

Program to Program TRANSFER PROGRAM

Reading Area Community College students who wish to participate in the Program to Program Transfer program should:

- Meet with a School of Continuing Studies advisor as early as possible in their RACC program. Please contact the School of Continuing Studies Division at (484) 664-3300 or continuingstudies@muhlenberg.edu to schedule an advising appointment.
- Complete a [Program to Program Transfer Intent form](#) to confirm their intention to matriculate at the School of Continuing Studies. Forms must be submitted to the School of Continuing Studies according to the following schedule:

By May 1 for October start dates

By September 1 for February start dates

By February 1 for June start dates

RACC students who complete a [Program to Program Transfer Intent form](#) will be governed by the School of Continuing Studies degree requirements in effect at the time of signing the form. Applicable courses for which a C- or better was earned in an RACC degree program will be eligible for transfer to the School of Continuing Studies.

Students who are admitted to the School of Continuing Studies under a Program to Program agreement, transfer an associate degree from RACC, maintain good academic standing and adhere to all School of Continuing Studies program requirements will be eligible to receive a \$1500 academic scholarship per year.

Students who are admitted to the School of Continuing Studies under a Program to Program agreement as members of Phi Theta Kappa at RACC at their time of transfer will be eligible to receive an additional \$500 scholarship per academic year. The eligible student must provide documentation of membership in PTK and must maintain a cumulative GPA of at least 3.5 in the Accelerated Degree Program to receive the scholarship in subsequent years of enrollment.

Students may be eligible for need-based financial aid and other types of financial assistance. Speak with your School of Continuing Studies advisor for more information.

Upon completion of their work at the community college, students who have earned a grade point average of 2.75 or greater and who meet all other requirements, may enroll at Muhlenberg to pursue an accelerated bachelor's degree. If your GPA is less than 2.75, please speak with a GCE advisor.



School of
Continuing Studies

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**Reading Area Community College Accounting A.A. to Muhlenberg College School of
Continuing Studies Accelerated Bachelor of Business Administration**

Concentrations available in Business Administration, Healthcare Management, Human Resources
Leadership, Supply Chain Management, or Project Management

First Semester		Credits
ACC105	Financial Accounting	3
BUS100	Introduction to Business	3
CSS103	College Success Strategies	3
IFT110	Microcomputer Applications	3
Elective	ANT140, HIS110/115, PSY130, SOC130 (recommend SOC130)	3
Semester Total		15

Second Semester		Credits
COM121	English Composition I	3
ENV130	Environment	3
Elective	ART111, ART201, COM110, ENG125, PHI271, PHI275	3
Elective	ANT, HIS, POS, PSY, SOC	3
Elective	See Advisor	3
Semester Total		15

Third Semester		Credits
BUS200	Macroeconomics	3
MAT150 or MAT210	Foundations of Math or Intro to Statistics	3
COM221	English Composition II	3
ACC	Accounting Elective	3
Elective	See Advisor	3
Semester Total		15

Fourth Semester		Credits
BUS201	Microeconomics	3
BIO120	Biological Concepts	4
COM151	Fundamentals of Speech	3
Elective	ART, ENG, HUM, MUS, PHI or THE	3
Elective	See Advisor	3
Semester Total		16

Students are encouraged to consult with their academic advisor when selecting courses.

Reading Area Community College Accounting A.A.S. to Muhlenberg College School of Continuing Studies Accelerated Bachelor of Business Administration

Concentrations available in Business Administration, Healthcare Management, Human Resources Leadership, Supply Chain Management, or Project Management

First Semester		Credits
ACC105	Financial Accounting	3
BUS100	Introduction to Business	3
CSS103	College Success Strategies	3
IFT110	Microcomputer Applications	3
BUS110	Mathematics for Business and Finance	3
Semester Total		15

Second Semester		Credits
ACC110	Managerial Accounting	3
ACC220	Accounting Inf. Systems	4
COM121	English Composition I	3
MAT150 or MAT210	Foundations of Math or Intro to Statistics	3
Elective	ANT140, HIS110/115, PSY130, SOC130 (recommend SOC130)	3
Semester Total		16

Third Semester		Credits
ACC205	Intermediate Accounting I	4
BUS200 or BUS201	Macroeconomics or Microeconomics	3
ACC230	Federal Taxes	3
BUS106	Business Communications	3
ENV130 or Lab science	Environment or BIO120, CHE120, PHY120 (recommend lab science)	3/4
Semester Total		16/17

Fourth Semester		Credits
ACC206	Intermediate Accounting II	4
BUS230	Business Law	3
MGT100	Principles of Management	3
Elective	ART111, ART201, COM110, ENG125, PHI271, PHI275	3
Semester Total		13

Students are encouraged to consult with their academic advisor when selecting courses.

