Microsoft Office Principles Certificate

NORTH HENNEPIN COMMUNITY COLLEGE
A member of Minnesota State

START HERE

Semester 1

Course Number	Course Name	Credits	Milestone	Completed
CIS 1101	Business Computer Systems I	3		☐
CIS 1200 †🍁	Word Processing	3		☐
CIS 1220	Business Decision Making: Excel	3		☐
Choose one course:				
CIS 1230 *🌸	Business Presentation: PowerPoint **or**	3		☐
CIS 1240	Information Management: Access **or**			
CIS 1310	The Whole Internet **or**			
CIS 1000	Computer and Keyboarding Essentials			

Total Credits: 12

FINISHED

Milestone Courses

Should be taken in the order shown. This will help you stay on track and graduate on time.

Helpful Hints

-This certificate is not eligible for financial aid. To be eligible for aid a certificate must be at least 16 credits.

⚠️ **Disclaimer**: This roadmap represents one possible pathway through the program, so please make an appointment with your Academic Advisor to create an education plan that is customized to meet your needs. This information subject to change.

🍁 Leaf/Dagger (†) means the class is only offered Fall semester. 🌸 Flower/Asterisk (*) means the class is only offered Spring Semester.