

Communication and Computer Skills Certificate

The Certificate in Communication and Computer Skills is designed to provide a foundation of skills in various forms of communication, including written, interpersonal, and digital.

Communication and Computer Skills Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I and	View-ENGL 1201	n/a	4
COMM 1110	Principles of Interpersonal Communication and	View-COMM 1110	n/a	3
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3

Total Credits Required	10
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Program Overview

2023-2024

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 percentage of Minnesotans age 25 to 44 who have attained a postsecondary certificate or degree to 70 percent by 2025.

Program Outcomes

- Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation. (NHCC ELO Intellectual and Practical Skills; NHCC ELO Integrative and Applied Learning; MnTC G1, comp. a; MnTC G2, comp. a)
 - Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding. (NHCC ELO Intellectual and Practical Skills; NHCC ELO Integrative and Applied Learning; MnTC G1, comp. b)
 - Select appropriate communication choices for specific audiences. (NHCC ELO Intellectual and Practical Skills; (NHCC ELO Integrative and Applied Learning; MnTC G1, comp. d; MnTC G2, comp. a)
 - Analyze the role of verbal and nonverbal communication in various interpersonal interactions and diverse contexts. MnTC 1, b, d, f, g, MnTC 7, b, c, ELO 1, 2, & 3.
 - Demonstrate effective written, verbal and nonverbal communication skills in business situations (ELO 1, 2, 3)
 - Develop management and business principles, advanced technical and communication skills along with critical, independent and creative problem solving skills. (NHCC ELOs 1 & 2)
 - Demonstrate the process of planning and creating business presentations. (NHCC ELOs 1, 2, 4)
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Program Maps

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

- [Communications and Computer Skills Certificate Program Roadmap Full Time](#)
- [Communications and Computer Skills 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 (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

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