

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

**OFFICE ADMINISTRATION
OFFICE SOFTWARE SPECIALIST CERTIFICATE**

This certificate will instruct students in the use of the most popular software packages used in today's modern offices. Also, students will gain valuable written and oral communications skills required by employers. All credits are applicable to an Associate Degree in Office Administration.

<u>Course</u>		<u>Credit Hours</u>	<u>Prerequisites</u>
2440:105	Intro to Computers & Application Software	3	
2540:119	Business English	3	Placement test
2540:121	Introduction to Office Procedures	3	
2540:129	Info/Records Management	3	
2540:151	Intermediate Word Processing		2540:143 & basic typing skills
OR		3	
2540:253	Advanced Word Processing		2540:151
2540:263	Professional Communications and Presentations	3	2020:121 or 3300:111
2540:271	Desktop Publishing	3	2540:140 or permission
2540:270	Business Software Applications	4	2540:140, 2440:105 or placement test or permission
2540:273	Microsoft PowerPoint	<u>2</u>	2540:140 or 2540:143 or perm.

Total Credits = 27

Students must pass department placement exam or complete bridge course (as needed as a result of the department placement exam) before enrolling in Office Administration course (2540).

Required bridge course:

2540:140 Keyboarding for Nonmajors, 2 crs.