



The language of business



09|10

PROGRAM OF  
PROFESSIONAL STUDIES

CERTIFIED GENERAL ACCOUNTANTS OF CANADA

# Profile

The Certified General Accountants Association of Canada represents over 71,000 accounting professionals. Internationally recognized, CGA-Canada is a full partner of the world's leading accounting standards organizations.

CGA members and students are represented nationally through CGA-Canada and regionally by the provincial and territorial affiliates.

## Important Dates

---

### Session 1 Fall

Early August	Last date to apply for advanced standing
Mid August	Last date to enrol in Session 1
Early September	Courses Commence
Early December	Session 1 Exams

---

### Session 2 Winter

Early November	Last date to apply for advanced standing
Mid November	Last date to enrol in Session 2
Early December	Courses Commence
Mid March	Session 2 Exams

---

### Session 3 Spring

Mid February	Last date to apply for advanced standing
Mid February	Last date to enrol in Session 3
Mid March	Courses Commence
Mid June	Session 3 Exams

---

### Session 4 Summer

Mid May	Last date to apply for advanced standing
Mid May	Last date to enrol in Session 4
Early June	Courses Commence
Early September	Session 4 Exams

This calendar is published several months in advance of the beginning of the academic year to which it applies. The CGA Association reserves the right to change or amend its programs, fees structure, and regulations at any time.

# Wherever you want to go, CGA gets you there.

The CGA professional accounting designation offers aspiring professionals a distinctive edge — opening doors of unlimited career opportunity. Enrolling in the CGA program of professional studies will provide you with the skills to succeed wherever your business career will take you.



# Why choose CGA?

## **CANADA'S MOST RESPECTED ACCOUNTING EDUCATION PROGRAM**

CGA's professional designation offers you a distinctive edge, opening doors of unlimited career opportunity. Enrolling in the CGA program of professional studies provides you the tools to succeed, no matter where in the business world your career takes you. You will demonstrate to employers that you have specialized knowledge and skills, as well as the dedication, vision, and ethical integrity to be an outstanding leader.

You will learn from a comprehensive and dynamic competency based curriculum that is developed by CGA Canada's renowned educational team, with the support of leading accounting and business specialists and academics from across Canada. The CGA program is proven to deliver the highest standards in leading-edge financial management competencies, integrated computer technologies and independent learning support.

Real world experience is an integral component of your development as a financial professional. While progressing in the CGA program you will have the opportunity to enjoy rapid career advancement with full-time employment. This practical on-the-job-experience will effectively complement your studies and assist you in understanding and applying the competencies expected of a developing professional – leading you to increasingly senior positions of responsibility and earning potential.

## **CAREER ADVANTAGES BEGIN WITH ENROLLMENT**

CGAs are recruited for the most senior financial management positions and command maximum earning power. But you don't have to wait until you achieve your CGA designation to begin enjoying the career benefits. Enrolling in the CGA program offers you immediate career advantages. As a CGA student you will develop the abilities to analyze and interpret financial information; the skills to think creatively and to solve complex problems; the expertise to plan, forecast, and implement corporate strategies; and to communicate effectively. Employers recognize that CGA students demonstrate high levels of dedication and competence, and are being professionally groomed under Canada's most demanding financial management curriculum.

## **UNLIMITED ADVANCEMENT & EARNING POTENTIAL**

As a CGA your career offers unlimited advancement and earning potential! CGAs hold financial executive positions, as Presidents, CEOs, CFOs, Directors, Partners, etc. and rank in the top five per cent of income earners in Canada. Recent salary surveys show that CGA incomes range between \$40,000 and \$1 million annually!

## **LEARN RELEVANT AND LEADING EDGE PROFESSIONAL COMPETENCIES**

There is a growing demand for highly skilled financial professionals. CGA's ongoing practice analysis research ensures that its competency based curriculum always meets the emerging needs in today's business world. With the CGA designation you bear the mark of professional competence, proof that you have what it takes to exceed employer expectations.

The CGA designation is recognized throughout Canada and around the world as a pre-eminent standard of excellence and professionalism in all aspects of finance and business management. CGAs are committed to continuing professional development and strictly adhere to one of Canada's most highly respected codes of professional conduct. It is this level of attention to the development and maintenance of professional competence that has led the business, academic, and professional communities to hold the CGA designation in the highest regard.

## **ETHICS INTEGRATION**

Ethics is the cornerstone on which professionals build their reputation and instill trust in those they serve. CGA members must closely adhere to the Association's strict Code of Ethical Principles and Rules of Conduct. This renowned code is one of the main reasons why businesses hold the CGA designation in such high esteem. CGA incorporates ethics studies throughout all courses in the program.

