



AAS

**Office Technology
2022-2023**

**Administrative Assistant
90 credits**

Date of update: 04/22/22

Program Coordinator/Advisor:

Toni Clough

toni.clough@umpqua.edu

Possible Term Plan	Course Number	Course Title	Credits	Terms	Prerequisites/Notes
Term 1 Fall	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 or WR121	Introduction to Expository Writing or Academic Composition	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 Winter	PSY101 OR SP105 OR SP218 OR *SP219	Psychology of Human Relations OR Listening OR Interpersonal Communication OR *Small Group Discussion	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
	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
	OA 128	Editing for Business	3	W	Basic keyboarding and word processing; OA124A or instructor approval

Term 3 Spring	BA 106	Business Leadership	3	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 250	General Office Procedures	3	S	
	CWE 161	CWE Seminar I	1	F,S,Su	None

Term 4 Fall	BA 151 or BA211	Practical Accounting I or Principles of Accounting I	4	F	None
	BA 214	Business Communications	3	F,W,Su	WR 115 or above
	CIS 125E	Computer Applications- Email	2	F	Keyboarding skills or instructor approval
	CIS 125R	Computer Applications-Presentation Software	2	F	None
	BA 101	Introduction to Business	4	F,W,S,Su	None

Term 5 Winter	BA 218	Personal Finance	3	W	None
	BA 233	Accounting for Managers	4	W	None
	BA 226	Business Law	4	W,S	BA101
	OA 280A	CWE: Administrative Assistant / Office Assistant	2	F,W,S,Su	See Department Chair for Registration
	OA 245	Office Administration	1	W	Prerequisite/Corequisite: OA123 and CWE161

Term 6 Spring	BA 253	Social Media Marketing	3	S	BA101, BA231, BA223, or instructor approval
	CIS 125D	Computer Applications- Database	3	S	CIS120
	OA 260	Principles of Office Management	3	S	None
	OA 280A	CWE: Administrative Assistant / Office Assistant	2	F,W,S,Su	See Department Chair for Registration
	SDP109	Elements of Supervision	3	F,S	BA101

Advising Notes	Scheduling requirements may prevent all courses from being offered every term.	
	Please see an advisor for a degree planning worksheet for this program.	
	Program Prerequisites: See requirements needed for first term classes.	
	This degree was formerly called Executive Business Assistant AAS.	
Required/ Recommended Equipment and Software	Reliable Internet Access	
	PC with Microsoft 365 access	