

MAJOR Requirements

Four-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
	Christian Home	3	Soulwinning & Discipling	1
	Basic Keyboarding I*	2	Basic Keyboarding II*	2
	Computer Basics*	2	Art Principles	2
			Church Education for Ladies	1
		16	15	
SOPHOMORE	First Semester		Second Semester	
	Women Used of God	2	Spreadsheets & Databases II	2
	Spreadsheets & Databases I	2	QuickBooks	2
	Bible Doctrines I	2	Bible Doctrines II	2
	Basic Video Production	3	Advanced Video Production	3
	Advanced Keyboarding I	2	Advanced Keyboarding II	2
	Helpmeet in the Ministry	2	Basic Graphic Design	2
	Classroom Leadership	2	Bible Elective	2
		15	15	
JUNIOR	First Semester		Second Semester	
	Adv. Grammar & Comp. I***	3	Adv. Grammar & Comp. II	3
	Web Design	2	Education Elective	2
	Office Procedures I**	3	Office Procedures II	3
	InDesign	3	Elective	3
	Basic Audio Production	1	Bible Electives	4
	Philosophy of Education	2	General Teaching Methods	2
	Cooking	3		
		17	17	
SENIOR	First Semester		Second Semester	
	Appropriate Music	2	Secretarial Practicum	2
	Photography	2	Advanced Graphic Design	2
	Business Communication***	2	Proofreading	2
	Post-Production Photography	2	Podcasting	2
	Electives	5	Rearing Children	2
	Bible Elective	3	Bible Elective	2
		Electives	5	
		16	17	

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

** Prerequisite: Basic Word Processing

*** Prerequisite: Grammar and Composition I & II