

# CERTIFICATE PROGRAMS

Certificate programs are designed for students who wish to acquire professional, marketable skills in a specific field within a minimal period of time. Students attending full-time can usually complete these programs within a year to a year-and-a-half.

The following certificate programs are offered:

- **Computerized Architectural Design and Drafting (CAD)**
- **Computer Information Systems**
- **Computerized Manufacturing Technology**
- **Day Care Assistant**
- **Health Care Office Administration: Managing, Coding, and Billing**
- **Medical Office Assistant**
- **Microsoft Office Applications Proficiency Preparation**
- **New Media Technology**
- **Photography**
- **School Secretary**

Descriptions of each program are included in this section. Students wishing to enroll in a certificate program may do so by following the College's admissions procedures. Currently enrolled students, Queensborough graduates, formerly enrolled students, and transfer students may also qualify for a certificate provided they meet certain requirements.

**Please Note:** Students who are advised that they must take remedial courses should begin to take such courses within the first 9 credits (or equated credits) of their course work. Transfer students must complete at least 16 credits in residence at Queensborough Community College.

## COMPUTERIZED ARCHITECTURAL DESIGN AND DRAFTING (CAD)

### Certificate Program

The certificate program in CAD Architecture is designed to offer professional training courses to applicants interested in the latest tools and techniques in the field of Computerized Architectural design and Drafting (or CAD). The program is designed to apply to a broad array of groups from the novice to the seasoned professional. Students will obtain hands-on experience using the latest releases of design software and state-of-the-art hardware in the department's new Architectural CAD Lab facility. Students who complete this certificate program will be well prepared to obtain positions in the modern Architectural environment or transfer with advanced standing directly into the Computerized Architectural and Industrial design curriculum. Interested students should visit the Department office in the Science Building, Room S-124 or call 718-631-6294.

#### GENERAL EDUCATION CORE REQUIREMENTS

	<i>Credits</i>
EN-101 English Composition I.....	3

#### REQUIREMENTS FOR THE MAJOR

MT-111 Technical Graphics.....	2
MT-219 Surveying & Layout.....	3
MT-488 Computer Aided Design Drafting.....	3
MT-481 Architectural Design Fundamentals.....	3
MT-454 Fundamentals of HVAC.....	2
MT-484 Construction Methods.....	3
MT-486 AutoCAD Architect for Design.....	4
MT-490 3D Modeling with AutoDesk VIZ.....	4
MT-500 Principles of CAD Management.....	3

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**Total Credits Required .....30**

