

Certificate: Computer Applications Specialist

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

Associate Dean: Dr. Carmen Martinez-Lopez CLA-201 Tel# (914) 606-6795 Email: Carmen.MartinezLopez@sunywcc.edu

Developmental Courses as required based on placement scores

<input type="checkbox"/>	ENG 91 Writing for College 1 – Score of 4 E Code 1 and below, 30.01 Choose an item.
<input type="checkbox"/>	ENG 92 Writing for College 2 – Score of 6 E Code 2, 30.02 Choose an item.
<input type="checkbox"/>	ENG 99 Writing Studio (with linked section of ENG 101+) - Score of 6 E Code 2, 30.02
<input type="checkbox"/>	ESL 94 Academic Writing 1 – Score of 5 or 6 E Code 6, 20.01 Choose an item.
3 <input type="checkbox"/>	ESL 122 Academic Writing 2 – Score of 7 E Code 7, 21.01 Choose an item.
<input type="checkbox"/>	MATH 92 Pre-Algebra – Arithmetic score 44 and below, Elementary Algebra 54 and below, 40.01 Choose an
OR <input type="checkbox"/>	MATH 93 Beginning Algebra – Arithmetic score 45 and above, Elementary Algebra 54 and below, 40.02 Choose an item. MATH 94 Foundations of Mathematical Reasoning – Arithmetic score 45 and above, Elementary Algebra 54 and below, 40.02 Choose an item.
<input type="checkbox"/>	READ 93 Foundation of College Reading – Score of 57 and below, 10.01 Choose an item.
3 <input type="checkbox"/>	READ 105 Analytical Reading – Score of 58 and higher 11.01 Choose an item.

Program of Study

3 <input type="checkbox"/>	OFTEC 110₁ – Information Processing with Keyboarding Choose an item.
3 <input type="checkbox"/>	OFTEC 120 – Document Processing: Editing and Formatting Choose an item.
3 <input type="checkbox"/>	OFTEC 220 – Document Design and Desktop Publishing Choose an item.
3 <input type="checkbox"/>	OFTEC 230 – Integrated Office Applications: Offered Spring Semester. Choose an item.
3 <input type="checkbox"/>	OFTEC 240₂ – Business Communications Choose an item.
3 <input type="checkbox"/>	CIS 110 – Computer Information Systems Choose an item.
3 <input type="checkbox"/> / 4 <input type="checkbox"/>	ACC 119 – Financial Accounting: MATH 93 may be a pre or co-requisite. OR Choose an item.
	ACC 130 – Computerized Accounting 1: MATH 92 is the prerequisite. Choose an item.
3 <input type="checkbox"/>	OFTEC 210 - Spreadsheet and Database Applications: Offered Spring Semester. OR Choose an item.
	CIS 215 – Management Information Systems: CIS 110 is the prerequisite. Choose an item.

SEEN BY:

Completed credits

of 25 required

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.

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Academic Plan		Completed credits of 25 required			
		Fall/Spring		Fall/Spring	
<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>
Fall/Spring		Fall/Spring			
<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>