

# Certificate: Office Technologies

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

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

## Developmental Courses as required based on placement scores

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

## Program of Study

3 <input type="checkbox"/>	<b>OFTEC 110</b> – Information Processing with Keyboarding: <b>Offered during the day in fall and spring and evening (hybrid).</b> Choose an item.
3 <input type="checkbox"/>	<b>OFTEC 150</b> – Office Administration: <b>Offered Fall Semester daytime, online in the spring.</b> Choose an item.
3 <input type="checkbox"/>	<b>OFTEC 120</b> – Document Processing: Editing and Formatting: <b>Basic word processing skills.</b> Offered Fall Semester daytime. Choose an item.
3 <input type="checkbox"/>	<b>CIS 110</b> – Computer Information Systems <b>It is strongly recommended that students with minimal computer experience take OFTEC 110 Information Processing with Keyboarding before this course.</b> Choose an item.
3 <input type="checkbox"/>	<b>OFTEC 220</b> – Document Design and Desktop Publishing: <b>Basic word processing skills.</b> Offered Spring Semester daytime. Choose an item.
3 <input type="checkbox"/>	<b>OFTEC 210</b> – Spreadsheet and Database Applications: <b>Offered Spring Semester daytime/online.</b> Choose an item.
3 <input type="checkbox"/>	<b>OFTEC 240<sup>1</sup></b> – Business Communications <b>Both semesters day, evening, online and summer online.</b> Choose an item.
3 <input type="checkbox"/>	<b>OFTEC 230</b> – Integrated Office Applications: <b>Offered fall online Spring Semester daytime.</b> Choose an item.

SEEN BY:

Completed credits

of 24 required

<sup>1</sup> College level writing skills needed to be successful in OFTEC 240. If unsure of skills, consult a counselor or the Curriculum chairperson.

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Recommended Academic Plan				Completed credits of 24 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 240 – Business Communications	3□			
OFTEC 120 – Document Processing: Editing and Formatting	3□	OFTEC 210 - Spreadsheet and Database Applications	3□			
OFTEC 150 – Office Administration	3□	OFTEC 220 – Document Design and Desktop Publishing	3□			
CIS 110 – Computer Information Systems	3□	OFTEC 230 – Integrated Office Applications	3□			
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>