

CERTIFICATE: COMPUTER APPLICATIONS SPECIALIST

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

25 Credits

Curriculum Chair

Professor Janet Ranucci
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CLA-48
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Reviewed By: _____

Date: _____

Approved By Chairperson/Dean:

Course #	FALL SEMESTER	Credits	✓
OFTEC 110	Information Processing with Keyboarding	3	
OFTEC 120	Document Processing: Editing & Formatting	3	
CIS 110	Computer Information Systems	3	
ACC 119	Financial Accounting	4	

Course #	SPRING SEMESTER	Credits	✓
OFTEC 240	Business Communications	3	
OFTEC 230	Document Design & Desktop Publishing	3	
OFTEC 210	Spreadsheet & Database Applications	3	
OFTEC 230	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 240. If unsure of skills, consult a counselor or the curriculum chairperson.