

CERTIFICATE PROGRAMS

BOOKKEEPING

(Hegis Code 5002)

Total Credits = 32

First Semester

ACC 101 Accounting I*	.3
BUS 110 Introduction to Business*	.3
MKT 101 Business Math*	.3
ENG 101 Composition*	.3
Business Elective**	.3
	15

Second Semester

ACC 102 Accounting II*	.3
ACC 206 Payroll Systems and New York State Taxes*	.3
ACC 125 Computerized Accounting*	.4
OFT 244 Business Writing*	.4
OFT 245 Administrative Management*	.3
	17

* These courses are identical to those currently offered in the Associate in Applied Science degree program in Accounting. Credit for these courses would apply toward the degree should the student elect to continue into the second year and matriculate for the degree.

** If student cannot type 20-25 words per minute, OFT 100-Fundamentals of Keyboarding should be used as the Business Elective. Otherwise, the business elective should be by advisement.

BUSINESS ADMINISTRATION

(Hegis Code 5004)

Total Credits = 30

First Semester

BUS 112 Principles of Management	.3
ACC 101 Accounting I	.3
MKT 100 Marketing	.3
LAW 103 Business Law I	.3
COM 103 Public Speaking	.3
	15

Second Semester

ECO 208 Principles of Microeconomics	.3
ECO 214 Corporation Finance or BUS 116 Business Internship	.3
CMP 115 Computers in Business	.3
MAT 102 Introduction to Statistics	.3
Elective*	.3
	15

* This elective will permit the student to select a course in any area of specialization to gain exposure to other disciplines.

COMPUTER INFORMATION SYSTEMS-MICROCOMPUTER

(Hegis Code 5101)

Total Credits = 33-36

First Semester

CMP 103 Microcomputer Hardware and Software	.4
CMP 210 Computer Science I	.4
CMP 110 Data Communications and the Internet	.3
Mathematics (by advisement)	.3-4
Elective**	.3
	17-18

Second Semester

CMP Electives* (by advisement)	.10-12
Elective**	.3
ENG 101 Composition I	.3
	16-18

* CMP 100, CMP 101 and CMP 115 may not be used for elective credit.

** Electives by advisement only. Suggested are, but not limited to ACC 101, ACC 102, ART 130, ART 131, ART 137, ART 138, ART 139, BUS 110, BUS 111, BUS 112, OFT 245.

CONSTRUCTION MANAGEMENT

(Hegis Code 5317)

Total Credits = 26

Prerequisites:

ENS 101 Graphics	.1
CET 101 Construction Methods	.2
CET 103 Introduction to CET	.2
	5

First Semester

CET 150 Blueprint Reading	.3
CET 201 Construction Estimating	.2
CET 250 Construction Planning and Scheduling	.3
CET 252 Construction Safety	.3
CET 111 Structural Drawing I	.2
	13

Second Semester

CET 107 Codes and Materials	.3
CET 256 Construction Contracts and Specifications	.2
CET 254 Mechanical and Electrical Equipment for Buildings	.3
CET 260 Construction Management	.3
CET 211 Structural Drawing II	.2
	13

DESKTOP PUBLISHING AND DESIGN

(Hegis Code 5012)

Total Credits = 36

First Semester

ART 105 2D Design	.3
ART 130 MicroGraphics I	.3
ART 108 Advertising Art	.3
ART 140 Visual Communications	.3
	12

Second Semester

ART 125 Photography I	.3
ART 114 Graphic Design	.3
ART 137 Computer Illustration	.3
ART 131 Electronic Imaging	.3
	12

Third Semester

ART 133 Desktop Publishing	.3
ART 240 Advanced Workshop Print	.3
MKT 100 Marketing	.3
Liberal Arts Elective	.3
	12

DIETARY MANAGEMENT

(Hegis Code 5404)

Total Credits = 30

First Semester

HTL 171 Food and Beverage Operations	.3
HTL 174 Fundamentals of Food Production	.3
HTL 162 Hospitality Human Resources	.3
NTR 158 Social and Cultural Aspects of Food	.3
NTR 183 Dietary Management	.3
	15

Second Semester

NTR 195 Nutrition Through the Life Cycle	.3
HTL 172 Food Services Cost Analysis	.3
HTL 165 Facilities Planning and Design	.3
HTL 175 Food and Beverage Merchandising	.3
NTR 184 Dietary Management Field Experience	.3
	15

FINANCIAL MARKETS

(Hegis Code 5003)

