

Written Communication Technologies Certificate

The Written Communication Technologies Certificate is for students who want to learn fundamental Excel, PowerPoint and Access skills, and advanced Word processing skills.

Written Communication Technologies Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3
CIS 1200	Word Processing	View-CIS 1200	n/a	3
CIS 1310	The Whole Internet	View-CIS 1310	n/a	3

NHCC Residency and GPA

3 Credits must be earned at NHCC

Program Overview

2022-2023

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.

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
-

Program Maps

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

- [Written Communication Technologies Certificate Program Roadmap Full Time](#)
 - [Written Communication Technologies Certificate Program Roadmap Part Time](#)
-

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites: careerwise.minnstate.edu and www.bls.gov.

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](#)

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.

Accreditation

North Hennepin Community College is accredited by the:
Higher Learning Commission of the North Central Association of Colleges
and Schools

30 N. LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440
