

BUSINESS MATHEMATICS AND COMPUTER SCIENCE DIVISION
SUGGESTED COURSE SEQUENCE
Program of Study: OFFICE ADMINISTRATION/SECRETARIAL SCIENCE

FIRST TERM			SECOND TERM					
Area A Essentials Skills	ENGL 1101 MATH 1111	3 3	Area A Essentials Skills	ENGL 1102	3	Area A Essentials Skills		
Area B	AMIR 1001	4	Area B			Area B		
Area C Hum/ Fine Arts			Area C Hum/ Fine Arts			Area C Hum/ Fine Arts		
Area D Sci/Math/Tech			Area D Sci/Math/Tech	Science/Lab	4	Area D Sci/Math/Tech		
Area E Soc Sci			Area E Soc Sci	Soc Sci	3	Area E Soc Sci		
Area F	CISM 2101	3	Area F	BUSA 2105 ECON 2105	3 3	Area F		
Other	ORNT 1100 *PHED	1 2 or 3	Other	*PHED	2	Other		
Total Hours		16 or 17 hrs	Total Hours		18 hrs			

THIRD TERM			FOURTH TERM					
Area A Essentials Skills			Area A Essentials Skills			Area A Essentials Skills		
Area B			Area B			Area B		
Area C Hum/ Fine Arts	Elective	3	Area C Hum/ Fine Arts	Elective	3	Area C Hum/ Fine Arts		
Area D Sci/Math/Tech	Science/Lab	4	Area D Sci/Math/Tech	Elective	3	Area D Sci/Math/Tech		
Area E Soc Sci	HIST 2111 or 2112	3	Area E Soc Sci	POLS 1101 Elective	3 3	Area E Soc Sci		
Area F	ACCT 2101 Elective	3 3	Area F	Elective	3	Area F		
Other	*PHED	2	Other	*PHED	2 or 3	Other		
Total Hours		18 hrs	Total Hours		17 or 18 hrs			

***STUDENT MAY CHOOSE THE SEMESTERS IN WHICH THE PHED REQUIREMENTS ARE SATISFIED.**
TOTAL REQUIRED PHED HOURS = 5. TOTAL PROGRAM HOURS = 66.