



CERT

Office Technology
2020-2021

Office Assistant
45 credits

Office Assistant

Date of update: 5/14/2019

Program Coordinator/Advisor:

Toni Clough

toni.clough@umpqua.edu

Program Prerequisites: See requirements needed for first term classes.

Possible Term Plan	Course Number	Course Title	Credits	Terms	Prerequisites/Notes
Term 1	BA 151	Practical Accounting I	4	F	Substitution BA211
	OA 115	Administrative Office Professional	3	F	None
	OA 116	Records Management	2	F	None
	OA 131	Ten-Key Calculator	1	F	None
	WR115	Introduction to Expository Writing	4	F,W,S,Su	WR095* and RD080* or placement by approved measure; basic knowledge of word processing for success in course

Term 2	CIS 120	Intro to Computer Information Systems	4	F,W,S,Su	None
	OA 123	Formatting	4	F,W	Basic keyboarding and word processing
	OA 124A	Keyboarding Skill Enhancement	3	W	None
	OA 128	Editing for Business	3	W	Basic keyboarding and word processing; OA124A or instructor approval
	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 3	BA 165	Customer Service	3	F,S,Su	None
	BA 180	Business Mathematics I	3	F,W,S	MTH 020*
	CWE 161	CWE Seminar I	1	F,S,Su	None
	OA 250	General Office Procedures	3	S	OA115, OA116, OA124, CIS120
	Choose	Elective	4		

	Course Number	Course Number/Title	Credits	Terms	Prerequisites/Notes
Approved Electives	LA280	Cooperative Work Experience: Paralegal	4	F,W,S,Su	Prerequisite: Instructor approval
	SP 111	Fundamentals of Public Speaking*	4	F,W,S,Su	None
	WR 122	Argument, Research, and Multimodal Composition*	4	F,W,S,Su	Prerequisite: WR121*
	WR 227	Technical Report Writing*	4	F,W,S,Su	Prerequisite: Successful completion of WR121*

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	