

Microsoft Office Principles Certificate



Semester 1

Course Number	Course Name	Credits	Milestone	Completed
CIS 1101	Business Computer Systems I	3		<input type="checkbox"/>
CIS 1200 †	Word Processing	3		<input type="checkbox"/>
CIS 1220	Business Decision Making: Excel	3		<input type="checkbox"/>
Choose one course:				
CIS 1230 *	Business Presentation: PowerPoint or			
CIS 1240*	Information Management: Access or	3		<input type="checkbox"/>
CIS 1310	The Whole Internet or			
CIS 1000	Computer and Keyboarding Essentials			

Total Credits: 12

Program Credit Total: 12



Helpful Hints

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

Effective Fall 2024



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.