AAS: Office Technologies

Curriculum Chair: Prof. Janet Ranucci CLA-48 Tel # (914) 606-6661 Email: Janet.Ranucci@sunywcc.edu
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	Developmental Courses as required based on placement scores
☐	**ENG 91** Writing for College 1 – Score of 4 E Code 1 and below, **30.01** Choose an item.
☐	**ENG 92** Writing for College 2 – Score of 6 E Code 2, **30.02** Choose an item.
☐	**ENG 99** Writing Studio (with linked section of ENG 101+) - Score of 6 E Code 2, **30.02**
☐	**ESL 94** Academic Writing 1 – Score of 5 or 6 E Code 6, **20.01**.
3☐	**ESL 122** Academic Writing 2 – Score of 7 E Code 7, **21.01**
☐	**MATH 92** Pre-Algebra – Arithmetic score 44 and below, Elementary Algebra 54 and below, **40.01** Choose an
OR ☐	**MATH 93** Beginning Algebra – Arithmetic score 45 and above, Elementary Algebra 54 and below, **40.02** Choose an item. **MATH 94** Foundations of Mathematical Reasoning – Arithmetic score 45 and above, Elementary Algebra 54 and below, **40.02** Choose an item.
☐	**READ 93** Foundation of College Reading – Score of 57 and below, **10.01** Choose an item.
3☐	**READ 105** Analytical Reading – Score of 58 and higher **11.01** Choose an item.

	New General Education Requirements
3☐	**ENG 101** – Writing and Research **OR ENG 101H** Choose an item.
3☐	**ENG 102** – Writing and Literature **OR ENG 102H** Choose an item.
	MATHEMATICS GENERAL ED REQUIREMENTS – Select a 3/4 credit course: **MATH** 116, 117, 120, 130, 135, 138, 140, 161, 180, 181, 191, 205, 230
3☐/4☐	
	ALL NATURAL SCIENCE GENERAL ED REQUIREMENTS – Select a 3/4 credit course: BIOL 101, 103, 115, 115H, 117, 117H, 121, 123, 127, 143, 155, 159, 203, **CHEM** 107, 111, 113, 117, 201, 205, **PHYSC** 101, 111, 112, 120, 121, 122, 129, 143, 143H, 151, 159, 162, 292
3☐/4☐	
	SOCIAL SCIENCES GENERAL ED REQUIREMENTS – Select a 3 credit course: **ANTHR** 101, 102, 103, 201, **CJ** 111, **ECON** 101, 101H, 102, 102H, **GEOG** 101, **HSERV** 102, 200, **LIN** 201, **POLSC** 111, 111H, 115, **PSYCH** 101, 101H, 103, 103H, 107, 109, 110, 111, 112H, **SOC** 101, 101H, 102, 103, 104
3☐	
	THE ARTS, FOREIGN LANGUAGE, or OTHER WORLD CIVILIZATIONS GENERAL ED REQUIREMENTS – Select a 3/4 credit course: **ART** 101, 102, 103, 104, 105, 106,107, 108, 109, 109A, 110, 111, 112, 125, 129, 130, 133, 134, 135, 137, 138, 140, 141, 147, 201, 203, 212, 265, **DANCE** 101, 102, 107, 120, 121, 205, 207, **FILM** 100, 101, 102, 130 **MUSIC** 110, 110H, 111, 120, 121, 130, 131, 132, 133, 150, 230, 231, 232, 233, **THEAT** 111, 113, 201 **ARABC** 101, 102, **CHINS** 102, **FREN** 101, 102, 201, **ITAL** 101, 102, 103, 201, 201H, 202, 202H, 250, **JAPNS** 101, 102, **RUSSN** 101, **SPAN** 101, 102, 103, 104, 201, 201H, 202, 202H, 203, 204 **ANTHR** 120, 210, 215H, **HIS** 119, 128, 129, 131, **POLSC** 113
3☐/4☐	

	AMERICAN HISTORY or WESTERN CIVILIZATION GENERAL ED REQUIREMENTS – Select a 3 credit course: **ART** 108, 109, **HIS** 101, 102, 104, 106, 110, 111, 112, 121*, 133**, 134**, **POLSC** 102, 104, 107 **Students who complete this course cannot use HIS 133 or 134 to fulfill degree and/or general education requirements* ***Students who complete this course cannot use HIS 121 to fulfill degree and/or general education requirements*
3☐	

