

Ministry of Christ Church College
540 North State Road 434, Suite 38
Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

CN102 – Professional Networking

Certificate Course

Let us help you build your Resume Portfolio — because your work deserves to be seen... while you focus on building your skills for service, leadership, and career growth.

Course Overview

CN102 introduces students to essential networking and communication skills through seven core areas: communication basics, networking foundations, digital networking, conversation skills, relationship building, confidence & presence, and real-world application.

This course is designed for adult learners seeking to build confidence, strengthen communication, and develop meaningful professional connections in their workplace, ministry, or nonprofit work.

What You Will Learn

By the end of this course, students will be able to:

- Create a clear, confident professional introduction
- Use active listening and communication skills effectively
- Build and maintain a simple professional network
- Use digital tools (email, LinkedIn, directories) with confidence
- Practice real-world networking conversations
- Strengthen professional presence and communication habits
- Set achievable networking goals and follow-up plans

Course Materials

This course uses the book:

Networking All-in-One For Dummies

All assignments, practicum activities, and the final exam are based on the themes and skills taught in the book.

Included in Your Course Package

- CN102 Checklist/Syllabus
- CN102 Practicum workbook
- CN102 Final Exam (with stamped envelope)
- Course Book (mailed with course documents or directly from Amazon)
- Certificate (suitable for framing) mailed upon receiving a passing score of 70% or better

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Practicum Summary (for Resume Portfolio)

Students will complete hands-on activities in:

- Writing a professional introduction
- Identifying and mapping a personal network
- Practicing communication and conversation skills
- Creating a digital networking checklist
- Completing a follow-up message
- Building confidence through small networking steps

Final Exam

The CN102 exam includes:

- Multiple-choice questions
- Short-answer questions
- Scenario-based application

Course Requirements

- Working knowledge of English
- Ability to complete written assignments
- Live within the United States
- Access to email for submitting coursework

Tuition

\$149.00 – Individual Course

Payment is made through Shopify.

After purchase, download the **Students Welcome & Instruction.pdf** and follow the instructions. Your course materials will be mailed once you complete the steps in the PDF.

How to Enroll

Step 1: Download the Application

Visit the church college website to download the official application form. (Your Shopify product page includes a direct link.)

Step 2: Review the Full Catalog

The complete catalog is available on the college website.

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Step 3: Submit Your Application

Mail your completed application to the college office.

Your application must be received and processed before your textbook and course packets are mailed.

If you email your application, please include **“Application Enclosed” in the subject line.**

Step 4: Purchase Your Course

[Click here](#) to purchase CN101 through **Shopify**, our secure online store.

Once purchased, your textbook and packets will be mailed to you.

Policies

For all official policies, including tuition, refund, and admissions requirements, please refer to the College Catalog.