

# Advisor

SECONDARY SCHOOL COUNSELLORS' LINK TO UCC

May, 1995

Kamloops, B.C.

## The New Workplace: Crisis or Opportunity

Recent college graduates, no matter what their major, too often discover that there is a dismaying gap between their knowledge and career planning and the reality of the actual job market. Encouraging students to spend some time now thinking and checking out the alternatives, makes it much more likely that they will make informed choices.

Those who understand the factors involved in judging job markets are already one step ahead. These factors are:

### Size

In any occupation there is attrition as workers need to be replaced because they quit, are transferred, retire or die. A large number of people in an occupation means a large number of jobs will become available due to attrition. Size of an occupation, measured by the number of people in it, is a major factor in determining potential job openings.

### Growth

Another major factor is the rate at which an occupation is growing. Fast-growing occupations are attractive, but the size

of the occupation remains important. If there are only a few jobs in an occupation, such as massage therapy, then the fact that the occupation is increasing rapidly does not mean there are many openings. However, if there are many jobs in an occupation, even a small increase can translate to a large number of job openings.

### Unemployment

Some jobs are more prone to layoffs than others, for example, sales and construction jobs are, while nursing jobs are not. The rate of unemployment varies with skill levels within an occupation. Those with few skills are more vulnerable to unemployment.

### Earnings

In general, those with the highest education and skill levels tend to have the highest earnings. But since experience, ability, and type and size of employer also effect earnings, it is prudent to be aware of the average earnings within occupations, rather than just the highest earnings.

## Updates:

- ▶ The Bachelor of Science Program is offering a new major in biology: Ecology and Environmental Biology.
- ▶ The 1995-1996 UCC Calendar is now available. All in-region secondary schools are routinely sent copies for their Counselling Centre. Schools outside the region can request copies by calling (604) 828-5009. Students may purchase a calendar either at the Main Campus Cashier (\$3.00) or by mail (\$5.00). Calendars can also be ordered by phone (604) 828-5646 using Visa or MasterCard.
- ▶ UCC's Summer Session will begin on May 1st. Registration takes place April 5th, 6th, 7th, and 10th. For information contact the Admissions Department at (604) 828-5071. For information on schedules and registration, for Williams Lake Summer Session, contact 828-8020 or 1-800-663-4936.
- ▶ Students should look for the 1995-1996 Financial Aid & Awards Guide which will be available mid to late April from UCC. It offers a complete listing of all scholarship, bursary and other financial aid programs.
- ▶ We have recently been notified that the University of Victoria has made significant revisions to its Biology program. Students transferring to UVIC require Biology 12. In place of first year Biology, which is no longer required, 5 Biology courses in 2nd year have been instituted. Students intending to major in Biology have the option of completing one year at UCC or transferring directly to UVIC upon graduation from secondary school.
- ▶ Thank you to all who completed our evaluation of The Advisor. It was an extremely positive and helpful exercise. We will publish a thorough report on it in our next issue.



# Accounting Technician Diploma—a career

Economic globalization, technological advances and increased competition have made the business world a very different place than it was yesterday. UCC's Accounting Technology Diploma is structured to produce graduates that meet the needs of today's employers, and to provide opportunities for advancement and creative and intellectual challenge.

The Accounting Technology Program offers students a solid education in core accounting subjects combined with practical business skills. Those who complete the first year of the program receive an Accounting Certificate that qualifies them for positions as accounting clerks. Students who complete the full two years of the program qualify for intermediate accounting positions as supervisors in accounting departments or as para-professionals assisting professional accountants.

Graduates from the diploma program can enrol directly into Chartered Accountant (CA), Certified General Accountant (CGA), or Certified Management Accountant (CMA) programs and receive credit

for coursework completed in the Accounting Technician Diploma Program. If students wish to go on and complete a university degree they can apply for UCC's Bachelor of Business Administration Degree, completing the degree in closer to three years instead of the normal four.

With only 35 of the top-ranked students admitted into the Accounting Technician Diploma, enrollment is on a competitive basis. All applicants must meet the following educational requirements:

- BC Grade 12 or equivalent.
- Algebra 11 with a C+ minimum or completion of Math 051 with a C+ minimum. Completion of Math 12 is recommended.

## What Students Are Saying

Although Andrea Dams' father is a CGA, she didn't immediately think of going into accounting after graduating from high school. After working in retail sales for a while, she decided it wasn't for her, and enrolled in the Accounting Technician Program. Now in her second and final year of the program, Andrea says it's a rigorous program: "You really have to study; it's not something you can just memorize, but you need to understand the concepts and how they work". She believes it's good to think hard about what you want to do in a career. If students aren't sure accounting is for them, she urges them to take the program on a part-time basis at first. Andrea also finds that regular attendance at class is crucial—missed classes are almost impossible to make up. Additionally, she says that "good organizational skills and study habits are essential to succeeding in the program."

Miriam Lewis had owned her business and was working for Price Waterhouse when she decided that she "couldn't get the pay she wanted without the proper credentials." She felt that she was doing the same work as the CGAs and CMAs that were being hired in her office, but was getting substantially less pay. She finds that her previous experience in the field is extremely helpful. "A good grasp of math skills and the discipline to do homework every night makes the difference between being successful or unsuccessful in the program," Miriam says.

There is lots of reading and study time involved. Note taking skills are important if students are going to do well—"you can't study properly if your notes aren't organized or coherent."