## **A FLEXIBLE EDUCATION PROGRAM**

The CGA program adapts to your learning style, career goals and lifestyle.

### ***Flexible Entrance***

The CGA program accommodates entry at a level that is consistent with your educational background. You can enter the program at Level 1 if you are new to accounting education, or, if you have already completed substantially equivalent courses at an approved post-secondary institution, you may apply for transfer credits to enter at a more advanced level.

### ***Innovative Online Course Delivery***

CGA's use of innovative educational technologies provides students with an efficient and flexible learning environment. Web-based technologies offer students the advantages of independent and collaborative learning. CGA's technology integration keeps you connected with course lecturers, tutors, and other CGA students from virtually any location.

### ***PACE Elective Courses***

As a CGA student, you not only have the choice to work in any business area, but you also have the unique opportunity to tailor your professional studies to complement your personal career path. At the certification level, PACE, you can choose from over 15 different course combinations — allowing you to complete courses related to your chosen field — whether it is in the corporate sector, non-profit, government, or public practice.

### ***Integrated Bachelors or Masters Degree***

While your degree may be obtained from any approved degree granting institution and in any field, if you enter the CGA program without a degree you can take advantage of CGA's exclusive integrated opportunities — allowing you to efficiently complete a bachelors or masters degree concurrent with your CGA studies. For more information about CGA's degree opportunities see page 7.

### ***Portability***

The CGA designation is recognized throughout Canada and around the world. In fact, CGA-Canada represents a network of members and students working in Canada and abroad. CGA's exclusive program gives you the portability of transferring your designation or studies from your international region to any region on the back cover of this publication.

### ***Earn While You Learn***

The CGA program encourages you to work full-time in an accounting or financial management related position, concurrently while you complete your CGA studies — providing you the opportunity to enjoy the benefits of a full-time salary and career advancement while continuing your education as a part-time student.

### ***Flexible Practical Experience***

CGA's practical experience standard allows you the choice of determining where you pursue your financial career. You will find exciting and rewarding opportunities for CGAs in all economic sectors.



# CGA program at a glance

CGA professional certification consists of three main components; Academic (foundation, advanced, and PACE levels), Degree, and Practical Experience.

## CGA COURSES & EXAMS

### **Business Cases**

CGA's business cases are designed to help you apply financial management concepts in a practical and professional manner. The accounting case (BC1) is completed following the Foundation Studies, while the auditing case (BC2) may be completed in conjunction with or following the Auditing 1 (AU1) course.

### **Certification: PACE**

The academic capstone of the CGA program is PACE, Professional Applications & Competence Evaluations. PACE courses are delivered through an interactive learning environment that includes online teamwork, business simulations, and in-depth case studies. The PACE courses are designed to provide students with the technical, professional, leadership, and general management competencies required of a newly certified CGA.

PACE requires the completion of four professional applications courses — two electives and two capstones. The capstone courses are Issues in Professional Practice (PA1) and Strategic Financial Management (PA2). In these two courses, students advance and demonstrate their abilities to integrate and apply professional competencies from the broad spectrum of financial management knowledge (including accounting, tax planning, assurance, finance, management information systems, strategy, etc.) they have studied and experienced; from the perspective of an external business advisor in PA1 to an organization's internal financial manager in PA2.

The PACE elective component requires two courses selected from six options, allowing for 15 different combinations. These electives will provide you the opportunity to focus your professional preparation in the area that supports your personal career goals and interests. Recommendations on different course combinations in different sectors are shown on page 8.

All PACE examinations must be written through the CGA Association, ensuring that all students demonstrate the professional knowledge and competencies expected of a newly certified CGA.



## DEGREE REQUIREMENT

All CGA students are required to obtain a Bachelors degree prior to certification as a CGA. The degree may be from any approved post-secondary degree-granting institution and may be obtained in any field. The CGA degree requirement may be achieved while enrolled in the CGA program.

### ***CGA's Exclusive Integrated Degree Opportunities***

Students choosing to enter the CGA program without a Bachelors degree are provided several options. The degree courses are designed for part-time distance learning and are completed as students study towards their CGA designation.

CGA students can complete an Honours Bachelor of Commerce degree or a Master of Business Administration degree. CGA jointly administers the degree course registrations and delivery processes for all three opportunities — offering efficient and affordable paths to both achieving an accredited business degree and satisfying CGA's degree standard.

The Honours Bachelor of Commerce offered by Laurentian University (LU) combines versatile management education and core business skills that compliment CGA's accounting and financial management professional studies, providing students a breadth of highly relevant professional business competencies. For further details, visit [www.cga.laurentian.ca](http://www.cga.laurentian.ca).