Reading Area Community College Business Administration A.A. to Muhlenberg College
School of Continuing Studies Accelerated Bachelor of Business Administration

Concentrations available in Business Administration, Healthcare Management, Human Resources
Leadership, Supply Chain Management, or Project Management

First Semester		Credits
ACC105	Financial Accounting	3
BUS100	Introduction to Business	3
CSS103	College Success Strategies	3
IFT110	Microcomputer Applications	3
Elective	ANT140, HIS110/115, PSY130, SOC130 (recommend SOC130)	3
Semester Total		15

Second Semester		Credits
MGT100	Principles of Management	3
COM121	English Composition I	3
Elective	ART111, ART201, COM110, ENG125, PHI271, PHI275	3
Elective	ANT, HIS, POS, PSY, SOC	3
Elective	See Advisor	3
Semester Total		15

Third Semester		Credits
BUS200	Macroeconomics	3
ENV130	Environment	3
MAT150 or MAT210	Foundations of Math or Intro to Statistics	3
COM221	English Composition II	3
Elective	See Advisor	3
Semester Total		15

Fourth Semester		Credits
BUS201	Microeconomics	3
BIO120	Biological Concepts	4
COM151	Fundamentals of Speech	3
Elective	ART, ENG, HUM, MUS, PHI or THE	3
Elective	See Advisor	3
Semester Total		16

Students are encouraged to consult with their academic advisor when selecting courses.

Reading Area Community College Business Management A.A.S. to Muhlenberg College
School of Continuing Studies Accelerated Bachelor of Business Administration

Concentrations available in Business Administration, Healthcare Management, Human Resources
Leadership, Supply Chain Management, or Project Management

First Semester		Credits
BUS100	Introduction to Business	3
MGT100	Principles of Management	3
CSS103	College Success Strategies	3
IFT110	Microcomputer Applications	3
Elective	ANT140, HIS110/115, PSY130, SOC130 (recommend SOC130)	3
Semester Total		15

Second Semester		Credits
ACC105	Financial Accounting	3
BUS110	Mathematics for Bus. & Fin.	3
COM121	English Composition I	3
MGT215	Human Relations in Business	3
BUS200 or BUS201	Macroeconomics or Microeconomics	3
Semester Total		15

Third Semester		Credits
MGT200	Human Resource Management	3
MGT230	Small Business Management	3
ACC110	Managerial Accounting	3
BUS106	Business Communications	3
Elective	ENV130, BIO120, CHE120, or PHY120 (recommend lab science)	3/4
Semester Total		15/16

Fourth Semester		Credits
BUS220	Principles of Marketing	3
BUS230	Business Law	3
MGT210	Supervisory Management	3
BUS240 or ACC210	International Business or Financial Management	3
Elective	ART111, ART201, COM110, ENG125, PHI271, PHI275	3
Semester Total		15/16

Students are encouraged to consult with their academic advisor when selecting courses.

Reading Area Community College Communications A.A. to Muhlenberg College School of Continuing Studies Accelerated Bachelor of Business Administration

Concentrations available in Business Administration, Healthcare Management, Human Resources Leadership, Supply Chain Management, or Project Management

First Semester		Credits
CSS103	College Success Strategies	3
COM121	English Composition I	3
Elective	ANT140, HIS110/115, PSY130, SOC130 (recommend SOC130)	3
ENV130	Environment	3
COM151	Fundamentals of Speech	3
Semester Total		15

