

**READING AREA COMMUNITY COLLEGE**  
**CURRICULUM GUIDE – Legal Secretary (OT.LEG.AAS) – 65 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<br>or 041 | BCW I/workshop<br>or Basics Coll. Writing I       | A   | 4<br>3 |    |
| MAT-010<br>or 020 | Math Skills Review and/or<br>Basics of Coll. Math | A   | 0<br>3 |    |

**SECOND SEMESTER**

**SPRING SEMESTER I (9-10 credits)**

| Course            | Course Description             | SEM | CR     | GR |
|-------------------|--------------------------------|-----|--------|----|
| COM-061           | Advanced Reading               | A   | 3      |    |
| COM-050<br>or 051 | BCW II w/workshop<br>or BCW II | A   | 4<br>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 &<br>Transcription  | SP  | 3  |    |
| MAT 030                       | Algebra I   | A   | 3  |    |
| SOC 125<br>SOC 130<br>PSY 130 | Individual & Society <b>OR</b><br>Sociology <b>OR</b><br>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 &<br>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<br>Transcription | SP    | 3  |    |
| BUS 230 | Business Law                    | FA/SP | 3  |    |
| OFT 290 | Cooperative Education           | SP    | 3  |    |