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## Reviewed By:

Date:
Approved By Chairperson/Dean:

| Course <br> $\#$ | FALL SEMESTER I | Credits | $\checkmark$ |
| :---: | :--- | :---: | :---: |
| OFTEC <br> 110 | Information Processing with <br> Keyboarding | 3 |  |
| OFTEC <br> 120 |  <br> Formatting | 3 |  |
| OFTEC <br> 150 | Office Administration | 3 |  |
| $\boldsymbol{E N G}$ <br> $\mathbf{1 0 1}$ | Composition \& Literature 1 | $\mathbf{3}$ |  |
|  | Mathematics- | $\mathbf{3 - 4}$ |  |
|  | PE (fitness)- | $\mathbf{1}$ |  |


| Course <br> $\#$ | SPRING SEMESTER I | Credits | $\checkmark$ |
| :---: | :--- | :---: | :---: |
| OFTEC <br> 240 | Business Communications $^{1}$ | 3 |  |
| OFTEC <br> 220 | Document Design \& Desktop <br> Publishing | 3 |  |
| MGT <br> 101 | Business Org \& Mgt | 3 |  |
| ENG <br> $\mathbf{1 0 2}$ | Composition \& Literature 2 | $\mathbf{3}$ |  |
|  | Behavioral, Social Science or <br> Humanities ${ }^{2}$ - | $\mathbf{3}$ |  |
|  | PE (sport)- | $\mathbf{1}$ |  |


| Course <br> $\#$ | FALL SEMESTER II | Credits | $\checkmark$ |
| :---: | :--- | :---: | :---: |
|  | Science- | $3-4$ |  |
| CIS <br> 110 | Computer Information Systems | 3 |  |
| ACC <br> 119 | Financial Accounting | 4 |  |
|  | Behavioral. Social Science or $^{\text {Humanities }}{ }^{2}$ - | $\mathbf{3}$ |  |
|  | Liberal Arts- | $\mathbf{3 - 4}$ |  |


| Course <br> $\#$ | SPRING SEMESTER II | Credits | $\checkmark$ |
| :---: | :--- | :---: | :---: |
|  | Business $^{3}$ - | $3-4$ |  |
| OFTEC <br> 230 | Integrated Office Applications | 3 |  |
| OFTEC <br> 210 | Spreadsheet \& Database <br> Applications | 3 |  |
|  | Mathematics or Science- | $\mathbf{3 - 4}$ |  |
|  | Electives, as needed, to equal 64 <br> credits | $0-4$ |  |

Bold italic items are Core Requirements.

## NOTES:

English competency is needed to perform well in Office Technologies curricula.
Many OFTEC courses are offered only at one time during the semester. Therefore, schedule CORE classes around the OFTEC
classes.

- Social Science courses include History, Political Science, Economics and Geography.
- Behavioral Science courses include Sociology, Psychology, Anthropology and Geography. General Psychology is the prerequisite for all upper level psychology courses.
- Choose ONLY those courses whose descriptions are labeled as "humanities credits" from: ART, COMM, DANCE, ENG, MUSIC, FILM, THEAT, ARABC, CHINS, FREN, GER, ITAL, JAPNS, RUSSN, SPAN, PHIL.

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## WCC SCIENCE COURSES

BIOL 101 - Biological Science (Lab) 4 credits
BIOL 115 - General Biology I (Lab) 4 credits
BIOL 121 - A \& P I (Lab) 4 credits
BIOL 128 - Basics Biotech 3 credits
BIOL 203 - Basic Micro bio (Lab) 3 credits CHEM 107 - Inorganic Chem I (Lab) 4 credits
CHEM 113 - Prin. of Inorganic Chem (Lab) 4 credits
CHEM 127 - Intro to Forensic Science (Lab) 4 credits
CHEM 201 - Organic Chem I (Lab) 5 credits
PHYSC 101 - Tech Physics I (Lab) 3 credits
PHYSC 111 - College Physics I (Lab) 4 credits
PHYSC 121 - Engineering Physics I (Lab) 5 credits
PHYSC 129 - Intro to Oceanography (Lab) 4 credits
PHYSC 143 - Earth Science (Lab) 4 credits
PHYSC 151 - Astronomy (Lab) 4 credits

## Science Courses with Lab

BIOL 103 -Human Biology (Lab) 4 credits
BIOL 117 - General Biology II (Lab) 4 credits
BIOL 123 - A \& P II (Lab) 4 credits
BIOL 129 - Basics of Biotech Lab 0 credits
BIOL 221 - General Micro bio (Lab) 4 credits
CHEM 111 - Inorganic Chem II (Lab) 4 credits
CHEM 117 - Prin. of Organic Chem (Lab) 4 credits
CHEM 145 - Biochem of Addiction (Lab) 3 credits
CHEM 205 - Organic Chem II (Lab) 5 credits
PHYSC 102 - Tech Physics II (Lab) 3 credits
PHYSC 112 - College Physics II (Lab) 4 credits
PHYSC 122 - Engineering Physics II (Lab) 5 credits
PHYSC 131 - Physics for Telecomm/Verizon 4 credits
PHYSC 145 - Weather \& Forecasting (Lab) 4 credits
PHYSC 292 - Physical Geography (Lab) 4 credits

## Science Courses with/without Lab

BIOL 143 - Environmental Science 3 credits BIOL 236 - Human Genetics 3 credits

BIOL 144 - Environmental Science Lab 1 credit
BIOL 237 - Human Genetics Lab 1 credit

## Science Courses without Lab

BIOL 155 - Environmental Studies 3 credits
BIOL 161 - Bio of Human Sexuality 3 credits
PHYSC 120 - Physical Science Exploration 3 credits
PHYSC 159 - The Solar System
PHYSC 165 - Principles of Energy

BIOL 159 - Problems in Pollution 3 credits
CHEM 131 - Intro to Forensic Science 3 credits
PHYSC 134 - Science, Pseudoscience \& Critical Thinking
PHYSC 162 - Climate Change and our Future

## Science Courses for Specific Areas/ Curriculums

BIOL 109C - Basic A \& P (and Lab) PN 4 credits
BIOL 201 - Pharmacology (Respiratory Care) 3 credits
BIOL 229 - Cardiopulmonary Pathology (Respiratory Care) 2 credits BIOL 241 - Radiation Biology 3 credits

## Honors Science Courses

BIOL 147H - Psych bio (and Lab) Honors 4 credits PHYSC 205H - Cambridge Science - Honor

PHYSC 154H - Life in the Universe Honors 4 credits


[^0]:    ${ }^{1}$ Students who require English remediation or ESL in Semester 1 should take Composition \& Literature I in Semester 2 and Business Communications in year two.
    ${ }^{2}$ Behavioral, Social Science or Humanities Electives - Choose a 3 credit course from 2 areas for a total of 6 credits.
    ${ }^{3}$ Business elective may be chosen from ACC, CIS, LAW, MGT, MKT, and OFTEC.

