



DEGREE MAP

The following sequence is an example of how this program can be completed within the recommended time frame. It presumes that all course and program prerequisites have been met. Completion times may vary depending on individual circumstances. Students should consult an advisor when they plan their individual completion path using MyDegreePlan.

Program Name: Tax Preparer - Certificate

Locations Offered: Sierra Vista Campus and Online

First Semester: Fall

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	BUS 146 Introduction to Accounting	CB, OL	3
Core Curriculum	BUS 251 Federal Income Taxation	CB, OL	3
Core Curriculum	BUS 253 Tax Practice and Procedure	CB, OL	3

Second Semester: Spring

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	BUS 252 Business Entity Taxation	CB, OL	3
Core Curriculum	BUS 254 Tax and Accounting Software	CB, OL	4

Total Credits Required: 16

*Key *CB = Campus-Based (In Person or Hybrid: Requires attendance at a physical location)*
 OL = Online (Synchronous, Asynchronous, or Online Combo)

Reviewed: 3/1/2025

Notes: