

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

**NAME:** \_\_\_\_\_ **A#** \_\_\_\_\_ **CATALOG YR: 2025 - 2026**

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 <sup>st</sup> 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
<b>Total Credit Hours</b>	<b>9</b>				

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
<b>Total Credit Hours</b>	<b>9</b>				
<b>Total Certificate Hours</b>	<b>18</b>				

**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.
- ACCT 1371, ACCT 2382, ADMN 1310, and BUSN 1360 are not part of a Tennessee Transfer Pathway and generally do not apply toward university bachelor's degrees in Accounting.
- It is the student's responsibility to ensure that all requirements for the certificate are met. It is best to work out a systematic approach to taking the required courses, because not all courses may be offered every semester, especially the second year courses. Please work with your accounting advisor when scheduling courses.

Revised 10/8/2024