

MAJOR

Requirements

Two-Year Secretarial Science

FRESHMAN	First Semester		Second Semester	
	Old Testament Survey	3	New Testament Survey	3
	Grammar & Composition I	3	Grammar and Composition II	3
	Basic Word Processing*	3	Advanced Word Processing	3
	Basic Keyboarding I	2	Basic Keyboarding II	2
	Christian Home	3	Quick Books	2
	Elective	3	Soulwinning & Discipling	2
		Bible Elective	2	
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SOPHOMORE	First Semester		Second Semester	
	Microsoft Excel	2	Bible Electives	2
	Business Communication**	2	Microsoft Access	3
	Advanced Keyboarding I	2	Advanced Keyboarding II	2
	Basic Graphic Design	2	Secretarial Practicum	2
	Office Procedures I***	3	Office Procedures II	3
	Appropriate Music	2	Proofreading	2
	Bible Elective	2	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 and Composition II	3
	Basic Word Processing*	3	Advanced Word Processing	3
	Basic Graphic Design	2	Basic Keyboarding II*	2
	Photography	2	Art Principles	2
	Basic Keyboarding I*	2	Soulwinning and Discipling	2
Elective	1	Bible Elective	2	
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SOPHOMORE	First Semester		Second Semester	
	Appropriate Music	2	Bible Electives	2
	Basic Web Design	3	Advanced Web Design	3
	Video Production I	3	Advanced Video Production	3
	InDesign	3	Secretarial Practicum	2
	Post-Production Photography	2	Advanced Graphic Design	2
	Christian Home	3	Proofreading	2
			Church Education for Ladies	1
		16		

Bolded items are classes that are offered for both majors.

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

** Prerequisite: Grammar and Composition I & II

*** Prerequisite: Basic Word Processing