

Accounting Technology

Technical Certificate

Contact Information: Program Office 615-353-3400, E-mail: computer.accounting@nsc.edu

The Accounting Technology Technical Certificate prepares students for various entry-level positions within the accounting system of a company. The program includes courses that provide the student with basic accounting skills as well as a significant working knowledge of business application software.

The Accounting Technology Technical Certificate provides an alternative to students who choose not to pursue the Associate of Applied Science degree in Computer Accounting.

Graduates of the program should possess a(n):

- Knowledge of basic accounting principles.
- Ability to prepare and know purpose and elements of financial statements.
- Ability to gather, summarize, report, and analyze financial data.
- Knowledge of the role of accounting information systems.
- Knowledge of local, state, and federal payroll tax laws and reporting; and federal income tax laws and reporting for individuals.
- Ability to apply knowledge to solve real-world problems.
- Knowledge of business and accounting application software used to solve a wide range of business problems.

Career Opportunities

- Staff Accountant, Assistant Accountant, or Full-Charge Bookkeeper
- Payroll Accountant
- Accounts Receivable Clerk or Accounts Payable Clerk
- Tax Preparer

Grading Policy

A grade of “C” or above must be earned in prerequisite courses to meet requirements for enrollment in subsequent courses. A grade of “C” or above in all Computer Accounting curriculum courses must be earned prior to graduation.

Transfer/Advising

The certificate is designed so that a student can apply all of the required courses toward the Nashville State A.A.S. degree in Computer Accounting. A student who plans to apply the certificate toward an A.A.S. degree should consult his/her advisor about articulation options.

COURSE REQUIREMENTS

Course			Class	Lab	Credits
Computer Accounting and Accounting Information Systems					
AIS	1180	Intro to Microcomputing	2	2	3
AIS	1181	Business Software Applications	2	2	3
ACCT	1104	Principles of Accounting I	3	0	3
ACCT	1105	Principles of Accounting II	3	0	3
ACCT	2154	Intermediate Accounting I	4	0	4
ACCT	2200	Payroll Accounting	4	0	4
ACCT	2350	Taxation	3	0	3
ACCT	2380	Accounting System Applications	2	2	3
ACCT	2600	Spreadsheet Applications	2	2	3
Total Certificate Requirements					29

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.