

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

**OFFICE ADMINISTRATION
GENERAL OFFICE ASSISTANT CERTIFICATE**

<u>Course</u>		<u>Credit Hours</u>	<u>Prerequisites</u>
2540:119	Business English	3	Placement test
2040:240	Human Relations OR		
2040:251	Human Behavior at Work	3	
2540:129	Information/Records Management	3	
2420:170	Applied Mathematics for Business	3	
2440:105	Intro to Computers & Application Software	3	
2540:143	Microsoft Word Beginning	2	
2540:121	Introduction to Office Procedures	3	
2540:151	Intermediate Word Processing	3	2540:143 & basic typing skills
2540:270	Business Software Applications	4	2440:105, 2540:140 or placement test or permission
2540:281	Editing, Proofreading, Transcription	<u>3</u>	2540:119, 151

TOTAL CREDITS: 30

RECOMMENDATIONS:

It is strongly recommended that students take 2540:143 Microsoft Word Beginning prior to taking 2540:121 if the student has NO PRIOR computer word processing skills. Typing speed should be between 30-40 wpm upon entering the program.

If the student cannot type upon entering this certificate program, he or she should enroll in 2540:140 Keyboarding for Non-Majors.