

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	
CIS 110	Computer Information Systems	3	

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

NOTES: