



Yonkers Extension Center

Computer Applications Specialist Program - Overview

Employees in today's computer-dominated workplace must possess "Information Age" skills. This Certificate provides students with the opportunity to become proficient in office computer applications and to gain a solid foundation in current business practice. In addition, a strong emphasis is placed on oral and written communications and accounting skills that are essential for success in business.

Graduates will gain software skills that are consistent with the requirements of the Microsoft User Specialist certification and will be prepared to find employment in such jobs as Computer Applications Specialist, Office Assistant, Customer Service Rep and other computer and administrative support positions.

Students will be able to transfer their credits toward the associate degree in Office Technologies by completing the necessary requirements for this degree.

Computer Applications Specialist Program - Course Descriptions

OFTEC 110 Keyboarding and
Information Processing
OFTEC 212A Word
Processing Applications
DP 103 Computer Information
Systems
ACC 130 Computerized
Accounting I
OFTEC 217 Business
Communications
OFTEC 213A Advanced Word
Processing Applications
DP 214A Mgt. Information
Systems OR OFTEC 140
Spreadsheets & Database
Applications
OFTEC 122 Integrated Office
Applications

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