

# MAJOR Requirements

## Two-Year Secretarial Science

### First Semester

### Second Semester

Freshman

Old Testament Survey	3	New Testament Survey	3
Grammar & Composition 1 for the Ministry	3	Grammar & Composition 2 for the Ministry	3
Basic Word Processing in the Church Office	3	Advanced Word Processing in the Church Office	3
Basic Keyboarding 1 in the Ministry	2	Basic Keyboarding 2 in the Ministry	2
Christian Home Elective	3	Quickbooks	2
	3	Soulwinning & Discipling	2
	<b>17</b>	Bible Elective	2
			<b>17</b>

Sophomore

Microsoft Excel and Ministry Accountability	2	Bible Elective	2
Business Communication in the Church Office	2	Microsoft Access and Church Record Keeping	3
Advanced Keyboarding 1 in the Ministry	2	Advanced Keyboarding 2 in the Ministry	2
Basic Graphic Design	2	Secretarial Practicum	2
Church Office Procedures 1	3	Church Office Procedures 2	3
Appropriate Music for the Christian	2	Proofreading in the Ministry	2
Bible Elective	2	Church Education for Ladies	1
	<b>15</b>		<b>15</b>