

Cert: Written Communications Technologies

2020-2021

This certificate is for students who want to learn fundamental Excel, PowerPoint and Access skills and advanced Word processing skills. The class will integrate web based technologies for research, distribution, and communication. Courses can be applied to the Business Computer Systems and Management A.A.S. or A.S Degree. The courses from this program are delivered in the classroom and/or online.

Note: This certificate was previously Word Processing Certificate. CIS 1210 Desktop Publishing will satisfy the CIS 1310 The Whole Internet requirement if completed prior to August 27, 2018 for this certificate only.

Program Courses

Course No.	Course Title	Credits
CIS1101	Business Computer Systems I	3
CIS1200	Word Processing	3
CIS1310	The Whole Internet	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 9

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

- 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
- Integrate the use of web based technology to create shared documents
- Demonstrate the use of the Internet for research, distribution and communication
- Evaluate credibility of websites
- 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

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](#)

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