

# Microsoft Office Specialist Certificate

This certificate provides advanced computer skills and business concepts needed in industry today. Students will use Microsoft Office products, including Office, Excel, PowerPoint, and Access, as well as other computer software applications that can be applied in business situations. All courses can be taken online.

## Microsoft Office Specialist Curriculum

### Curriculum

#### Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
<a href="#">CIS 1200</a>	Word Processing	<a href="#">View-CIS 1200</a>	n/a	3
<a href="#">CIS 1220</a>	Decision Making Excel	<a href="#">View-CIS 1220</a>	n/a	3
<a href="#">CIS 1230</a>	Business Presentations: PowerPoint	<a href="#">View-CIS 1230</a>	n/a	3
<a href="#">CIS 1240</a>	Information Management: Access	<a href="#">View-CIS 1240</a>	n/a	3

#### NHCC Residency and GPA

4 Credits must be earned at NHCC

**Total Credits Required**

**12**

### Program Overview

2023-2024

This certificate provides advanced computer skills and business concepts needed in industry today. Students will use Microsoft Office products as well as other computer software applications that can be applied in business situations. All courses can be taken online. A course completed while earning a certificate can be applied to the A.A.S. or A.S. in Business Computer Systems and Management degrees and other certificates. This certificate qualifies for the Work Investment Act.

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## Program Outcomes

Intellectual and Practical Skills:

- Demonstrate advanced software application skills.
  - Analyze and solve business problems using software applications
  - Use the software applications in an ethical and secure manner.
  - Prepare for the Microsoft Office Specialist Certificate (MOS) Exams.
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## Program Maps

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

- [Microsoft Office Specialist Certificate Program Roadmap Full 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](http://careerwise.minnstate.edu) and [www.bls.gov](http://www.bls.gov).

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## Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

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## Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one third of the total credits required for each certificate must be completed at North Hennepin Community College.

**Developmental Courses** Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

**Equal Opportunity Employer and Disability Access Information** North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 7634930555 or through the Minnesota Relay Service at 18006273529.

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## Accreditation

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

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