

MAJOR Requirements

Four-Year Secretarial Science

	First Semester	Second Semester
Freshman	Old Testament Survey	New Testament Survey
	Grammar & Composition 1 for the Ministry	Grammar & Composition 2 for the Ministry
	Basic Word Processing in the Church Office	Advanced Word Processing
	Christian Home	Soulwinning & Discipling
	Basic Keyboarding 1 in the Ministry	Basic Keyboarding 2 in the Ministry
	Basic Church Graphic Design	Helpmeet in the Ministry
		Elective
	16	17
Sophomore	Women Used of God	Microsoft Excel and Ministry
	Microsoft Access and Church Record Keeping	Accountability
	Systematic Theology 1	Quickbooks
	Basic Church Video Production	Systematic Theology 2
	Advanced Keyboarding 1 in the Ministry	Advanced Church Video Production
	Sewing in the Ministry	Advanced Keyboarding 2 in the Ministry
	Classroom Leadership for the Christian School	Bible Elective
		General Teaching Methods for Christian Education
	17	16
Junior	Adv. Grammar & Composition 1 for the Ministry	Adv. Grammar & Composition 2 for the Ministry
	Basic Church Web Design	Advanced Church Web Design
	Church Office Procedures 1	Church Office Procedures 2
	Adobe InDesign for the Ministry	Adobe Audition for the Ministry
	Basic Church Audio Production	Bible Elective
	Bible Elective	Elective
	16	15
Senior	Appropriate Music for the Christian	Secretarial Practicum
	Church Photography	Advanced Church Graphic Design
	Communication in the Church Office	Proofreading in the Ministry
	Post-Production Church Photography	Advanced Church Audio Production
	Elective	Rearing Children God's Way
	Bible Elective	Bible Elective
	Cooking in the Ministry	Elective
	16	15