

**READING AREA COMMUNITY COLLEGE**  
**CURRICULUM GUIDE – Administrative Assistant (OT.AD.AAS) – 65 credits**

**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 (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 (9 credits)**

Course	Course Description	SEM	CR	GR
BUS 105	Business English	FA, SP	3	
COM 121	English Composition	A	3	
MAT 030	Algebra I	A	3	

**FOURTH SEMESTER**

**SPRING SEMESTER II (12 credits)**

Course	Course Description	SEM	CR	GR
BUS 110	Business Math	A	3	
IFT 110	Microcomputer Applications	A	3	
BUS 106	Business Communications	A	3	
ENV 130	The Environment	A	3	

**FIFTH SEMESTER**

**FALL SEMESTER III (12 credits)**

Course	Course Description	SEM	CR	GR
ACC 105	Financial Accounting	A	3	
BUS 100	Introduction to Business	A	3	
HUM/ART	Humanities or Art Elective	A	3	
MGT 215	Human Relations in Business	FA, SP	3	

**SIXTH SEMESTER**

**SPRING SEMESTER III (12 credits)**

Course	Course Description	SEM	CR	GR
OFT 120	Machine Dictation & Transcription	SP	3	
ACC 110	Managerial Accounting	A	3	
MGT 100	Principles of Management	A	3	
SOC 125 PSY 130 SOC 130	Individual & Society OR General Psychology OR Sociology	A	3	

**SEVENTH SEMESTER**

**FALL SEMESTER IV (9 credits)**

Course	Course Description	SEM	CR	GR
OFT 213	Word Processing I	FA	3	
OFT 210	Speedwriting I	FA	3	
Bus 200	Macroeconomics	A	3	

**EIGHTH SEMESTER**

**SPRING SEMESTER IV (12 credits)**

Course	Course Description	SEM	CR	GR
OFT 214	Word Processing II	SP	3	
BUS 230	Business Law	FA, SP	3	
BUS 201	Microeconomics	A	3	
BUS 220	Principles of Marketing	SP, SU	33	