Total Credits = 24

First Semester **

ECO/FIN 112 Intro to Investments	.3
ECO/FIN 213 Money and Banking	.3
Finance Elective (by advisement)	.3
Free Elective (by advisement)	.3
	12

Second Semester**

ACC 101 Accounting	.3
ECO/FIN 230 Intro to International Eco/Fin	.3
ECO/FIN 214 Corporate Finance	.3
Free Elective (by advisement)	.3
	12

** ECO 207 Macroeconomics (3 credits) and ECO 208 Microeconomics (3 credits) are pre-requisites to complete the Certificate in Financial Markets

FOOD SERVICE TECHNOLOGY

(Hegis Code 5010)

Total Credits = 30

First Semester

HTL 161 Hospitality Management	.3
HTL 165 Facilities Planning and Design	.3
HTL 171 Food and Beverage Operations	.3
HTL 174 Fundamentals of Food Production	.3
HTL 175 Food and Beverage Merchandising	.3
	15

Second Semester

HTL 162 Hospitality Human Resources	.3
HTL 172 Food Services Cost Analysis	.3
HTL 176 Advanced Food Preparation Technique	.3
HTL 205 Food and Beverage Operations Research Seminar	.3
Minimum 15 credits including Field Training	
HTL 242 Hospitality Internship—Summer Session I and II (350 hours) may be completed in Fall Semester with Professor's permission	.3
	15

These courses are identical to those currently offered in the Restaurant Management Degree Program in Hotel/Restaurant. Credit for them would apply toward the degree, should the student elect to continue into the second year and matriculate for the degree.

INTERIOR DESIGN/ HOME FURNISHINGS

(Hegis Code 5012)

Total Credits = 30

First Semester

INT 101 Intro. to Interior Design Studio I	.3
INT 102 History of Furnishings and Design	.3
INT 104 Color for Home Furnishings and Design	.3
RET 115 Textiles	.3
ENS 101 Graphics	.1
ART 111 Drawing I	.3
	16

Second Semester

INT 103 Trends in Furniture and Lighting Design - Contract and Residential	.3
INT 105 Resources and Materials	.3
INT 201 Design Studio II	.3
ENS 105 Introduction to Computer Graphics	.2
CET 107 Codes and Construction	.3
	14

Business: OFFICE TECHNOLOGY-ADMINISTRATIVE SUPPORT TECHNOLOGY

(Hegis Code 5005)

Total Credits = 34

First Semester

OFT 109 Word Processing Applications I*	.3
OFT 245 Administrative Management	.3
OFT 107 Machine Transcription I**	.3
OFT 207 Machine Transcription II***	.3
ENG 101 Composition I	.3
	15

Second Semester

OFT 105 Executive Workshop	.3
OFT 110 Word Processing Applications II	.3
OFT 120 Desktop Publishing	.3
OFT 244 Business Writing	.4
Office Technology Elective****	.3
	16

Third Semester

OFT 119 Word Processing Applications III	.3
	3

* Students are expected to type a minimum of 30 wpm before entering the certificate program. Students who do not meet this requirement are invited to take OFT 100 Fundamentals of Keyboarding or OFT 102 College Keyboarding prior to entering the program.

** First half of semester

*** Second half of semester

**** Office Technology Elective: Choose from OFT 120 (Desktop Publishing), OFT 230 (Web

Page Formatting), OFT 235 (E-Commerce), or OFT 240 (Formatting Business Presentations).

Business: OFFICE TECHNOLOGY-LEGAL

(Hegis Code 5005)

Total Credits = 34

First Semester

OFT 109 Word Processing Applications I*	.3
OFT 127 Legal Office Procedures I	.3
OFT 225 Legal Workshop	.3
OFT 245 Administrative Management	.3
ENG 101 Composition I	.3
	15

Second Semester

OFT Elective****	.3
OFT 110 Word Processing Applications II	.3
OFT 128 Legal Office Procedures II	.3
OFT 226 Legal Work/Study	.3
OFT 244 Business Writing	.4
	16

Third Semester

OFT 119 Word Processing Applications III	.3
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Business: OFFICE TECHNOLOGY-MEDICAL

(Hegis Code 5005)

Total Credits = 35

First Semester

OFT 109 Word Processing Applications I*	.3
OFT 151 Medical Terminology	.3
AHS 225 Medical Concepts and Techniques	.4
OFT 254 Medical Workshop	.3
ENG 101 Composition I	.3
	16

Second Semester

OFT 156 Medical Coding CPT	.3
OFT 142 Medical Transcription I**	.3
OFT 152 Medical Transcription II***	.3
OFT 157 Medical Coding ICD	.3
OFT 255 Medical Work Study	.3
	15

Third Session

OFT 244 Business Writing	.4
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ENCORE COURSE SEQUENCE

ENCORE is a 15-week non-Certificate, non-degree course sequence.

