

Cert: Communication and Computers 2020-2021

The Certificate in Communication & Computer Skills is designed to provide a foundation in the study of various communication skills, including written, interpersonal, and digital. The program is designed for students who plan to complete the certificate as well as students who want to pursue an associate's degree with or without intending to transfer

This certificate supports the 2015 Minnesota legislation Educational Attainment Goal 2025: Working to increase the percent of Minnesotans age 25 to 44 who have attained a postsecondary certificate or degree to 70 percent by 2025

(<https://www.ohe.state.mn.us/mPg.cfm?pageID=2187>)

Program Courses

Course No.	Course Title	Credits
Program Courses - 10 credits:		
ENGL 1200 OR ENGL 1201	Gateway to College Writing College Writing I	4
COMM 1110	Principles of Interpersonal Communication	3
CIS 1101	Business Computer Systems I	3

NHCC Residency and GPA

Course No.	Course Title	Credits
3 Credits must be earned at NHCC:		
2.00 overall GPA for NHCC courses		

Total Credit Required 10

Degree Requirements

2.00 overall GPA for NHCC courses **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.

Program Outcomes

- Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
- Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- Select appropriate communication choices for specific audiences.
- Analyze the role of verbal and nonverbal communication in various interpersonal interactions and diverse contexts.
- Demonstrate effective written, verbal and nonverbal communication skills in business situations
- Develop management and business principles, advanced technical and communication skills along with critical, independent and creative problem solving skills.
- Demonstrate the process of planning and creating business presentations.

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 and www.bls.gov.

Accreditation

North Hennepin Community College is accredited by the: Higher Learning Commission 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](#)