



Computer Applications for Business

Creative Software User Certificate (0313)

https://www.oakton.edu/academics/certificate/creative_software_user.php

Courses for a Certificate

CAB 110 Windows Fundamentals

CAB 172 Adobe Photoshop

CAB 175 Adobe Illustrator

Credit Hours

1

3

3

Total Semester Credit Hours for Certificate

7

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes439031.htm>

Creative Software Specialist Certificate (0310)

https://www.oakton.edu/academics/certificate/creative_software_spec.php

Courses for a Certificate

CAB 110 Windows Fundamentals

CAB 160 Desktop Publishing Concepts & Procedures

CAB 165 Adobe InDesign

CAB 172 Adobe Photoshop

CAB 175 Adobe Illustrator

Credit Hours

1

1

3

3

3

Total Semester Credit Hours for Certificate

11

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes439031.htm>

General Office Certificate (0312)

https://www.oakton.edu/academics/certificate/general_office.php

Courses for a Certificate

CAB 102 Basic Keyboarding

CAB 106 Keyboarding Speed and Accuracy Development

CAB 110 Windows Fundamentals

CAB 125 Word Processing Using Word*

CAB 184 Communication Strategies*

Credit Hours

1

1

1

2

3

Total Semester Credit Hours for Certificate

8

*Prior to enrolling in CAB 125 or CAB 184, it is recommended that the student successfully complete CIS 090.

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes439061.htm>

Computer Applications for Business

Microsoft Office Advanced Specialist Certificate (0133)

https://www.oakton.edu/academics/certificate/ms_office_adv_spec.php

Courses for a Certificate

	Credit Hours
CAB 110 Windows Fundamentals	1
CAB 125 Word Processing Using Word	2
CAB 130 Presentation Software Using PowerPoint	2
CAB 135 Electronic Spreadsheets using Excel	2
CAB 235 Advanced Spreadsheets using Excel	2

Choose from the following to total a minimum of five semester hours:

CAB 140 Database Applications Using Access	3
CAB 150 Visio Fundamentals	2
CAB 180 Administrative Office Management & Professional Development	3
CAB 225 Advanced Word Processing & Publishing	2
Select any other courses from CAB or CIS (except CIS 101 or CIS 103)	2-3

Total Semester Credit Hours for Certificate

14

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes439199.htm>

Microsoft Office Specialist Certificate (0306)

https://www.oakton.edu/academics/certificate/ms_office_specialist.php

Courses for a Certificate

	Credit Hours
CAB 110 Windows Fundamentals	1
CAB 125 Word Processing Using Word	2
CAB 130 Presentation Software Using PowerPoint	2
CAB 135 Electronic Spreadsheets using Excel	2
CAB 140 Database Applications Using Access	3

Total Semester Credit Hours for Certificate

10

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes439199.htm>

Computer Applications for Business

Microsoft Office User Certificate (0309)

https://www.oakton.edu/academics/certificate/ms_office_user.php

Courses for a Certificate

CAB 125 Word Processing Using Word	2
CAB 130 Presentation Software Using PowerPoint	2
CAB 135 Electronic Spreadsheets Using Excel	2

Total Semester Credit Hours for Certificate

6

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes439199.htm>

Office Assistant Certificate (0308)

https://www.oakton.edu/academics/certificate/office_asst.php

Courses for a Certificate

CAB 104 Skill Building and Formatting	3
CAB 110 Windows Fundamentals	1
CAB 125 Word Processing Using Word	2
CAB 130 Presentation Software Using PowerPoint	2
CAB 135 Electronic Spreadsheets Using Excel	2
CAB 150 Visio Fundamentals	2
CAB 184 Communication Strategies	3

Total Semester Credit Hours for Certificate

15

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes439199.htm>

Operational Software Specialist Certificate (0315)

https://www.oakton.edu/academics/certificate/operational_software_spec.php

Courses for a Certificate

CAB 132 Adobe Acrobat PDF	2
CAB 135 Electronic Spreadsheets using Excel	2
CAB 140 Database Application Using Access	3
CAB 150 Visio Fundamentals	2
MKT 131 Principles of Marketing or MGT 101 Fundamentals of Supervision	3