Second Semester		Credits
COM221	English Composition II	3
IFT110	Microcomputer Applications	3
MAT150 or MAT210	Foundations of Math or Intro to Statistics	3
COM161	Mass Media	3
Elective	Elective	3
Semester Total		15

Third Semester		Credits
COM163	Writing for the Media	3
Elective	ART111, ART201, COM110, ENG125, PHI271, PHI275	3
Elective	BIO120 or 130, CHE120 or PHY120	4
COM201	Intro to Editing	3
Elective	Elective	3
Semester Total		16

Fourth Semester		Credits
COM271	Rhetorical Theory	3
COM141 or BUS106	Technical Writing or Business Communications (recommend BUS106)	3
Elective	ART, ENG, HUM, MUS, PHI or THE	3
Elective	ANT, HIS, POS, PSY, SOC	3
Elective	Elective (recommend BUS201 or BUS200)	3
Semester Total		15

Students are encouraged to consult with their academic advisor when selecting courses.

Reading Area Community College Computer Information Systems A.A. to Muhlenberg
College School of Continuing Studies Accelerated Bachelor of Information Systems
Management

First Semester		Credits
IFT100	Intro. to Information Technology	3
CSS103	College Success Strategies	3
IFT110	Microcomputer Applications	3
COM121	English Composition I	3
Elective	ANT140, HIS110/115, PSY130, SOC130 (recommend SOC130)	3
Semester Total		15

Second Semester		Credits
NET100	Computer Networking	3
PRG100	Intro. to Computer Programming	3
ENV130	Environment	3
Elective	ANT, HIS, POS, PSY, SOC	3
Elective	ART111, ART201, COM110, ENG125, PHI271, PHI275	3
Semester Total		15

Third Semester		Credits
WEB100	Web Design I – HTML/XHTML	3
MAT150 or MAT210	Foundations of Math or Intro to Statistics	3
COM221	English Composition II	3
Elective	See Advisor (recommend BUS201 or BUS200)	3
Elective	See Advisor	3
Semester Total		15

Fourth Semester		Credits
PRG260	Database Systems	3
BIO120	Biological Concepts	4
COM151	Fundamentals of Speech	3
Elective	ART, ENG, HUM, MUS, PHI or THE	3
Elective	See Advisor	3
Semester Total		16

Students are encouraged to consult with their academic advisor when selecting courses.

Reading Area Community College Computer Technology A.A.S. to Muhlenberg College
School of Continuing Studies Accelerated Bachelor of Information Systems Management

First Semester		Credits
BUS100	Introduction to Business	3
IFT100	Intro to Information Technology	3
CSS103	College Success Strategies	3
IFT110	Microcomputer Applications	3
Elective	ANT140, HIS110/115, PSY130, SOC130 (recommend SOC130)	3
Semester Total		15

Second Semester		Credits
WEB100	Web Design I (HTML)	3
IFT120	Adv. Microcomputer Apps	3
NET100	Computer Networking	3
NET106	Installation & Maintenance of PCs	3
COM121	English Composition I	3
ENV130	The Environment	3
Semester Total		18

Third Semester		Credits
MGT215	Human Relations in Business	3
NET120	Server Administration	3
NET206	Installation & Maintenance of PCs II	3
PRG100	Introduction to Programming	3
MAT150 or MAT210	Foundations of Math or Intro to Statistics	3
Semester Total		15

Fourth Semester		Credits
IFT210	Help Desk Customer Support	3
NET250	Network Security	3
PRG260	Database Systems	3
BUS106	Business Communications	3
Elective	ART111, ART201, COM110, ENG125, PHI271, PHI275	3
Semester Total		15

Students are encouraged to consult with their academic advisor when selecting courses.

