



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS

WESTERN
SCHOOL
OF BUSINESS

Brightspace (D2L) User Manual

Last Modified: September 2023

Table of Contents

Introduction	4
Accessing Brightspace (D2L)	4
Logging into the Course for the First Time	4
Changing Notifications and Settings.....	5
Navigating the Course	7
Academic Honesty Quiz	7
Announcements	8
Course Schedule.....	9
Non-Core Preparatory Courses	9
Discussion Board	9
E-Textbook	10
Practice Problems & Quizzes.....	12
Core Preparatory Courses.....	12
Getting Started	12
Wiley Efficient Learning: Adaptive Reviews.....	14
Brightspace: Practice Problems, Task-Based Simulations, and Unit Assessments.....	14
Course Completion Grade.....	18
Discussion Boards & Webinars.....	18
Exam Preparation	18
Exam Review Webinar	18
Communications	19
Pager/Private Message.....	19
Email & Prep Hotline	20
Exam Preparation	20
Power BI	21
Getting Familiar with Power BI	21
Tips for Success	21
Introduction to the Preparatory Courses	21
Adapting to the Canadian Accounting Workplace	21

Calculator Guide.....	22
CPA Canada Learning eBooks.....	22
Culturally Inclusive Exams and Facilitation in Accounting.....	22
Excel Refresher Videos	22
Introduction to Indigenous Culture.....	23

Introduction

Welcome to CPA preparatory courses delivered by the CPA Western School of Business (CPAWSB or ‘the School’)!

CPA preparatory courses are designed for those who lack some or all the prerequisite knowledge required for admission to the CPA Professional Education Program (CPA PEP).

CPA PEP is the education program required for CPA accreditation.

This manual will highlight how course materials are delivered through the Brightspace (D2L) learning management system.

For technical issues with Brightspace (D2L), please submit a ticket to the [CPA Canada Helpdesk](#).

For administrative issues or questions, please contact prepadvising@cpawsb.ca. Alternatively, you can schedule an appointment with an Advisor to discuss any administrative concerns; please book your appointment through our [Student Experience and Examinations Calendar](#).

Accessing Brightspace (D2L)

Log into Brightspace (D2L) through this [website](#).

For non-core preparatory courses, Intermediate Financial Reporting 1, or Taxation, you will receive access to course materials within five business days of your course registration date. You will be sent a welcome email with your Brightspace (D2L) login credentials.

For core preparatory courses, except Intermediate Financial Reporting 1 and Taxation, you will receive access to core course materials by the Monday before the starting week posted in the [academic schedule](#).

Login credentials are sent from Brightspace (D2L) to the email address the School has on file. Please contact prepadvising@cpawsb.ca if you do not receive your Brightspace (D2L) login credentials according to the timing above. Please note Brightspace (D2L) login credentials are different from My CPA Portal login credentials.

Logging into the Course for the First Time

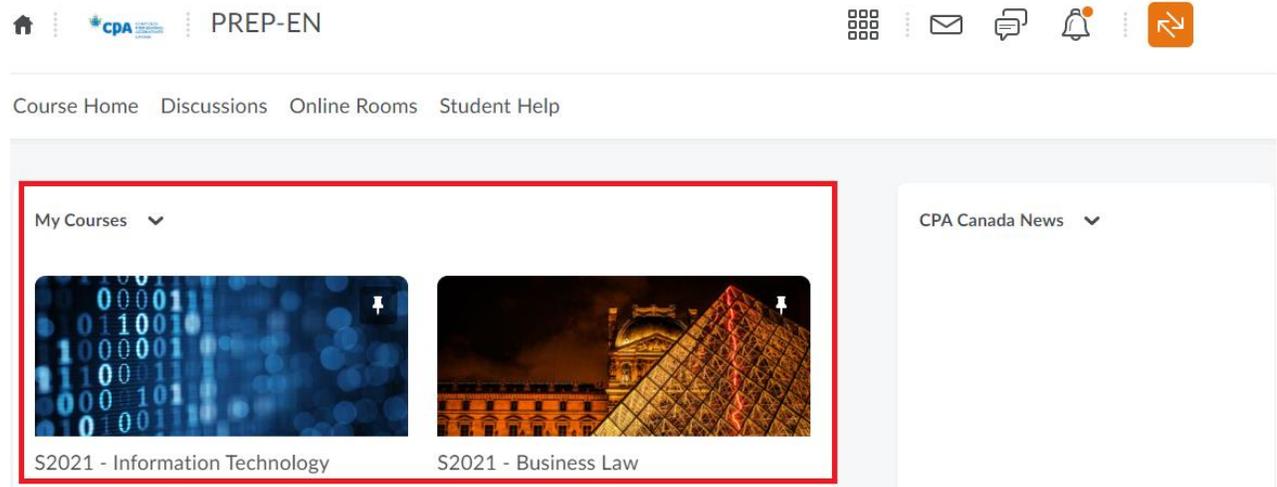
To access the course home page, go to My Home > Select the name of the course:

The screenshot shows the Brightspace (D2L) interface. At the top, there is a navigation bar with a home icon, the CPA logo, and the text 'PREP-EN'. To the right of the navigation bar are several icons: a grid icon (highlighted with a red box), an envelope icon, a speech bubble icon, a bell icon, and a refresh icon. Below the navigation bar, there is a search bar with the placeholder text 'Search for a course' and a magnifying glass icon. Below the search bar, there is a list of courses with the following entries:

Course Name	Pin Icon
S2021 - Information Technology	Pin icon
S2021 - Business Law	Pin icon

The search bar and the list of courses are highlighted with a red box. The text 'Advanced Search' is visible below the search bar. The course list is also highlighted with a red box.

Alternatively, access the course home page from the Brightspace (D2L) home page under the “My Courses” section.



Course Home Discussions Online Rooms Student Help

My Courses ▾

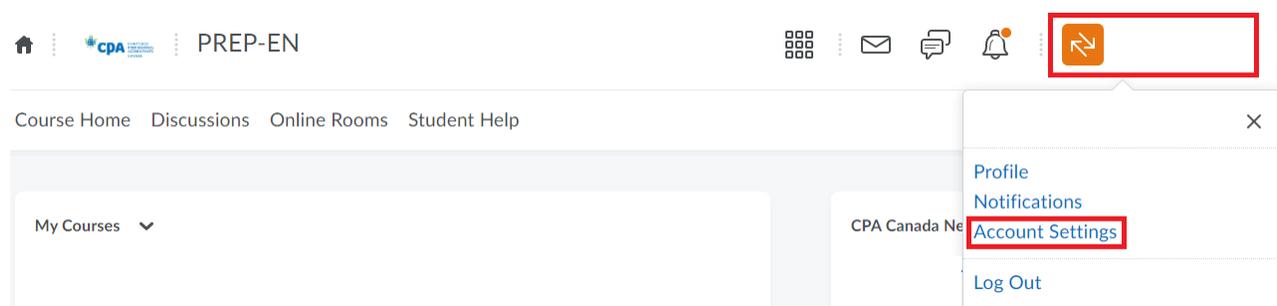
S2021 - Information Technology S2021 - Business Law

CPA Canada News ▾

Changing Notifications and Settings

The default time zone is set as “GMT – 5:00 Canada – Toronto.” Adjust the time zone under Account Settings, depending on location:

- BC: GMT-8:00 Canada - Vancouver
- Alberta & Northwest Territories: GMT-7:00 Canada - Edmonton
- Saskatchewan: GMT-6:00 Canada - Regina
- Manitoba: GMT-6:00 Canada - Winnipeg
- Nunavut: GMT-5:00 Canada – Iqaluit



Course Home Discussions Online Rooms Student Help

My Courses ▾

CPA Canada News ▾

Profile

Notifications

Account Settings

Log Out

Time Zone

You can set your preferred time zone, which will show all of your times with dates in that time zone.

Continent

Americas ▾

Select a continent to populate the list of time zones.

Time Zone

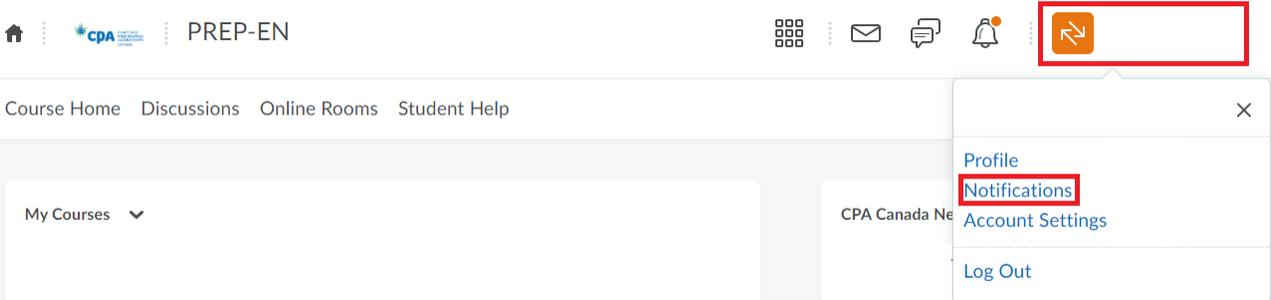
GMT-7:00 Canada - Edmonton ▾ ↻

Offset in hours from UTC, time zone name.

Click on “Save” after selecting the appropriate time zone.

Note: Students are responsible for updating their time zone. **The default submission deadlines shown as 2:55 a.m. mean the time zone is set to Eastern time.** Incorrect time-zone settings are not accepted as an excuse for failure to submit course components and may result in withdrawal from the course.

Under “Instant Notifications” select alerts to receive about content, discussions, reminders, grades, and news.