Total Semester Credit Hours for Certificate

12

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes439199.htm>

Presentation Software Specialist Certificate (0317)

https://www.oakton.edu/academics/certificate/presentation_software_spec.php

Courses for a Certificate

	Credit Hours
CAB 110 Windows Fundamentals	1
CAB 130 Presentation Software Using PowerPoint	2
CAB 160 Desktop Publishing Concepts and Procedures	1
CAB 175 Adobe Illustrator	3
CAB 184 Communication Strategies	3
MKT 131 Principles of Marketing or MGT 101 Fundamentals of Supervision	3

Total Semester Credit Hours for Certificate:

13

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes439031.htm>

Computer Information Systems

General Programmer Certificate (0118)

https://www.oakton.edu/academics/certificate/CIS_gen_prog.php

Courses for a Certificate:

Select a minimum of 11 credit hours in courses from the following list or from courses approved by the program coordinator:

Credit Hours

11

CIS 171 Advanced Web Page Development	4
CIS 180 Introduction to Visual Basic .NET Programming	4
CIS 188 Active Server Pages	4
CIS 208 Visual Basic for Applications	4
CIS 209 Database Programming for PCs	4
CIS 210 Visual Basic .NET Programming Using Files and Databases	4
CIS 211 Java Programming	4
CIS 213 Advanced Topics in Visual Basic .NET Programming	4
CIS 215 Assembly Language for Microcomputers	4
CIS 220 Introduction to C Programming	4
CIS 222 Java Programming using Files and Databases	4
CIS 227 C# Programming	4
CIS 231 Advanced Java Programming	4
CIS 232 Web Scripting	4
CIS 248 Web Database Management	4
CIS 257 Apps Programming for Apple Mobile Devices	4
CIS 258 Apps Programming for Android Mobile Devices	4
CIS 267 Advanced Apps Programming for Apple Mobile Devices	4
CIS 268 Advanced Apps Programming for Android Mobile Devices	3
CSC 240 C++ Data Structures or CSC 241 Java Data Structures	3
CSC 255 Objects and Algorithms	3

Total Semester Credit Hours for Certificate:

11

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes151251.htm>

Internet and Computer Core (IC3) Certificate (0137)

<https://www.oakton.edu/academics/certificate/internet.php>

Courses for a Certificate:

	Credit Hours
CIS 103 Computer Software and Concepts	4
CIS 111 Fundamentals of the Internet	2
CIS 116 Introduction to the MS-Windows Operating System	2
CNS 105 Networking Essentials	3
ELT 130 Microcomputer Hardware Systems	3

Total Semester Credit Hours for Certificate: **14**

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes151299.htm>

Linux Certificate (0154)

<https://www.oakton.edu/academics/certificate/linux.php>

Courses for a Certificate:

	Credit Hours
CIS 118 Linux Operating System	2
CIS 218 Advanced Linux Operating System	2
CIS/CNS 228 Linux Administration	3
CIS/CNS 238 Linux Network Services Administration	3

Total Semester Credit Hours for Certificate: **10**

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes151299.htm>

Microsoft Project Management Preparation Certificate (0147)

https://www.oakton.edu/academics/certificate/microsoft_project_mgt.php

Courses for a Certificate:

	Credit Hours
CIS/MGT 236 Project Management	3
CIS/MGT 253 Project Management Certification Preparation	2

Total Semester Credit Hours for Certificate: **5**

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes151299.htm>

Oracle Database Administrator (DBA) Certificate (0139)

https://www.oakton.edu/academics/certificate/oracle_db_admin.php

Courses for a Certificate:

	Credit Hours
CIS 143 Introduction to SQL	3
CIS 145 Database Fundamentals I	4
CIS 245 Database Fundamentals II	4
CIS 247 Performance Tuning	4

