

2 YEAR COMPUTER SECRETARIAL
Lorma College Science and Technology Institute
S.Y. 2011-2012
FIRST YEAR

First Semester			Second Semester		
Code	Course Description	Units	Code	Course Description	Units
Engl1	Communication Arts 1	3	Engl2	Communication Arts 2	3
Math1	College Algebra	3	Philo2a	Work, Ethics and Values	3
PolSci1	Phil. Gov't & Constitution	3	Socio1	Gen. Sociology w/ FP	3
CT1	Introduction to Computer	3	Mgmt	Prin of Office Org & Mgmt	3
CT2	Operating System	3	CT5	Web Page Design 2	3
CT3	Keyboarding, Word Proc, and Spreadsheet	4	CTSec1	Adv. Computer Typing	3
CT4	Computer Programming 1	3	CTSec2	Desktop Publishing	3
Bible1	Social Sociology	2	CTSec3	Basic Shorthand 2	2
PE1	Physical Fitness	2	Bible2	Sociology of Religion	2
NSTP1	Nat'l Serv Training Prog 1	3	PE2	Rhythmic Activities	2
			NSTP2	Nat'l Serv Training Prog 2	3
Total Units		29	Total Units		30

SECOND YEAR

First Semester			Second Semester		
Code	Course Description	Units	Code	Course Description	Units
Engl6	Communications Arts 2	3	Engl7	Technical Writing and Reporting	3
Fil1	Work, Ethics and Values	3	Fil2	Panitikang Pilipino	3
CTSec4	Prin of Office Org and Mgmt.	3	Rizal	Life, Works & Writings of Rizal	3
CTSec5	Web Page Design 2	3	CTSec8	Adv. Shorthand/ Transcription	3
CTSec6	Adv. Computer Typing	3	CTSec9	Intro to Networking	3
CTSec7	Desktop Publishing	3	CTSec10	Print Prod/Report Generation	2
CTSec3	Basic Shorthand 2	5	Bible4	Christian Family	2
Bible3	Sociology of Religion	2	PE4	Team and Group Games	2
PE3	Rhythmic Activities	2	On-the-Job Training of 180 hrs.		
On-the-Job Training of 180 hrs.					
Total Units		27	Total Units		21

