

# Certificate: Computer Applications Specialist

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

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

## Developmental Courses as required based on placement scores

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

## Program of Study

3 <input type="checkbox"/>	<b>OFTEC 110<sup>1</sup></b> – Information Processing with Keyboarding Choose an item.
3 <input type="checkbox"/>	<b>OFTEC 120</b> – Document Processing: Editing and Formatting Choose an item.
3 <input type="checkbox"/>	<b>OFTEC 220</b> – Document Design and Desktop Publishing Choose an item.
3 <input type="checkbox"/>	<b>OFTEC 230</b> – Integrated Office Applications: <b>Offered Spring Semester.</b> Choose an item.
3 <input type="checkbox"/>	<b>OFTEC 240<sup>2</sup></b> – Business Communications Choose an item.
3 <input type="checkbox"/>	<b>CIS 110</b> – Computer Information Systems Choose an item.
3 <input type="checkbox"/> / 4 <input type="checkbox"/>	<b>ACC 119</b> – Financial Accounting: <b>MATH 93 may be a pre or co-requisite. OR</b> Choose an item.
	<b>ACC 130</b> – Computerized Accounting 1: <b>MATH 92 is the prerequisite.</b> Choose an item.
3 <input type="checkbox"/>	<b>OFTEC 210</b> - Spreadsheet and Database Applications: <b>Offered Spring Semester. OR</b> Choose an item.
	<b>CIS 215</b> – Management Information Systems: <b>CIS 110 is the prerequisite.</b> Choose an item.

SEEN BY:

Completed credits of 25 required

<sup>1</sup> 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.

<sup>2</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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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>