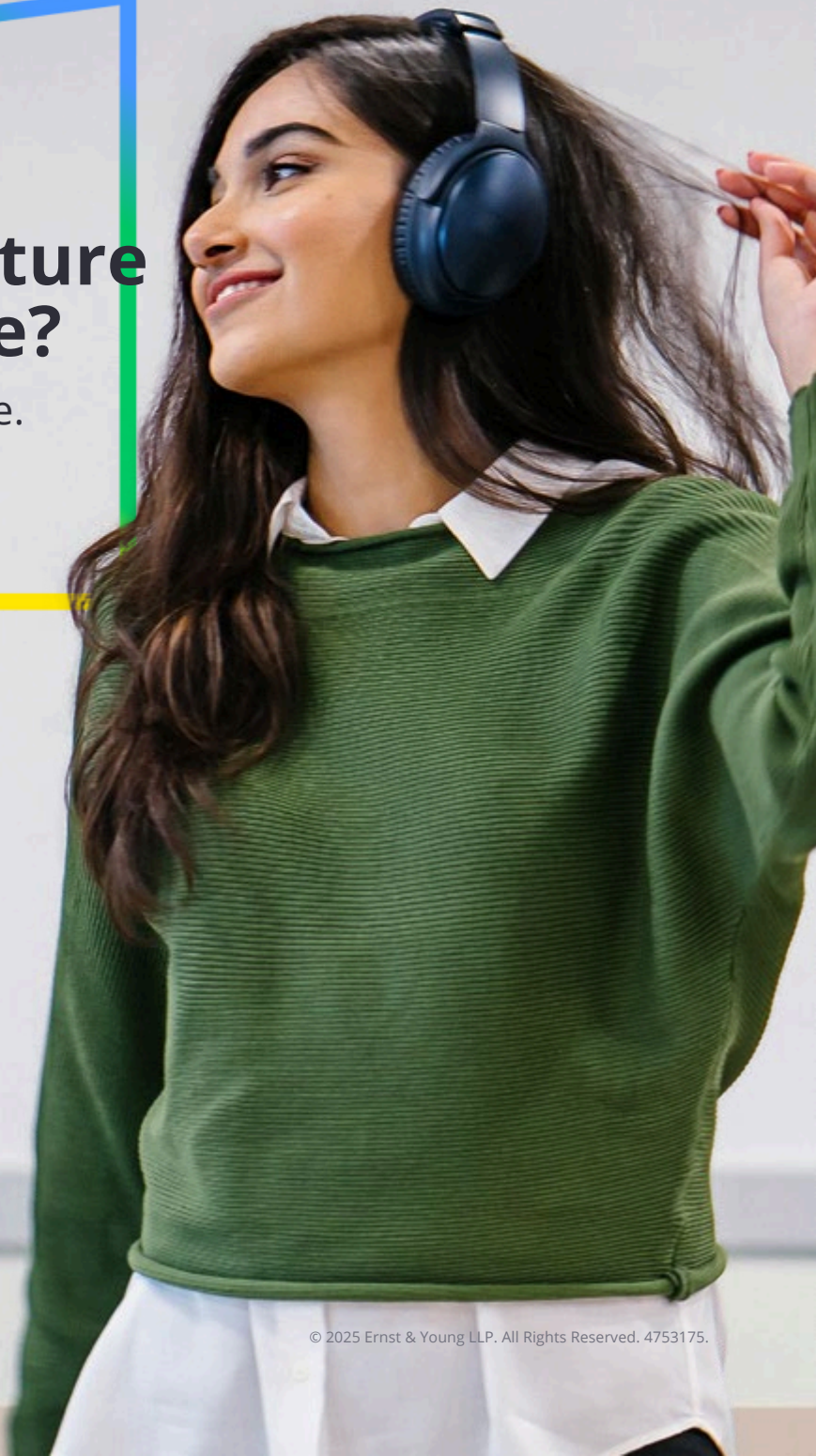
2/2/1



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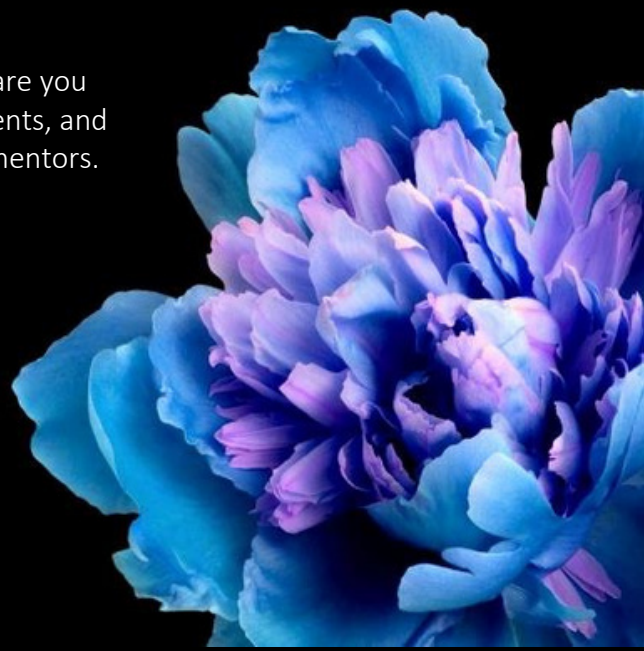
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SAMPLE SCHEDULES

The following are sample schedules designed to help give you a better idea on how to schedule your courses. It is important to note that each course schedule is unique to one's academic objectives, time and ambition. Courses can be changed around to meet your specific needs.

These schedules were made based on the required courses for the JMSB Graduate Diploma in CPA Program and the 2/2/1 rule, according to your term of enrolment in the BComm program.

