



PATH

**Office Technology
2022-2023**

**Microsoft Office Technologist
13 Credits**

Date of update: 04/21/22

Program Coordinator/Advisor:

Toni Clough

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| 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 |
|--------------------|---------------|---------------------|---------|-------|---------------------|
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| 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. |

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| Required/ Recommended Equipment and Software | Reliable Internet Access |
| | PC with Microsoft 365 access |
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