

AAS: Office Technologies

Curriculum Chair: Prof. Janet Ranucci CLA-48 Tel # (914) 606-6661 Email: Janet.Ranucci@sunywcc.edu

Academic Dean Office: CLA-201 Tel# (914) 606-6795 Email

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 Choose an item.
<input type="checkbox"/>	ENG 92 Writing for College 2 – Score of 6 E Code 2 Choose an item.
<input type="checkbox"/>	ESL 94 Academic Writing 1 – Score of 5 or 6 E Code 6 Choose an item.
3 <input type="checkbox"/>	ESL 122 Academic Writing 2 – Score of 7 E Code 7 Choose an item.
<input type="checkbox"/>	MATH 92 Pre-Algebra – Arithmetic score 44 and below, Elementary Algebra 54 and below Choose an item.
OR <input type="checkbox"/>	MATH 93 Beginning Algebra – Arithmetic score 45 and above, Elementary Algebra 54 and below Choose an item.
	MATH 94 Foundations of Mathematical Reasoning – Arithmetic score 45 and above, Elementary Algebra 54 and below Choose an item.
<input type="checkbox"/>	READ 93 Foundation of College Reading – Score of 57 and below Choose an item.
3 <input type="checkbox"/>	READ 105 Analytical Reading – Score of 58 and higher Choose an item.

New General Education Requirements

3 <input type="checkbox"/>	ENG 101 – Writing and Research OR ENG 101H Choose an item.
3 <input type="checkbox"/>	ENG 102 – Writing and Literature OR ENG 102H Choose an item.
	MATHEMATICS GENERAL ED REQUIREMENTS – Select a 3/4 credit course: MATH 116, 117, 120, 130, 135, 138, 140, 161, 180, 181, 191, 205, 230
3 <input type="checkbox"/> /4 <input type="checkbox"/>	
	ALL NATURAL SCIENCE GENERAL ED REQUIREMENTS – Select a 3/4 credit course: BIOL 101, 103, 115, 115H, 117, 117H, 121, 123, 127, 143, 155, 159, 203, CHEM 107, 111, 113, 117, 201, 205, PHYSC 101, 111, 112, 120, 121, 122, 129, 143, 143H, 151, 159, 162, 292
3 <input type="checkbox"/> /4 <input type="checkbox"/>	
	SOCIAL SCIENCES GENERAL ED REQUIREMENTS – Select a 3 credit course: ANTHR 101, 102, 103, 201, CJ 111, ECON 101, 101H, 102, 102H, GEOG 101, HSERV 102, 200, LIN 201, POLSC 111, 111H, 115, PSYCH 101, 101H, 103, 103H, 107, 109, 110, 111, 112H, SOC 101, 101H, 102, 103, 104
3 <input type="checkbox"/>	
	THE ARTS, FOREIGN LANGUAGE, or OTHER WORLD CIVILIZATIONS GENERAL ED REQUIREMENTS – Select a 3/4 credit course: ART 101, 102, 103, 104, 105, 106, 107, 108, 109, 109A, 110, 111, 112, 125, 129, 130, 133, 134, 135, 137, 138, 140, 141, 147, 201, 203, 212, 265, DANCE 101, 102, 107, 120, 121, 205, 207, FILM 100, 101, 102, 130 MUSIC 110, 110H, 111, 120, 121, 130, 131, 132, 133, 150, 230, 231, 232, 233, THEAT 111, 113, 201 CHINS 102, FREN 101, 102, 201, ITAL 101, 102, 103, 201, 201H, 202, 202H, 250, SPAN 101, 102, 103, 104, 201, 201H, 202, 202H, 203, 204 ANTHR 120, 210, 215H, HIS 119, 128, 129, 131, POLSC 113
3 <input type="checkbox"/> /4 <input type="checkbox"/>	

	<p>AMERICAN HISTORY or WESTERN CIVILIZATION GENERAL ED REQUIREMENTS – Select a 3 credit course:</p> <p>ART 108, 109, HIS 101, 102, 104, 106, 110, 111, 112, 121*, 133**, 134**, POLSC 102, 104, 107</p> <p><i>*Students who complete this course cannot use HIS 133 or 134 to fulfill degree and/or general education requirements</i></p> <p><i>**Students who complete this course cannot use HIS 121 to fulfill degree and/or general education requirements</i></p>
3 <input type="checkbox"/>	