For further information concerning course planning,

Contact our Academics Team

panagiota.boussios@jmas.ca

nicholas.poluschavez@jmas.ca



SAMPLE SCHEDULES

For students enrolled before Fall 2023

LEGEND

14 COMM COURSES

10 ACCO COURSES

6 ELECTIVES

OPTIMAL MIX

YEAR 1

FALL

COMM 205
COMM 210
COMM 215
COMM 217
ELECTIVE

WINTER

COMM 220
COMM 222
COMM 223
COMM 305
ELECTIVE

SUMMER

ACCO 310 & ELECTIVE

YEAR 2

FALL

COMM 226
COMM 308
ACCO 320
ACCO 360

WINTER

COMM 225
COMM 315
ACCO 340
ACCO 465

SUMMER

ACCO 330 & ELECTIVE

YEAR 3

FALL

COMM 320
ACCO 400
ACCO 440
ELECTIVE

WINTER

COMM 401
ACCO 435
ACCO 420
ELECTIVE

OPTIMAL MIX

WITH BCOMM PREREQUISITES

YEAR 1

FALL

COMM 205
COMM 210
MATH 208
ECON 201
BTM 200

WINTER

COMM 217
COMM 222
COMM 223
MATH 209
ECON 203

SUMMER

COMM 215 & COMM 305

YEAR 2

FALL

COMM 220
COMM 308
ACCO 310
ACCO 360

WINTER

COMM 225
COMM 315
ACCO 320
ACCO 330

SUMMER

ACCO 340 & ACCO 465

YEAR 3

FALL

COMM 226
COMM 320
ACCO 400
ACCO 440

WINTER

COMM 401
ACCO 435
ACCO 420
ELECTIVE

4 CLASS SEMESTERS

YEAR 1

FALL

COMM 205
COMM 210
COMM 215
COMM 217

WINTER

COMM 220
COMM 222
COMM 223
COMM 305

YEAR 2

FALL

COMM 226
COMM 308
ACCO 310
ELECTIVE

WINTER

COMM 315
ACCO 320
ACCO 330
ELECTIVE

YEAR 3

FALL

COMM 225
ACCO 340
ACCO 360
ELECTIVE

WINTER

COMM 320
ACCO 440
ACCO 465
ELECTIVE

YEAR 4

FALL

COMM 401
ACCO 435
ELECTIVE

WINTER

ACCO 400
ACCO 420
ELECTIVE

5 CLASS SEMESTERS

YEAR 1

FALL

COMM 205
COMM 210
COMM 215
COMM 217
ELECTIVE

WINTER

COMM 220
COMM 222
COMM 223
COMM 305
ELECTIVE

YEAR 2

FALL

COMM 226
COMM 308
ACCO 310
ACCO 360
ELECTIVE

WINTER

COMM 315
ACCO 320
ACCO 340
ACCO 465
ELECTIVE

YEAR 3

FALL

COMM 225
COMM 320
ACCO 330
ACCO 440
ELECTIVE

WINTER

COMM 401
ACCO 400
ACCO 435
ACCO 420
ELECTIVE

SAMPLE SCHEDULE

For students enrolled Fall 2023 and onwards

LEGEND

18 COMM COURSES

10 ACCO COURSES

4 ELECTIVES

OPTIMAL MIX

YEAR 1

FALL

COMM 205
COMM 211
COMM 213
COMM 214
COMM 217

WINTER

COMM 219
COMM 221
COMM 223
COMM 305
ELECTIVE

SUMMER

ACCO 310 & COMM 216

YEAR 2

FALL

ACCO 320
ACCO 360
