

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

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

**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	<b>OR</b> 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	<b>OR</b> Basics of College Writing II	3		
MAT-030	Algebra I	3							
MAT-035	<b>OR</b> 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 (17 credits)**

Course	Course Description	SEM	CR	GR
BUS 105	Business English	FA, SP	3	
BUS 110	Business Math	A	3	
ORI 102	College Success Strategies	A	2	
BUS 100	Introduction to Business	A	3	
ENV 130	The Environment	A	3	
COM 121	English Composition	A	3	

**SECOND SEMESTER**

**SPRING SEMESTER I (18 credits)**

Course	Course Description	SEM	CR	GR
ACC 105	Financial Accounting	A	3	
HUM/ ART	Humanities or Art Elective	A	3	
MGT 100	Principles of Management	A	3	
OFT 120	Machine Dictation & Transcription	SP	3	
BUS 106	Business Communications	A	3	
IFT 110	Microcomputer Applications	A	3	

**THIRD SEMESTER**

**FALL SEMESTER II (15 credits)**

Course	Course Description	SEM	CR	GR
BUS 200	Macroeconomics	A	3	
OFT 213	Word Processing I	SP	3	
MGT 215	Human Relations in Business	FA, SP	3	
OFT 210	Speedwriting I	FA	3	
ACC 110	Managerial Accounting	A	3	

**FOURTH SEMESTER**

**SPRING SEMESTER II (15 credits)**

Course	Course Description	SEM	CR	GR
OFT 214	Word Processing II	SP	3	
BUS 201	Microeconomics	A	3	
BUS 220	Principles of Marketing	SP, SU	3	
SOC 125 SOC 130 PSY 130	Individual & Society <b>OR</b> Sociology <b>OR</b> General Psychology	A	3	
BUS 230	Business Law	SP, SU	3	