

READING AREA COMMUNITY COLLEGE
CURRICULUM GUIDE – Executive Secretary (OT.EX.AAS) – 62 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 | OR 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 | OR Basics of College Writing II | 3 | | |
| MAT-030 | Algebra I | 3 | | | | | | | |
| MAT-035 | OR 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 |
|---------|----------------------------|-------|----|----|
| BUS 105 | Business English | FA/SP | 3 | |
| ENV 130 | The Environment | A | 3 | |
| OFT 110 | Keyboarding I | FA | 3 | |
| ORI 102 | College Success Strategies | A | 2 | |
| COM 121 | English Composition | A | 3 | |

SECOND SEMESTER

SPRING SEMESTER I (15 credits)

| Course | Course Description | SEM | CR | GR |
|---------|-----------------------------------|-----|----|----|
| BUS 110 | Business Math | A | 3 | |
| OFT 111 | Keyboarding II | SP | 3 | |
| OFT 120 | Machine Dictation & Transcription | SP | 3 | |
| BUS 106 | Business Communications | A | 3 | |
| MGT 215 | Human Relations in Business | A | 3 | |

THIRD SEMESTER

FALL SEMESTER II (18 credits)

| Course | Course Description | SEM | CR | GR |
|---------|--------------------------------|-----|----|----|
| OFT 212 | Office Procedures | FA | 3 | |
| OFT 213 | Word Processing I | FA | 3 | |
| SOC 125 | Individual & Society OR | A | 3 | |
| SOC 130 | Sociology OR | | | |
| PSY 130 | General Psychology | | | |
| OFT 210 | Speedwriting I | FA | 3 | |
| HUM/ART | Humanities or Art Elective | A | 3 | |
| IFT 110 | Microcomputer Applications | A | 3 | |

FOURTH SEMESTER

SPRING SEMESTER II (15 credits)

| Course | Course Description | SEM | CR | GR |
|---------|-------------------------------------|-----|----|----|
| OFT 220 | Executive Dictation & Transcription | SP | 3 | |
| OFT 211 | Speedwriting II | SP | 3 | |
| OFT 214 | Word Processing II | SP | 3 | |
| BUS --- | Business Elective | SP | 3 | |
| OFT 290 | Cooperative Education | SP | 3 | |