COMM 225
COMM 226
ELECTIVE

WINTER

ACCO 340
ACCO 465
COMM 309
COMM 227
ELECTIVE

SUMMER

ACCO 330 & COMM 229

YEAR 3

FALL

ACCO 440
ACCO 400
COMM 316
COMM 320

WINTER

ACCO 435
ACCO 420
COMM 401
ELECTIVE

OPTIMAL MIX

YEAR 1

FALL

COMM 205
COMM 211
COMM 213
COMM 214
COMM 217

WINTER

COMM 219
COMM 216
COMM 221
COMM 223
COMM 225

SUMMER

COMM 305 & COMM 226

YEAR 2

FALL

ACCO 310
ACCO 360
COMM 227
COMM 229
ELECTIVE

WINTER

ACCO 320
ACCO 400
COMM 309
COMM 316
ELECTIVE

SUMMER

ACCO 330 & ACCO 465

YEAR 3

FALL

ACCO 340
ACCO 420
COMM 320
ELECTIVE

WINTER

ACCO 435
ACCO 440
COMM 401
ELECTIVE

OPTIMAL MIX

WITH BCOMM PREREQUISITES

YEAR 1	FALL COMM 211 COMM 205 MATH 208 ECON 201 BTM 200		WINTER COMM 217 COMM 213 COMM 214 MATH 209 ECON 203
YEAR 2	FALL COMM 305 COMM 216 COMM 219 COMM 225		WINTER ACCO 310 ACCO 360 COMM 221 COMM 226
YEAR 3	FALL ACCO 320 ACCO 330 COMM 223 COMM 227		WINTER ACCO 340 ACCO 400 COMM 229 COMM 309
YEAR 4	FALL ACCO 440 ACCO 435 COMM 320 COMM 316		WINTER COMM 401 ACCO 420 ACCO 465

WITHOUT SUMMER SEMESTERS

YEAR 1	FALL COMM 205 COMM 211 COMM 213 COMM 214 COMM 217	WINTER COMM 221 COMM 219 COMM 216 COMM 305 ELECTIVE
YEAR 2	FALL COMM 227 COMM 309 ACCO 310 ELECTIVE	WINTER COMM 226 ACCO 320 ACCO 330 ELECTIVE
YEAR 3	FALL COMM 225 ACCO 340 ACCO 360 COMM 223	WINTER COMM 320 ACCO 440 ACCO 465 COMM 229
YEAR 4	FALL ACCO 400 ACCO 420 COMM 316	WINTER COMM 401 ACCO 435 ELECTIVE

ADDITIONAL LEARNING SUPPORT

JMSB Tutorials

JMSB offers free tutorials for all the math-based COMM classes. These tutorials have a similar format as the JMAS tutorials and are free! Make sure to check your Moodle portal for course materials, tutorial documents and tutorial schedules.

Student Success Centre

The Student Success Centre (SSC) provides powerful instruments to help you succeed at JMSB. They are here to support you as you build your network through study strategies, mentorship programs, professional support and much more.

Concordia Tutorials

Concordia's downtown campus also offers free individual tutorials for math courses and COMM 214, 217 & 305.

