Gainful Employment (GE) Certificate Programs

0926 General Automotive Services
This one-year General Automotive Services Certificate Program is designed to provide students with concentrated skill training for immediate employment. However, all credits can be applied toward an associate’s degree. Emphasis is on practical hands-on experience in all aspects of automotive mechanics including engines, support systems, electrical systems, chassis, and power train. Customer relations are also stressed. Electronic equipment is used in highly individualized laboratory projects. Advanced placement and credit for prior learning in school and on the job are possible.

Job Titles – ONET SOC 15.0803 Automotive Service Technicians and Mechanics 49-3023.00
http://www.onetonline.org/link/summary/49-3023.00

1778 Business Applications Specialist
This program leads to a certificate, after one year of study (two semesters). It is designed to provide students with concentrated skill training, leading to employment in entry level business support positions. Graduates may apply all credits toward the Associate’s degree in Business Technology & Applications.

Job Titles – ONET SOC 52.0407 Business/Office Automation Technology/Data Entry
43-9021.00 Data Entry Keyers Other job titles: Data Entry Operator, Data Entry Clerk, Data Capture Specialist, Fiscal Assistant, Claims Support Specialist, Data Entry Machine Operator, Remote Computer Terminal Operator, Typist, Underwriting Support Specialist, Commission Specialist
http://www.onetonline.org/link/summary/43-9021.00

1596 Computer Systems Specialist
The one-year Computer Systems Specialist Program is designed for students who plan to enter the workforce as soon as possible. The program prepares students to maintain the contemporary hardware and operating systems commonly found in business and industry. It provides a foundation for pursuing industry-wide certifications.

Job Titles – ONET SOC 11.1006 Computer Support Specialist 15-1041.00
Other Job Titles: Help Desk Technician, Computer Operator
http://www.onetonline.org/link/summary/15-1041.00

0947 Criminal Justice
This program leads to a certificate in Criminal Justice and is designed to prepare students to become members of the municipal, county, and state police forces, as well as Federal Protection Officers, United States Marshals, campus security guards, correctional officers, institutional guards, youth-aid workers, social workers and other positions in the criminal justice system. The program is open, as well, to those who are currently employed in law enforcement. Below is a suggested sequence of the courses required for this certificate.

Job Titles – ONET SOC 43.0107 Criminal Justice/Police Science
33-3051.00 Police and Sheriff Patrol Officers http://www.onetonline.org/link/details/33-3051.00
33-3012.00 Correction Officers and Jailers http://www.onetonline.org/link/summary/33-3012.00
0968 Early Childhood

The Early Childhood Certificate Program is designed for students who want to learn the skills and develop the perspective needed for entry-level positions at institutions and agencies serving young children and for in-service personnel who want to upgrade their skills but do not want to undertake the academic courses required for the two-year Associate in Applied Science degree. The program is flexible, so students may choose the courses and field experiences that are most appropriate to their interests and career goals.

Job Titles – ONET SOC 19.0709 Child Care Provider/Assistant 39.9011.00 Child Care Workers
http://www.onetonline.org/link/summary/39-9011.00

1061 Electronics

This program is designed to provide the technical training that is necessary for entry-level employment or further education in the electronics and telecommunications fields.

Job Titles – ONET SOC 47.0101 Electrical/Electronics Equipment Installation and Repair, General
49-2092.00 Electric Motor, Power Tool, and Related Repairers
http://www.onetonline.org/link/summary/49-2092.00
49-9099.00 Installation, Maintenance, and Repair Workers, All Other
http://www.onetonline.org/link/summary/49-9099.00

0949 Human Services

The Human Services Certificate Program is designed for persons who want to acquire an academic foundation, along with the skills and perspective needed for working in a human services agency but are not seeking a two-year degree. The program is flexible, so students may choose courses and gain practical experience in a human services agency. Students also have the opportunity to build on this base, if they pursue an Associate’s degree in the future.

Job Titles – ONET SOC 44.0000 Human Services, General
21-1093.00 Social and Human Service Assistants
http://www.onetonline.org/link/summary/21-1093.00

0987 Individual Studies Certificate/Collaborative Career Learning (COCAL)

COCAL is two semesters of specialized career training. It combines off-campus “hands-on” experience with on-campus related instruction. Students in COCAL train at a local business twelve hours per week (180 hours per semester) for college credit. Placement is determined by the student’s personal interview with COCAL Directors and the business mentors. In typically two semesters, you can prepare for occupations by learning on the job while taking related college coursework.

The purpose of individual studies is to provide greater curriculum flexibility, breadth, and depth in response to individual student career objectives or special educational needs that cannot be met by existing programs, to provide an opportunity for students to explore areas of study before making a more definite educational choice, to provide greater advanced placement opportunity, and to provide for articulated study. These options can facilitate a return to college for short-term updating or retraining (a single semester) as well as the specialization provided by the one-year certificate and two-year degree.