**Reading Area Community College Liberal Arts A.A. to Muhlenberg College School of
Continuing Studies Accelerated Bachelor of Business Administration**

Concentrations available in Business Administration, Healthcare Management, Human Resources
Leadership, Supply Chain Management, or Project Management

First Semester		Credits
CSS103	College Success Strategies	3
COM121	English Composition I	3
COM151	Fundamentals of Speech	3
SPA101	Spanish I	3
ANT140	Cultural Anthropology	3
Semester Total		15

Second Semester		Credits
PHI271 or PHI275	Introduction to Philosophy or Introduction to Ethics	3
Elective	BIO120, BIO130, BIO150, CHE120, CHE150, or PHY120	4
IFT110	Microcomputer Applications	3
COM221	English Composition II	3
MAT150 or MAT210	Foundations of Math or Intro to Statistics	3
Semester Total		16

Third Semester		Credits
SPA102	Spanish II	3
HIS110 or HIS115	Early American History or The Emergence of Modern America	3
ART111 or ART201	Intro to Drawing or Art Appreciation	3
Elective	BIO120, BIO130, BIO150, CHE120, CHE150, ENV130, or PHY120	3/4
ENG2xx	200 level ENG course	3
Semester Total		15/16

Fourth Semester		Credits
COM110 or ENG125	Intro to Creative Writing or Intro to Literature	3
PSY130 or SOC130	Psychology or Sociology	3
Elective	Elective	6
HUM291	Capstone Experience	1
Semester Total		13

Students are encouraged to consult with their academic advisor when selecting courses.

Reading Area Community College Health Science A.A. to Muhlenberg College School of
Continuing Studies Accelerated Bachelor of Business Administration

Concentrations available in Business Administration, Healthcare Management, Human Resources
Leadership, Supply Chain Management, or Project Management

First Semester		Credits
HEA101	Introduction to Health Sciences	1
BIO140 or BIO150	Essentials of Biology or Biology I	4
CSS103	College Success Strategies	3
IFT110	Microcomputer Applications	3
Elective	Elective	3
Semester Total		14

Second Semester		Credits
BIO250	Anatomy & Physiology I	4
Elective	PSY130, SOC130, ANT140, HIS110, HIS115 (recommend SOC130)	3
COM121	English Composition I	3
Elective	ART111, ART201, COM110, ENG125, PHI271	3
HEA110	Health	3
Semester Total		16

Third Semester		Credits
BIO255	Anatomy & Physiology II	4
ENV130	Environment or lab science	3/4
MAT210	Intro to Statistics	3
COM141	Technical Writing	3
Elective	ANT, HIS, HMS, PSY, POS	3
Semester Total		16/17

Fourth Semester		Credits
BIO280	Microbiology	4
COM151	Fundamentals of Speech	3
PHI275	Ethics	3
Elective	Elective (recommend BUS200 or BUS201)	3
Elective	Elective	Varies
Semester Total		16/17

Students are encouraged to consult with their academic advisor when selecting courses.

Reading Area Community College Administrative Office Specialist A.A.S. to Muhlenberg College School of Continuing Studies Accelerated Bachelor of Business Administration

Concentrations available in Business Administration, Healthcare Management, Human Resources Leadership, Supply Chain Management, or Project Management

First Semester		Credits
BUS105	Business English	3
OFT110	Keyboarding I	3
CSS103	College Success Strategies	3
IFT110	Microcomputer Applications	3
BUS100	Introduction to Business	3
Semester Total		15

Second Semester		Credits
OFT111	Keyboarding II	3
MGT100	Principles of Management	3
COM121	English Composition I	3
Elective	ANT140, HIS110/115, PSY130, SOC130 (recommend SOC130)	3
BUS106	Business Communications	3
Semester Total		15

Third Semester		Credits
OFT212	Office Procedures	3
IFT120	Advanced Microcomputer Applications	3
WEB100	Web Design I	3
BUS110	Business Math	3
Elective	ENV130, BIO120, CHE120, or PHY120 (recommend lab science)	3/4
Semester Total		14/16

Fourth Semester		Credits
ACC225	Payroll Accounting and QuickBooks	3
BUS220 or BUS230	Principles of Marketing or Business Law	3
MGT215	Human Relations in Business	3
OFT290	Cooperative Education	3
Elective	ART111, ART201, COM110, ENG125, PHI271, PHI275	3
Semester Total		15

Students are encouraged to consult with their academic advisor when selecting courses.