SGW H-460



CAMPUS SERVICES

Birks Student Service Centre

If you have a school-related problem that needs to be solved, Birks will help you find answers and connect you to the people on campus who can help. Birks can help you get an ID card, pay your tuition fees and request social transcripts, among other services.

Exams Office

If you have exam conflicts, exams that land on religious holidays, or are unable to write your final for medical reasons, contact the Exams Office to submit the appropriate request forms.

JMSB Undergraduate Student Affairs Office

The Undergraduate office handles student advising, admissions information, transfer of majors and, all other types of student inquiries.

MB 4.201

514-848-2424, ext. 2721

CAREER PLANNING AND DEVELOPMENT

CAREER MANAGEMENT SERVICE (CMS)

An amazing resource for all students. CMS helps you land a job in every way, whether it be by filling out a CACEE form, helping you write your CV and cover letter, or preparing you for interviews! CMS also has a job board that can help you land a summer internship.

Register for interesting events and workshops on connexions.concordia.ca

514-848-2424, ext. 4245
careers@jmsb.concordia.ca

INSTITUTE FOR CO-OPERATIVE EDUCATION

An excellent program that allows you to get paid on the job experience! If you want to be part of the CO-OP program, you can transfer in as a university student if you have 60 or more credits remaining to complete your bachelor and a GPA of above 3.00.

514-848-2424, ext. 4117
coop.jmsb@concordia.ca

IT SERVICES AND HEALTH & WELLNESS

OFFICE 365 FOR FREE

As a Concordia student, you are entitled to use OFFICE 365 for free! You can do so by signing into myconcordia.ca, clicking on **Accounts & Settings**, then Office 365 student e-mail.

Once your email account has been successfully activated, you can access the Office 365 login page using the following login credentials:

Enter your `_netname@live.concordia.ca` on the main login page.

You will be redirected to the login screen.

Enter your netname and password (same as the MyConcordia portal) to log in.

Note: Your email address will follow the standard format: `firstname.lastname@mail.concordia.ca`

<https://www.concordia.ca/it/services/productivity-suite-students.html>

ACCESS CENTER FOR STUDENTS WITH DISABILITIES

Concordia supports students with a variety of disability conditions through ACSD. Please contact ACSD to find out more on how they can help you. Additionally, students can help the ACSD by preparing notes for students with disabilities.

514-848-2424, ext. 3525
acsinfo@concordia.ca

WHY STUDY ACCOUNTING?

Are you organized, good with numbers and have an appetite for continuous learning?

If so, you may want to consider a career in Accountancy.

By studying in Accountancy, you will develop skills for good business practices, such as:

- Complex problem solving
- Strategic and critical thinking
- Accounting and budgeting skills
- Quantitative skills
- How to prepare, read and analyze financial statements
- Understanding the the tax system and tax planning
- Auditing theory and practice

Accounting is a dynamic field of work that is always in demand. Accountants play a key role in helping organizations succeed by managing, controlling, and organizing their finances.

Accounting is the backbone of every business!

Accounting is not just a desk job; accountants get involved in many aspects of organizations. As an accountant, there are a variety of career paths available, including but not limited to:

- Taxation specialist
- Auditor
- Forensic accountant
- Controller



OBTAINING YOUR CPA DESIGNATION

OBTAINING YOUR CPA

CPA Professional Education Program (PEP)

STEP 1 - ENTRY REQUIREMENTS

The first step in the pursuit of the Canadian Chartered Professional Accountant (CPA) designation is obtaining a Bachelor's degree.

During their Bachelor's degree, students must complete the prerequisite COMM and ACCO courses and meet the overall and CGPA requirements to be admissible for a CPA Professional Education Program (PEP).

Each PEP program has its own admission criteria. It is important for students to verify the specific requirements for their PEP of choice.

STEP 2 - CPA PROGRAM

The second step is choosing and completing a PEP. There are two options to consider: The National Program offered by CPA Quebec, or the Graduate Program in Chartered Professional Accountancy offered by both Concordia and McGill University. Successfully completing either of the two PEP paths will allow you to write the national CPA Common Final Exam (CFE).

