

**ASSOCIATE - 64 HOURS  
SECRETARIAL STUDIES**

This major seeks to prepare students to serve as secretaries or office assistants in any local church ministry. Typing, word processing and other computer skills will be developed. The curriculum will emphasize office management, human resource issues, good business communications, public relations and time management. The secretary or office assistant will have several hours of Bible training and will be expected to be a soul winner, faithful to services and loyal to the church's leadership.

<u>First Year</u>	<u>Fall Semester</u>		<u>Spring Semester</u>	
BI 111 Old Testament Survey	3		BI 112 New Testament Survey	3
BI 101 Gospels	3		BB 102 Methods of Bible Study	2
EN 101 English Grammar	3		EN 102 English Composition	3
PR 111 Soulwinning	2		PR 102 Computer Applications	2
SE 101 Keyboarding I	2		SE 102 Keyboarding II	2
SE 111 Office Media and Machines	2		SU 202 Database Applications	2
PR 101 Personal Finances	1		PR 001 Practicum	<u>1</u>
PR 001 Practicum	<u>1</u>		TOTAL	<u>15</u>
TOTAL	<u>17</u>			
<u>Second Year</u>				
BB 201 Bible Doctrines I	3		BB 202 Bible Doctrines II	3
SE 211 Word Processing	3		PR 412 Marriage and Family	2
SE 201 Speedwriting	3		SU 322 Desktop Publishing	3
MA 411 Accounting and Finance	3		AD 422 Office Administration	3
SU 201 Business Communications	2		SU 412 Human Resources Management	2
PR 001 Practicum	<u>1</u>		PR 402 Internship	3
TOTAL	<u>15</u>		PR 001 Practicum	<u>1</u>
			TOTAL	<u>17</u>