



AAS

Office Technology
2020-2021

Executive Business Assistant
91 credits

Executive Business Assistant
Date of update: 11/05/2019

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
Term 1	BA 180	Business Mathematics I	3	F,W,S	MTH 020*
	CIS 120	Intro to Computer Information Systems	4	F,W,S,Su	None
	OA 115	Administrative Office Professional	3	F	None
	OA 116	Records Management	2	F	None
	OA 131	Ten-Key Calculator	1	F	None
	WR 115	Introduction to Expository Writing	4	F,W,S,Su	Prerequisite: WR095* or placement by approved measure AND RD090* or better or placement by approved measure and basic word processing skills

Term 2	BA 116	Principles of Financial Services	4	W	None
	CIS 125S	Computer Applications-Spreadsheet	3	W	CIS120 or instructor approval
	OA 123	Formatting	4	F,W	Basic keyboarding and word processing
	BA 101	Introduction to Business	4	F,W,S,Su	None
	OA 128	Editing for Business	3	W	Basic keyboarding and word processing; OA124A or instructor approval

Term 3	BA 231	Computers in Business	4	S	None
	BA 165	Customer Service	3	F,S,Su	None
	CIS 125W	Computer Applications- Word Processing	3	S	Keyboarding skills or instructor approval
	OA 260	Principles of Office Management	3	S	None

Term 4	BA 151	Practical Accounting I	4	F	Substitution BA211
	CIS 125E	Computer Applications- Email	2	F	Keyboarding skills or instructor approval
	CIS 125R	Computer Applications-Presentation Software	2	F	None
	CWE 161	CWE Seminar I	1	F,S,Su	None
	BA 214	Business Communications	3	F,W,Su	WR 115 or above
	PSY101 OR SP105 OR SP218 OR *SP219	Psychology of Human Relations OR Listening OR Interpersonal Communication OR *Small Group Discussion	3 OR 3 OR 3 OR 3	F,W,S,Su (PSY101); W,S,Su (SP105); W,S (SP218); W,S; (SP219)	None (PSY101); Prerequisite (SP105): WR095 with a grade of C or better or placement scores of 70 or above in writing; AND RD090 with a grade of C or better or placement scores of 85 or above in reading; Prerequisite (SP218): WR095 with a grade of C or better or placement by approved measure; AND RD090 with a grade of C or better or placement by approved measure; Prerequisite (SP219): WR095 with a grade of C or better or placement scores of 70 or above in writing; AND RD090 with a grade of C or better or placement by approved measure

Term 5	BA 152	Practical Accounting II	3	W	Prerequisite: BA151*; Substitution BA212
	BA 218	Personal Finance	3	W	None
	BA226	Business Law	4	W,S	BA101
	OA 280A	CWE: Administrative Assistant / Office Assistant	6	F,W,S,Su	See Department Chair for Registration

	OA 245	Office Administration	1	W	Prerequisite/Corequisite: OA123 and CWE161
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Term 6	BA 253	Social Media Marketing	3	S	BA101, BA231, BA223, or instructor approval
	CIS 125D	Computer Applications- Database	3	S	CIS120
	OA 250	General Office Procedures	3	S	OA115, OA116, OA124, CIS120
	BA106	Business Leadership	3	S	None

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.
	<i>*a grade of C or better</i>

Required/ Recommended Equipment and Software	Substitutions for OA124A (BA106) and OA225 (BA231) are made in this guide.
	Principles of Accounting BA211 and BA212 replace BA151 and BA152