The National Program is a 12-to-24-month program offered online and broken down into Core Modules, Elective Modules and Capstone Modules.

The Graduate Program is a 24-to-30 credits in-class learning experience that covers the same learning objectives as the National Program.

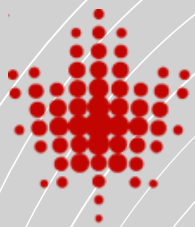
STEP 3 - COMMON FINAL EXAMINATION (CFE)

Once you have completed Professional Education Program (PEP), the next step is writing the three-day Common Final Examination (CFE). The CFE requires candidates to demonstrate depth and breadth of competency development in accordance with the CPA Competency Map. Students must receive a “PASS” in order to qualify for a CPA title.

STEP 4 - PRACTICAL EXPERIENCE

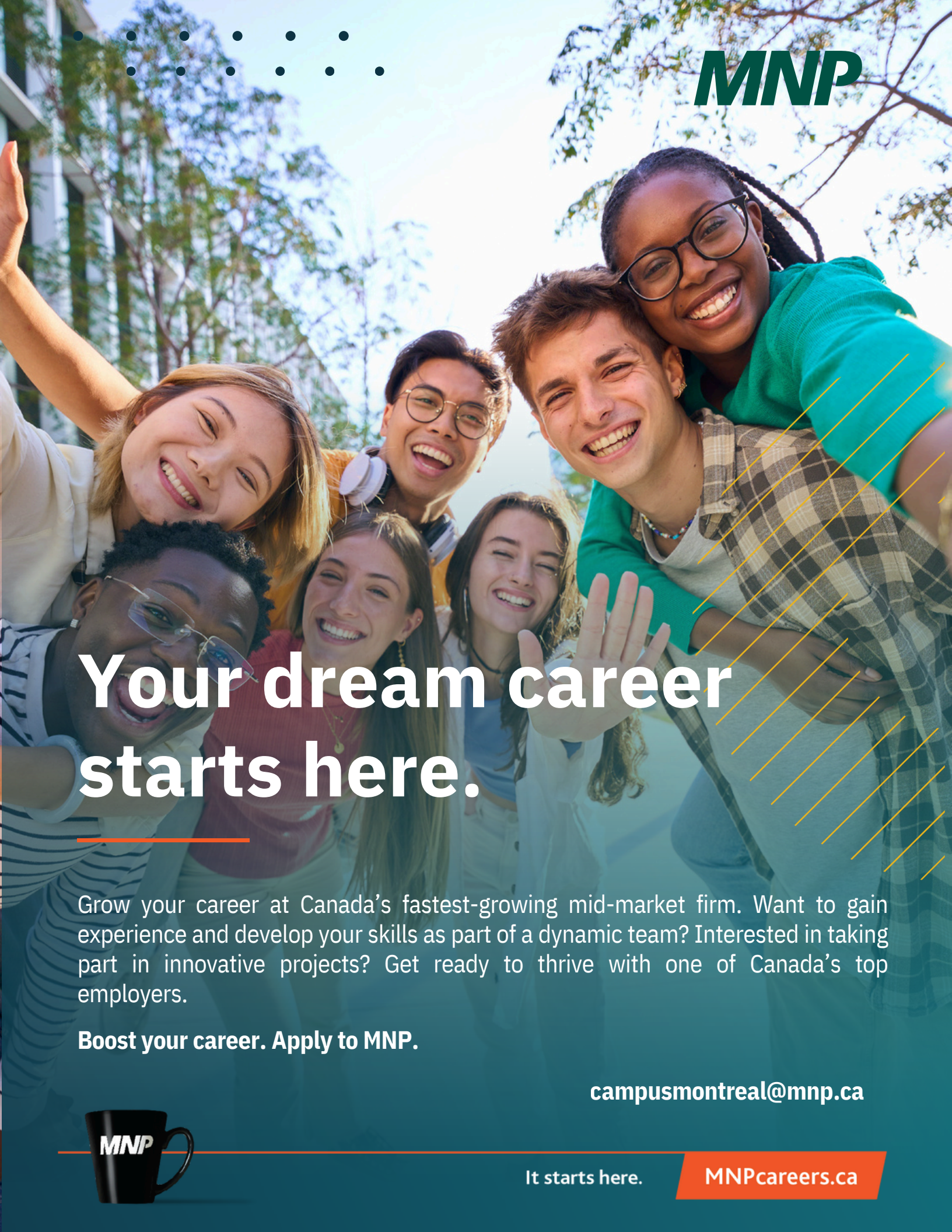
****In addition to writing the CFE, students are required to acquire 24 months of practical experience completed on a full-time basis****

