

CERTIFICATE: COMPUTER APPLICATIONS SPECIALIST

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

Curriculum
Code: 0517
25 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 Application	3	
DP 103	Computer Information Systems	3	
ACC 130 ACC 119	Computerized Accounting for Financial Accounting	4	

Course #	SPRING SEMESTER	Credits	✓
OFTEC 217	Business Communications	3	
OFTEC 213A	Advanced Word Processing Applications	3	
OFTEC 140 DP 214A	Spreadsheet and Database or Management Information Systems	3	
OFTEC 122	Integrated Office Applications	3	

NOTES:

*The Curriculum Chair may waive OFTEC 110 and substitute a higher level OFTEC or CIS course for those students who already possess the equivalent skill.

** College level writing skills needed to be successful in OFTEC 217. If unsure of skills, consult a counselor or the curriculum chairperson.