Total Semester Credit Hours for Certificate: **15**

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes151245.htm>

Computer Networking and Systems

Cisco Certified Network Associate (CCNA) Certificate

<https://www.oakton.edu/academics/certificate/CCNA.php>

Courses for a Certificate:

	Credit Hours
CNS 105 IT Support Fundamentals	4
CNS 141 Cisco Introduction to Networks	3
CNS 142 Cisco Switching, Routing, and Wireless Essentials	3
CNS 143 Cisco Enterprise Networking, Security, and Automation	3
CNS 121 IT Certification Preparation	1

Total Semester Credit Hours for Certificate: **14**

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes151244.htm>

Note: Students can obtain Credit for Prior Learning through evaluation by Oakton faculty for any of the third-party IT certifications.

Electronics and Computer Technology

Home/Office Technology Integrator Certificate (0161)

https://www.oakton.edu/academics/certificate/home_office_tech.php

Courses for a Certificate:

	Credit Hours
ELT 105 or CNS 140 Network Infrastructure Essentials	3
ELT 108 Home Technology Integration (HTI)	3
ELT 114 Residential Wiring or ELT 204 Wireless Technology Integration (WTI)	3

Total Semester Credit Hours for Certificate: **9**

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes151232.htm>

A+ Computer Diagnostic Specialist Certificate (0169)

https://www.oakton.edu/academics/certificate/a_plus_specialist.php

Courses for a Certificate:

	Credit Hours
ELT 101 Introduction to Electronics or ELT 107 Survey of Electronics	3-5
ELT 130 Microcomputer Hardware Systems	3
ELT 140 Computer Peripherals	3
ELT 150 A+ Certification Preparation	2

Total Semester Credit Hours for Certificate: **11**

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes151232.htm>



Basic Nurse Assistant Training (0037)

https://www.oakton.edu/academics/certificate/basic_nurse_asst.php

Courses for a Certificate

BNA 100 Basic Nurse Assistant Training

BNA 105 Basic Nurse Assistant Job Training

Total Semester Credit Hours for Certificate

Credit Hours

7

1

8

Bureau of Labor Statistics wage info: <https://www.bls.gov/oes/2017/may/oes311014.htm>

Cannabis Cultivation Certificate (0413)

<https://catalog.oakton.edu/career-programs-pathways/cannabis-studies/cannabis-cultivation-certificate/>

Courses for a Certificate

CNB 101 Introduction to Cannabis

CNB 102 Cannabis and the Law

CNB 103 Pharmacology and Medical Cannabis Use

CNB 105 Dispensary Operations

CNB 106 Cannabis Cultivation Operations

CNB 107 Botany and Cultivation of Cannabis

Total Hours

Credit Hours

1

1

2

1

2

5

12

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes452092.htm>

Cannabis Dispensary and Patient Care Specialist Certificate (0410)

https://www.oakton.edu/academics/certificate/cannabis_dispensary.php

Courses for a Certificate:

CNB 101 Introduction to Cannabis

CNB 102 Cannabis and the Law

CNB 103 Pharmacology and Medical Cannabis Use

CNB 104 The Experience of Illness

CNB 105 Dispensary Operations

BUS 101 Introduction to Business

PED 101 First Aid

Total Semester Credit Hours for Certificate:

Credit Hours

1

1

2

2

1

3

2

12

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes319099.htm>

Cannabis Transportation, Logistics, and Supply Chain Management (0411)

https://www.oakton.edu/academics/certificate/cannabis_transport_log_supply.php

Courses for a Certificate:

CNB 101 Introduction to Cannabis

CNB 102 Cannabis and the Law

CNB 105 Dispensary Operations

CNB 106 Cannabis Cultivation Operations

LAE 275 Security Guard Training

MGT 155 Operations and Supply Chain Management

MGT 156 Introduction to Transportation, Warehousing, and Logistics

Total Semester Credit Hours for Certificate:

Credit Hours

1

1

1

2

3

3

3

14

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes113071.htm>

Person-Centered Elder Support Certificate (0034)

https://www.oakton.edu/academics/ademic_departments/elder_ca

Courses for a Certificate

	Credit Hours
ECS 101 The World of the Elder	1
ECS 102 Person-Centered Communication	1
ECS 103 Dementia Care of the Elder	1

Total Semester Credit Hours for Certificate: 3

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes319099.htm>

Pharmacy Technician Certificate (0282)

https://www.oakton.edu/academics/certificate/pharmacy_tech.php

Courses for a Certificate:

	Credit Hours
MLT 125 Pharmacy Technician	7
MLT 251 Pharmacy Technician Internship	0-2

Total Semester Credit Hours for Certificate: 7

Bureau of Labor Statistics wage info: <https://www.bls.gov/oes/current/oes292052.htm>

Phlebotomy Certificate (0281)

https://www.oakton.edu/academics/academic_departments/phlebotomy/index.php

Courses for Certificate:

	Credit Hours
HIT 104 Medical Terminology	3
MLT 105 Introduction to Health Care Issues	1
MLT 107 Phlebotomy	4
MLT 204 Phlebotomy Practicum	2

Total Semester Credit Hours for Certificate: 10

Bureau of Labor Statistics wage info: <https://www.bls.gov/oes/current/oes319097.htm>

Public Health Contract Tracer Professional (0293)

https://www.oakton.edu/academics/certificate/contact_tracer_pro.php

Courses for a Certificate:

	Credit Hours
HCT 101 Introduction to Public Health Contact Tracing	1
HCT 102 Public Health and Disease	1
HCT 103 Introduction to Public Health Communications	2
HCT 104 Disease Tracing Organization and Management	1
HSV 110 Counseling Interviewing	3
CAB 135 Electronic Spreadsheets Using Excel	2
CAB 140 Database Applications Using Access	3

Total Semester Credit Hours for Certificate: 13

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes319099.htm>



Manufacturing Technology

Automation and Controls Certificate (0276)

https://www.oakton.edu/academics/certificate/automation_controls.php

Courses for a Certificate:

MFG 111 Introduction to Computer Integrated Manufacturing (CIM)
MFG 135 Hydraulics, Pneumatics and Controls
MFG 140 Introduction to Robotics and Vision Systems
MFG 240 Programmable Logic Controllers (PLC)
or MFG 245 Programmable Automation Controllers (PAC)

Credit Hours

3
3
4
4

Total Semester Credit Hours for Certificate:

14

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes173024.htm>

CNC/CAM Programming Certificate (0277)

https://www.oakton.edu/academics/certificate/cnc_cam.php

Courses for a Certificate:

MFG 144 Introduction to CNC Programming
MFG 145 Advanced CNC Programming
MFG 165 MASTERCAM Computer Aided Manufacturing

Credit Hours

4
4
4

Total Semester Credit Hours for Certificate:

12

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes519161.htm>

CNC Operations and Programming Preparation Certificate (0279)

https://www.oakton.edu/academics/certificate/cnc_operations.php

Courses for a Certificate:

MFG 142 CNC Setup and Operation
MFG 144 Introduction to CNC Programming
MFG 145 Advanced CNC Programming

Credit Hours

2
4
4

Total Semester Credit Hours for Certificate:

10

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes519161.htm>

Mechatronics Supply Chain Technician Certificate (0264)

https://www.oakton.edu/academics/certificate/mfg_mechatronics_supply.php

Courses for a Certificate:

	Credit Hours
MFG 111 Introduction to Manufacturing Automation Systems	3
MFG 135 Hydraulics, Pneumatics and Controls	3
MGT 155 Operations and Supply Chain Management	3
MGT 156 Introduction to Transportation, Warehousing and Logistics	3

Total Semester Credit Hours for Certificate: 12

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes173024.htm>

Production Technician Certificate (0244)

https://www.oakton.edu/academics/certificate/production_tech.php

Courses for a Certificate:

