

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
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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
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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
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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
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* 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