



PATH

**Office Technology
2020-2021**

**Microsoft Office Technologist
13 Credits**

Date of update: 5/14/2019

Program Coordinator/Advisor:

Toni Clough

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Program Prerequisites: See requirements needed for first term classes.

Possible Term Plan	Course Number	Course Title	Credits	Terms	Prerequisites/Notes
	CIS125E	Computer Applications- Email	2	F	None
	CIS125R	Computer Applications- Presentation Software	2	F	None
	CIS125S	Computer Applications- Spreadsheets	3	W	CIS120 or instructor approval
	CIS125D	Computer Applications- Database	3	S	None
	CIS125W	Computer Applications- Word Processing	3	S	Keyboarding skills or instructor approval

Approved Electives	Course Number	Course Number/Title	Credits	Terms	Prerequisites/Notes

Advising Notes	Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is
	critical to student's selection of courses. Please see an advisor for a degree planning worksheet for this program.

Required/ Recommended Equipment and Software	