

Cert: Microsoft Office Principles 2021-2022

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.

Note: This certificate was previously Microsoft Office Fundamentals. CIS 1500 Developing Keyboarding Skills will satisfy the CIS 1000 Computer and Keyboard Essentials requirement if completed prior to August 27, 2018 for this certificate only.

Program Courses

Course No.	Course Title	Credits
CIS1101	Business Computer Systems I	3
CIS1200	Word Processing	3
CIS1220	Decision Making Excel	3

Program Electives

Must satisfy 1 of the following requirements

Course No.	Course Title	Credits
Program Electives - 3 credits:		
CIS1000	Computer and Keyboarding Essentials <i>or</i>	3
CIS1230	Business Presentations: PowerPoint <i>or</i>	3
CIS1240	Information Management: Access <i>or</i>	3
CIS1310	The Whole Internet	3

NHCC Residency and GPA

Course No.	Course Title	Credits
3 Credits must be earned at NHCC:		
2.00 overall GPA for NHCC courses		

Total Credit Required 12

Degree Requirements

2.00 overall GPA for NHCC courses

Program Outcomes

- Perform specialized tasks using Microsoft Office applications
- Maintain computer information records
- Use of Microsoft Office for report 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

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 763-493-0555 or through the Minnesota Relay Service at 1-800-627-3529.

Career Opportunities

Information on careers, including salary and employment outlook data, is available on the iseek and Bureau of Labor Statistics websites: <https://careerwise.minnstate.edu/careers/> and www.bls.gov.

Accreditation

North Hennepin Community College is accredited by the: Higher Learning Commission 30 N. LaSalle Street, Suite 2400 Chicago, IL 60602-2504 1-800-621-7440

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](#)