

INTERNET AND COMPUTING CORE PREP (Less-Than-One-Year Certificate)

(COM 2182) Minimum 7 hours

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A job candidate or college applicant with IC3 (Internet and Computing Core) Certification is instantly recognized as already having the critical entry-level skills needed to function effectively in academic and work environments. IC3 certification validates skills using the latest computer and Internet technology to achieve business objectives, expand productivity, improve profitability, and provide a competitive edge. Individuals with IC3 Certification also get instant access to Certiport Authenticated Digital Transcript. This first-of-its-kind service allows students to easily access exam and certification status, and enables the sharing of this verified information with potential schools, employers, and staffing agencies.

Fall Semester		Semester Hours
COM 111	Business Computer Systems	4
COM 189	Networking Technologies	3
TOTAL		7

SOC Codes: 43-9000

MICROSOFT OFFICE SPECIALIST PREP (Less-Than-One-Year Certificate)

(COM 2183) Minimum 6 hours

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Microsoft Office Specialist (MOS) certification is the premier credential chosen by individuals seeking to validate their skills and advance their careers. Microsoft Office is a powerful service designed to unleash the best ideas, get things done and stay connected on the go. And possessing MOS certification shows the world that a student has the skills to harness the full features and functionality of Microsoft Office. Demonstration of increased performance, individual differentiation, and personal confidence associated with individuals achieving MOS Certification.

Fall Semester		Semester Hours
COM 111	Business Computer Systems	4
	*One of the below listed courses	2
TOTAL		6

*COM 280 – Microsoft Word, COM 281 – Microsoft Excel, COM 283 – Microsoft Access

Upon completion of the Microsoft Office Specialist Prep Certificate, the end user will be prepared to test for the specific MOS exam trained for in the selection of available courses in the concentration (Word, Excel, Access, or PowerPoint)

- If all of the above MOS expert level exams are successfully achieved, students will be awarded a MOS Master Certificate through Microsoft.
- All MOS certification exams are available through the Small Business Development Center (SBDC) testing center.

NAIL TECHNOLOGY (Less-Than-One-Year Certificate)

(NLT 1128) Minimum 16 hours

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The Nail Technology program prepares students for careers as manicurists and pedicurists. Students will learn the theory and application of nail technology in a classroom and clinic setting. Students will enhance their learning by working with other students, mannequin hands, and clients. Upon successful completion of the program, students will have gained the knowledge and skills necessary to take the Illinois Department of Financial and Professional Regulation licensing exam.

First 8 weeks		Credit Hours
NLT 130	Nail Technology Theory I	4
NLT 131	Nail Technology Lab I	4
Second 8 weeks		
NLT 132	Nail Technology Theory II	4
NLT 133	Nail Technology Lab II	4
TOTAL HOURS		16

Upon successful completion of the program, students are required to pass the Illinois Nail Technician Examination for employment in this field of study.

Possible Career Opportunities Human Services Career Cluster – Personal Services Pathway – Nail Technician/Specialist and Manicurist

O*Net Links:

www.onetonline.org

SOC Codes: 39-5092.00