	Credit Hours
MFG 102 Industrial Drafting and Design	3
MFG 110 Introduction to Machining	3
MFG 111 Introduction to Computer Integrated Manufacturing (CIM)	3

Total Semester Credit Hours for Certificate: 9

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes173026.htm>

Programmable Controllers (PLC/PAC) Technician (0248)

https://www.oakton.edu/academics/certificate/mfg_program_controllers.php

Courses for a Certificate:

	Credit Hours
MFG 111 Introduction to Computer Integrated Manufacturing (CIM)	3
MFG 240 Programmable Logic Controllers (PLC)	4
MFG 245 Programmable Automation Controllers (PAC)	4
MFG 250 Advanced Automation Applications (PLC/PAC/HMI)	4

Total Semester Credit Hours for Certificate: 15

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes173023.htm>

Welding Certificate (0250)

<https://www.oakton.edu/academics/certificate/welding.php>

Courses for a Certificate:

	Credit Hours
MFG 102 Industrial Drafting and Design	3
MFG 110 Introduction to Machining	3
MFG 120 Introduction to Welding	4

Total Semester Credit Hours for Certificate: 10

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes514121.htm>

Mechanical Design/CAD

CAD Interior Design Certificate (0267)

https://www.oakton.edu/academics/certificate/CAD_interior_design.php

Courses for a Certificate:

CAD 134 Basic AutoCAD for Interior Design
CAD 136 Advanced AutoCAD for Interior Design

Credit Hours

4
4

Total Semester Credit Hours for Certificate:

8

<https://www.bls.gov/oes/current/oes173019.htm>

Computer-Aided Design Certificate (0273)

<https://www.oakton.edu/academics/certificate/CAD.php>

Courses for a Certificate:

CAD 116 Basic AutoCAD
CAD 117 Intermediate AutoCAD
CAD 118 Advanced AutoCAD

Credit Hours

3
4
4

Total Semester Credit Hours for Certificate:

11

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes173019.htm>

Industrial Design Engineering Certificate (0278)

https://www.oakton.edu/academics/certificate/industrial_design_eng.php

Courses for a Certificate:

CAD 107 Introduction to 3D Printing
CAD 210 Industrial Design Engineering Techniques
Select at least seven credit hours from the following:

Credit Hours

2
4
7

CAD 230 Introduction to Solidworks
& CAD 234 Advanced Solidworks

4
4

or

CAD 116 Basic AutoCAD
& CAD 117 Intermediate AutoCAD

3
4

Total Semester Credit Hours for Certificate:

13

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes173019.htm>

Revit – Building Information Modeling (BIM) Certificate (0259)

https://www.oakton.edu/academics/certificate/CAD_revit.php

Courses for a Certificate:

CAD 220 CAD Introduction to Building Systems – Revit
CAD 224 Advanced Building Information Modeling – Revit
CAD 228 Revit MEP - Mechanical Electrical Plumbing

Credit Hours

4
4
4

Total Semester Credit Hours for Certificate:

12

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes173019.htm>

SolidWorks Certificate (0261)

https://www.oakton.edu/academics/certificate/CAD_solid_works.php

Courses for a Certificate:

CAD 230 Introduction to SolidWorks

CAD 232 Intermediate SolidWorks

CAD 234 Advanced SolidWorks

Credit Hours

4

4

4

Total Semester Credit Hours for Certificate:

12

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes173019.htm>



Customer Service Certificate (0251)

https://www.oakton.edu/academics/certificate/cust_svc.php

Courses for a certificate:

MKT 151 Customer Service

Credit Hours

3

Three credit hours from the following:

3

MGT 101 Fundamentals of Supervision
MGT 121 Principles of Management
MGT 205 Organizational Behavior
MGT 232 Managing Diversity in the Workplace

Three credit hours from the following:

3

MKT 131 Principles of Marketing
MKT 161 Principles of Professional Selling
MKT 230 Consumer Behavior
MKT 249 Customer Relationship Management

