

**PROGRAM: AAS OFFICE TECHNOLOGIES**  
 Division: Business, Behavioral/Social Sciences, Public & Human Services  
 CLA-201 (914) 606-6795

Curriculum  
 Code: 0308  
 64 Credits

**Curriculum Chair**  
 Professor Janet Ranucci  
 CLA-48  
 Telephone: (914) 606-6661

**Reviewed By:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Approved By Chairperson/Dean:**  
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Course #	FALL SEMESTER I	Credits	✓
OFTEC 110	Keyboarding and Information Processing	3	
OFTEC 212A	Word Processing Applications	3	
OFTEC 214B	Office Administration	3	
<i>ENG 101</i>	<i>Composition &amp; Literature 1</i>	<i>3</i>	
	<i>Mathematics</i> - _____	<i>3-4</i>	
	<i>PE (fitness)</i> - _____	<i>1</i>	

Course #	SPRING SEMESTER I	Credits	✓
OFTEC 217	Business Communications <sup>1</sup>	3	
OFTEC 213A	Advanced Word Processing Applications	3	
MGT 101	Business Org & Mgt	3	
<i>ENG 102</i>	<i>Composition &amp; Literature 2</i>	<i>3</i>	
	<i>Behavioral, Social Science or Humanities</i> <sup>2</sup> - _____	<i>3</i>	
	<i>PE (sport)</i> - _____	<i>1</i>	

Course #	FALL SEMESTER II	Credits	✓
	<i>Science</i> - _____	<i>3-4</i>	
DP 103	Computer Information Systems	3	
ACC 119	Financial Accounting or Computerized Account 1	4	
ACC 130			
	<i>Behavioral, Social Science or Humanities</i> <sup>2</sup> - _____	<i>3</i>	
	<i>Liberal Arts</i> - _____	<i>3-4</i>	

Course #	SPRING SEMESTER II	Credits	✓
	Business <sup>3</sup> - _____	3-4	
OFTEC 122	Integrated Office Applications	3	
OFTEC 140	Spreadsheets and Database Applications or Management Info Systems	3	
DP 214A			
	<i>Mathematics or Science</i> - _____	<i>3-4</i>	
	Electives, as needed, to equal 64 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.
- ***Humanities*** courses include Art, Dance, Drama, Music, Foreign Language, Film, Philosophy, Theater and Photography at ARTWS.

<sup>1</sup> Students who require English remediation or ESL in Semester 1 should take Composition & Literature I in Semester 2 and Business Communications in year two.

<sup>2</sup> Behavioral, Social Science or Humanities Electives – Choose a 3 credit course from 2 areas for a total of 6 credits.

<sup>3</sup> Business elective may be chosen from ACC, DP, LAW, MGT, MKT, and OFTEC.