

PROGRAM: AAS OFFICE TECHNOLOGIES

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

64 Credits

Curriculum Chair

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Reviewed By: _____

Date: _____

Approved By Chairperson/Dean:

Course #	FALL SEMESTER I	Credits	✓
OFTEC 110	Information Processing with Keyboarding	3	
OFTEC 120	Document Processing: Editing & Formatting	3	
OFTEC 150	Office Administration	3	
ENG 101	Composition & Literature 1	3	
	Mathematics - _____	3-4	
	PE (fitness) - _____	1	

Course #	SPRING SEMESTER I	Credits	✓
OFTEC 240	Business Communications ¹	3	
OFTEC 220	Document Design & Desktop Publishing	3	
MGT 101	Business Org & Mgt	3	
ENG 102	Composition & Literature 2	3	
	Behavioral, Social Science or Humanities ² - _____	3	
	PE (sport) - _____	1	

Course #	FALL SEMESTER II	Credits	✓
	Science - _____	3-4	
CIS 110	Computer Information Systems	3	
ACC 119	Financial Accounting	4	
	Behavioral, Social Science or Humanities ² - _____	3	
	Liberal Arts - _____	3-4	

Course #	SPRING SEMESTER II	Credits	✓
	Business ³ - _____	3-4	
OFTEC 230	Integrated Office Applications	3	
OFTEC 210	Spreadsheet & Database Applications	3	
	Mathematics or Science - _____	3-4	
	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.

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

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

³ Business elective may be chosen from ACC, CIS, LAW, MGT, MKT, and OFTEC.

WCC SCIENCE COURSES

Science Courses with Lab

BIOL 101 – Biological Science (Lab) 4 credits	BIOL 103 – Human Biology (Lab) 4 credits
BIOL 115 – General Biology I (Lab) 4 credits	BIOL 117 – General Biology II (Lab) 4 credits
BIOL 121 – A & P I (Lab) 4 credits	BIOL 123 – A & P II (Lab) 4 credits
BIOL 128 – Basics Biotech 3 credits	BIOL 129 – Basics of Biotech Lab 0 credits
BIOL 203 – Basic Micro bio (Lab) 3 credits	BIOL 221 – General Micro bio (Lab) 4 credits
CHEM 107 – Inorganic Chem I (Lab) 4 credits	CHEM 111 – Inorganic Chem II (Lab) 4 credits
CHEM 113 – Prin. of Inorganic Chem (Lab) 4 credits	CHEM 117 – Prin. of Organic Chem (Lab) 4 credits
CHEM 127 – Intro to Forensic Science (Lab) 4 credits	CHEM 145 – Biochem of Addiction (Lab) 3 credits
CHEM 162 – Topic in Science 3 credits	CHEM 163 – Topic in Science Lab 1 credit
CHEM 201 – Organic Chem I (Lab) 5 credits	CHEM 205 – Organic Chem II (Lab) 5 credits
PHYS 101 – Tech Physics I (Lab) 3 credits	PHYS 102 – Tech Physics II (Lab) 3 credits
PHYS 111 – College Physics I (Lab) 4 credits	PHYS 112 – College Physics II (Lab) 4 credits
PHYS 121 – Engineering Physics I (Lab) 5 credits	PHYS 122 – Engineering Physics II (Lab) 5 credits
PHYS 129 – Intro to Oceanography (Lab) 4 credits	PHYS 131 – Physics for Telecomm/Verizon 4 credits
PHYS 143 – Earth Science (Lab) 4 credits	PHYS 145 – Weather & Forecasting (Lab) 4 credits
PHYS 151 – Astronomy (Lab) 4 credits	PHYS 292 – Physical Geography (Lab) 4 credits

Science Courses with/without Lab

BIOL 143 – Environmental Science 3 credits	BIOL 144 – Environmental Science Lab 1 credit
BIOL 236 – Human Genetics 3 credits	BIOL 237 – Human Genetics Lab 1 credit

Science Courses without Lab

BIOL 155 – Environmental Studies 3 credits	BIOL 159 – Problems in Pollution 3 credits
BIOL 161 – Bio of Human Sexuality 3 credits	CHEM 131 – Intro to Forensic Science 3 credits
PHYS 119 – Science and Survival 3 credits	PHYS 120 – Physical Science Exploration 3 credits
PHYS 159 – The Solar System	PHYS 165 – Principles of Energy

Science Courses for Specific Areas/ Curriculum

BIOL 109C – Basic A & P (and Lab) PN 4 credits	BIOL 127 – Cross Sectional Anatomy 3 credits
BIOL 201 – Pharmacology (Respiratory Care) 3 credits	BIOL 202 – Pharmacology (For Nurses) 3 credits
BIOL 229 – Cardiopulmonary Pathology (Respiratory Care) 2 credits	BIOL 241 – Radiation Biology 3 credits

Honors Science Courses

BIOL 147H – Psych bio (and Lab) Honors 4 credits	PHYS 154H – Life in the Universe Honors 4 credits
PHYS 205 – Cambridge Science – Honor	