OFT 102 College Keyboarding I	.3
OFT 109 Word Processing I	.3
OFT 114 Presentation Software Basics	.1
OFT 115 Spreadsheet Basics	.1
OFT 116 Database Basics	.1
OFT 105 Executive Workshop	.3
OFT 245 Administrative Management	.3
	15

PARALEGAL STUDIES

(Hegis Code 5099)

Total Credits = 21

A student must have either an associate or baccalaureate degree to be eligible for admission to the Certificate program. Students with an associate degree must meet the minimum general education requirements set by the American Bar Association. All other students should request information about the A.A.S. degree program. This curriculum is the recommended sequence for full-time day students. It can be completed in one and a half semesters of full-time study. The sequence can be modified for evening and part-time students. Because of the complexity of the program, all advisement must be obtained from the Paralegal Studies Department. A minimum grade of "C" is required in all Law courses.

First Semester-Full Semester

LAW 300 Introduction to Law and the Legal System	.3
LAW 301 Litigation	.3
LAW 304 Real Property	.3
LAW 305 Legal Research and Writing	.3
LAW 309 Law Office Management	.3
	15

Second Semester - Half Semester

Paralegal Electives (6 credits selected from the following 3 credit courses)

LAW 302 Partnerships and Corporations	
LAW 303 Estates and Administration	
LAW 307 Torts and Investigation	
LAW 308 Family Law	
LAW 310 Bankruptcy/Debtor-Creditor Law	
LAW 311 Legal Writing and Analysis	
LAW 312 Elder Care	
Optional-LAW 306 Practicum	.3

PHOTOGRAPHY

(Hegis Code 5007)

Total Credits = 36

First Semester

ART 105 Principles of 2-D Design	.3
ART 124 History of Photography	.3
ART 125 Photography I	.3
ART 131 Electronic Imaging	.3
	12

Second Semester

ART 225 Photography II	.3
ART 231 New Technology in Photography	.3
ART 230 Color Photography	.3
Liberal Arts Elective	.3
	12

Third Semester

ART Photography Elective	.3
ART Photography Elective	.3
ART Photography Elective	.3
Liberal Arts Elective	.3
	12

Photography Electives, please select 3 courses: ART 226 Experimental Photography, ART 227 Studio Photography, ART 228 Photojournalism, ART 229 View Camera, ART 142 Internship in Photography (by referral).

REAL ESTATE

The Lifelong Learning Department offers the New York State approved 75-hour Real Estate Salesperson Exam Qualifying Course. This course is intended to prepare students to sit for the New York State Licensing Examination. Upon completion of the course, and a passing score on the required exam, students will receive a Certificate enabling them to take the New York State Real Estate Salesperson Licensing Examination. For more information, please contact the office of Lifelong Learning at (516) 572-9844.

STUDIO RECORDING TECHNOLOGY

(Hegis Code 5008)

Total Credits = 36

First Semester

SRT 101 Music Business I	.3
SRT 103 Music Theory I	.3
SRT 105 Basic Studio Techniques	.6
Communications Elective (by advisement)*	.3
	15

Second Semester

SRT 102 Music Business II	.3
SRT 104 Music Theory II	.3
SRT 106 Advanced Studio Techniques	.6
Marketing Elective (by advisement)**	.3
	15

Third Semester

SRT 107 Internship***	.6
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* Selected from COM 101, 103, 107, 110, 113, 124, 171, 172.

** Selected from MKT 100, 106, 111, 130, 136.

*** Placement and supervision by Music Department; taken after satisfactory completion of all other requirements.

TEACHER ASSISTANT CERTIFICATE

(Hegis Code 5503)

Total Credits = 30

PSY 203 General Psychology	.3
PSY 213 Child Psychology	.3
PSY 235 Psy of the Exceptional	.3
ENG 101 Composition 1	.3
EDU 101 Behavior Analysis:	
Field Experience I	.4
EDU 102 Applied Behavior Analysis:	
Field Experience II: Practicum	.4
Laboratory Science Elective*	.4
PSY 208 Foundations of Education	.3
MAT Elective**	.3

* Choose from BIO 101, CHE 107, PHY 120, SCI 103, 104, 105 or 106.

**Choose from MAT 101, MAT 102 or MAT 114.