



# Microsoft Office Principles Certificate

This certificate will provide students with the most common office skills demanded and used in the market today. Students will learn and perform intermediate techniques in Microsoft Word and Excel, basic techniques in Access and PowerPoint, and how to integrate these applications. Knowledge of the keyboard is recommended, but not required.

## Microsoft Office Principles Curriculum

### Curriculum

#### Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
<a href="#">CIS 1101</a>	Business Computer Systems I <b>and</b>	<a href="#">View-CIS 1101</a>	n/a	3
<a href="#">CIS 1200</a>	Word Processing <b>and</b>	<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

## Electives - Must Choose one of the Following Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
<b>CIS 1000</b>	Computer and Keyboarding Essentials <b>or</b>	<b>View-CIS 1000</b>	n/a	3
<b>CIS 1230</b>	Business Presentations: PowerPoint <b>or</b>	<b>View-CIS 1230</b>	n/a	3
<b>CIS 1240</b>	Information Management: Access <b>or</b>	<b>View-CIS 1240</b>	n/a	3
<b>CIS 1310</b>	The Whole Internet	<b>View-CIS 1310</b>	n/a	3
<b>Total Credits Required</b>			<b>12</b>	

## Program Overview

### 2024-2025

This certificate will provide students with the most common office skills demanded and used in the market today. Students will learn and perform intermediate techniques in Microsoft Word and Excel and basic techniques in Access and PowerPoint. Students will also learn how to integrate the Office Applications. Courses can be taken online. Courses completed while earning a certificate can be applied to the A.A.S. or A.S. in Business Computer Systems and Management Degrees.

## Program Outcomes

- Learn the most common Microsoft Office skills used in the market today
- Perform intermediate techniques in Microsoft Word and Excel, and integrate Microsoft Office applications
- Communicate in a business environment including written, verbal, and nonverbal

- 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

Access and evaluate information effectively

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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 Principles Certificate Program Roadmap Full Time](#)
  - [Microsoft Office Principles Certificate Program Roadmap Part Time](#)
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## Career Opportunities

Information on careers, including career descriptions, salary data, and employment outlook is available on the [Bureau of Labor Statistics website](#) and [O\\*Net Online website](#).

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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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