

**READING AREA COMMUNITY COLLEGE**  
**CURRICULUM GUIDE – Business Management Certificate (MGT.CERT) – 38 credits**

**4 SEMESTER PLAN      Catalog: 2010-12**

**PRE-COLLEGE LEVEL COURSES (BASED ON PLACEMENT TEST RESULTS). COURSES OFFERED ALL SEMESTERS**

Course	Description	CR	GR	SEM	Course	Description	CR	GR	SEM
COM-021	Basics of College Reading	3			COM-040	Basics of College Writing I w/Workshop	4		
COM-061	Advanced Reading	3			COM-041	<b>OR</b> Basics of College Writing I	3		
MAT-010	Math Skills Review *	0			COM-050	Basics of College Writing II w/Workshop	4		
MAT-020	Basics of College Math	3			COM-051	<b>OR</b> Basics of College Writing II	3		
MAT-030	Algebra I	3							
MAT-035	<b>OR</b> Algebra I w/Quadratics	3							

**Note: If you enroll full-time and do not need pre-college level reading/writing/math you can complete the program in four (4) semesters by following this plan.**

**FIRST SEMESTER**

**FALL SEMESTER I (14 credits)**

Course	Course Description	SEM	CR	GR
ORI 102	College Success Strategies	A	2	
BUS 100	Introduction to Business	A	3	
IFT 110	Microcomputer Applications	A	3	
COM 121	English Composition	A	3	
MGT 100	Principles of Management	A	3	

**SECOND SEMESTER**

**SPRING SEMESTER I (15 credits)**

Course	Course Description	SEM	CR	GR
ACC 110	Managerial Accounting	A	3	
BUS 106	Business Communications	A	3	
BUS 230	Business Law	FA, SP	3	
BUS 220	Principles of Marketing	SP, SU	3	
MGT 210	Supervisory Management	SP	3	

**THIRD SEMESTER**

**FALL SEMESTER II (9 credits)**

Course	Course Description	SEM	CR	GR
MGT 200	Human Resource Management	FA	3	
ACC 105	Financial Accounting	A	3	
MGT 215	Human Relations in Business	FA, SP	3	

**FOURTH SEMESTER**

**SPRING SEMESTER II ( credits)**

Course	Course Description	SEM	CR	GR

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**6 SEMESTER PLAN      Catalog: 2010-12**

**Note: If you do not need pre-college reading/writing courses, you can complete the program in six (6) semesters by following this plan. If you take classes during summer sessions, you can complete sooner.**

**FIRST SEMESTER**

**FALL SEMESTER I (11 - 14 credits)**

Course	Course Description	SEM	CR	GR

**SECOND SEMESTER**

**SPRING SEMESTER I (10- 13 credits)**

Course	Course Description	SEM	CR	GR

**THIRD SEMESTER**

**FALL SEMESTER II (9-12 credits)**

Course	Course Description	SEM	CR	GR

**FOURTH SEMESTER**

**SPRING SEMESTER II (12 credits)**

Course	Course Description	SEM	CR	GR

**FIFTH SEMESTER**

**FALL SEMESTER III (9 credits)**

Course	Course Description	SEM	CR	GR

**SIXTH SEMESTER**

**SPRING SEMESTER III (9 credits)**

Course	Course Description	SEM	CR	GR

\* Pre-college level MAT courses needed are based on placement test results.

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**8 SEMESTER PLAN      Catalog: 2010-12**

**Note: If need pre-college reading/writing/math courses, you can complete the program in eight (8) semesters by following this plan. If you take classes during summer sessions, you can complete sooner.**

**FIRST SEMESTER**

**FALL SEMESTER I (8-12 credits)**

Course	Course Description	SEM	CR	GR
ORI-102	College Success Strategies	A	2	
COM-021	Basics Coll. Reading	A	3	
COM-040 or 041	BCW I/workshop or Basics Coll. Writing I	A	4 3	
MAT-010 or 020	Math Skills Review and/or Basics of Coll. Math	A	0 3	

**SECOND SEMESTER**

**SPRING SEMESTER I (12-13 credits)**

Course	Course Description	SEM	CR	GR
COM-061	Advanced Reading	A	3	
COM-050 or 051	BCW II w/workshop or BCW II	A	4 3	
PSY-120	Interpersonal Relations	A	3	
MAT-020	Basics of Coll. Math	A	3	

**THIRD SEMESTER**

**FALL SEMESTER II (9 credits)**

Course	Course Description	SEM	CR	GR

**FOURTH SEMESTER**

**SPRING SEMESTER II (10 credits)**

Course	Course Description	SEM	CR	GR

**FIFTH SEMESTER**

**FALL SEMESTER III (9 credits)**

Course	Course Description	SEM	CR	GR

**SIXTH SEMESTER**

**SPRING SEMESTER III (9 credits)**

Course	Course Description	SEM	CR	GR

**SEVENTH SEMESTER**

**EIGHTH SEMESTER**

Course	Course Description	SEM	CR	GR

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**FALL SEMESTER IV (9 credits)**

**SPRING SEMESTER IV (9 credits)**

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Course	Course Description	SEM	CR	GR