

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

<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.
	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 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>