	Degree Requirements
4☐	**ACC 119** – Financial Accounting: **MATH 93 is the pre-requisite** Choose an item.
3☐	**CIS 110 –** Computer Information Systems: **It is strongly recommended that students with minimal computer experience take OFTEC 110 before this course.** Choose an item.
3☐	**OFTEC 110 –** Information Processing with Keyboarding **Offered during the day in fall and spring and evening (hybrid).** Choose an item.
3☐	**OFTEC 120** – Document Processing: Editing and Formatting **Offered Fall Semester daytime.** Choose an item.
3☐	**OFTEC 150 –** Office Administration: **Offered Fall Semester daytime, online in the spring.** Choose an item.
3☐	**OFTEC 210 -** Spreadsheet and Database Applications: **Offered Spring Semester daytime/online** Choose an item.
3☐	**OFTEC 220** – Document Design and Desktop Publishing: **Prerequisites: Basic word processing skills. Offered Spring Semester daytime** Choose an item.
3☐	**OFTEC 230 –** Integrated Office Applications: **Offered fall online Spring Semester daytime.** Choose an item.
3☐	**OFTEC 240[1]** – Business Communications **Both semesters day, evening, online and summer online.** Choose an item.
3☐	**MGT 101 –** Business Organization and Management Choose an item.
	BUSINESS ELECTIVE[2]: One Course (3 credits)
3☐	
	LIBERAL ART ELECTIVE – Select a 3 credit course: The liberal arts and sciences comprise the disciplines of the Humanities, Natural Sciences and Mathematics, and Social Sciences. **Humanities** includes: English, Foreign languages, Philosophy, Religion, as well Appreciation/History/Theory courses in Fine Arts, Music and Theatre. Natural Sciences includes: Anatomy and Physiology, Biology, Chemistry, Environmental Science and Physics. It also includes broad survey/theory Computer Science courses. Social Sciences includes Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology, as well as introductory/broad survey courses in Criminal Justice and Communications courses including Mass Communication, Interpersonal Communication Public Speaking, Speech and Rhetoric.
3☐	
	FREE ELECTIVE to reach at least 60 credits. (0 to 2 credits)
0-2☐	

SEEN BY: **Completed credits**   **of 60 required**

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.

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[1] Students who require English remediation or ESL in Semester 1 should take ENG 101 – Writing and Literature in Semester 2 and Business Communications in year two.

[2] Business elective may be chosen from **ACC, CIS, FASH, FIN, GLBUS, INB, LAW, MGT, MKT, and OFTEC**.

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Recommended Academic Plan				Completed credits		of 60 required
Fall One		**Spring One**		**Summer**		
Class	**Credits**	**Class**	**Credits**	**Class**	**Session**	**Credits**
OFTEC 110 – Information Processing with Keyboarding	3	**OFTEC 220** – Document Design and Desktop Publishing	3			
OFTEC 120 – Document Processing: Editing and Formatting	3	**OFTEC 240 –** Business Communications	3			
OFTEC 150 – Office Administration	3	**MGT 101 –** Business Organization and Management	3			
ENG 101 – Writing and Research	3	**ENG 102** – Writing and Literature	3			
SOCIAL SCIENCE	3	**MATHEMATICS (MATH)**	3☐ / 4☐			
Fall Two		**Spring Two**		**Summer**		
Class	**Credits**	**Class**	**Credits**	**Class**	**Session**	**Credits**
NATURAL SCIENCE	4	**LIBERAL ARTS ELECTIVE**	3☐ / 4☐			
CIS 110 – Computer Information Systems	3	**OFTEC 230 –** Integrated Office Applications	3			
ACC 119 – Financial Accounting	4	**OFTEC 210 -** Spreadsheet and Database Applications	3			
AMERICAN HISTORY OR WESTERN CIV	3	**THE ARTS, FOREIGN LANGUAGE OR WORLD CIVILIZATIONS**	3☐ / 4☐			
BUSINESS ELECTIVE	3☐ / 4☐	**ELECTIVE to reach at least 60 credits.**	0-2			

March 17, 2017 AG