

# CERTIFICATE: OFFICE TECHNOLOGIES

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

24 Credits

## Curriculum Chair

Professor Janet Ranucci

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

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

Approved By Chairperson/Dean:  
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Course #	FALL SEMESTER	Credits	✓
OFTEC 110	Information Processing with Keyboarding	3	
OFTEC 120	Document Processing: Editing & Formatting	3	
OFTEC 150	Office Administration	3	
CIS 110	Computer Information Systems	3	

Course #	SPRING SEMESTER	Credits	✓
OFTEC 240	Business Communications**	3	
OFTEC 210	Spreadsheet & Database Applications	3	
OFTEC 220	Document Design & Desktop Publishing	3	
OFTEC 230	Integrated Office Applications	3	

## NOTES:

**\*\*College level writing skills needed to be successful in OFTEC 240. If unsure of skills, consult a counselor or the Curriculum chairperson**