The Masters of Business Administration (MBA) degree, also offered through Laurentian University, may be completed concurrently with or following completion of the CGA program. Admission to this graduate level business degree is competitive, based on an applicant's portfolio of demonstrated experience and education. For further details of this exceptional educational opportunity, visit [www.cga.laurentian.ca](http://www.cga.laurentian.ca).

## PRACTICAL WORK EXPERIENCE

The application of knowledge through practical experience, concurrent with the study of conceptual knowledge, is integral to developing a well-rounded professional. Further, the freedom to obtain experience in a variety of accounting and financial management positions is one of the major advantages of CGA's certification process.

CGA practical experience is assessed on the basis of professional competencies. To qualify for certification, all candidates must demonstrate a specific set of competencies through approved work experience. This requires 36 months of full-time employment experience.

Where your accounting and financial management experience is gained is largely up to you. CGA students enjoy a wide range of career opportunities throughout the business community, while employed in corporate entities, governments, public accounting firms and not-for-profit organizations.

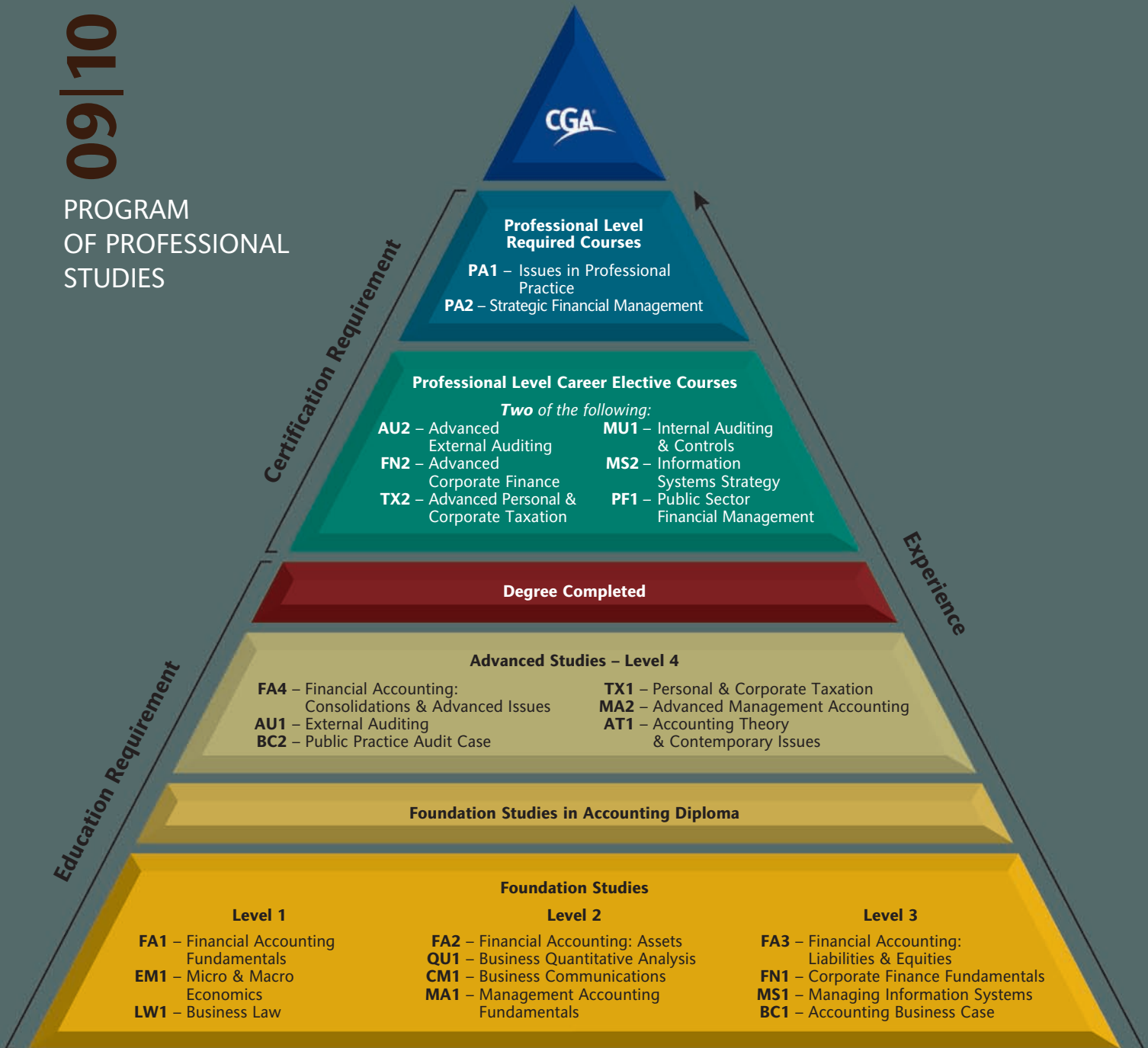
As examples, the practical experience portfolios of CGA students at the advanced studies level may include such activities as financial statement interpretation, financial analysis, annual budgeting, investment management, tax planning, small organization audits, and systems analysis. Typical PACE level student experiences may include complex financial analysis, forecasts, strategic planning, policy recommendations, project leadership, business re-engineering, client relations, corporate audits, and other senior management functions. As a student you may have your experience assessed from time to time as you advance through the program ensuring that you are progressing satisfactorily towards this certification requirement.

