

# CERTIFICATE: OFFICE TECHNOLOGIES

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

Curriculum  
Code: 0508  
24 Credits

## Curriculum Chair

Professor Janet Ranucci

CLA-48

Telephone: (914) 606-6661

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By Chairperson/Dean:  
\_\_\_\_\_

Course #	FALL SEMESTER	Credits	✓
OFTEC 110	Keyboarding and Information Processing	3	
OFTEC 212A	Word Processing Applications	3	
OFTEC 214B	Office Administration	3	
DP 103	Computer Information Systems	3	

Course #	SPRING SEMESTER	Credits	✓
OFTEC 217	Business Communications	3	
OFTEC 140 or	Spreadsheets and Database	3	
OFTEC 213A	Advanced Word Processing Applications	3	
OFTEC 122	Integrated Office Applications	3	

NOTES: