

**THE UNIVERSITY OF AKRON
AKRON OHIO
SUMMIT COLLEGE
2540:12
OFFICE ADMINISTRATION, ADMINISTRATIVE ASSISTANT
Associate Degree**

FIRST YEAR**Fall Semester**

		<u>Credit Hours</u>	<u>Prerequisites</u>
2040:240	Human Relations	3	
2420:170	Applied Mathematics for Business	3	Placement Test
2540:143	Microsoft Word Beginning	2	
2540:119	Business English	3	Placement Test
2420:103	Essentials of Management Tech.	3	
2420:104	Introduction to Business in the Global Environment	<u>3</u>	
		17	

Spring Semester

2540:121	Introduction to Office Procedures	3	
2540:129	Information/Records Mgmt.	3	
2020:121	English	4	Placement Test
2540:151	Intermediate Word Processing	3	2540:143 & Basic typing skills
2040:247	Survey of Basic Economics	<u>3</u>	
		16	

SECOND YEAR**Fall Semester**

2540:263	Professional Communications and Presentations	3	2020:121 or 3300:111
2540:265	Women in Management	3	
2540:281	Editing/Proofreading/Transcription	3	2540:119 & 2540:151
2540:270	Business Software Applications	4	2440:105; 2540:140 or Placement Test or Permission
2540:253	Advanced Word Processing	<u>3</u>	2540:151
		16	

Spring Semester

2040:254	The Black Experience from 1619 to 1877 OR	2	2020:121 or 3300:112
2040:256	Diversity in American Society OR	2	2020:121 or 3300:112
2040:257	The Black Experience 1877-1954 OR	2	2020:121 or 3300:112
2040:258	The Black Experience 1954 – Present	2	2020:121 or 3300:112
2420:211	Basic Accounting I	3	
2540:273	Microsoft Powerpoint	2	2540:140 or 143 or Permission
2540:243	Internship*	3	See Internship Prereqs/Coreq.
2540:271	Desktop Publishing	3	2540:140 or Permission
xxxx:xxx	Natural Sciences (as approved for Gen. Ed.)	<u>3</u>	
		16	

TOTAL CREDITS = 65***INTERNSHIP PREREQUISITES/COREQ.**

2540:119	Business English	2540:253	Advanced Word Processing
2540:121	Introduction to Office Procedures	2540:270	Business Software Applications
2540:129	Information/Records Management	2540:281	Editing/Proofreading/Transcription

Students must pass department placement exams or complete Bridge Courses (as needed as a result of the department placement exam) before enrolling in Office Administration courses (2540).

Required Bridge Courses:

2540:140	Keyboarding for Non-Majors	2
2440:105	Intro to Computers & Application Software	<u>3</u>
	TOTAL BRIDGE COURSES	5