Recognizing that many organizations will only employ registered CGA students, the Association allows students to enroll in the CGA program prior to obtaining related employment.

# CGA program at a glance

09|10

## PROGRAM OF PROFESSIONAL STUDIES



# Study Method

## THE CGA LEARNING PROCESS

CGA's program of professional studies is designed to offer students the opportunity to study part-time while pursuing full-time employment and career advancement. The program offers four sessions annually (Fall, Winter, Spring, Summer); students normally register for one course in a session.

CGA's innovative course design integrates technology, using online learning resources for delivery and a wide range of leading business software to provide students the 'hands-on' opportunity to use technology as an effective business decision tool.

### Lectures

CGA offers weekly online audio lectures that facilitate the entire CGA program being completed by independent and collaborative distance learning.

### Online Support Resources

A variety of online learning support resources are provided for each course. In addition to the audio lectures mentioned above, students have access to a national tutor, study groups/chat lounges, practice examination blueprints, interactive module notes, and model financial statements.

## Modules and Course Work

Each CGA Course has 10 weekly modules with required readings and may include an assignment, quiz, and/or online discussion. In the Foundation studies courses, online assignments and quizzes will be assessed for 30% of your final course grade. In the Advanced Studies and PACE level the assignments and/or online discussions will be used to qualify you for the national course examination. Each module also provides a set of review questions and suggested solutions to reinforce the concepts and skills you have learned.

## Examinations

Three-hour national examinations are written at the end of each course in the Foundation and Advanced study levels. At the PACE Level, the exams are four hours in length. To assist with examination preparation, you are provided with a practice examination and previously written CGA exams. In-person review sessions may be available for courses provided with in-class support, in addition to online audio review files.

Students must achieve a minimum final grade of 65% to earn credit for a course. For Foundation Studies courses, the final grade is a blend of the results from the term work and final examination. For the Advanced Studies and PACE level courses, the final course grade is based solely on the final examination.

## Study Workload

The CGA program prepares you for certification as a financial professional. To be successful you will need commitment, self-discipline and organization skills. You should anticipate devoting approximately **20 hours per week** to your studies. CGA recommends that you take only one course per session while you are working full-time.

## Foundation Studies in Accounting Diploma

A Foundation Studies in Accounting diploma may be obtained upon completion of all the course requirements in the CGA Foundation Studies, Levels 1 through 3, by CGA examination or transfer credit. As a minimum residency requirement, students must have passed the CGA Financial Accounting 3 examination, Business Case 1, and one other CGA course examination to be eligible for the diploma.

## PD NETWORK

CGA-Canada has developed the Professional Development Network. This site is available to students and CGA members and is a compilation of information targeted to answer the questions that CGAs face in their day-to-day work. Resources on this site are chosen for their relevance, depth and integrity. They include a virtual library of articles, a bibliography of books and publications, and continuing professional development opportunities such as online seminars and courses. [www.cga-pdnet.org](http://www.cga-pdnet.org)

# Course descriptions

The following are brief course summaries plus a reference to course prerequisites.

## **FINANCIAL ACCOUNTING FUNDAMENTALS [FA1]**

**Prerequisite: None**

An introductory course in financial accounting that reviews the full accounting cycle and the preparation of financial statements.

## **BUSINESS LAW [LW1]**

**Prerequisite: None**

An introduction to the Canadian legal system and its relation to business operations from a financial manager's perspective.

## **MICRO & MACRO ECONOMICS [EM1]**

**Prerequisite: None**

This is a principles course in the issues, concepts, and theories of microeconomics and macroeconomics.

## **FINANCIAL ACCOUNTING ASSETS [FA2]**

**Prerequisite: FA1**

This is an intermediate financial accounting course that focuses on the asset side of the balance sheet.

## **BUSINESS QUANTITATIVE ANALYSIS [QU1]**

**Prerequisite: None**

With a focus on business and auditing, this course covers the fundamental concepts in the use of statistical analysis.

## **MANAGEMENT ACCOUNTING FUNDAMENTALS [MA1]**

**Prerequisite: FA1** (course taken but not necessarily passed)

In this course the student is introduced to the main concepts and practices of management accounting.