CPA Auditor students must acquire 1250 hours in assurance (audit or review engagements), including at least 625 hours devoted to audit engagements.



CPA

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PROFESSIONNELS AGRÉÉS
STUDENT COMMITTEE
JMSB – CONCORDIA UNIVERSITY**

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campusmontreal@mnpcareers.ca



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[MNPcareers.ca](https://mnpcareers.ca)

JMSB GRADUATE DIPLOMA IN CPA



CURRICULUM

8 Courses (30 Credits)

The Graduate Diploma in Chartered Professional Accountancy program consists of:

CORE

*ALL Mandatory

Core I Module

ACCO 650: Financial Reporting in Practice
ACCO 651: Financial Reporting: Comprehensive Applications

Core II Module

ACCO 652: Business Advisory Services
ACCO 653: Information Systems & Internal Control

ELECTIVES

*Choose 2/4

ACCO 654*: Assurance and Professional Practice
ACCO 655*: Taxation and Decision-Making
ACCO 656: Performance Management
ACCO 657: Financial Strategies & Decisions

*** If you wish to pursue the Public Accountancy Track (Audit), you must choose ACCO 654 and ACCO 655**

CAPSTONE MODULES

*ALL Mandatory

Capstone I

ACCO 658: Capstone I Seminar

Capstone II

ACCO 659: Capstone II Examination Preparation

WHAT IS A CAPSTONE?

Exclusively offered during the summer, these modules are designed as an all-in-one preparation to give you the best tools to succeed on the CFE: stress management workshops, industry experts seminars, one-on-one case debriefs with CPAs, group project and debriefs, etc.

**Students may follow a full-time accelerated path, a part-time schedule or a mix of both.*

FLEXIBLE SEQUENCING

REGULAR PATH

Students can pursue full-time or part-time studies and can complete the program in 1 to 4 years. Classes are held Monday through Thursday evenings. Part-time students can work while studying to gain the necessary practical experience.

Evening course lectures: 1 evening per week, per course

ACCELERATED PROGRAM

Full-time students complete the program in approximately 1 year and generally gain practical experience in Winter, during their leave of absence, and after the completion of their studies

Daytime course lectures: 4 hour lectures, 3 days per week

CAPSTONES MODULES

Capstones are completed concurrently and follow a specialized course calendar from May until the first week of August, just before students take the CFE in the Fall. Students are encouraged to take leave from work and study full-time. The Capstone Modules are offered exclusively in summer.

SAMPLE COURSE PLANS

Sample course plans to complete the program in the shortest time, based on term of admission:

ADMISSION TERM		COURSE PLAN						First Available CFE	Total # of terms
		FALL	WINTER	SUMMER	FALL	WINTER	SUMMER	FALL	
REGULAR	FALL	Core 1	Core 1 and/or Core 2	Core 2 and/or Electives	Core 2 and/or Electives	Core 2 and/or Electives	Capstones	CFE	6
	WINTER		Core 1	Core 1 and/or Electives	Core 2 and/or Electives	Core 2 and/or Electives	Capstones	CFE	5
	SUMMER			Core 1	Core 2	Electives	Capstones	CFE	4
SUMMER (FULL-TIME) *Accelerated path				Core 1 and Core 2	Core 2 and Electives	Leave of Absence	Capstones	CFE	3
FALL (FULL-TIME) *Non- Accelerated path					Core 1 and Core 2	Core 2 and Electives	Capstones	CFE	3

APPLICATION PROCESS

The Admissions Committee takes a holistic approach to assessing an application and will consider every aspect including academic history, professional experience, reference letters, statement of purpose, etc. The competitiveness of your application will also depend upon the other applicants for that same term.