The following is a sample of the many occupations available through Individual Studies/COCAL.
Accounting Clerk

ONET SOC 52.0302 43-3031.00
Students will gain experience computing, recording and reviewing financial data in order to maintain systematic billing payroll, and other accounting records and carry out other financial transactions.

Sample of reported job titles: Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Account Receivable Clerk, Accounts Payable Specialist, Accounting Associate

http://www.onetonline.org/link/summary/43-3031.00
http://www.bls.gov/oco/ocos144.htm

Audio & Video Equipment Technician

ONET SOC 10.0201 27-4011.00
Students gain skills and competencies in set up and operation of audio and video equipment. May also set up and operate associated spotlights and other custom lighting system.

Sample of reported job titles: Audio Visual Technician, Production Assistant, Master Control Operator (MCO), Broadcast Engineer, Operations Technician, Audio Technician, Stagehand, Videographer, Audio Visual Specialist, Audio/Visual Manager

http://www.onetonline.org/link/summary/27-4011.00

Banking Teller

ONET SOC 52.0803 43-3071.00
Students learn to make transactions with customers in accordance with banking principles and recognize types of items processed daily in banks. Training may specialize in a variety of bank departments, such as loan servicing, accounting and customer service.

Sample of reported job titles: Teller, Customer Service Representative (CSR), Bank Teller, Member Services Representative, Account Representative, Customer Relationship Specialist, Customer Service Associate (CSA), Personal Banking Representative, Roving Teller, Teller Coordinator

http://www.onetonline.org/link/summary/43-3071.00
http://www.bls.gov/oco/ocos126.htm

Bill & Account Collection

ONET SOC 52.0803 43-3071.00
Students gain experience in identifying delinquent accounts, notifying customers to solicit payment, keeping records of collection and status of accounts. May initiate repossession proceedings or service disconnection.

Sample of reported job titles: Collector, Patient Account Representative, Debt Collector, Account Representative, Collections Manager, Credit Clerk, Patient Access Specialist, Telephone Collector, Accounts Receivable Specialist, Biller

http://www.onetonline.org/link/summary/43-3011.00
http://www.bls.gov/oco/ocos143.htm
Critical Care Associate

ONET SOC  51.3902  31-1012.00
Students will gain experience in surveillance of the cardiac monitors and patient care monitors. Clerical functions include scheduling, record keeping and departmental communication.
Students perform patient care tasks such as bed baths, oral hygiene, taking and recording vital signs, assisting in patient repositioning and post op care.
Sample of reported job titles: Certified Nurses Aide (CNA), Certified Nursing Assistant (CNA), Nursing Assistant, Certified Nurse Aide (CNA), Patient Care Assistant (PCA), Patient Care Technician (PCT), Certified Medication Aide (CMA), Attendant, Psychiatric Attendant, Hospital Assistant
http://www.onetonline.org/link/summary/31-1012.00
http://www.bls.gov/oco/ocos327.htm

Customer Service Representative

ONET SOC  520411  43-4051.00
Students will learn to interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.
Sample of reported job titles: Customer Service Representative, Account Manager, Client Services Representative, Account Representative, Customer Service Specialist, Customer Service Agent, Member Services Representative, Hub Associate, Account Service Representative, Call Center Representative
http://www.onetonline.org/link/summary/43-4051.00
http://www.bls.gov/oco/ocos280.htm

Dental Assistant

ONET SOC  51.0601  31-9091.00
Designed to introduce the student to professional ethics in dentistry, oral hygiene, chair side assisting techniques, dental equipment, sterilization methods, instrument transfer, charting, tray set-ups, and basic restorative procedures. Assisting in the dental office and reception area may be included.
Sample of reported job titles: Dental Assistant, Registered Dental Assistant (RDA), Certified Dental Assistant (CDA), Expanded Duties Dental Assistant (EDDA), Orthodontic Assistant, Certified Registered Dental Assistant, Oral Surgery Assistant, Surgical Dental Assistant, Expanded Dental Assistant, Expanded Duty Dental Assistant
http://www.onetonline.org/link/summary/31-9091.00
http://www.bls.gov/oco/ocos163.htm

Desktop Publisher

ONET SOC  10.0303  43-9031.00
Students learn basic computer and desktop publishing software and hardware skills while training in commercial printing areas such as electronic pre-press, desktop publishing, and areas of commercial printing for placement in the publishing, in-plant printing and allied industries.
Sample of reported job titles: Computer Typesetter, Art Director, Electronic Console Display Operator, Graphic Artist, Mac Operator, Production Manager, Desktop Publishing Specialist, Electronic Imager, Advertising Associate, Creative Director
http://www.onetonline.org/link/summary/43-9031.00
http://www.bls.gov/oco/ocos276.htm

Human Resources Assistant

ONET SOC  43-4161.00
Students will assist in maintaining the personnel records of a firm’s employees. They may explain the company’s various employee benefits and pay rates, and review rules and regulations. Students will learn the procedures for hiring and screening job applicants for information such as age, education, and work experience.

