

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

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

**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 (9-10 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	
MAT-020	Basics of Coll. Math	A	3	

**THIRD SEMESTER**

**FALL SEMESTER II (12 credits)**

Course	Course Description	SEM	CR	GR
OFT 110	Keyboarding I	FA	3	
BUS 105	Business English	FA/SP	3	
ENV 130	The Environment	A	3	
COM 121	English Composition	A	3	

**FOURTH SEMESTER**

**SPRING SEMESTER II (12 credits)**

Course	Course Description	SEM	CR	GR
OFT 111	Keyboarding II	SP	3	
OFT 120	Machine Dictation & Transcription	SP	3	
MAT 030	Algebra I	A	3	
SOC 125 SOC 130 PSY 130	Individual & Society Sociology General Psychology	A	3	

**FIFTH SEMESTER**

**FALL SEMESTER III (12 credits)**

Course	Course Description	SEM	CR	GR
OFT 212	Office Procedures	FA	3	
OFT 213	Word Processing I	FA	3	
BUS 110	Business Math	A	3	
OFT 210	Speedwriting I	FA	3	

**SIXTH SEMESTER**

**SPRING SEMESTER III (9 credits)**

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

**SEVENTH SEMESTER**

**FALL SEMESTER IV (9 credits)**

Course	Course Description	SEM	CR	GR
MGT 215	Human Relations in Business	FA/SP	3	
HUM/ART	Humanities or Art Elective	A	3	
IFT 110	Microcomputer Applications	A	3	

**EIGHTH SEMESTER**

**SPRING SEMESTER IV (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	