The admission requirements include:

PREREQUISITE COURSES

18 undergraduate courses in ACCO and COMM are required by the Quebec CPA Order before being admitted to the Graduate Diploma in CPA

LETTER OF REFERENCE

1

CV / RESUMÉ

No work experience required

TRANSCRIPTS OF UNDERGRADUATE DEGREE

Overall:

3.0 / 4.3 CGPA

Required ACCO Courses:

2.8 / 4.3 CGPA

STATEMENT OF PURPOSE

500 words

TUITION AND FEES FOR THE ENTIRE PROGRAM

Canadian citizens/ Permanent residents of Quebec

\$ 8,000

Canadian Citizens / Permanent residents, non-Quebec

\$ 14,000

**The listed tuition fees are approximate and subject to change. Includes supplemental fees for the Capstone Modules*

APPLICATION DEADLINES

<i>Summer Term</i>	<i>Fall Term</i>	<i>Winter Term</i>
February 1	June 1	October 1

FOR MORE INFORMATION

Address: 1450 Guy, MB 14.115

Telephone: 514-848-2424 ext. 7344

Email: gradacco.jmsb@concordia.ca

Webpage:

<http://www.concordia.ca/jmsb/programs/graduate/cpa.html>

CPA NATIONAL PROGRAM

Core Modules

The beginning of the program is comprised of 2 common core modules:

- Core 1 primarily focuses on financial accounting and reporting
- Core 2 focuses on management accounting, planning and controls

Elective Modules

There are 4 elective modules:

- Performance Management
- Finance
- Assurance*
- Taxation*

*These modules are mandatory in order to become a CPA Auditor.

Capstone Modules

Capstone 1 and Capstone 2 focus on team management, communication in a professional environment and strategic leadership skills using the knowledge acquired in the previous modules.

*Important: It is highly recommended that candidates take the Capstone modules 1 and 2 immediately leading up to the CFE. For instance, if you are planning to write the CFE in September, you should register for Capstone 1 starting in May and for Capstone 2 starting in July.

For more information, visit:

<https://cpaquebec.ca/en/students-and-future-cpas/education/national-program-delivered-by-the-order/>



CPA

COMPTABLES
PROFESSIONNELS AGRÉÉS

BUILDING YOUR CAREER - ONE STEP AT A TIME!

PSB BOISJOLI (“PSBB”) is a tight-knit group of people with a team of over 250 staff members. PSBB has established itself as a leading mid-size firm in Quebec as well as being named Canada’s Top Employers six years in a row. Here at PSBB, we believe that everyone is offered the opportunity to define their role, find their voice, their inspiration, and their growth potential, all while placing high importance on their personal and professional values. Free from traditional hierarchical boundaries, our team members keep things simple and effective when it comes to leadership, relationships, and effective communication. Quality of life is our priority, both in and outside of the office. PSB BOISJOLI also offers a competitive salary as well as an interesting benefits package. We pride ourselves by offering a stimulating working environment that fosters professional growth. **Apply on PSB BOISJOLI website under Career -> Articling students**



MCGILL CPA PROGRAM

McGill's full-time CPA program is offered by the Desautels faculty of Management.

Prerequisites

- Same as JMSB's CPA program + FINA385 or FINA 395
- McGill requires a minimum CGPA requirement of 3.0/4.0*

*As such, your GPA, which is on a 4.3 scale, will be reconciled when they are reviewing your application.

**McGill has a part time option at the center of continuing education.

For more information, visit:

<https://www.mcgill.ca/desautels/programs/gcpa>





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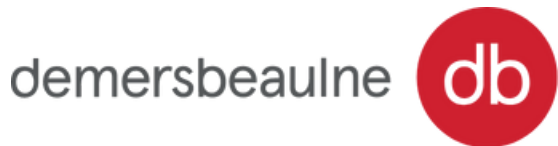


ACKNOWLEDGEMENTS

PSBBOISJOLI



Crowe BGK S.E.N.C.R.L./LLP



We thank you for your continued support in our efforts to contribute to the success of our accounting student body

SOCIAL MEDIA

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