

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

*2021-2022 Catalog*

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

FALL SEMESTER					NOTES
<i>Course No. and Title</i>	<i>Cr.</i>	<i>Term</i>	<i>Grade</i>	<i>Prerequisite</i>	
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
<i>Course No. and Title</i>	<i>Cr.</i>	<i>Term</i>	<i>Grade</i>	<i>Prerequisite</i>	
ACCT 1371- Accounting Spreadsheets I	3			BUSN 1360	Spring Only, Online
ACCT 2382-Accounting Systems Applications	3			ACCT 1010 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.