

# Certificate Programs

Cayuga's certificate programs are registered with the New York State Department of Education (the number in parentheses after the program title represents the New York State Education Department HEGIS code). You may need to attend evening classes if you wish to complete a certificate program as outlined.

Federal Gainful Employment regulations require that students receive information about potential occupations and expenses related to their certificate goals. Additional information may be found by accessing the Cayuga Community College web site at: [www.cayuga-cc.edu/gainful\\_employment](http://www.cayuga-cc.edu/gainful_employment)

These programs may be appropriate if you are seeking specific skills but not immediately planning to pursue a two-year degree. Certificate programs: • vary in length of time • may be pursued either full- or part-time • should be started in the fall or summer to take advantage of sequential course offerings • require a cumulative average of 2.0 (C) with completion of all courses listed in the program (Some certificates require completion of certain courses with at least a C grade.)

## Qualifications for a certificate

To qualify for a certificate from Cayuga, you must:

- Matriculate and complete the certificate requirements with a minimum grade point average (GPA) of 2.0. You are matriculated if you have been formally accepted as a candidate for a certificate program.
- Be recommended by the faculty for the certificate.
- Submit a Certificate Application to the Registrar's Office at least one semester before graduation.
- Satisfy all financial obligations at the time of graduation.

For help with questions about transferring credit from other colleges, or for information about a student's academic record, contact the Registrar's Office at 315-255-1743 x 2260.

## Accounting Certificate

This program can be completed in one year if the student enters in the first summer session, satisfactorily completes BUS 101 and BUS 102, and then enrolls full-time days in the fall and spring semesters. Upon completion of certificate requirements, students may wish to pursue study toward an A.A.S. degree in Business Accounting.

### Courses Credit Hours

#### Summer Session I

BUS 101 Principles of Accounting I\* 4

#### Summer Session II

BUS 102 Principles of Accounting II\* 4

#### First Semester

BUS 090 Small Business Accounting\* 1  
 BUS 201 Intermediate Accounting I\* 4  
 BUS 222 Federal Income Tax\* 3  
 BUS 225 Micro Application Software 3  
 BUS 227 Corporate Finance 3  
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#### Second Semester

BUS 103 Principles of Business 3  
 BUS 202 Intermediate Accounting II\* 4  
 BUS 209 Cost Accounting\* 3  
 BUS 221 Accounting Systems with Microcomputer App.\* 3  
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\*A grade of C or higher is required to be eligible for the certificate.

## Computer-Aided Design Certificate

Upon completion of the certificate requirements, students may wish to continue their course of study toward an A.A.S. degree in Mechanical Technology – Computer-Aided Design.

### Courses Credit Hours

ENGL 101 Freshman English I 3  
 ENGR 126 Computer-Aided Design 4  
 MATH 104 College Algebra and Trigonometry OR  
 MATH 114 Technical Math for Technologists (or higher)\* 3  
 ENGR 103 Manufacturing Materials and Processes 3  
 ENGL 270 Technical Writing 3  
 DRFT 122 Mechanical/Industrial CAD and Design 4  
 DRFT 125 Architectural Drafting 4  
 ENGR 228 CAD III Solid Modeling 3  
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\* Math 112, 115, or 116 will not fulfill Math requirement.

## Computer Hardware/Software Design

### Courses Credit Hours

#### First Semester

C.S. 080 Microcomputer Troubleshooting 1  
 BUS 225 Application Software 3  
 C.S. 120 Foundations of Computer Science 3  
 C.S. 222 Programming in C/C++ 3  
 ELEC 101 Electrical Circuits 4  
 ELEC 105 Introduction to Digital Computer 4  
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#### Second Semester

BUS 226 Advanced Application Software 3  
 C.S. 200 Programming in Visual Basic 3  
 C.S. 238 Java 3  
 ELEC 102 Basic Electronics 4  
 ELEC 107 Fundamentals of Microcomputer 4  
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## Computer Information Systems Cert.

To be eligible for this certificate, the student must receive a grade of C or higher in all computer science (C.S.) courses. More than two semesters of study may be required to complete this certificate, and the student may also be required to attend evening classes.

### Courses Credit Hours

#### First Semester

BUS 101 Principles of Accounting 4  
 BUS 225 Microcomputer Application Software 3  
 C.S. 080 Microcomputer Troubleshooting 1  
 C.S. 200 Programming in Visual Basic 3  
 C.S. 100 Keyboarding\* 1  
 C.S. 120 Foundations of Computer Science 3  
 C.S. 215 Systems Analysis and Design 3  
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#### Second Semester

C.S. 219 Database Management Systems 3  
 C.S. 222 Programming in C/C++ 3  
 C.S. 225 Intro to Networks 3  
 C.S. 245 Programming in COBOL OR  
 C.S. 237 Internet Security 3  
 C.S. 238 Java 3  
 BUS 103 Principles of Business 3  
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\* Required for students who are not keyboard proficient.



