# Certificate: Office Technologies

**Curriculum Chair**: Prof. Janet Ranucci CLA-48 Tel # (914) 606-6661 Email: Janet.Ranucci@sunywcc.edu

**Academic Dean**: Dr. Carmen Martinez-Lopez CLA-201 Tel# (914) 606-6795 Email: Carmen.MartinezLopez@sunywcc.edu

| | 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 ENG 101+ - Score of 6 E Code 2, **30.02** OR successful completion of ENG 91 |
| ☐ | **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. |

| | Program of Study |
|---|---|
| 3☐ | **OFTEC 110 –** Information Processing with Keyboarding: **Offered during the day in fall and spring and evening (hybrid).** Choose an item. |
| 3☐ | **OFTEC 150 –** Office Administration: **Offered Fall Semester daytime, online in the spring.** Choose an item. |
| 3☐ | **OFTEC 120 –** Document Processing: Editing and Formatting: **Basic word processing skills. Offered Fall Semester daytime.** Choose an item. |
| 3☐ | **CIS 110 –** Computer Information Systems **It is strongly recommended that students with minimal computer experience take OFTEC 110 Information Processing with Keyboarding before this course.** Choose an item. |
| 3☐ | **OFTEC 220 –** Document Design and Desktop Publishing: **Basic word processing skills. Offered Spring Semester daytime.** Choose an item. |
| 3☐ | **OFTEC 210 –** Spreadsheet and Database Applications: **Offered Spring Semester daytime/online.** Choose an item. |
| 3☐ | **OFTEC 240[1] –** Business Communications **Both semesters day, evening, online and summer online.** Choose an item. |
| 3☐ | **OFTEC 230 –** Integrated Office Applications: **Offered fall online Spring Semester daytime.** Choose an item. |

**SEEN BY**:                                    **Completed credits          of 24 required**

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[1] **College level writing skills needed to be successful in OFTEC 240. If unsure of skills, consult a counselor or the Curriculum chairperson.**

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| Recommended Academic Plan | | | | Completed credits | | of 24 required |
|---|---|---|---|---|---|---|
| **Fall One** | | **Spring One** | | **Summer** | | |
| **Class** | **Credits** | **Class** | **Credits** | **Class** | **Session** | **Credits** |
| **OFTEC 110 –** Information Processing with Keyboarding | 3☐ | **OFTEC 240** – Business Communications | 3☐ | | | |
| **OFTEC 120 –** Document Processing: Editing and Formatting | 3☐ | **OFTEC 210 -** Spreadsheet and Database Applications | 3☐ | | | |
| **OFTEC 150 –** Office Administration | 3☐ | **OFTEC 220** – Document Design and Desktop Publishing | 3☐ | | | |
| **CIS 110 –** Computer Information Systems | 3☐ | **OFTEC 230 –** Integrated Office Applications | 3☐ | | | |
| | | | | | | |
| **Fall Two** | | **Spring Two** | | **Summer** | | |
| **Class** | **Credits** | **Class** | **Credits** | **Class** | **Session** | **Credits** |
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