Reading Area Community College Criminal Justice A.A.S. to Muhlenberg College School of Continuing Studies Accelerated Bachelor of Business Administration

Concentrations available in Business Administration, Healthcare Management, Human Resources Leadership, Supply Chain Management, or Project Management

First Semester		Credits
CSS103	College Success Strategies	3
COM121	English Composition I	3
LAW135	Intro to Criminal Justice	3
LAW140	Criminal Law	3
PSY120	Interpersonal Relations	3
Semester Total		15

Second Semester		Credits
LAW146	Law Enforcement Systems	3
LAW185	Criminology	3
LAW155	The American Legal System	3
IFT110	Microcomputer Applications	3
POS130	American Government	3
Semester Total		15

Third Semester		Credits
LAW165	The Correctional Process	3
LAW200	Legal Procedures	3
COM141	Technical Writing	3
ENV130	Environment	3
MAT-150 or MAT-210	Foundations of Math or Statistics	3
Semester Total		15

Fourth Semester		Credits
LAW255	Law Enforcement & Community Relations	3
LAW285	Juvenile & Domestic Law	3
LAW180 or LAW245	Crisis Intervention Strategies or Community Corrections	3
PHI-275	Ethics	3
Elective	ANT140, HIS110/115, SOC130, or PSY130 (recommend SOC130)	3
Semester Total		15

Students are encouraged to consult with their academic advisor when selecting courses

Reading Area Community College Medical Coding & Billing Specialist A.A.S. to
Muhlenberg College School of Continuing Studies Accelerated Bachelor of Business
Administration

Concentrations available in Business Administration, Healthcare Management, Human Resources
Leadership, Supply Chain Management, or Project Management

First Semester		Credits
EHR100	Medical Terminology for the Healthcare Profession	3
OFT110	Keyboarding I	3
EHR105	Anatomy for the Medical Office Specialist	3
EHR110	Computerized Medical Office	3
CSS103	College Success Strategies	3
Semester Total		15

Second Semester		Credits
EHR120	Introductory Pharmacology for Health Professions	3
BUS110	Mathematics for Business and Finance	3
IFT110	Microcomputer Applications	3
COM121	English Composition I	3
Elective	ANT140, HIS110/115, PSY130, SOC130 (recommend SOC130)	3
Semester Total		15

Third Semester		Credits
EHR130	Foundations of Medical Coding	3
EHR210	Legal & Ethical Issues in Healthcare	3
EHR200	Medical Office Procedures	3
BUS106	Business Communications	3
Elective	ENV130, BIO120, CHE120, PHY120 (recommend lab science)	3/4
Semester Total		15/16

Fourth Semester		Credits
EHR211	Medical Coding: CPT and HCPCS Coding Systems	3
EHR220	Medical Billing & Reimbursement	3
EHR250	Capstone Course: Preparing for the Medical Coding Certification Exam	3
EHR290	Cooperative Education	3
Elective	ART111, ART201, COM110, ENG125, PHI271, PHI275	3
Semester Total		15

Students are encouraged to consult with their academic advisor when selecting courses

**Reading Area Community College Medical Office/Health Records Specialist A.A.S. to
Muhlenberg College School of Continuing Studies Accelerated Bachelor of Business
Administration**

Concentrations available in Business Administration, Healthcare Management, Human Resources
Leadership, Supply Chain Management, or Project Management

First Semester		Credits
EHR100	Medical Terminology for the Healthcare Profession	3
OFT110	Keyboarding I	3
BUS105	Business English	3
CSS103	College Success Strategies	3
IFT110	Microcomputer Applications	3
Semester Total		15

Second Semester		Credits
IFT120	Advanced Microcomputer Applications	3
OFT111	Keyboarding II	3
EHR102	Introduction to Health Records Management	3
COM121	English Composition I	3
BUS106	Business Communications	3
Semester Total		15

Third Semester		Credits
EHR110	Computerized Medical Office	3
EHR210	Legal & Ethical Issues in Healthcare	3
EHR200	Medical Office Procedures	3
Elective	ENV130, BIO120, CHE120, or PHY-120 (recommend lab science)	3/4
Elective	ANT140, HIS110/115, PSY130, SOC130 (recommend SOC130)	3
Semester Total		15/16

