

**READING AREA COMMUNITY COLLEGE**  
**CURRICULUM GUIDE – Basic Secretarial Skills Certificate (OT.BSS.CERT) – 35 credits**

**4 SEMESTER PLAN      Catalog: 2012-2013**

**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 (8 credits)**

Course	Course Description	SEM	CR	GR
BUS 105	Business English	FA, SP	3	
OFT 110	Keyboarding I	FA	3	
ORI 102	College Success Strategies	A	2	

**SECOND SEMESTER**

**SPRING SEMESTER I (9 credits)**

Course	Course Description	SEM	CR	GR
IFT 110	Microcomputer Applications	A	3	
OFT 111	Keyboarding II	SP	3	
OFT 120	Machine Dictation & Transcription	SP	3	

**THIRD SEMESTER**

**FALL SEMESTER II (9 credits)**

Course	Course Description	SEM	CR	GR
COM 121	English Composition	A	3	
OFT 210	Speedwriting I	FA	3	
BUS 110	Business Math	A	3	

**FOURTH SEMESTER**

**SPRING SEMESTER II (9 credits)**

Course	Course Description	SEM	CR	GR
MGT 215	Human Relations in Business	FA, SP	3	
OFT 211	Speedwriting II	SP	3	
BUS 106	Business Communications	A	3	