

--	--

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.

Program Outcomes

- P o o s

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

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

North Hennepin Community College is accp c
