

ACCOUNTING CERTIFICATE

Award: Certificate in Accounting

No. of credits required: 16

For more information: Contact Business & Applied Technology at bat@harford.edu; or Admissions, 443-412-2109.

Program Description

The program is designed to provide students with specific skills needed for employment in the field of accounting and bookkeeping, including positions such as bookkeeper, accounts receivable clerk or accounts payable clerk. Upon completion of the certificate, students will be prepared to sit for the AIPB's Bookkeeper Certification exam, as well as the Intuit QuickBooks Certified User Exam.

Program Goals

Students who successfully complete the Accounting Certificate will be able to:

1. Apply basic generally accepted accounting principles and techniques.
2. Analyze financial information for errors.
3. Explain and demonstrate accounting for payroll and inventory.
4. Establish and evaluate internal control and fraud prevention procedures.
5. Earn AIPB Certified Bookkeeper status.

Employment Information

The U.S. Bureau of Labor Statistics *Occupational Outlook Handbook* job outlook for Bookkeepers, Accounting, and Auditing Clerks expects a decline of about 6% through 2029, although the number of jobs is expected to be over 1,600,000 by 2029. According to the Maryland Department of Labor, the job outlook in our State for Bookkeepers, Accounting and Auditing Clerks is expected to remain stable through 2028 with a 0.02% increase.

Certificate Requirements

In order to earn a certificate from Harford Community College, students must demonstrate basic competencies in English, reading, and mathematics by completing: ENG 018 Integrated Reading and Writing, MATH 020 Pre-Algebra I, and/or a qualifying exam must be passed.

Required Courses

Code	Title	Credits
ACCT 101	Accounting Principles I	3
ACCT 102	Accounting Principles II	3
BA 210	Business Computer Applications	3
or CIS 145	Introduction to Microsoft Excel	
ACCT 108	Computerized Accounting	3
ACCT 104	Payroll Accounting	1
ACCT 210	Capstone - Certified Bookkeeper Preparation	3
Total Credits		16