

**Nashville State Community College
Accounting Clerk Technical Certificate**

NAME: _____ **A#** _____ **CATALOG YR: 2024 - 2025**

| GENERAL EDUCATION | |
|--|--|
| No General Education Courses Required for the Accounting Clerk Technical Certificate | |

| FALL SEMESTER | | | | | NOTES |
|--|----------|------|-------|---------------------------------------|--------------------------------|
| Course No. and Title | Cr. | Term | Grade | Prerequisite | |
| ACCT 1010-Principles Accounting I | 3 | | | Level 2 placement in Math and Reading | Online-1 st 7 Weeks |
| ACCT 1020-Principles of Accounting II | 3 | | | ACCT 1010 | Online-2nd 7 Weeks |
| BUSN 1360-Software Applications for Business | 3 | | | Level 2 placement in Reading | Online |
| Total Credit Hours | 9 | | | | |

| SPRING SEMESTER | | | | | NOTES |
|---|-----------|------|-------|--|---------------------|
| Course No. and Title | Cr. | Term | Grade | Prerequisite | |
| ACCT 1371- Accounting Spreadsheets I | 3 | | | BUSN 1360 | Spring Only, Online |
| ACCT 2382-Accounting Systems Applications | 3 | | | ACCT 1010 with a grade of "C" or higher and knowledge of basic computer fundamentals | Spring Only, Online |
| ADMN 1310-Business Communications | 3 | | | Level 2 placement in English and Reading | Online |
| Total Credit Hours | 9 | | | | |
| Total Certificate Hours | 18 | | | | |

Program Notes:

- All courses apply to the Accounting Technical Certificate and the Associate of Applied Science Degree in Accounting.
- All accounting curriculum courses require a grade of "C" or higher for completion.
- To receive your certificate you must complete and file an Intent to Graduate Form. The form can be obtained from the Records Office or downloaded from the Records Office website link.
- A program exit exam is required. Contact the Director of the Accounting program for more information.

Revised 3/20/2023