# career consideration

- 67% on the combined English 12 and Government Exam, or Level 3 on the Composition Section of the L.P.I., or
- English 050 with a B- minimum.

Additionally, applicants will be ranked according to their performance in the following areas:

1. Math Entrance Exam or equivalent, 40%;
2. L.P.I. or equivalent 40%, and
3. Personal Interview, 20%.

Students are expected to take a full course load in both first and second year unless they are given exemptions.

Students interested in becoming a CA, CGA, or CMA are encouraged to discuss their plans with the Accounting Coordinator. The Coordinator has information on each of the three accounting designations and can recommend specific exemption courses. Representatives of all three organizations are in-

vited to speak to students in the fall of each year.

UCC also has a part-time program for students who are interested in becoming professional accountants by studying part-time. All CGA exemption courses are offered in the late afternoon (4 pm to 6 pm) or the evening (6 pm to 10 pm) over a three year period. Students may also apply for summer session courses which run between May and August.

## Career Trends

Job prospects in the accounting field vary. For professional accountants and technicians, employment projections are for a rate slightly above the national average. Employment growth for bookkeepers and accounting clerks is below the national average, due in large part to the computerization of accounting systems

Employment as a technologist or professional accountant is very stable, while bookkeepers or accounting clerks can expect periods of unemployment and layoffs. Salaries in the accounting field generally start in the \$16,000 to \$20,000 range, but increase quickly as people gain experience. Successful professional accountants can earn well in excess of \$40,000 per year. CA's, in particular, can command as much as \$100 per hour. A good technician should be able to earn between \$30,000 to \$40,000 a year.

Accountants plan and administer accounting systems in order to

provide records of assets, liabilities and financial transactions. They assist in preparing budgets, tax returns and financial statements in order to provide assistance in planning financial management policies. Depending on their designation, they may also be involved in estate planning, auditing and in serving as bankruptcy trustees or as business valuers.

Chartered Accountants (CAs) are part of the oldest professional accounting designation. They are employed in both the public and private sectors. In order to get a CA designation, they must work in a public firm doing audit for a period of 30 months. After obtaining their designation, many CAs enter positions in industry, government and education. They assume positions as executives, senior financial officers, and administrators. CAs who pursue careers in public practice, audit and review financial statements, prepare tax returns and prepare financial reports. They

also advise on tax, accounting, financial and management matters and may serve as receivers or trustees in bankruptcy.

Certified General Accountants can also be found in both the public and private sector. Their duties are a general mix, overlapping areas of both CA and CMA designations. They are particularly skilled in systems accounting. In BC, CGAs also practice public accounting, but they are restricted in their area of practice in many provinces.

Certified Management Accounts are employed in the private sector, and most often by manufacturers, commercial enterprises and government. They prepare financial budgets and statements in order to provide assistance in planning financial management policies. Their field of concentration has been in cost and management accounting.

Computer technology in business, industry and government has had a significant impact on the

→ continued on back page



## Postscripts from the Edge

**Q** I understand that students who have applied to an academic program at UCC do not need to submit interim and final transcripts as long as they have filled out a Transcript Request Form at their school. What are students who have applied to Career Technology and Applied Industrial Technology to do?

**A** Career Tech and AIT applicants must submit in person or by mail a full Grade 11 transcript and interim report for Grade 12. If necessary, they can submit individual reports for any of the prerequisite courses they need for entry into the program they have chosen. They should do this immediately to facilitate their application to UCC. Final Grade 12 transcripts can be sent to UCC by the Ministry if this has been requested. Please inform your students that they need to take responsibility for insuring that UCC receives their transcripts. Tardiness in sending their transcripts means that students' acceptance into programs is also delayed.

## Scholarship Update

The Canada Scholarship (CSP) consisting of both the Canada Scholarships in Science and Engineering, and the Canada Scholarships in Technology has been terminated as a result of the Federal Budget of February 27, 1995. The CSP will not be offering any new scholarships.

## Bulletin

For students with 80% or better in grade 12 biology, there is a new three credit course, Biology 124.

## Career Trends *continued*

role of accountants. There is increased demand for accounting professionals trained in the use of management information systems and capable of making informed projections and decisions for long-range planning.

Accountants generally complete from three to seven years of formal studies and practical experience. These studies vary according to the field of specialization, but usually include one of the following:

- a series of full-time or part-time university or college courses in accountancy and related subjects which may be supplemented by home studies; or
- home study offered by provincial or national associations of accountants in cooperation with the departments of selected universities and colleges; or
- courses of study through university followed by studies offered by provincial associations.

The minimum prerequisite for entry into most of these programs is secondary school graduation. While strong mathematical skills are recommended, accountants must have far more than fiscal or mathematical skills. Nor do they work in isolation; they are active participants in daily business operations. They must therefore have exceptional organizational and communications skills. The ability to continue to learn is also a vital part of any accounting career because of ever changing technology and business regulations.

The accounting profession is tailor-made for those imbued with the entrepreneurial spirit. Many accountants are self-employed or proprietors of small independent firms.

## Advisor

### Editor

Deborah Huber, UCC Counselling Dept.

### Design & Layout

Dennis Keusch, UCC Public Relations & Publications Dept.

### Printing

UCC Print Shop

The Advisor is produced bi-monthly by the UCC Counselling Department. All questions, suggestions, comments and concerns can be forwarded to:

Deborah Huber, UCC Counselling Dept.  
P.O. Box 3010, Kamloops, B.C., V2C 5N3  
Phone: (604) 828-5097, Fax: (604) 371-5513