## **BUSINESS COMMUNICATIONS [CM1]**

**Prerequisite: None**

The writing skills that professionals require to succeed in business communications are developed in this course.

## **FINANCIAL ACCOUNTING LIABILITIES & EQUITIES [FA3]**

**Prerequisites: FA2** (course taken but not necessarily passed)

This intermediate level financial accounting course emphasizes liabilities, equities and the analysis of financial statements.

## **CORPORATE FINANCE FUNDAMENTALS [FN1]**

**Prerequisites: FA1, EM1**

This foundation course in managerial finance focuses on the major decisions made by the financial executive.

## **MANAGING INFORMATION SYSTEMS [MS1]**

**Prerequisite: FA1** (course taken but not necessarily passed)

This is an introductory course in the use of computer-based information systems in management and accounting.

## **ACCOUNTING BUSINESS CASE [BC1]**

**Prerequisite: Completion of Level 3**

Students will apply and integrate knowledge from various subject areas to solve business problems encountered by a sample company and produce high-level management reports. This business case will require students to commit approximately 50 hours and has no final examination.

## **ADVANCED MANAGEMENT ACCOUNTING [MA2]**

**Prerequisites: MA1, QU1**

In this advanced course, students develop a conceptual understanding of the role of management accounting information in the analysis of business operations, implementation of effective management control systems and support of management decisions.

## **EXTERNAL AUDITING [AU1]**

**Prerequisites: FA3, MS1, QU1**

The auditing principles and procedures applicable to external auditing are covered in this introductory course.

### **PUBLIC PRACTICE AUDIT CASE [BC2]**

**Prerequisites:** FA3, MS1, QU1, AU1 (course taken but not necessarily passed) May also be completed concurrently with AU1.

Students will obtain hands-on experience in preparing audit working papers required to support the audit opinion reached by an auditor. This business case will require students to commit approximately 30 hours and has no final examination. It is normally completed concurrently with the Auditing 1 course.

### **ACCOUNTING THEORY & CONTEMPORARY ISSUES [AT1]**

**Prerequisites:** FA3, FN1

This is an advanced financial accounting course providing an in-depth treatment of current issues and problems in the professional financial management field.

### **PERSONAL & CORPORATE TAXATION [TX1]**

**Prerequisite:** FA3 (course taken but not necessarily passed)

The fundamental principles, concepts, and application of Canadian federal income tax legislation, in both individual and corporate taxation, are covered in this course.

### **FINANCIAL ACCOUNTING CONSOLIDATIONS & ADVANCED ISSUES [FA4]**

**Prerequisites:** FA3, BC1

An advanced course providing an in-depth study of the six major areas of advanced financial accounting.

### **ADVANCED EXTERNAL AUDITING [AU2]**

**Prerequisite:** AU1, BC2

An advanced audit course providing an in-depth study of concepts related to all aspects of external auditing as well as other types of audit and non-audit engagements, and a discussion of current issues and future directions in auditing.

### **ADVANCED CORPORATE FINANCE [FN2]**

**Prerequisite:** FN1

This advanced course provides an in-depth study of issues and tools that will assist financial managers in their decision-making.

### **INTERNAL AUDITING & CONTROLS [MU1]**

**Prerequisites:** AU1, BC2

Objectives, concepts, principles, procedures and techniques of management auditing, as well as the role of the management auditor in today's business systems are covered in this course.

### **INFORMATION SYSTEMS STRATEGY [MS2]**

**Prerequisite:** MS1

This advanced course in analysis, design, and implementation of computer-based information systems is presented from a management end-user perspective.

### **ADVANCED PERSONAL & CORPORATE TAXATION [TX2]**

**Prerequisite:** TX1

This advanced course covers corporate reorganizations, tax planning, and the application of tax principles and concepts to complex tax situations of individuals, trusts, partnerships, and corporations.

### **PUBLIC SECTOR FINANCIAL MANAGEMENT [PF1]**

**Prerequisites:** FA2, MA2, AU1

This advanced course deals with financial management concepts, methods, and standards in use in the public sector.

### **ISSUES IN PROFESSIONAL PRACTICE [PA1]**

**Prerequisite – Level 4 & two PACE Electives**

Prepares students to integrate and apply the competencies that a professional accountant external to an organization and providing business advisory services should possess. Using case studies and business simulations, students will develop and demonstrate their ability to anticipate and solve real world problems. The course introduces emerging issues while emphasizing competencies in financial accounting, taxation, and assurance. Online discussion groups are used to further develop such competencies as communications, teamwork and time management.

