

Accounting



Chaffey College

Business and Applied Technology
5885 Haven Avenue
Rancho Cucamonga, CA 91737

About The College

The College

Chaffey College, one of the first colleges to be established in California, is a two-year public community college situated in an area of natural and tranquil beauty in Southern California. The campus occupies 200 acres of rolling lawns and native foliage in the foothills of the majestic San Gabriel Mountains. Founded in 1883 as a private college, Chaffey has been a publicly funded college since 1916.

Curricula

Chaffey College offers two year associate in art or science degrees in academic or vocational fields, one-year certificates of achievement, and transfer programs that meet the lower-division requirements for a baccalaureate degree to be obtained at a four-year college or university. The college operates on the semester system, which consists of fall, spring, and summer terms.

Chaffey courses are offered at the college's three campuses in Rancho Cucamonga, Chino and Fontana.

District

The college district serves a population of 750,000 in the west end of the vibrant Inland Empire of San Bernardino County, including the communities of Chino, Chino Hills, Fontana, Montclair, Ontario, Rancho Cucamonga, and Upland.

Chaffey  **College**

Learning is our business...your success is our goal!

About The Program

The accounting program at Chaffey College is designed to serve four functions:

1. Prepare non-transfer accounting students for entry-level positions by making the accounting certificates and/or two-year degree in accounting available to them.
2. Provide appropriate classes for students who want to upgrade their accounting skills.
3. Prepare transfer accounting students for upper division courses at four-year institutions.
4. Provide non-accounting majors with sufficient expertise to enable them to make intelligent use of accounting information and to provide them with basic accounting courses that transfer to four-year institutions.

We Currently Have Four Accounting Certificates:

1. Accounting
2. Accounting Paraprofessional
3. Payroll and Income Tax Preparer
4. Accounting for Government and Not-for-Profit organizations

We also offer one Associate in Science Degree in Accounting

Our program is constantly updated to provide our students with current accounting information. In addition, we use current textbooks in all of our classes and popular commercial accounting software programs in our accounting software classes.

Our basic accounting classes (Accounting 1A and Accounting 1B) transfer well to the surrounding four-year universities. We monitor the content of these courses at the universities so that we continually meet the needs of the transfer students.

All of our instructors have accounting experience in addition to completing academic studies in accounting. We believe that our instructors do a better job of teaching when they have both academic and practical experience.



Programs of Study

The Accounting Certificate

This certificate is intended for individuals desiring general knowledge of accounting and related financial and management activities.

Accounting Paraprofessional Certificate

(Computer Software Emphasis)

This certificate is designed to develop the skills and concepts necessary to obtain entry-level positions in small business which use computerized accounting systems.

Payroll and Income Tax Preparer Certificate

This certificate is intended for individuals desiring to enter the tax preparation and/or payroll field with minimum of course requirements. Upon successful completion of this Chaffey certificate, candidates will possess the knowledge and analytical tools necessary to use accounting data effectively. Additionally, by completing the tax class they will be recognized by the State of California as a Registered Tax Preparer.

Accounting for Government and for Not-For-Profit Organizations Certificate

This certificate is intended for individuals desiring employment in government or not-for-profit organizations. Upon the successful completion of this certificate, candidates will be proficient in fund and not-for-profit accounting and possesses the ability to perform basic accounting functions.

Career Opportunities and Program Highlights

Because of the growth of the Inland Empire, accounting positions are more abundant. Former students are employed as payroll clerks, accounts receivable clerks, accounts payable clerks, accounting clerks, general ledger accountants, job costing accountants, income tax preparers, data compilers and budget and accounting analysts to name a few.

Our courses are designed to help prepare students for current job opportunities. For example, we offer several software courses to help students qualify for jobs using the most current accounting software available. In addition, upon satisfactory completion of Accounting 453 (U.S. and California Tax Preparation) students will be recognized by the State of California as registered tax preparers.

The College also partners with the Internal Revenue Service and California Franchise Tax Board to offer a Volunteer Income Tax Assistance (VITA) Program. In this program, students are trained in federal and state income tax preparation; as well as how to interview real taxpayers and electronically file tax returns in order to assist low-income and elderly citizens.

Applications may be completed and returned in person to:
Chaffey College
Admissions and Records Department
5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002

Contact Us

For more information about the Accounting Program, please call (909) 652-6829. For additional information about the college and the program visit the college's website at www.chaffey.edu/accounting.

