



Name: _____

Advisor: Miss Karis Cole

Entered: _____ Total Credits: 0 /70

Major: Office Administration (Associate of Arts)

Course Requirements

First Year – Fall Semester

_____	3 B-RE 101	Introduction to Bible Study
_____	3 G-CO 101	English Composition I
_____	0 G-FR 101	New Student Orientation
_____	3 G-HU 101	Music Appreciation*
_____	3 G-SS 101	The Family
_____	2 M-ME 103	Introduction to Cross-Cultural Ministry
_____	3 M-OA 103	Introduction to Word
_____	0	17 Total

First Year – Spring Semester

_____	3 B-SU 104	New Testament Survey
_____	3 G-CO 102	English Composition II
_____	3 G-SS 102	Intro. to Psychology and Counseling
_____	3 M-OA 104	Intermediate Word
_____	3 M-OA 106	Business Communication
_____	3 T-SY 102	Bible Doctrine Survey
_____	0	18 Total

Second Year – Fall Semester

_____	3 B-SU 101	Old Testament Law, History, and Poetry
_____	3 M-LC 321	Women's Ministry Foundations**
_____	3 M-OA 201	Office Procedures
_____	3 M-OA 203	Computer Applications I
_____	3 M-OA 205	Accounting I
_____	2 M-OA 213	Event Planning
_____	0	17 Total

Second Year – Spring Semester

_____	3 B-SU 102	Old Testament Prophets
_____	3 G-HU 204	Contemporary Ethics
_____	1 M-ME 102	Personal Evangelism
_____	3 M-OA 200	Office Administration Internship
_____	3 M-OA 204	Computer Applications II
_____	3 M-OA 206	Accounting II
_____	2 _____	Elective _____
_____	0	18 Total

*Or G-HU 105 Digital Humanities

**May substitute M-LC 203 Foundations of Biblical Counseling

Students must maintain a B- (2.7) GPA in Office Administration courses.

0 Total Extra Credits

*Christian Service Units (CSU)			
	Year 1 - Fall	In order to participate in a graduation ceremony, students must earn a Christian Service Unit (CSU), which is 10 events of service at the student's church, for each semester they are enrolled in seven or more credit hours.	Year 1 - Spring
	Year 2 - Fall		Year 2 - Spring
		Total CSU's Earned: 0	