Instant Notifications

	Email	SMS
Content - content item created	<input type="checkbox"/>	<input type="checkbox"/>
Content - content item updated	<input type="checkbox"/>	<input type="checkbox"/>
Content - content overview updated	<input type="checkbox"/>	<input type="checkbox"/>
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	<input type="checkbox"/>	
Dropbox - dropbox folder due date or end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item released	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item updated	<input type="checkbox"/>	<input type="checkbox"/>
News - item updated	<input type="checkbox"/>	<input type="checkbox"/>
News - new item available	<input type="checkbox"/>	<input type="checkbox"/>
Quizzes - quiz end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>

Customize Notifications

- Include my grade value in notifications from Grades
- Allow past courses to send me notifications
- Allow future courses to send me notifications
- Allow inactive courses to send me notifications

Exclude Some Courses

You currently have no courses excluded. [Manage my course exclusions](#)

Click on “Save” after selecting which notifications to receive.

Exclude certain courses from sending course notifications by clicking on “Manage my course exclusions.”

Navigating the Course

Course materials, including the Course Overview, are available under “Content.”

Academic Honesty Quiz

You need to complete the Academic Honesty Quiz first. On the course home page, complete the Academic Honesty Quiz by clicking on “**Quizzes**” in the navigation bar to unlock the course materials.

Quiz List

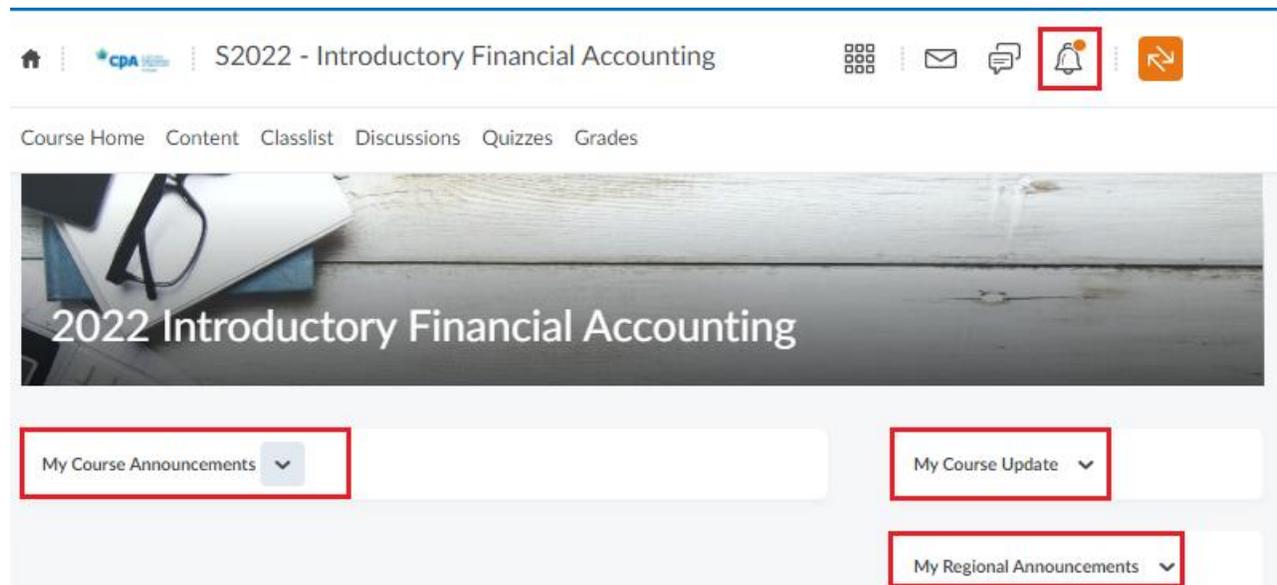
[Help](#)

Without Category	Evaluation Status	Attempts
Training Contract ▾		0 / 1
Academic Honesty Quiz ▾		0 / 1
Quizzes	Evaluation Status	Attempts
Unit 1 Quiz ▾		0 / unlimited
Unit 2 Quiz ▾		0 / unlimited
Unit 3 Quiz ▾		0 / unlimited
Unit 4 Quiz ▾		0 / unlimited

The course materials will unlock and will be available on the “Content” page after the Academic Honesty Quiz is completed. Students registered in a core preparatory course will also need to complete the ‘Policy Quiz.’

Announcements

Please make sure to check the course announcements items on a regular basis as information (updates, reminders, etc.) will be announced here. When a “Announcements” item is published, a notification will appear in the top right-hand corner of the page:



The screenshot shows the course home page for "S2022 - Introductory Financial Accounting". The navigation bar includes "Course Home", "Content", "Classlist", "Discussions", "Quizzes", and "Grades". The notification bell icon in the top right corner is highlighted with a red box. Below the navigation bar is a banner image with the text "2022 Introductory Financial Accounting". Underneath the banner are three dropdown menus: "My Course Announcements", "My Course Update", and "My Regional Announcements", all of which are also highlighted with red boxes.

