

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

**OFFICE ADMINISTRATION  
GENERAL SECRETARIAL CONCENTRATION MINOR**

The following courses constitute a "Minor in Office Administration - General Secretarial" and must be completed with a minimum grade point average of 2.0 over-all for the minor to be noted on the student's record.

<u>Course</u>		<u>Credit Hours</u>	<u>Prerequisites</u>
2440:105	Intro to Computers & Application Software	3	
2540:121	Introduction to Office Procedures	3	
2540:129	Information / Records Management	3	
2540:151	Intermediate Word Processing	3	2540:143 & basic typing skills
2540:253	Advanced Word Processing	3	2540:151
2540:281	Editing/Proofreading/Transcription	<u>3</u>	2540:119, 151 or Perm.
		18	

NOTE: A minor in Office Administration may only be awarded at the time a student receives a baccalaureate degree.