

# Cert: Word Processing Essentials

2014 - 2015

This certificate is for students who want to learn advanced word processing computer skills. Courses can be taken online. Courses can be applied to the A.A.S. or A.S. in Business Computer Systems and Management. The courses from this program are delivered in the classroom and/or online. This certificate qualifies for the Workforce Investment Act.

## Program Courses

| Course No. | Course Title                | Credits | Goal Area | Comments/Substitution |
|------------|-----------------------------|---------|-----------|-----------------------|
| CIS1101    | Business Computer Systems I | 3       |           |                       |
| CIS1200    | Word Processing             | 3       |           |                       |
| CIS1210    | Desktop Publishing          | 3       |           |                       |

## NHCC Residency and GPA

| Course No.                               | Course Title | Credits | Goal Area | Comments/Substitution |
|--|--------------|---------|-----------|-----------------------|
| <b>3 Credits must be earned at NHCC:</b> |              |         |           |                       |
| <b>2.00 overall GPA for NHCC courses</b> |              |         |           |                       |

**Total Credit Required 9**

## Degree Requirements

2.00 overall GPA for NHCC courses

### Program Outcomes

- Perform clerical and administrative duties for an organization
- Implement the Information processing cycle
- Prepare technical reports and complicated tables
- Integrate information from various Microsoft Office applications into a Word document
- Create documents using desktop publishing skills
- Communicate in a business environment: 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
- Access and evaluate information effectively

### 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.

### Career Opportunities

Information on careers, including salary and employment outlook data, is available on the iseek and Bureau of Labor Statistics websites: [www.iseek.org](http://www.iseek.org) and [www.bls.gov](http://www.bls.gov).

### Accreditation

North Hennepin Community College is accredited by the:  
Higher Learning Commission of the North Central Association of Colleges and Schools  
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](#)