To access all announcements items, go to the course home page and click on “My Regional Announcements.”

The most recent items will appear first.

Notifications will also be emailed to the email address associated with Brightspace if that option is selected in Notification Settings (see [Changing Notifications and Settings](#)).

Course Schedule

To access and view the course schedule (information on quiz and project deadlines, the release of documents, etc.), go to the course home page and click on 'Content' then 'Course Schedule.'

The screenshot shows the Brightspace course interface for 'S32022 - Advanced Financial Reporting - Distan...'. The navigation menu includes 'Course Home', 'Content', 'Knotia', 'Communication', and 'Assessments'. The 'Content' menu item is highlighted with a red box. Below the navigation menu, there is a search bar for 'Search Topics', a 'Print' button, and a 'Bookmarks' section. The 'Course Schedule' item in the left sidebar is highlighted with a red box and shows a count of '2'. Below it are 'Table of Contents' (214), 'CPA Way Videos' (13), and 'Course Reference Materials' (6). The main content area shows the 'Course Schedule' section with two tabs: 'Upcoming' and 'Full Schedule', both highlighted with red boxes. The 'Upcoming' tab is selected, and the content area displays 'Today' and 'Tomorrow' sections. The 'Today' section shows 'No events scheduled'.

Sort the events by clicking on 'Upcoming' or 'Full Schedule' to view the events as a list.

Non-Core Preparatory Courses

The following information about e-textbooks and quizzes is exclusive to students registered in the following courses:

- Introductory Financial Accounting (IFA)
- Introductory Management Accounting (IMA)
- Economics (ECO)
- Statistics (STA)
- Business Law (BUL)

Discussion Board

Students and facilitators can engage in discussions with the use of a national discussion board. All students can view the topics being discussed. To access the national discussion board, click into your course page and click on Discussions.



Course Home Content **Discussions** Quizzes Grades Edit Course

2022 Introductory Financial Accounting

My Course Announcements ▾

My Course Update ▾

Facilitator Reference Materials ▾

My Regional Announcements ▾

E-Textbook

All non-core preparatory courses include an e-textbook, which is available through Brightspace (D2L) and is included in your course fee. A physical copy of the textbook is **not** included in the course fee and is **not** required, we recommend using the available e-textbook. Those who wish to purchase a physical copy of the textbook may do so at their own discretion.

You can access your e-textbook by clicking on "Content" > "Student Course Materials" > "MyLab". You may have to agree with the "Terms of Conditions" of MyLab; hit the "Agree" button before proceeding to Bookshelf. You will need to register in Bookshelf if this is your first time accessing the course. You do not need to input any access codes during registration.

Search Topics

- Bookmarks
- Course Schedule
- Table of Contents (25)
- Course Reference Materials (5)
- Student Course Materials (20)**
 - Overview (2)
 - MyLab Economics (9)**
 - Quizzes (8)
 - Sample Exam Questions (1)

MyLab Economics

0 % 0 of 9 topics complete

[Macroeconomics for Life: Smart Choices for All](#)
External Learning Tool

[Microeconomics for Life: Smart Choices for You](#)
External Learning Tool

[VitalSource - Microeconomics for Life: Smart Choices for You](#)
External Learning Tool

[VitalSource - Macroeconomics for Life: Smart Choices for All](#)
External Learning Tool

[Getting Started with Bookshelf \(Video\)](#)
Link

[Using VitalSource Bookshelf](#)
Link

For Business Law, the course materials are delivered through Revel. You can access Revel by clicking on “Content” > “Student Course Materials” > “Business Law.” Revel is an interactive learning experience that allows you to read, practice, take notes, and test yourself, all in one place.

Search Topics

- Bookmarks
- Course Schedule
- Table of Contents (4)
- Course Reference Materials ✓
- Student Course Materials (4)**
 - Overview ✓
 - Quizzes (4)
 - Business Law ✓**
 - Sample Exam Questions ✓

Business Law

Print

100 % 4 of 4 topics complete

[Business Law in Canada](#)
External Learning Tool ✓

Welcome to Revel™ for Business Law! Revel is an interactive learning experience that allows you to read, practice, take notes, and test yourself, all in one place. If you are familiar with MyLab, Revel will offer a similar experience in the sense that you can access multiple tools to help you learn, study, and prepare for your class. The biggest difference between MyLab and Revel is that everything is centered around the eText. Revel has a ‘read a little, do a little approach’, and it can help you learn and retain the material better for a more wholesome understanding of your course material, compared to a traditional textbook.

[VitalSource - Business Law](#)
External Learning Tool ✓

[Getting Started with Bookshelf \(Video\)](#)
Link ✓

[Using VitalSource Bookshelf](#)
Link ✓

Practice Problems & Quizzes

Practice problems give you the opportunity to practice and master the concepts taught in the student notes. Practice problems will not be contributed to your overall course mark.

