

Certificate: Computer Applications Specialist

Curriculum Chair: Professor Janet Ranucci **Location:** CLA-48 **Telephone:** (914) 606-6661

Email: Janet.Ranucci@sunywcc.edu

ADVISOR NAME:

Developmental Courses as required based on placement scores	
<input type="checkbox"/>	No Developmental Courses Required
<input type="checkbox"/>	ENG 91 Writing for College 1 – Score of 4 E Code 1 and below
<input type="checkbox"/>	ENG 92 Writing for College 2 – Score of 6 E Code 2
<input type="checkbox"/>	ESL 94 Academic Writing 1 – Score of 5 or 6 E Code 6
<input type="checkbox"/>	ESL 122 Academic Writing 2 (3 credits) – Score of 7 E Code 7
<input type="checkbox"/>	MATH 92 Pre-Algebra – Arithmetic score 44 and below, Elementary Algebra 54 and below
<input type="checkbox"/>	MATH 93 Beginning Algebra – Arithmetic score 45 and above, Elementary Algebra 54 and below OR MATH 94 Math Literacy – Arithmetic score 45 and above, Elementary Algebra 54 and below
<input type="checkbox"/>	READ 93 Foundation of College Reading – Score of 57 and below
<input type="checkbox"/>	READ 105 Analytical Reading (3 credits) – Score of 58 and higher

Program of Study	
<input type="checkbox"/>	OFTEC 110¹ – Information Processing with Keyboarding
<input type="checkbox"/>	OFTEC 120 – Document Processing: Editing and Formatting
<input type="checkbox"/>	OFTEC 220 – Document Design and Desktop Publishing
<input type="checkbox"/>	OFTEC 230 – Integrated Office Applications: Offered Spring Semester.
<input type="checkbox"/>	OFTEC 240² – Business Communications
<input type="checkbox"/>	CIS 110 – Computer Information Systems
<input type="checkbox"/>	ACC 119 – Financial Accounting: MATH 93 may be a pre or co-requisite. OR
<input type="checkbox"/>	ACC 130 – Computerized Accounting 1: MATH 92 is the prerequisite.
<input type="checkbox"/>	OFTEC 210 - Spreadsheet and Database Applications: Offered Spring Semester. OR
<input type="checkbox"/>	CIS 215 – Management Information Systems: CIS 110 is the prerequisite.

¹ 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.

² College level writing skills needed to be successful in **OFTEC 240**. If unsure of skills, consult a counselor or the curriculum chairperson.