

PHOTOGRAPHY Certificate Program

This certificate program in Photography provides students with a knowledge of the basic technological aspects of photography as well as the broad-based hands-on experience needed for specialization in any area of commercial or fine art photography. Some advanced courses employ computer imaging and printing as well as traditional wet darkroom technologies.

For students who must work while they pursue college studies, the program offers an opportunity to maintain a competitive position in the job market while acquiring new and advanced skills. Students who complete the program may apply their credits toward an Associate degree or a Bachelor's degree in The City University.

Please Note:

- For a sequence of courses, program assistance, and information regarding portfolio reviews, students should contact the chairperson of the Department of Art and Photography, or the director of the Photography Certificate Program in that department.
- In selecting courses, students should check for prerequisites and corequisites.
- Students taking photography courses should have access to the use of an appropriate camera, and provide their own film, paper, and some equipment. Chemicals and equipment for use in the darkroom are available during class time, and in additional laboratory hours.

GENERAL EDUCATION CORE REQUIREMENTS		Credits
EN-101	English Composition I	3
_____	Liberal Arts and Sciences electives	3
Sub-total		6

REQUIREMENTS FOR THE MAJOR

AR-121	Two Dimensional Design	3
AR-148	Color Theory.....	3
AR-317	History of Photography	3
AR-461	Introduction to Photography.....	2
AR-462 or	Advanced Photographic Skills or	2
AR-474	Digital Photography	2

The courses below must be selected in consultation with the Director of the Photography Certificate Program or a Department of Art and Photography adviser:

One course from the following list is required:.....	3	
AR-310 or	Introductory Survey of Art or	
AR-312 or	Renaissance to Modern Art or	
AR-315 or	Modern Art or	
AR-316 or	American Art or	
AR-320	Contemporary Art	

Two of the following courses are required:.....	4	
AR-463	Large Format and Studio Photography	
AR-464*	Photography as Fine Art	
AR-466	Color Photography	
AR-473	Electronic Imaging	

Two of the following courses are required:.....	4	
AR-465*	Creating the Documentary Image	
AR-468	Photographing People	
AR-469	Illustration and Fashion Photography	

Sub-total 24

Total Credits Required30

* Title change pending Board approval

SCHOOL SECRETARY Certificate Program

This Certificate program provides academic and secretarial training that prepares applicants to pass the academic and performance components of the school secretary civil service examination. In addition, it offers present school secretaries a program of relevant professional and liberal arts courses that enhance their job skills and allow them to complete the 30 college credits required by the Board of Education for permanent licensure. All courses in the program may be applied toward the Associate degree program in Office Administration and Technology.

GENERAL EDUCATION CORE REQUIREMENTS		Credits
EN-101	English Composition I.....	3
Sub-total		3

REQUIREMENTS FOR THE MAJOR

BU-804	Personal Information Management/Electronic Messaging using Microsoft Outlook.....	3
BU-900	School Records & Accounts.....	2
BU-901	Educational Problems of the School Secretary I.....	2
BU-902	Educational Problems of the School Secretary II.....	2

Two courses selected from the following (dependent on typing ability).....

BU-801	Typewriting/Keyboarding I † **	4
BU-802	Typewriting/Keyboarding II † **	
BU-803	Advanced Typewriting/Keyboarding	

One course from the following.....

BU-907	Word/Information Processing Using Microsoft Word for Windows	3
BU-908	Word/Information Processing Using WordPerfect	

Two courses from the following:

At least one course in shorthand is required. Students with no shorthand experience should take BU-805 and 806.

BU-805	Shorthand I **	6
BU-806	Shorthand II **	
BU-909	Cooperative Education in Business	
HE-106	First Aid and Safety Education	

ELECTIVES

_____	Liberal Arts and Sciences electives*	2-3
_____	Business electives	2-3

Sub-total 5

Total Credits Required30

† Students who have had previous training in typewriting/ keyboarding may take BU-802 (Typewriting/Keyboarding II) and BU-803 (Advanced Typewriting/Keyboarding). Students should seek advisement from the Department of Business.

* EN-102, English Composition II, is strongly recommended.

** Available as credit by exam