### **STRATEGIC FINANCIAL MANAGEMENT [PA2]**

**Prerequisites – Level 4 & two PACE Electives**

Develops the professional competencies a CGA requires to effectively manage an organization's financial affairs from an internal perspective. In this course students are introduced to strategy and leadership competencies. They are also required to demonstrate their ability to integrate and apply knowledge from management accounting, finance, and management information systems. Online case discussion groups and business simulations are used to hone core professional competencies in communications, teamwork and time management.

# Technology requirements

The CGA program has earned global respect for its leadership in technology-integrated training. CGA's integration of the latest in business software, and web-based technologies provide learning support and a hands-on software experience – accelerating students' efficiency of learning, while equipping them with the practical skills to effectively compete in today's technological world.

## COMPUTER ACCESS

All CGA students must have access to, and the familiarity to use the appropriate computer hardware, operating system software, and the Internet. Students must ensure that these requirements are met prior to enrolling in the program.

## COMPUTER TUTORIALS

To ensure you are prepared to use the necessary computer applications, the Association has developed self-study Computer Tutorials, presented in three modules. Each module is designed for self-study and requires approximately 10 to 15 hours to complete and there are no examinations. The tutorials are designed to introduce students to the basic features of: Microsoft Windows (CT1); Microsoft Excel (CT2); and ACCPAC (CT3).

The computer skills demonstrated within CT1 & CT2 are prerequisite knowledge for the CGA program. Students are strongly recommended to complete the tutorials prior to beginning their first CGA course. CT1 and CT2 may be purchased from the CGA office.

## LEADING BUSINESS SOFTWARE

CGA has integrated a wide range of leading software in courses throughout the program, including: ACCPAC, Excel, Access, CANTAX, CaseWare, and Audit Command Language. Most required software is included with the applicable course registration.

## MICROSOFT OFFICE

All students must have access to Microsoft Office 2003, or 2007. These packages include Excel, Word, Power Point and Internet Explorer.

## VIRUS & FIREWALL PROTECTION

All students are required to protect their computers with reputable and current virus checking and firewall software. This requirement minimizes the risk of system failure due to a virus infection and the spreading of viruses to other computers. Students are able to purchase Trend Micro Systems antivirus software at a reduced price.



## REQUIRED OPERATING SYSTEM AND SOFTWARE

The following are the required operating system and software applications for students in the CGA Program of Professional Studies:

- Windows XP with Service Pack 2 *or* Windows Vista — 32 bit English language editions only
- Internet Explorer 7
- Microsoft Word, Excel, and PowerPoint — 2003, *or* 2007
- Acrobat Reader 8.x
- RealPlayer 10.x
- Windows Media Player 11.x

Versions released after this document was published may not be fully supported.

Students are strongly advised to have up-to-date antivirus software or an Internet security package.

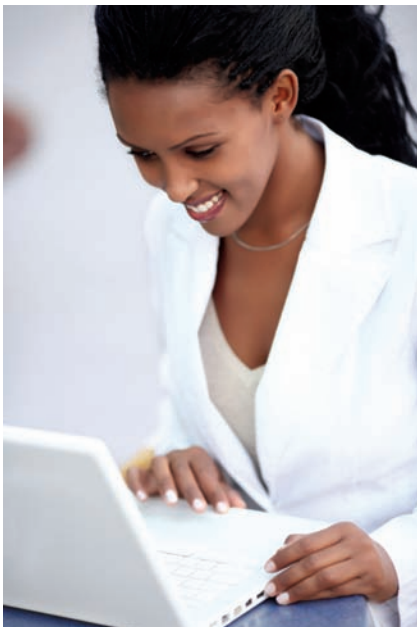
Students must have the ability to make changes to settings (including security) and install software (applications and browser plug-ins as required) on the systems they use.

## MINIMUM STUDENT COMPUTER HARDWARE

The following is the minimum computer system required for running the above applications and the software provided for use with specific courses in the CGA Program of Professional Studies, and for interaction through Blackboard Academic Suite™ Online Learning Environment:

- 1.4 GHz Pentium 4 or equivalent processor
- 512 MB Memory
- 2 GB unused hard drive space
- DVD/CD-ROM drive
- Video card with 64 MB onboard memory and DirectX technology
- 15" monitor
- Sound card and speakers
- Broadband (high speed) Internet connection
- Any Windows-compatible printer

This configuration may not be adequate in future years for other applications.



# Career profiles

CGA supports career opportunities across the profession.

## CORPORATE

Careers in the corporate sector offer you an unparalleled choice of opportunities and unlimited advancement. Corporate employers range from small businesses to multinational entities and deliver an infinite variety of products and services. Regardless of their size and product, however, businesses rely on CGAs to meet their complex and ever changing financial and management needs.

