

# 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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**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	
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.