

## Cert: Business Communications and Technology Essentials

2021-2022

This certificate is for students who want to combine business, communication, and technology. Students will learn communication principles and techniques, computer presentation skills and project management software, concepts, and process, used by successful managers. Courses can be applied to the Business Computer Systems and Management A.A.S. or A.S. Degrees. The courses from this program are delivered in the classroom and/or online.

### Program Courses

Course No.	Course Title	Credits
CIS1230	Business Presentations: PowerPoint	3
CIS1260	Business Communications and Technology	3
CIS1700	Project Management Software Tools	3

### NHCC Residency and GPA

Course No.	Course Title	Credits
<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

### 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

Intellectual and Practical Skills, focused by:

- Demonstrate business communication effectiveness in a global and technological business environment.
- Apply improved verbal, nonverbal, listening, writing, team, conflict and negotiation skills in organizational situations.
- Effectively use web-based communication, video conferencing, email, presentation technologies, teleconferencing and telephone usage.
- Develop, create and deliver a variety of well-prepared presentations in multiple formats, analyzing the audience and environment to choose and create appropriate visuals.

Integrative and Applied Learning:

- Understand, apply and communicate the project management process using software tools.

### 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 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](#)