## Correction Administration Certificate

Minimum of three semesters required for completion.

Courses	Credit Hours
C.J. 220 Criminology	3
C.J. 115 Criminal Law	3
C.J. 121 Institutional Corrections	3
C.J. 211 Case Studies in Criminal Behavior	3
C.J. 213 Community Corrections	3
PSY 101 Intro Psychology	3
SOC 101 Intro Sociology	3
Behavioral/Social Sciences Elective	3
	<b>24</b>

## Criminal Justice Certificate

Minimum of three semesters required for completion.

Courses	Credit Hours
C.J. 111 Intro to Justice Systems	3
C.J. 112 Org/Admin. of Justice Systems	3
C.J. 115 Criminal Law	3
C.J. 117 Juvenile Delinquency	3
C.J. 123 Laws of Evidence	3
PSY 101 Intro Psychology	3
SOC 101 Intro Sociology	3
Behavioral/Social Sciences Elective	3
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## Early Childhood Certificate

This program can be completed in two semesters if the student enrolls full-time. Students who earn the Early Childhood Certificate may seek employment in child care programs, as teacher assistants, as pre-school teachers, or they may pursue study towards an A.A.S. degree in Early Childhood.

Courses	Credit Hours
<b>First Semester</b>	
ECH 101* Intro to Early Childhood Education	3
ECH 106* Field Experience - Early Childhood	1
PSY 217 Intro to Children with Exceptionalities	3
ECH 110* Methods and Materials in Early Child Education	3
ENGL 101 Freshman English I	3
EDU 120 Technology for Teachers	1
P.E. 145 First Aid	1
P.E. 146 CPR	1
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### Second Semester

ECH 102* Curriculum and Assessment	3
ECH 104* Early Childhood Field Exp. II	3
ECH 111* Infants and Toddlers	3
ENGL 209 Children's Literature	3
BEH 101* Language/Literacy Development	3
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\* Minimum grade of C (70) is required in BEH 101 and ECH 101, 102, 104, 106, 110, and 111 to complete certificate requirements. See Graduation Requirements below.

Students must be physically able to satisfactorily and safely perform duties associated with the care and education of children from birth to eight years of age.

Transfer for Early Childhood or Education course credit will only be granted after transcript review by the Education Coordinator.

Students are required to have police and child abuse clearances and physical examinations prior to beginning their field experience class (ECH 104).

*Note: Students with certain criminal histories will not be able to satisfy field experience requirements for the completion of the certificate. In addition, students are required to submit to alcohol and/or drug testing upon request by either the College or any of the cooperating field placement sites. Students who test positive are subject to removal from the field placement and will therefore not be able to satisfy requirements for the completion of the certificate. Refusal to submit to the test will result in the student being asked to leave the field placement site and may result in dismissal from the course and/or the program.*

**Graduation Requirements:** In order to graduate with the Certificate in Early Childhood, students must demonstrate competency (a grade of 70 or higher) in five Key Assessments. The Key Assessments are completed in each of the core Early Childhood courses (ECH 101, 102, 104, 110, and 111). This requirement also applies to students who have transferred credits to Cayuga from another college.

Please contact the Early Childhood coordinator if you have questions.

## Electronics Certificate

This program can be completed in a minimum of four semesters. Upon completion of the certificate requirements, students may wish to continue their study toward an A.A.S. degree in Electrical Technology.

Courses	Credit Hours
ELEC 101 Electrical Circuits	4
ELEC 102 Basic Electronics	4
ELEC 105 Introduction to Digital Computers	4
ELEC 107 Fundamentals of Microprocessors	4
ELEC 201 Intermediate Electronics	4
ELEC 204 Industrial Electronics	4
MATH 104 College Algebra and Trigonometry OR	
MATH 114 Technical Math for Technologists (or higher)*	3
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\* Math 112, 115, or 116 will *not* fulfill Math requirement.

## General Business Certificate

The program can be completed in a minimum of two semesters.

Courses	Credit Hours
<b>First Semester</b>	
BUS 101 Principles of Accounting I	4
BUS 103 Principles of Business	3
BUS 105 Business Math	3
BUS 150 Business Communications	3
BUS 225 Microcomputer App. Software	3
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<b>Second Semester</b>	
ENGL 101 Freshman English I	3
BUS 102 Principles of Accounting II	4
BUS 204 Marketing	3
BUS 205 Business Law I	3
BUS 206 Human Resource Management OR	
BUS 200 Principles of Management	3
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