



COURSE WORK FOR TWO-YEAR DIPLOMA IN MINISTRY SECRETARIAL
Ministry Secretarial Major

GENERAL EDUCATION (11 hours)

GECO 101	College Orientation	GEEN 133	English Composition	GEFI 202	Personal Finance
GEEN 113	English Grammar	GEMA 102	Fundamentals of Math		

BIBLE (6 hours)

BICO 103	Old Testament Survey	BICO 113	New Testament Survey
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THEOLOGY (8 hours)

THEO 203	Bible Doctrines I	THEO 213	Bible Doctrines II	THBA 212	Baptist Distinctives
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CHRISTIAN LIFE (6 hours)

CLCO 102	Personal Spiritual Development	CLCO 112	Personal Evangelism	CLCO 122	Methods of Bible Study
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CHURCH MINISTRIES (5 hours)

CMFL 201	Marriage & Family in Ministry	GECM 402	Ministerial Communications	GEMA 402	Ministerial Accounting
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EDUCATION (1 hour)

EDCO 401	Educational & Media Technology
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MINISTRY SECRETARIAL (27 hours)

MSCO 112	Computer Applications I	MSCO 242	Office Practicum	MSCO 202	Principles of Accounting
MSCO 132	Computer Applications II	MSCO 233	Office Procedures I	MSCO 263	Secretarial Internship
MSCO 103	Keyboarding/Word Processing I	MSCO 253	Office Procedures II	MSCO 222	Technical Writing Fundamentals
MSCO 123	Keyboarding/Word Processing II	MSCO 212	Office Technology		

64 total hours minimum

(Credit hours per course can be identified by the final number of the course code.)

CURRICULUM GUIDE FOR A TWO-YEAR COURSE OF STUDY

Christian Education Program – Ministry Secretarial Major

FIRST YEAR

Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEEN 133	3	English Composition
GEEN 113	3	English Grammar	BICO 113	3	New Testament Survey
GEMA 102	2	Fundamentals of Math	THBA 222	2	Baptist Distinctives
BICO 103	3	Old Testament Survey	CLCO 102	2	Personal Spiritual Development
CLCO 122	2	Methods of Bible Study	CLCO 112	2	Personal Evangelism
MSCO 103	3	Keyboarding/Word Processing I	MSCO 123	3	Keyboarding/Word Processing II
MSCO 112	2	Computer Applications I	MSCO 132	2	Computer Applications II
16 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		

SECOND YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECM 402	2	Ministerial Communications	GEFI 202	2	Personal Finance
THEO 203	3	Bible Doctrines I	GEMA 402	2	Ministerial Accounting
EDCO 401	1	Educational Media & Technology	THEO 213	3	Bible Doctrines II
MSCO 202	2	Principles of Accounting	CMFL 201	1	Marriage & Family in Ministry
MSCO 222	2	Technical Writing Fundamentals	MSCO 212	2	Office Technology
MSCO 233	3	Office Procedures I	MSCO 253	3	Office Procedures II
MSCO 242	2	Office Practicum	MSCO 263	3	Secretarial Internship
15 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

Effective 8/2020

Minimum 64 Total Semester Hours + 8 Hours Chapel