

**READING AREA COMMUNITY COLLEGE**  
**CURRICULUM GUIDE – Executive Secretary (OT.EX.AAS) – 62 credits**

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

**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 credits)**

Course	Course Description	SEM	CR	GR
ORI 102	College Success Strategies	A	2	
OFT 110	Keyboarding I	FA	3	
BUS 105	Business English	FA/SP	3	
MAT 020	Basics of College Math*	A	3	

**SECOND SEMESTER**

**SPRING SEMESTER I (15 credits)**

Course	Course Description	SEM	CR	GR
COM 121	English Composition	A	3	
OFT 111	Keyboarding II	SP	3	
OFT 210	Machine Dictation & Transcription	SP	3	
IFT 110	Microcomputer Applications	A	3	
MAT 030	Basics of College Math*	A	3	

**THIRD SEMESTER**

**FALL SEMESTER II (12 credits)**

Course	Course Description	SEM	CR	GR
OFT 212	Office Procedures	FA	3	
OFT 213	Word Processing I	FA	3	
OFT 210	Speedwriting I	FA	3	
ENV 130	The Environment	A	3	

**FOURTH SEMESTER**

**SPRING SEMESTER II (12 credits)**

Course	Course Description	SEM	CR	GR
OFT 211	Speedwriting II	SP	3	
OFT 214	Word Processing II	SP	3	
BUS 110	Business Math	A	3	
BUS 106	Business Communications	A	3	

**FIFTH SEMESTER**

**FALL SEMESTER III (9 credits)**

Course	Course Description	SEM	CR	GR
MGT 215	Human Relations in Business	FA/SP	3	
SOC 125 SOC 130 PSY 130	Individual & Society <b>OR</b> Sociology <b>OR</b> General Psychology	A	3	
HUM/ART	Humanities or Art Elective	A	3	

**SIXTH SEMESTER**

**SPRING SEMESTER III (9 credits)**

Course	Course Description	SEM	CR	GR
OFT 220	Executive Transcription	SP	3	
OFT 290	Cooperative Education	SP	3	
BUS ---	Business Elective	SP	3	

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