Fourth Semester		Credits
EHR220	Medical Billing & Reimbursement	3
EHR205	Document Editing for the Healthcare Specialist	3
EHR290	Cooperative Education	3
BUS110	Business Math	3
Elective	ART111, ART201, COM110, ENG125, PHI271, PHI275	3
Semester Total		15

Students are encouraged to consult with their academic advisor when selecting courses

Reading Area Community College Nursing A.A.S. to Muhlenberg College School of
Continuing Studies Accelerated Bachelor of Business Administration

Concentrations available in Business Administration, Healthcare Management, Human Resources
Leadership, Supply Chain Management, or Project Management

First Semester		Credits
NUR100	Nursing I	8
COM121	English Composition	3
BIO255	Anatomy & Physiology II	4
Semester Total		15

Second Semester		Credits
NUR150	Nursing II	9
PSY130	General Psychology	3
BIO280	Microbiology	4
Semester Total		16

Third Semester		Credits
NUR200	Nursing III	10
COM151	Fundamentals of Speech	3
Semester Total		13

Fourth Semester		Credits
NUR250	Nursing IV	10
SOC130	Sociology	3
PHI275	Ethics	3
Semester Total		16

Students are encouraged to consult with their academic advisor when selecting courses

Reading Area Community College Social Work A.A. to Muhlenberg College School of
Continuing Studies Accelerated Bachelor of Business Administration

Concentrations available in Business Administration, Healthcare Management, Human Resources
Leadership, Supply Chain Management, or Project Management

First Semester		Credits
CSS103	College Success Strategies	3
COM121	English Composition I	3
COM151	Speech	3
SWK110	Intro to Social Work	3
SOC130	Sociology	3
Semester Total		15

Second Semester		Credits
POS130 or ANT245	American Government or Anthropology of Religion	3
COM221 or ENG125	English Composition II or Intro to Literature	3
MAT210	Statistics	3
IFT110	Microcomputer Applications	3
ANT140	Cultural Anthropology	3
Semester Total		15

Third Semester		Credits
SWK240	Poverty & Social Welfare Policy	3
BIO130	Human Biology	4
PSY130	General Psychology	3
PHI275	Introduction to Ethics	3
Elective	Elective	3
Semester Total		16

Fourth Semester		Credits
SWK230	Human Behavior and the Social Env.	3
PHI271	Philosophy	3
ENV130	Environment	3
Electives	Electives (recommend BUS100, BUS200, or BUS201)	6
Semester Total		15

Students are encouraged to consult with their academic advisor when selecting courses

Reading Area Community College Web Site Development A.A.S. to Muhlenberg College
School of Continuing Studies Accelerated Bachelor of Information Systems Management

First Semester		Credits
IFT100	Introduction to Information Technology	3
WEB100	Web Design I (HTML)	3
PRG100	Introduction to Programming	3
BUS105	Business English	3
IFT110	Microcomputer Applications	3
CSS103	College Success Strategies	3
Semester Total		18

Second Semester		Credits
WEB115	Web Design II – Web Authoring Software	3
NET100	Computer Networking	3
WEB215	Web Design Graphics	3
PRG160	JavaScript	3
COM121	English Composition I	3
Elective	ART111, ART201, COM110, ENG125, PHI271, PHI275	3
Semester Total		18

Third Semester		Credits
WEB230	Web Databases	3
MGT215	Human Relations in Business	3
BUS100	Introduction to Business	3
BUS106	Business Communications	3
MAT150 or MAT210	Foundations of Math or Intro to Statistics	3
Elective	ENV130, BIO120, CHE120, or PHY-120 (recommend lab science)	3/4
Semester Total		18/19

Fourth Semester		Credits
WEB225	Multimedia for the Web	3
WEB240	Responsive Design	3
BUS220	Principles of Marketing	3
WEB200	E-Commerce	3
Elective	ANT140, HIS110/115, PSY130, SOC130 (recommend SOC130)	3
Semester Total		15

Students are encouraged to consult with their academic advisor when selecting courses

For information on transferring other majors available at Reading Area Community College please meet with a Muhlenberg College School of Continuing Studies advisor as early as possible in your RACC program. Please contact the School of Continuing Studies Division at (484) 664-3300 or continuingstudies@muhlenberg.edu to schedule an advising appointment.