

**THE UNIVERSITY OF AKRON  
AKRON OHIO  
SUMMIT COLLEGE**

**2540:16  
OFFICE ADMINISTRATION  
MEDICAL SECRETARIAL OPTION  
Associate Degree**

**FIRST YEAR****Fall Semester**

	<u>Credit Hours</u>	<u>Prerequisites</u>
2020:121 English	4	Placement Test
2540:143 Microsoft Word Beginning	2	
2420:104 Introduction to Business in the Global Environment	3	
2420:170 Applied Mathematics for Business	3	Placement Test
2740:122 Emergency Responder I	1	
2740:126 Administrative Medical Assisting I	<u>4</u>	
	17	

**Spring Semester**

2040:254 The Black Experience from 1619 to 1877 <b>OR</b>	2	2020:121 or 3300:112
2040:256 Diversity in American Society <b>OR</b>	2	2020:121 or 3300:112
2040:257 The Black Experience 1877-1954 <b>OR</b>	2	2020:121 or 3300:112
2040:258 The Black Experience 1954 – Present	2	2020:121 or 3300:112
2540:119 Business English	3	Placement Test
2540:151 Intermediate Word Processing	3	2540:143 & basic typing skills
2540:263 Professional Communications and Presentations	3	2020:121 or 3300:111
2740:120 Medical Terminology	3	
xxxx:xxx Natural Sciences (as approved for Gen. Ed.)	<u>3</u>	
	17	

**SECOND YEAR****Fall Semester**

2040:240 Human Relations	3	
2540:253 Advanced Word Processing	3	2540:151 or equivalent
2540:265 Women in Management	3	
2740:127 Administrative Medical Assisting II	4	
2740:240 Medical Transcription I	<u>3</u>	2540:119, 151 & 2740:120
	16	

**Spring Semester**

2040:247 Survey of Basic Economics	3	
2740:121 Study of Disease Processes for Medical Assisting	3	2740:120
2540:270 Business Software Applications	4	2440:105 & 2540:140 or Placement Test or Permission
2740:226 Medical Billing	4	
2740:245 Medical Externship and Seminar	<u>4</u>	
	18	

**TOTAL CREDITS = 68**

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	