Three credit hours from the following:

3

MGT 117 Human Relations in the Workplace
MGT 118 Effective Management Communications
MGT 210 Business Etiquette
PSY 101 Introduction to Psychology
SPE 103 Effective Speech
SPE 115 Interpersonal Communications between Cultures

Total Semester Hours for Certificate:

12

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes434051.htm>

Emergency Medical Technician and Fire Science Technology

Basics of Fire Fighting Certificate (0183)

https://www.oakton.edu/academics/certificate/fire_fighting.php

Courses for a Certificate:

FIR 101 Introduction to Fire Science
FIR 121 Fire Fighting Tactics I
FIR 131 Hazardous Materials - First Responder
FIR 205 Building Construction

Credit Hours

3

3

3

3

Total Semester Credit Hours for Certificate:

12

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes332011.htm>

Emergency Medical Technician — Basic Certificate (0184)

https://www.oakton.edu/academics/certificate/emt_basic.php

Courses for a Certificate:

FIR 220 Emergency Medical Technician

Credit Hours

8

Total Semester Credit Hours for Certificate:

8

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes292040.htm>

Global Business Studies

Global Business Certificate (0202)

https://www.oakton.edu/academics/certificate/global_bus.php

Courses for a Certificate:

GBS 101 Introduction to Global Business

GBS 250 Interest Rates and Foreign Exchange Markets

GEG 130 Global Economies

MGT 276 Corporate Social Responsibility and Decision Making

Credit Hours

3

3

3

Select one of the following Professional Tracks:

3

GROUP A: OPERATIONS

Select one of the following:

GBS 205 Import/Export Basics

GBS 212 Global Sourcing and Import Procedures

GBS 225 Global Logistics and Documentation

GBS 253 Practicum

GROUP B: MARKETING / MANAGEMENT

Select one of the following:

GBS 235 Global Marketing

GBS 236 Current Global Events and Perspectives

GBS 240 Global Management

GBS 253 Practicum

3

Total Semester Credit Hours for Certificate:

15

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes131020.htm>

Import/Export Specialist Certificate (0203)

<https://catalog.oakton.edu/career-programs-pathways/global-business-studies/import-export-specialist-certificate/>

Courses for a Certificate:

	Credit Hours
GBS 101 Introduction to Global Business	3
GBS 205 Import and Export Compliance	3
GBS 212 Global Sourcing and Import Procedures	3
GBS 225 Global Logistics and Documentation	3
Total Semester Credit Hours for Certificate:	12

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes131020.htm>

Management and Supervision

Leadership Excellence Certificate (0223)

<https://www.oakton.edu/academics/certificate/leadership.php>

Courses for a Certificate:

	Credit Hours
BUS 101 Introduction to Business	3
MGT 225 Effective Leadership Skills	3
MGT 228 Change Management	3
MGT 276 Corporate Social Responsibility and Decision Making	3
MGT 288 Strategic Management	3

Total Semester Credit Hours for Certificate: 15

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes119198.htm>



Computer Applications for Business

Reporting System Software Specialist Certificate (0319)

https://www.oakton.edu/academics/certificate/report_sys_software_spec.php

Courses for a Certificate

	Credit Hours
CAB 110 Windows Fundamentals	1
CAB 125 Work Processing Using Word	2
CAB 132 Adobe Acrobat PDF	2
CAB 135 Electronic Spreadsheets Using Excel	2
CAB 140 Database Design with Access	3
CAB 184 Communication Strategies	3
MKT 131 Principles of Marketing or MGT 101 Fundamentals of Supervision	3

Total Semester Credit Hours for Certificate: **16**

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes439199.htm>

Computer Information Systems

Computer User Certificate (0125)

https://www.oakton.edu/academics/certificate/computer_user.php

Courses for a Certificate

	Credit Hours
CIS 103 Computer Software and Concepts	4
CIS 116 Introduction to the MS-Windows Operating System	2
CIS 203 Managing Information Systems	3
CAB 135 Electronic Spreadsheets using Excel	2
CAB 140 Database Applications Using Access	3
CIS or CAB electives (except CIS 101, CAB 110)	4

