This program map indicates the recommended coursework by term that are needed to fulfill your certificate in less than two years if enrolled full-time (approximately 15 units per term). Program completion within this timeframe is dependent on your schedule availability and when courses are offered. Please see a Counselor to develop your educational plan and determine appropriate work/life/school balance.

**ACADEMIC MAP**

**Accounting Certificate**

This program map indicates the recommended coursework by term that are needed to fulfill your certificate in less than two years if enrolled full-time (approximately 15 units per term). Program completion within this timeframe is dependent on your schedule availability and when courses are offered. Please see a Counselor to develop your educational plan and determine appropriate work/life/school balance.

**SEMESTER 1**

1. **UNITS**
   - ACCTG-1A Financial Accounting: 4
   - CIS-1 Introduction to Computer Information Systems: 3
   - BUSL-28A Business Law I: 3
   - BUSTEC-63 Microsoft Office Excel Comprehensive: 3

   **TOTAL UNITS: 13**

**SEMESTER 2**

2. **UNITS**
   - ACCTG-1B Managerial Accounting: 4
   - ACCTG-460 Commercial Accounting Software: 3
   - ACCTGFS-453 U.S. and California Income Tax Preparation: 4
   - *STAT-10 Elementary Statistics: 4

   **TOTAL UNITS: 15**

**SEMESTER 3**

3. **UNITS**
   - ACCTG-70 Cost Accounting: 3
   - ACCTG-430 Accounting for Governmental and Not-for-Profit Organizations: 4

   **TOTAL UNITS: 7**

**START HERE**

**FINISHED!**

**My Checklist**

- **COMPLETE AN EDUCATIONAL PLAN WITH A COUNSELOR**
  - Consider the Business transfer degree.

- **EXPLORE CAREER PATHS**
  - Attend a workshop at the Career Center.

- **EXPLORE INTERNSHIPS AND SERVICE LEARNING**
  - Contact the Job Developer about applying for summer internships.

- **COMPLETE A GRADUATION CHECK**
  - Visit a counselor or GPS Center for a graduation check.

- **APPLY FOR GRADUATION THROUGH THE PORTAL**
  - CONGRATULATIONS!

- **APPLY FOR THE CTEC CERTIFICATION TO START WORKING AS A TAX PREPARE IN THE SPRING**

- **VISIT THE CAREER CENTER**
  - Go to the Career Center for job search strategies, resume assistance, and interview preparation.

*English and Mathematics placement relies on high school performance data. Direct placement into transfer-level English (ENGL 1A) and Mathematics (for quantitative reasoning) provides the most efficient path to a degree or certificate.*

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**Counseling:** (909) 652-6200
**Transfer Center:** (909) 652-6233
**Career Center:** (909) 652-6511
**Faculty Advising:** facultyadvisor@chaffey.edu
**https://www.chaffey.edu/faculty_advisor**