Quizzes are detailed in the course overview. There are four quizzes based on the e-textbook. These quizzes are not mandatory for completion, but students are encouraged to complete the quizzes to help them prepare for their exam. Quizzes will not be contributed to your overall course mark.

The quizzes can be accessed by clicking on “Quizzes” in the navigation bar.

Core Preparatory Courses

The following information is exclusive to students registered in the following courses:

- Intermediate Financial Reporting 1 (IF1)
- Intermediate Financial Reporting 2 (IF2)
- Advanced Financial Reporting (AFR)
- Corporate Finance (COF)
- Audit and Assurance (AUA)
- Taxation (TAX)
- Intermediate Management Accounting (MAA)
- Performance Management (PMA)
- Information Technology (ITE)

For more information regarding the core preparatory courses, please review the [course delivery FAQs](#).

Getting Started

To access your course materials, click on Content > Getting Started > Getting Started. Please complete the Academic Honesty Quiz and Policy Quiz to unlock your course materials.

2021 Semester 2 - Taxation

Course Home **Content** Calendar Quizzes Discussions Email Classlist Grades

Search Topics

Bookmarks

Course Schedule 3

Table of Contents 1

Getting started 1

Support

Getting started

Complete the getting started checklist before the course starts.
Expect to spend approximately 3 hours as a new student.



0% 0 of 1 topics complete

Getting started Checklist

Under the 'Getting Started' section, you can familiarize yourself with the new user interface such as, but not limited to:

- how to navigate through the Brightspace (D2L) site
- how to use the Wiley Efficient Learning platform
- learn about the final examination
- understand the relationship between completing all course activities in a timely manner and success in the course
- how to print your eBooks

Learn about the course



[How to navigate the D2L site](#)

[How to use the adaptive learning platform to complete the chapter lessons, adaptive review and unit assessments](#)

[How to use the adaptive learning platform test bank and track your progress](#)

[How to complete the e-lessons](#)

[How to complete the practice problems](#)

[How to complete the task-based simulations](#)

[How to interpret the gradebook](#)

[How to provide feedback](#)

When you access your Wiley Efficient Learning platform for the first time, you will be prompted to create a

personalized study plan based on your personal and work commitments.

☰ Wiley Efficient Learning™
🔍 Search

Intermediate Management Accounting

CPA Canada Intermediate Management Accounting Learning Plan
✎ Edit Mode

When do you want to **start** studying?

09/17/2022

Your last saved date: 07/28/2022

Note: Remaining activities will be scheduled from your new date forward.

When is your course end date?

10/28/2022

How many hours a week do you have to study?

<input checked="" type="checkbox"/> Mon	<input type="checkbox"/> Fri
<input checked="" type="checkbox"/> Tue	<input checked="" type="checkbox"/> Sat
<input checked="" type="checkbox"/> Wed	<input checked="" type="checkbox"/> Sun
<input checked="" type="checkbox"/> Thu	

4

-

5

6

24

hours a week

Course end date:
10/28/2022

Finish studying on:
10/12/2022

Time left for review until
course end date:
16 days

This plan: **24** hours a
week for **3** weeks

Please note, while you can select any course end date of your choice, you will be required to **complete all unit activities before the Semester course end date** posted on the [CPAWSB website](#).

Wiley Efficient Learning: Adaptive Reviews

Students will be able to access the eBook and complete their adaptive reviews in the Wiley Efficient Learning platform. **These activities need to be completed by the course end date.** However, we recommend students to complete each unit weekly to avoid falling behind. Students can review a suggested study schedule on the [CPAWSB website](#).

Please note you only have **one attempt** at the Adaptive Reviews. You are not able to save and close your progress once you have started it. If you exit out of it, your submission will be marked based on the questions you answered and did not answer. After you complete the adaptive review, you will identify your knowledge gaps through personalized reports and remediate those gaps through further studying in the eBook.

Brightspace: Practice Problems, Task-Based Simulations, and Unit Assessments

Students will be able to access their practice problems, task-based simulations, and unit assessments under each unit. **These activities need to be completed by the course end date.** However, we recommend students to complete each unit weekly to avoid falling behind. Students can review a suggested study schedule on the [CPAWSB website](#).

2021 Semester 2 - Taxation

Course Home **Content** Calendar Quizzes Discussions Email Classlist Grades Edit Course

Search Topics

Bookmarks

Course Schedule (4)

Table of Contents (8)

Getting started (1)

Unit 1 activities (1)

Unit 2 activities (1)

Unit 3 activities (1)

Unit 4 activities (1)

Unit 5 activities (1)

Unit 6 activities (1)

Unit 1 activities

Print

Work through the checklist to complete all of the activities for Unit 1.
Expect to spend approximately 19 hours on Unit 1.



0% 0 of 1 topics complete

Unit 1 activities Checklist

You will need to submit your practice problems and task-based simulations by clicking the “Submit your response” and “Submit all completed task files.”

