CERT **Office Technology** **Office Assistant**
2022-2023 **47 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

Possible Term Plan	Course Number	Course Title	Credits	Terms	Prerequisites/Notes
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

Possible Term Plan	Course Number	Course Title	Credits	Terms	Prerequisites/Notes
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

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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.

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