Total Semester Hours for Certificate: **18**

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes151299.htm>

Computer Technology Certificate (0132)

https://www.oakton.edu/academics/certificate/computer_tech.php

Select 18 credit hours in courses from at least two of the following disciplines:

Courses for a Certificate:

- CIS: all CIS courses (except CIS 101 or CIS 103)
- CAB: all CAB courses (except CAB 110)
- CNS: all CNS courses (cannot take both CNS 105 and CNS 141)
- CSC: all CSC courses
- ELT 130 Microcomputer Hardware Systems
or ELT 140 Computer Peripherals

Total Semester Credit Hours for Certificate: **18**

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes151299.htm>

Web Site Developer Certificate (0463)

https://www.oakton.edu/academics/certificate/web_dev.php

Courses for a Certificate:

ART 259 Introduction to Web Design
CIS 131 Web Page Development
CIS 148 Introduction to Database-Driven Web Sites
CIS 152 Web Development Tools
Select Additional web-related courses in CIS; contact an academic advisor for list of acceptable courses

Credit Hours

3
4
3
3
3

Total Semester Credit Hours for Certificate:

16

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes151257.htm>

3

3

Computer Networking and Systems

Windows Server Administration Certificate (0128)

<https://catalog.oakton.edu/career-programs-pathways/computer-networking-systems/windows-server-administration-certificate/>

Courses for a Certificate:

CNS 105 Networking Essentials
CNS 111 Windows Server 1
CNS 114 Windows Server 2
CNS 116 Windows Server 3
CNS 121 IT Certification Preparation
CNS 214 Securing Enterprise Server

Credit Hours

3
3
3
3
1
3

Total Semester Credit Hours for Certificate:

16

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes151244.htm>

Note: Students can obtain Credit for Prior Learning through evaluation by Oakton faculty for any of the third-party IT certifications.

Windows Support Technician Certificate (0153)

https://www.oakton.edu/academics/certificate/windows_tech.php

Courses for a Certificate:

CIS 101 Introduction to Computer Information Systems
or CIS 103 Computer Software and Concepts
CNS 105 Networking Essentials
CNS 110 Windows Client Desktop 1
CNS 121 IT Certification Preparation
CNS 150 Windows Client Desktop 2
CNS 170 Principles of Information Security
or CNS 176 Network Security

Credit Hours

3
3
3
1
3
3

Total Semester Credit Hours for Certificate:

16

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes151244.htm>

Note: Students can obtain Credit for Prior Learning through evaluation by Oakton faculty for any of the third-party IT certifications.



Medical Coding & Billing Certificate (0288)

https://www.oakton.edu/academics/certificate/med_billing.php

Courses for a Certificate

HIT 104 Medical Terminology

HIT 105 Pharmacology for Health Record Documentation

HIT 111 ICD-10-CM Coding for the Physician Office

HIT 112 Anatomy and Physiology for ICD-10-CM Coding

HIT 115 Insurance Procedures for the Medical Office: Medicare

HIT 116 Insurance Procedures for the Medical Office: Non-Medicare

HIT 120 Evaluation and Management Coding in CPT

HIT 125 Medical Billing Practices

HIT 170 CPT Coding

Credit Hours

3

1

2

3

1

1

1

2

2

Total Semester Credit Hours for Certificate:

16

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes436013.htm>



Air Conditioning, Heating and Refrigeration Technology

Stationary Engineer License Preparation Certificate (0067)

https://www.oakton.edu/academics/certificate/stationary_eng.php

Courses for a Certificate:

AHR 101 Introduction to Air Conditioning and Refrigeration
AHR 104 Introduction to Electricity and Automatic Controls
AHR 206 Residential Hot Water Boilers and Hydronics Technology
AHR 209 Low Pressure Steam Boilers and Operation
AHR 210 High Pressure Steam Boilers and Operation