Degree Requirements	
4 <input type="checkbox"/>	ACC 119 – Financial Accounting: MATH 93 may be the pre or co-requisite Choose an item.
3 <input type="checkbox"/>	CIS 110 – Computer Information Systems: It is strongly recommended that students with minimal computer experience take OFTEC 110 before this course. Choose an item.
3 <input type="checkbox"/>	OFTEC 110 – Information Processing with Keyboarding Offered during the day in fall and spring and evening (hybrid). Choose an item.
3 <input type="checkbox"/>	OFTEC 120 – Document Processing: Editing and Formatting Offered Fall Semester daytime. Choose an item.
3 <input type="checkbox"/>	OFTEC 150 – Office Administration: Offered Fall Semester daytime, online in the spring. Choose an item.
3 <input type="checkbox"/>	OFTEC 210 - Spreadsheet and Database Applications: Offered Spring Semester daytime/online Choose an item.
3 <input type="checkbox"/>	OFTEC 220 – Document Design and Desktop Publishing: Prerequisites: Basic word processing skills. Offered Spring Semester daytime Choose an item.
3 <input type="checkbox"/>	OFTEC 230 – Integrated Office Applications: Offered fall online Spring Semester daytime. Choose an item.
3 <input type="checkbox"/>	OFTEC 240¹ – Business Communications Both semesters day, evening, online and summer online. Choose an item.
3 <input type="checkbox"/>	MGT 101 – Business Organization and Management Choose an item.
	BUSINESS ELECTIVE²: One Course (3 credits)
3 <input type="checkbox"/>	
	<p>LIBERAL ART ELECTIVE – Select a 3 credit course: The liberal arts and sciences comprise the disciplines of the Humanities, Natural Sciences and Mathematics, and Social Sciences.</p> <p>Humanities includes: English, Foreign languages, Philosophy, Religion, as well Appreciation/History/Theory courses in Fine Arts, Music and Theatre.</p> <p>Natural Sciences includes: Anatomy and Physiology, Biology, Chemistry, Environmental Science and Physics. It also includes broad survey/theory Computer Science courses.</p> <p>Social Sciences includes Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology, as well as introductory/broad survey courses in Criminal Justice and Communications courses including Mass Communication, Interpersonal Communication Public Speaking, Speech and Rhetoric.</p>
3 <input type="checkbox"/>	
	FREE ELECTIVE to reach at least 60 credits. (0 to 2 credits)
0-2 <input type="checkbox"/>	

SEEN BY: _____ **Completed credits** _____ **of 60 required**

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.

¹ Students who require English remediation or ESL in Semester 1 should take ENG 101 – Writing and Literature in Semester 2 and Business Communications in year two.

² Business elective may be chosen from ACC, CIS, FASH, FIN, GLBUS, INB, LAW, MGT, MKT, and OFTEC.

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Recommended Academic Plan				Completed credits			of 60 required
Fall One		Spring One		Summer			
<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Session</u>	<u>Credits</u>	
OFTEC 110 – Information Processing with Keyboarding	3	OFTEC 220 – Document Design and Desktop Publishing	3				
OFTEC 120 – Document Processing: Editing and Formatting	3	OFTEC 240 – Business Communications	3				
OFTEC 150 – Office Administration	3	MGT 101 – Business Organization and Management	3				
ENG 101 – Writing and Research	3	ENG 102 – Writing and Literature	3				
SOCIAL SCIENCE	3	MATHEMATICS (MATH)	3□ / 4□				
Fall Two		Spring Two		Summer			
<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Session</u>	<u>Credits</u>	
NATURAL SCIENCE	4	LIBERAL ARTS ELECTIVE	3□ / 4□				
CIS 110 – Computer Information Systems	3	OFTEC 230 – Integrated Office Applications	3				
ACC 119 – Financial Accounting	4	OFTEC 210 - Spreadsheet and Database Applications	3				
AMERICAN HISTORY OR WESTERN CIV	3	THE ARTS, FOREIGN LANGUAGE OR WORLD CIVILIZATIONS	3□ / 4□				
BUSINESS ELECTIVE	3□ / 4□	ELECTIVE to reach at least 60 credits.	0-2				