

NORTH CENTRAL STATE COLLEGE

Information Technology – Microsoft Applications Certificate 2021-2022

FALL				YEAR ONE	
Complete	Term	Course Number	Course Title	Prerequisites	Credits
	F.SP.S	CISS 1210	Microsoft Word	CISS 1020 or pass Computer Literacy & Keyboarding Assessment	2
	F.SP.S	CISS 1220	Microsoft Excel	CISS 1020 or pass Computer Literacy & Keyboarding Assessment	2
	F.SP.S	CISS 1230	Microsoft Access	CISS 1020 or pass Computer Literacy & Keyboarding Assessment	2
	F.SP.S	CISS 1250	Microsoft PowerPoint	CISS 1020 or pass Computer Literacy & Keyboarding Assessment	2
		^ Milestone course		Semester Credit Hours	8

SPRING				YEAR ONE	
Complete	Term	Course Number	Course Title	Prerequisites	Credits
	F.SP.S	CISS 1240	Microsoft Office Workplace Technology	CISS 1020 or pass Computer Literacy & Keyboarding Assessment	2
	F.SP.S	CISS 1270	Microsoft Word Advanced	CISS 1210	2
	F.SP.S	CISS 1280	Microsoft Excel Advanced	CISS 1220	2
	F.SP.S	CISS 1290	Microsoft Excel Business Intelligence	CISS 1280 c	2
		^ Milestone course		Semester Credit Hours	8
				TOTAL SEMESTER HOURS	16

c = Can be concurrent m = Must be concurrent

* All incoming students will be required to provide ACT scores or take a placement test. Based on their scores, students will be placed in appropriate English and mathematics courses. Successful completion of developmental English, and mathematics prerequisites require a grade of C- or above in the course. Developmental English and mathematics course prerequisites can also be attained through placement testing. See the [Standardized Testing Cutoff Scores](#) for specific tests and test scores.

The College strongly recommends that students be covered by hospitalization insurance, which can be purchased through a private carrier. To obtain a brochure regarding insurance, contact the Student Success Center. (Rm 103 Kee Hall) or call toll free 888-755-4899, ext. 4761 or locally 419-755-4761.