

MAJOR Requirements

Two-Year Secretarial Science

FRESHMAN	First Semester		Second Semester		
	Old Testament Survey	3	New Testament Survey	3	
	Grammar & Composition I	3	Grammar & Composition II	3	
	Basic Word Processing*	3	Advanced Word Processing	3	
	Basic Keyboarding I*	2	Basic Keyboarding II*	2	
	Christian Home	3	QuickBooks	2	
	Elective	1	Soulwinning & Discipling	1	
	Basic Computer Skills	2	Basic Graphic Design	2	
		17			16
SOPHOMORE	First Semester		Second Semester		
	Spreadsheets & Databases I	2	Bible Elective	2	
	Business Communication**	2	Spreadsheets & Databases II	2	
	Advanced Keyboarding I	2	Advanced Keyboarding II	2	
	Office Procedures I***	3	Secretarial Practicum	2	
	Appropriate Music	2	Office Procedures II	3	
	Bible Elective	3	Proofreading	2	
	Elective	3	Church Education for Ladies	1	
		17			14

Two-Year Secretarial Science in Graphic Design

FRESHMAN	First Semester		Second Semester		
	Old Testament Survey	3	New Testament Survey	3	
	Grammar & Composition I	3	Grammar & Composition II	3	
	Basic Word Processing*	3	Advanced Word Processing	3	
	Basic Computer Skills	2	Basic Keyboarding II*	2	
	Photography	2	Art Principles	2	
	Basic Keyboarding I*	2	Soulwinning & Discipling	1	
	Elective	1	Basic Graphic Design	2	
		16			16
SOPHOMORE	First Semester		Second Semester		
	Appropriate Music	2	Bible Electives	4	
	Web Design	2	Elective	2	
	Office Procedures I***	3	Office Procedures II	3	
	InDesign	3	Secretarial Elective	2	
	Post-Production Photography	2	Advanced Graphic Design	2	
	Christian Home	3	Proofreading	2	
	Elective	1	Church Education for Ladies	1	
		16			16

* Students may test out of these classes and take an elective or a more advanced class.

** Prerequisite: Grammar and Composition I & II

*** Prerequisite: Basic Word Processing