Apply what you have learned

Complete practice problems



[Access the problems](#)

[Submit your response](#)

120 minutes

Due February 26, 2021 at 11:55pm PST

Have technical questions? Post them to the discussion board

Debrief practice problems



[Review the solutions and watch the debrief videos](#)

120 minutes

Solutions release upon submission

Unable to submit on time? Solutions will release within 48 hours of the dropbox deadline

Complete task-based simulations



[Read simulation 1](#)

25 minutes

[Access the simulation 1 task file](#)

[Read simulation 2](#)

20 minutes

[Access the simulation 2 task file](#)

[Read simulation 3](#)

15 minutes

[Access the simulation 3 task file](#)

[Submit all completed task files](#)

Due February 26, 2021 at 11:55pm PST

Have technical questions? Post them to the discussion board

A new window to Dropbox will open and you will be able to attach and submit all your files.

[Course Home](#) [Content](#) [Calendar](#) [Quizzes](#) [Discussions](#) [Email](#) [Classlist](#) [Grades](#)

[Dropbox](#) > [Unit 1 – Practice problems](#)

Unit 1 – Practice problems

▼ [Hide Folder Information](#)

Turnitin®

 This assignment will be submitted to Turnitin®.

End Date

Feb 27, 2021 12:55 AM

Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click **Submit** to complete the submission.

Add a File

Record Audio

Record Video

Comments

Submit

Cancel

Paragraph

B

I

U

▼

☰

☰

☰

▼

Font Famil

A confirmation email will arrive after hitting the “Submit” button and the number of files submitted will appear in the Dropbox.

The solutions to the unit practice problems and task-based simulations will be released within two business days of your submissions.

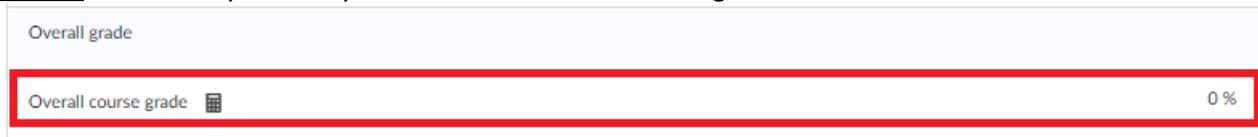
You can find your unit assessments under “Quizzes.” Please note you only have **one attempt** at each Unit Assessment. You are not able to save and close your progress once you have started it. If you exit out of it, your submission will be marked based on the questions you answered and did not answer. After you complete the unit assessment, you will identify your knowledge gaps with the solutions and remediate those

gaps through further studying in the eBook.

Course Completion Grade

Students require a minimum 75% “overall course grade” to be eligible to write the final examination. If you do not get a minimum score of 75%, you will not be eligible to write the final exam and you will be charged with a failed course attempt.

To view your overall course completion grade, go to your course page in **Brightspace (D2L) and click on Grades** – at the very bottom you will see the ‘overall course grade.’



Your overall grade listed on the **Wiley Efficient Learning system does not** represent your overall course completion grade.

A screenshot of the Wiley Efficient Learning system interface. The page title is "Intermediate Management Accounting". At the top, there is a navigation bar with a search icon and the text "Wiley Efficient Learning™". Below the title, there is a warning message: "You're behind" with a red exclamation mark icon and the text "You're behind in more than one assignment".

The main content area is divided into two columns. The left column is titled "Course Progress" and contains a table with the following data:

Your Overall Score	0%
Days Remaining	46
You've Completed	0%

The right column is titled "Current Activity" and contains the following information:

Unit 3
Adaptive Review

Time Spent 00:00:00 Remaining Time 01:20:00 Grade 0%

There is a "Go Study" button in the right column.

Discussion Boards & Webinars

There are live one-hour webinars, delivered twice a week, available to help supplement your learning. The webinars are delivered by CPA Canada; the schedule and additional information will be posted under the course's 'Discussion Board.' Students do not need to attend both webinars as both sessions will feature the same content.

Exam Preparation

Students will be able to access retired exam questions that were actual exam questions from previous course exams.

Exam Review Webinar

You can register for an Exam Review Webinar administered by CPA Canada. The Exam Review Webinar will be recorded if you are unable to attend. Please review your discussion board for the webinar schedule and access details.

Exam preparation



0% 0 of 4 items complete

Familiarize yourself with the exam

- Attend the exam prep webinar

See the discussion board for the webinar schedule and access details

For those who could not attend the live webinar, watch the [webinar recording](#)

- Read the exam blueprint



[Access the exam blueprint](#)

The exam blueprint outlines the structure of the exam and its composition.

- Read the exam regulations, and rules



[Access the exam regulations](#)

The exam regulations outline the exam rules.

Study for the exam

- Complete retired exam questions

The following retired exam questions are actual exam questions from previous course exams. These should be completed as part of your exam study plan.

[Access the retired exam questions](#)

[Access the retired exam solutions](#)

Once final grades have been released, eleven business days after the final exam date, the Markers' comments regarding the final exam will be posted under your "My Course Update" shortly after.

