

READING AREA COMMUNITY COLLEGE
CURRICULUM GUIDE – Legal Secretary (OT.LEG.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 (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 OR Sociology OR 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 (12 credits)

| Course | Course Description | SEM | CR | GR |
|---------|--------------------------------------|-------|----|----|
| OFT 230 | Legal Terminology & Transcription | FA | 3 | |
| IFT 110 | Microcomputer Applications | A | 3 | |
| MGT 215 | Human Relations in Business | FA/SP | 3 | |
| HUM/ART | Humanities or Art Elective | A | 3 | |

EIGHTH SEMESTER

SPRING SEMESTER IV (9 credits)

| Course | Course Description | SEM | CR | GR |
|---------|---------------------------------|-------|----|----|
| OFT 231 | Advanced Legal Transcription | SP | 3 | |
| BUS 230 | Business Law | FA/SP | 3 | |
| OFT 290 | Cooperative Education | SP | 3 | |