

Microsoft Office Essentials Certificate

This certificate provides essential computer skills needed in industry today. Students will use Microsoft Office products as well as other computer software applications that can be applied in business situations. Courses will be delivered in the classroom and online. This certificate qualifies for the Workforce Investment Act.

Microsoft Office Essentials Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3
CIS 1102	Business Computer Systems II	View-CIS 1102	n/a	3
CIS 1220	Decision Making Excel	View-CIS 1220	n/a	3

NHCC Residency and GPA

3 Credits must be earned at NHCC

Total Credits Required

9

Program Overview

2023-2024

This certificate provides essential computer skills needed in industry today. Students will use Microsoft Office products as well as other computer software applications that can be applied in business situations. 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 also some courses will be applied towards more advanced certificates. The courses from this program are delivered in the classroom and/or online. This certificate qualifies for the Work Investment Act.

Program Outcomes

- Perform specialized tasks using Microsoft Office applications
 - Maintain computer information records
 - Use of Microsoft Office for reports creation
 - Verify information using information technology
 - Gain advanced knowledge of Microsoft Office applications
 - Communicate in a business environment: written, verbal, and nonverbal
 - Access and evaluate information effectively
 - 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
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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 Essentials 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.

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](#)

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.

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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