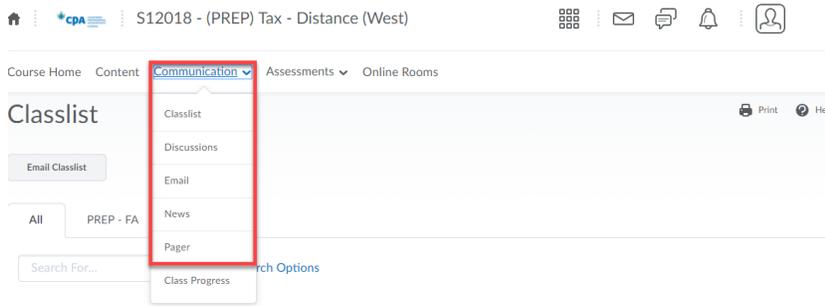
Communications

Students can interact with fellow classmates or with their facilitator through Brightspace (D2L).

Pager/Private Message

Brightspace (D2L) includes functionality to privately contact classmates. Go to the course home page and

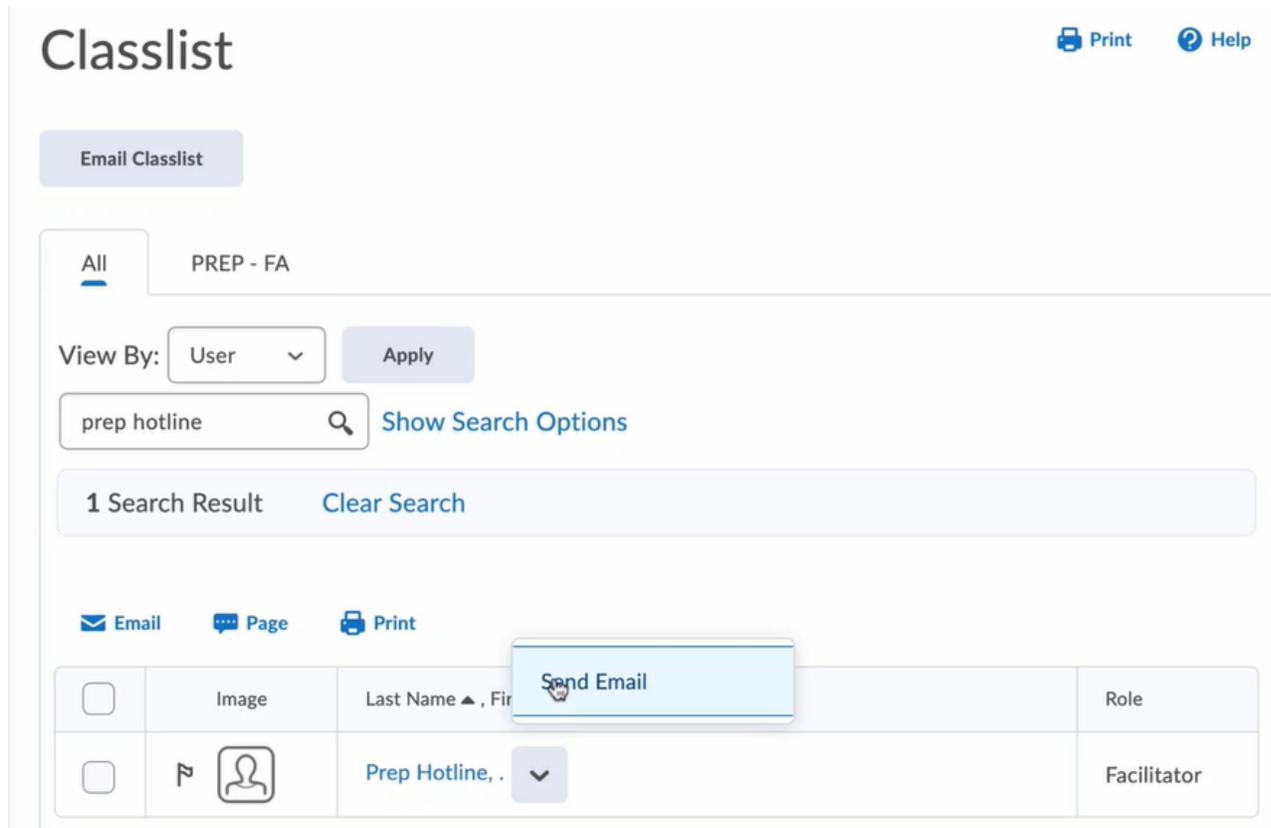
click on Communications> Pager > Classlist. Select the classmate to send a private message to.



Email & Prep Hotline

Alternatively, send emails to classmates by going to the “Classlist” and selecting the student to email. Please note, emails are only sent through Brightspace’s (D2L) emailing system and not to external email address (i.e. Gmail, Hotmail, etc.).