Sample of reported job titles: Human Resources Assistant (HR Assistant), Human Resources Specialist (HR Specialist), Personnel Assistant, Administrative Assistant, Human Resources Coordinator (HR Coordinator), Human Resources Technician (HR Technician), Human Resources Associate (HR Associate), Human Resources Administrative Assistant, Human Resources Consultant (HR Consultant), Human Resources Representative (HR Representative)
http://www.onetonline.org/link/summary/43-4161.00
http://www.bls.gov/oco/ocos150.htm

Legal Office Assistant

ONET SOC  22.0302   23-2011.00
Students learn to prepare documents such as subpoenas, summonses, complaints and motions to assist an attorney. Training may specialize in litigation, probate, real estate, or corporation law.

Sample of reported job titles: Paralegal, Legal Assistant, Real Estate Paralegal, Legal Analyst, Paralegal Specialist, Certified Paralegal, Immigration Paralegal, Litigation Paralegal, Corporate Paralegal, Judicial Assistant
http://www.onetonline.org/link/summary/23-2011.00
http://www.bls.gov/oco/ocos114.htm

Library Technician

ONET SOC  25.0301   25-4031.00
Students can acquire knowledge and experience in many areas of the insurance field including types of policies, rate schedules and insurance forms. They may assist the agent in compiling and verifying data for determining the special needs of a client. Clerical Skills used.

Sample of reported job titles: Library Assistant, Library Technician, Library Associate, Library Technical Assistant (LTA), Library Specialist, Library Aide, Library Clerk, Page Technician, Acquisitions Technician, Assistant Librarian
http://www.onetonline.org/link/summary/25-4031.00
http://www.bls.gov/oco/ocos316.htm
Medical Office Assistant –

ONET SOC 51.0710 31-909200
Training under the supervision of a licensed health care professional, students develop skills in clinical and/or clerical situations such as recording patient’s height, weight, temperature, and blood pressure, obtaining medical histories and performing basic laboratory tests. Receptionist duties, such as recording and filing patient data, scheduling appointments and preparing billing statements may be included.
Sample of reported job titles: Medical Assistant, Certified Medical Assistant (CMA), Certified Medical Assistant (CMA), Doctor’s Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Outpatient Surgery Assistant
http://www.onetonline.org/link/summary/31-9092.00
http://www.bls.gov/oco/ocos164.htm

Phlebotomist

ONET SOC 51.1009 31-9099.00
The student will gain experience in a blood laboratory in routine arm drawing, finger sticks, separation of blood sample tests, and record keeping.
Students must comply with NYS Public Health requirements including immunizations, for entry into this curriculum. A physical examination is required by the hospital.
http://www.onetonline.org/link/summary/31-9099.00

Veterinary Assistant

ONET SOC 29-205600
http://www.onetonline.org/link/summary/29-2056.00
http://www.bls.gov/oco/ocos183.htm
Students observe the surgical and medical treatment of diseases and injured animals. The student is provided with an overview of related small clinic business procedures. This career area is designed for those desiring immediate employment as veterinary hospital attendants or for those planning further their education as a veterinary assistant.
Sample of reported job titles: Veterinary Technician (Vet Tech), Registered Veterinary Technician (RVT), Licensed Veterinary Technician (LVT), Certified Veterinary Technician (CVT), Veterinary Assistant, Veterinary Nurse, Veterinarian Technician, Internal Medicine Veterinary Technician, Medical Technologist, Emergency Veterinary Technician

1389 Multimedia Technology
Multimedia is the blending of text, image, and sound into a product that is designed to instruct, entertain, or inform. Multimedia works are evident as CD-ROM, laser disc, Internet, virtual reality, and software products. The multimedia certificate trains the student in the fundamentals of producing multimedia works.
27-1014.00 Multimedia Artists and Animators http://www.onetonline.org/link/summary/27-1014.00
1330 Teaching Assistant

This program is designed to prepare students to work as Teaching Assistants and to provide them with a core of college level courses that may be applied to an Associate’s degree. This program fulfills the college credit hour requirement for a New York State Level III Teaching Assistant Certificate.

Job Titles – ONET SOC 13.1501 25-9041.00  http://www.onetonline.org/link/summary/25-9041.00

US Department of Labor O*NET website was the resource used to create the above occupational profiles:  
http://www.onetonline.org/

Disclaimer: Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.  
http://www.bls.gov/oco/