Opportunities in the corporate sector range from entry level student positions in accounts receivable to the most senior executive positions as President or Chief Financial Officer. In between, CGA students and members may advance through such career steps as Financial Analyst, Internal Auditor, Controller, Director of Finance, Vice-President, and the list goes on.

## PUBLIC PRACTICE

A career in public practice offers you the opportunity to deliver a wide range of business services that include accounting, auditing, tax planning, and business consulting, to a variety of personal and corporate clients. This career supports unlimited personal and financial career growth in a continuously challenging and changing environment. It also offers the opportunity of achieving practice ownership as a partner or sole proprietor.

If you want to control your own career destiny, are looking for a flexible lifestyle, and possess an entrepreneurial spirit, then public practice may be for you!

## GOVERNMENT/NOT-FOR-PROFIT

This broad sector employs almost 35% of the accounting profession!

It encompasses all levels of government — federal, provincial, and municipal; association management; charitable/non-profit organization management; health service organizations; and education, and offers a variety of interesting and challenging professional career opportunities.

## COUNTRIES WHERE CGAs WORK

Australia | Austria | Antigua and Barbuda | Bahamas | Bahrain | Barbados | Belize | Bermuda | Cambodia | Cameroon | Cayman Islands | Chile | China | Denmark | Dominica | Dominican Republic | Ecuador | Egypt | Ethiopia | France | Germany | Greece | Grenada | Guadeloupe | Guyana | Haiti | Hong Kong | Hungary | India | Ireland | Israel | Italy | Jamaica | Jordan | Kenya | Korea | Kuwait | Luxembourg | Malawi | Malaysia | Malta | Mauritius | Mexico | Morocco | Netherlands | Netherlands Antilles | New Zealand | Oman | Pakistan | Panama | Peru | Philippines | Poland | Qatar | Romania | Russian Federation | Saint Kitts and Nevis | Saint Lucia | Saint Vincent and the Grenadines | Saudi Arabia | Singapore | South Africa | Spain | Switzerland | Taiwan | Tanzania | Thailand | Trinidad and Tobago | Turks and Caicos Islands | Ukraine | United Arab Emirates | United Kingdom | United States | Vietnam | Virgin Islands (British) | Wallis and Futana Islands

## Where CGAs Work



“ If you want to control your own career destiny, are looking for a flexible lifestyle, and possess an entrepreneurial spirit, then public practice may be for you! ”



# Enrolling in the CGA program

## ADMISSION REQUIREMENTS

CGA's Program of Professional Studies accepts applicants with a variety of educational backgrounds. Applicants may apply with a university degree, a college diploma, partial post-secondary credits, or with a high school diploma.

## COMMUNICATION AND MATHEMATICS COMPETENCIES

Effective communication skills and a solid background in business mathematics and algebra are essential to an aspiring professional accountant. Accordingly, upon entering the CGA program you should have a minimum Grade 12 level of mathematics and English writing and comprehension skills. You will be expected to use appropriate vocabulary, grammar, spelling and punctuation in your written work in the CGA program. While CGA courses provide a resource to develop effective writing techniques, students who are not proficient in English writing should consider upgrading courses prior to applying for admission to the CGA program.



## HOW TO ENROLL

### ***Step 1: Apply for Advanced Standing***

This Step applies if you have completed courses at a university or college whose content and standards may be deemed by the Association as substantially equivalent to courses in the CGA program; and/or completed a Bachelors or Masters degree.

If this does not apply to you proceed to Step 2.

Students requesting advanced standing must complete and forward an Application for Advanced Standing, accompanied with official transcripts of marks, payment, and a CV to the CGA office. Students who have completed courses at institutions outside of Canada should also provide a course syllabus, if available. Work experience is not accepted as a basis for granting transfer credits, but may be considered in assessing CGA's practical experience requirement.

Allow up to two weeks for the Association to process your evaluation. Once completed, an evaluation letter confirming your advanced standing, eligible course transfer credits and a student ID number will be mailed to you.

Where doubt exists about course content or educational standards completed, a challenge examination may be offered to students.

### ***Step 2: Complete an Application for Enrollment***

Applications for enrollment will be accepted beginning July 1. Processing of the applications will commence in early July on a first-in first-out basis. Early registration is advised to allow time for processing and the delivery or pick-up of course material and related information. Fall session course materials will be available by late July for students whose applications have been processed.

Complete and submit the enrollment application.

### ***Step 3: Confirming Enrollment***

Allow up to two weeks for the Association to set-up your student record and process your enrollment. A confirmation letter of admission and student information will be mailed once processing has been completed.



