



# Business Communications and Technology Essentials Certificate

The Business Communications and Technology Essentials Certificate is for students who want to develop a combination of skills in business, communication, and technology.

## Business Communications and Technology Essentials Curriculum

### Curriculum

#### Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
<a href="#">CIS 1230</a>	Business Presentations: PowerPoint	<a href="#">View-CIS 1230</a>	n/a	3
<a href="#">CIS 1260</a>	Business Communications and Technology	<a href="#">View-CIS 1260</a>	n/a	3
<a href="#">CIS 1700</a>	Project Management Software Tools	<a href="#">View-CIS 1700</a>	n/a	3

#### NHCC Residency and GPA

3 Credits must be earned at NHCC	
<b>Total Credits Required</b>	<b>9</b>

### Program Overview

## 2024-2025

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. This certificate qualifies for the Workforce Investment Act.

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## 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.
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## Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Business Communications and Technology Essentials Certificate Program Roadmap Full Time](#)
  - [Business Communications and Technology Essentials Certificate Program Roadmap Part Time](#)
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## Career Opportunities

Information on careers, including career descriptions, salary data, and employment outlook is available on the [Bureau of Labor Statistics website](#) and [O\\*Net Online website](#).

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## 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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## 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 7634930555 or through the Minnesota Relay Service at 18006273529.

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## Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission ([hlcommission.org](https://hlcommission.org)), an institutional accreditation agency recognized by the U.S. Department of Education.

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