Credit Hours

4
4
3
3
3

Total Semester Credit Hours for Certificate:

17

Bureau of Labor Statistics Wage Info: <https://www.bls.gov/oes/current/oes518021.htm>



Accounting Associate

Income Tax Preparation Certificate* (0007)

https://www.oakton.edu/academics/certificate/tax_prep.php

Courses for a Certificate:

ACC 153 Principles of Financial Accounting

ACC 180 Accounting with Microsoft Excel¹

ACC 188 Cloud Accounting²

or ACC 250 Accounting Systems and Procedures

ACC 244 Income Tax Accounting

ACC 255 Careers in Accounting

ACC 274 Advanced Tax Accounting

Credit Hours

4

3

3

3

2

3

Total Semester Credit Hours for Certificate:

18

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes132082.htm>

¹Students who have completed ACC 164, ACC 173, and/or ACC 251 in previous terms may follow the program requirements outlines in the 2016 college catalog or contact the department co-chair for further information.

² ACC 250 may have been completed prior to fall 2018.

Law Enforcement and Criminal Justice

Private Security Certificate (0243)

https://www.oakton.edu/academics/certificate/private_security.php

Courses for a Certificate:

LAE 101 Introduction to Criminal Justice

LAE 122 Police Operations

LAE 135 Forensics

LAE 221 Criminal Law

LAE 235 Criminal Investigations

LAE 275 Security Guard Training

Credit Hours

3

3

3

3

3

3

Total Semester Credit Hours for Certificate:

18

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes339032.htm>

Management and Supervision

Human Resource Specialist Certificate (0235)

https://www.oakton.edu/academics/certificate/hr_spec.php

Courses for a Certificate:

	Credit Hours
MGT 121 Principles of Management	3
MGT 165 Human Resources Management	3
MGT 268 Human Resource Management Law	3
Nine credit hours from the following:	9
MGT 117 Human Relations in the Workplace	3
MGT 118 Effective Management Communications	3
MGT 170 Training and Development	3
MGT 205 Organizational Behavior	3
MGT 222 Conflict Management	3
MGT 266 Employee Selection and Staffing	3

Total Semester Credit Hours for Certificate: **18**

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes131071.htm>

Marketing Management

Marketing Management Certificate (0444)

https://www.oakton.edu/academics/certificate/mkt_mgt.php

Courses for a Certificate:

	Credit Hours
MKT 131 Principles of Marketing	3
MKT 230 Consumer Behavior	3
MKT 236 Marketing Research	3
or MKT 270 Integrated Marketing Communications	
Select 9 credit hours from MKT courses	9

Total Semester Credit Hours for Certificate: **18**

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes119198.htm>

Marketing Certificate (0446)

https://www.oakton.edu/academics/certificate/mkt_com.php

Courses for a Certificate:

	Credit Hours
MKT 131 Principles of Marketing	3
MKT 215 Introduction to Advertising	3
MKT 230 Consumer Behavior	3
MKT 236 Marketing Research	3
MKT 240 Introduction to Public Relations	3
MKT 270 Integrated Marketing Communications	3

Total Semester Credit Hours for Certificate: **18**

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes112011.htm>



Early Childhood Education

Basic Early Childhood Education Certificate* (0068)

<https://www.oakton.edu/academics/certificate/ece.php>

Courses for a Certificate:

	Credit Hours
ECE 102 Child Growth and Development	3
ECE 104 Introduction to Early Childhood Education	3
ECE 107 Observation and Assessment of the Young Child	3
ECE 108 Nutrition, Health/Safety for the Young Child	3
ECE 180 The Exceptional Child	3
ECE 270 Child, Family and Community Relations	3

Total Semester Credit Hours for Certificate: **18**

Bureau of Labor Statistics Wage info: <https://www.bls.gov/oes/current/oes399011.htm>