This cer i ca e ill pro ide den s i h he mo common o ce skills demanded and ed in he marke da . S den ill learn and perform in ermedia e echniq es in Microsof

Total Credits Required for Certificate		2	1

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 can be taken online. Courses can A e t

- 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

Program Map

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**

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.**

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (**hlcommission.org**), an institutional accreditation agency recognized by the U.S. Department of Education.
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