

Certificate: Office Technologies

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

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

Developmental Courses as required based on placement scores

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| <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 . |
| 3 <input type="checkbox"/> | ESL 122 Academic Writing 2 – Score of 7 E Code 7, 21.01 |
| <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. |
| <input type="checkbox"/> | 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

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| 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 150 – Office Administration: Offered Fall Semester daytime, online in the spring. Choose an item. |
| 3 <input type="checkbox"/> | OFTEC 120 – Document Processing: Editing and Formatting: Basic word processing skills. Offered Fall Semester daytime. 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 Information Processing with Keyboarding before this course. Choose an item. |
| 3 <input type="checkbox"/> | OFTEC 220 – Document Design and Desktop Publishing: Basic word processing skills. Offered Spring Semester daytime. 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 240¹ – Business Communications Both semesters day, evening, online and summer online. Choose an item. |
| 3 <input type="checkbox"/> | OFTEC 230 – Integrated Office Applications: Offered fall online Spring Semester daytime. Choose an item. |

SEEN BY:

Completed credits

of 24 required

¹ 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> | |
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