## WHEN TO ENROLL

### ***New Students:***

There are four enrollment periods for new students during the academic year. The application for advanced standings deadlines are as follows:

- Session 1 — Early August
- Session 2 — Early November
- Session 3 — Mid February
- Session 4 — Mid May\*

New students are advised to register early to ensure time for software set-up and prerequisite computer skill development. Applications received after the enrollment deadline may be accepted at the discretion of the Registrar and space availability.

*\* Not offered in all regions.*





# Association Offices

## INTERNATIONAL

### **CGA-Canada International**

100–4200 North Fraser Way  
Burnaby, BC V5J 5K7  
T 604 669-3555  
F 604 689-5845  
E internationalinquiries@  
cga-canada.org

### **CGA-Hong Kong**

14B Dah Sing Life Building  
99-105 Des Voeux Road Central,  
Hong Kong  
T 852 2858-1712  
F 852 2559-4536  
E info@cgahk.org.hk

### **Beijing Representation Office**

c/o Techscien Professional  
Education Institute  
Room 304, Tower B, Jia Li Building  
180 Beiyuanlu, Chaoyang District  
Beijing 100101, P.R. China  
T 86 10 6491-6570  
F 86 10 6492-1279  
E edubj@cga-china.org

### **Shanghai Representation Office**

c/o Techscien Professional  
Education Institute  
7H, Apong Mansion,  
585 Ling Ling Road  
Shanghai 200030, P.R. China  
T 86 21 6468-6541  
F 86 21 6439-3298  
E edush@cga-china.org

### **Guangzhou Representation Office**

c/o Techscien Professional  
Education Institute  
Room 609, Jun Yuan Building  
155 Tianhedonglu  
Guangzhou 590620, P.R. China  
T 86 20 3880-5544  
F 86 20 3880-3598  
E edugz@cga-china.org

### **CGA Caribbean**

Suite 23, In One Accord Plaza  
Warrens, St. Michael, Barbados  
T 246 424-8617 / 246 424-8596  
F 246 424-8496  
E office@cga-caribbean.org.bb

### **Bermuda Program Office**

c/o CGA-Nova Scotia  
230–1801 Hollis Street  
Halifax, NS B3J 3N4  
T 902 425-4923  
F 902 425-4983  
E office@cga-ns.org

### **Mauritius Representation Office**

c/o Monash Canada Corporation  
Knowledge Based Training  
Centre (KBTC)  
Military Road, Port Louis,  
Mauritius  
T 230 206-1800  
E info@monash.ca or  
cga@monash.ca

## CANADIAN OFFICES

### **CGA-Canada**

100–4200 North Fraser Way  
Burnaby, BC V5J 5K7  
T 604 669-3555  
F 604 689-5845

### **CGA Alberta**

100–325 Manning Road NE  
Calgary, AB T2E 2P5  
T 403 299-1300  
F 403 299-1339

### **CGA-British Columbia**

300–1867 West Broadway  
Vancouver, BC V6J 5L4  
T 604 732-1211  
F 604 732-1252

### **CGA Manitoba**

4 Donald Street S  
Winnipeg, MB R3L 2T7  
T 204 477-1256  
F 204 453-7176

### **CGA Maritime Region – Student Services**

403–236 St. George Street  
Moncton, NB E1C 8R2  
T 506 857-2204  
F 506 852-4450

### **CGA New Brunswick**

Commerce Building  
P.O. Box 1395  
10–236 St. George Street  
Moncton, NB E1C 1W1  
T 506 857-0939  
F 506 855-0887

### **CGA-Newfoundland & Labrador**

201–294 Freshwater Rd.  
St. John's, NL A1B 1C1  
T 709 579-1863  
F 709 579-0838

### **CGA-NWT/Nunavut**

P.O. Box 128, 3rd Floor  
5016 50th Avenue  
Yellowknife, NT X1A 2N1  
T 867 873-5620  
F 867 873-4469

### **CGA-Nova Scotia**

222–1801 Hollis Street  
Halifax, NS B3J 3N4  
T 902 425-4923  
F 902 425-4983

### **CGA Ontario**

240 Eglinton Avenue East  
Toronto, ON M4P 1K8  
T 416 322-6520  
F 416 322-6481

### **CGA-Prince Edward Island**

105–P18 Queen Street  
Charlottetown, PEI C1A 4A1  
T 902 368-7237  
F 902 368-3627

### **Ordre des comptables généralistes licenciés du Québec**

1800–500 Place d'armes  
Montreal, QC H2Y 2W2  
T 514 861-1823  
F 514 861-7661

### **CGA Saskatchewan**

114–3502 Taylor Street E  
Saskatoon, SK S7H 5H9  
T 306 955-4622  
F 306 373-9219





Certified General  
Accountants Association  
of Canada

[www.cga.org](http://www.cga.org)