To contact the Prep Hotline, go to your ‘Classlist’ and search ‘Prep Hotline’ to send an email:



Exam Preparation

Learners will use CPA issued laptops preloaded with a lockdown software that restricts access to everything other than the exam software and reference materials (if applicable). Within the software, you will have access to a word processor and spreadsheet software to capture your responses. The word processor and spreadsheet software are like Word and Excel but may not have all the functions available. For more

information on the in-person exam format, the CPAWSB safety policy, regulations, and expectations, please visit our [website](#).

Please contact prepexams@cpaweb.ca if you have questions about the final exam.

Power BI

The Competency Map now includes data analysis and information systems as a required element of each of the technical competencies. As a result, students will have to complete at least one data analysis activity using Microsoft's Power BI software.

Microsoft offers a [free desktop version of Power BI](#) that you can download. **Power BI is only compatible with a Windows operating system; you will not be able to use Power BI with an Apple product.**

Power BI will prompt students to set up an account once installed; however, this is optional. **An account is not necessary or required to complete your weekly problems.** To skip the sign-in or account creation process, when Power BI launches, a pop-up window will display. The window has a link at the bottom left that says, "Already have a Power BI account? Sign in." Clicking on the link prompts a window requiring your credentials. You can close the window and proceed with your activity.

Getting Familiar with Power BI

For more information on Power BI, please visit [Getting Started with Power BI for Free](#).

Additionally, this [Building blocks of Power BI](#) guide is available for reference.

Power BI also has several built-in resources, including videos, that you can access through the program's Help menu.

Don't be alarmed if your Power BI file looks "empty" when you first open it. Your weekly activities will guide you through the process of linking and accessing the required data.

Tips for Success

Introduction to the Preparatory Courses

Introduction to the Preparatory Courses is an optional course provided to all preparatory course students in Brightspace (D2L) once they are enrolled in a CPA preparatory course. This course will help students to become familiar with the CPA preparatory courses user interface, policies, procedures, and provide resources to help with their studies.

Adapting to the Canadian Accounting Workplace

Adapting to the Canadian Accounting Workplace is an online, optional, interactive course designed for internationally trained professionals, students, or candidates who currently work or seek employment in the accounting field. It is based on dozens of interviews with Canadian employers and internationally trained accountants. There are seven modules covering:

1. Resume Preparation
2. Interview Skills
3. Challenges in the Accounting Workplace

4. Expressing Your Opinions and Making Presentations
5. Giving and Receiving Feedback
6. Conflict Resolution
7. Ethical Decision Making

Calculator Guide

Being efficient in using your calculator is essential for success in CPA preparatory courses. One of the most important calculations you will do is calculating the “Time Value of Money.” A document with sample problems on the “Time Value of Money” can be found under your “Course Reference Materials” on Brightspace (D2L) and the [Certification Resource Centre](#). It is recommended that you practice these and compare your answers to the solutions provided.

The calculator guide can be found in the *Introduction to the Preparatory Courses*.

CPA Canada Learning eBooks

The CPA Canada Learning eBooks are a supplementary resource available to help students learn the course concepts. Students enrolled in CPA preparatory courses have access to Knotia, which provides access to all seven of the Learning eBooks: Financial Reporting, Management Accounting, Strategy and Governance, Audit and Assurance, Finance, Taxation, and Enabling Competencies.

The Knotia link can be found on the navigation bar and is accessible anywhere on Brightspace (D2L).

Culturally Inclusive Exams and Facilitation in Accounting

This interactive course is designed to provide students with valuable insights into their own cultural biases and assumptions, as well as foundational knowledge and skills on how to work effectively and respectfully in culturally diverse environments. Students will learn about the following:

- culture and accounting
- understanding bias, stereotyping, fairness, and offensiveness in testing
- how to increase cultural awareness and cultural competencies
- a cultural lens framework
- English language proficiency and its relevance in accounting
- dealing with exam anxiety

This course consists of six modules that take about three hours in total to complete.

Excel Refresher Videos

Excel skills are essential to success in CPA preparatory courses as many of the practice problems and cases require creating Excel solutions from scratch. A series of “How to” Excel videos are available on Brightspace (D2L) to help you improve your Excel skills. The videos range from demonstrating introductory to intermediate Excel skills, skills necessary to be successful when completing CPA preparatory course questions. They are set up in segments to allow you to review only topics you wish. Major topic covered are:

- Introduction to Excel
- Math and Finance Functions
- Tables and Tabular Data
- Introduction to Data Visualization
- Formulae and functions

The Excel Refresher videos can be found in the *Introduction to the Preparatory Courses*.

Introduction to Indigenous Culture

This interactive course is designed to provide students with a valuable introduction into the deep cultural and historical foundations upon which the future prosperity of Indigenous communities must be built. Students will learn about the following:

- Indigenous history
- Indigenous people
- Reconciliation and the impact of colonization and lessons learned
- Seven Generations: moving from poverty to prosperity

This course consists of four modules that take about one hour in total to complete.