

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

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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