

# Business - Office Administration



Julie Beck - Program Chair

“The Business Department’s objective is to prepare students to be spiritual, competent workers with a biblically integrated academic background to prepare students for a variety of job opportunities in the local church or other business-related organizations. The following degree programs include a major or emphasis in Bible as well as business.”

The Office Administration and Office Technology programs are designed for Christian young people with a desire to serve the Lord in the office area. Class curriculums are based on the principle of teaching practical skills. Character traits such as courtesy, dependability, punctuality, and integrity are stressed. The four-year course of study provides students with a full range of skills in office management procedures necessary for a position in Christian work.

## Upon completion of the curriculum, students should be able to:

To perform in a technical and skillful manner the duties demanded in present-day business pursuits, and also the biblical background for this area of the Lord’s work.

To master habits, attitudes, ethics, spiritual character traits, and ideals which lead to successful, professional business careers.

To prepare students to perform in various capacities in business organizations.

Enable the graduate to grow and progress in today’s diverse business environment from a Christian world-view point.



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## Departmental Notice:

The Business program is designed for students to begin during the fall semester in order to complete the program on schedule. The two-year and four-year programs are based upon the assumption that the entering student possesses entry-level business skills. If the student does not possess these skills, the program will take longer than two or four years because the basic foundation will have to be developed.

Keyboarding course placement is determined by previous education.

Students must maintain a 2.0 grade point average in order to graduate. Business students must receive a "C" grade in all 100 level courses in order to advance to 200 level courses (as noted in course descriptions). Advisors counsel students having problems with academics after the first and second years. If low grades persist, students are advised to change to another area of study. Business students who have two successive semesters of academic probation are not able to continue in the department.



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## Sequenced Curriculum for Office Administration

Freshman Year					
FALL			SPRING		
Bible History 1	BSEB 101	3	Bible History 2	BSEB 102	3
Math or Science	GS	3	Life of Paul	BSEB 112	3
English Grammar and Composition	GSCE 141	3	English Composition and Research	GSCE 142	3
Personal Evangelism or Academic Seminar	BSPT 110 GSBP 110	2	Personal Evangelism or Academic Seminar	BSPT 110 GSBP 110	2
Keyboarding Skill Development	PSBU 121	3	Introduction to Word Processing	PSBU 142	3
Proofreading / Editing	PSBU 141	3	Pre-Accounting	PSBU 172	2
Health Maintenance 1	GSPE 201	1			
New Student Orientation*	GSSO 100	1			
		19			16

Sophomore Year					
FALL			SPRING		
Doctrine 1	BSST 201	3	Doctrine 2	BSST 202	3
Biblical Theology of Missions	MIMT 111	2	General Psychology	GSBP 212	3
Advanced Word Processing	PSBU 241	3	History of Western Civilization	BSSH 200	3
Introduction to Records/ Database Management	PSBU 131	3	Health Maintenance 2	GSPE 202	1
Accounting 1	PSBU 271	3	Accounting 2	PSBU 272	3
Literature Elective	GSCE	3	History of Baptists	GSSH 222	2
			Spreadsheet Management	PSBU 242	2
		17			17

Junior Year					
FALL			SPRING		
Life of Christ	BSEB 111	3	Macroeconomics	PSBU 322	3
Business Communications	PSBU 201	3	Advanced Desktop Publishing	PSBU 332	3
Hermeneutics	BSEB 221	2	Transcription	PSBU 262	3
Desktop Publishing	PSBU 331	3	Principles of Management**	PSBU 362	3
General Elective	GS	3	Cultural Anthropology	MICS 212	2
Public Speaking	GSCS 200	3			
		17			14

Senior Year					
FALL			SPRING		
Romans	BSEB 341	3	1 Corinthians	BSEB 342	3
Business Law and Ethics**	PSBU 471	3	Human Resource Management**	PSBU 302	3
Database Management	PSBU 461	2	Principles of Marketing**	PSBU 352	3
General Elective	GS	3	Web Page Design	PSBU 422	3
Apologetics	BSST 441	3	World View Studies	GSSH 402	3
		13			15

All business majors must receive a minimum grade of "C" in all 100-level courses to proceed into 200-level courses.

\*All course work for New Student Orientation is completed before the semester classes begin with the exception of the sessions with the advisor.

\*\*Odd years only

Students MUST enroll in New Student Orientation first semester of Freshman year.

Students MUST enroll in Keyboarding Skill Development first semester of Freshman year.

Students MUST enroll in Pre-Accounting second semester of Freshman year.

