MAJOR Requirements

Four-Year Secretarial Science

FRESHMAN

First Semester

Old Testament Survey	3
Grammar & Composition I	3
Basic Word Processing*	3
Christian Home	3
Basic Keyboarding I*	2
Basic Graphic Design	2
	16

Second Semester

New Testament Survey	3
Grammar & Composition II	3
Advanced Word Processing**	3
Soulwinning & Discipling	2
Basic Keyboarding II*	2
Helpmeet in the Ministry	2
Elective (Church Ed for Ladies I)	2
	17

SOPHOMORE

First Semester

Women Used of God	2
Microsoft Access	3
Systematic Theology I	3
Basic Video Production	3
Advanced Keyboarding I	2
Sewing	2
Classroom Leadership	2
	17

Second Semester

Microsoft Excel	2
QuickBooks	2
Systematic Theology II	3
Advanced Video Production	3
Advanced Keyboarding II	2
Bible Elective	2
General Teaching Methods	2
	16

JUNIOR

First Semester

Advanced Grammar & Composition I ***	3
Basic Web Design	3
Office Procedures I **	3
InDesign	3
Basic Audio Production	2
Bible Elective	2
	16

Second Semester

Adv. Grammar & Composition II	3
Advanced Web Design	3
Office Procedures II	3
Adobe Audition	2
Bible Elective	2
Elective (Church Ed for Ladies II)	2
	15

SENIOR

First Semester

Appropriate Music	2
Photography	2
Business Communication****	2
Post-Production Photography	2
Elective	3
Bible Elective	3
Cooking	2
	16

Second Semester

Secretarial Practicum	2
Advanced Graphic Design	2
Proofreading	2
Advanced Audio Production	2
Rearing Children	2
Bible Elective	2
Elective	3
	15

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

** Prerequisite: Basic Word Processing

*** Prerequisite: Grammar and Composition I & II

**** Prerequisite: Grammar and Composition I