

Cert: Microsoft Office Specialist 2021-2022

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.

Program Courses

Course No.	Course Title	Credits
CIS1200	Word Processing	3
CIS1220	Decision Making Excel	3
CIS1230	Business Presentations: PowerPoint	3
CIS1240	Information Management: Access	3

NHCC Residency and GPA

Course No.	Course Title	Credits
4 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

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.

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.

Career Opportunities

Information on careers, including salary and employment outlook data, is available on the U.S. 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](#)

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