

Microsoft Office Principles Certificate

This certificate will provide students with the most common office skills demanded and used in the market today. Students will learn and perform intermediate techniques in Microsoft Word and Excel, basic techniques in Access and PowerPoint, and how to integrate these applications. Knowledge of the keyboard is recommended, but not required.

Microsoft Office Principles Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CIS 1101	Business Computer Systems I and	View-CIS 1101	n/a	3
CIS 1200	Word Processing and	View-CIS 1200	n/a	3
CIS 1220	Decision Making Excel	View-CIS 1220	n/a	3

Electives - Must Choose one of the Following Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CIS 1000	Computer and Keyboarding Essentials or	View-CIS 1000	n/a	3
CIS 1230	Business Presentations: PowerPoint or	View-CIS 1230	n/a	3
CIS 1240	Information Management: Access or	View-CIS 1240	n/a	3
CIS 1310	The Whole Internet	View-CIS 1310	n/a	3

Total Credits Required	12
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Program Overview

This certificate will provide students with the most common office skills demanded and used in the market today. Students will learn and perform intermediate techniques in Microsoft Word and Excel and basic techniques in Access and PowerPoint. Students will also learn how to integrate the Office Applications. Courses can be taken online. Courses completed while earning a certificate can be applied to the A.A.S. or A.S. in Business Computer Systems and Management Degrees.

Program Outcomes

- Learn the most common Microsoft Office skills used in the market today
- Perform intermediate techniques in Microsoft Word and Excel, and integrate Microsoft Office applications
- Communicate in a business environment including written, verbal, and nonverbal
- Demonstrate the use of up-to-date technology and computer applications
- Formulate solutions to business problems using facts, logic, creativity, and values
- Solve mathematical problems related to business operations

Access and evaluate information effectively

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [**Microsoft Office Principles Certificate Program Roadmap Full Time**](#)
 - [**Microsoft Office Principles Certificate Program Roadmap Part Time**](#)
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Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

careerwise.minnstate.edu and www.bls.gov.

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

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