

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

NAME: _____ **A#** _____ **CATALOG YR: 2023 - 2024**

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