



Heartland Baptist Bible College
Preaching the Word. Reaching the World.

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	GEEN 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 (7 hours)

CMFL 302	Marriage & Family in Ministry	GECM 403	Ministerial Communications	GEMA 402	Ministerial Accounting
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MINISTRY SECRETARIAL (26 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 102	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.)

Effective 8/2022

CURRICULUM GUIDE FOR A TWO-YEAR COURSE OF STUDY

Christian Education Program – Ministry Secretarial Major

FIRST YEAR

Fall Semester

ACSR 100	2	Chapel
GECO 101	1	College Orientation
GEEN 113	3	English Grammar
GEMA 102	2	Fundamentals of Math
BICO 103	3	Old Testament Survey
CLCO 122	2	Methods of Bible Study
MSCO 102	2	Keyboarding/Word Processing I
MSCO 112	2	Computer Applications I

15 Semester Hours + 2 Chapel

Spring Semester

ACSR 100	2	Chapel
GEEN 133	3	English Composition
BICO 113	3	New Testament Survey
THBA 212	2	Baptist Distinctives
CLCO 102	2	Personal Spiritual Development
CLCO 112	2	Personal Evangelism
MSCO 123	3	Keyboarding/Word Processing II
MSCO 132	2	Computer Applications II

17 Semester Hours + 2 Chapel

SECOND YEAR

ACSR 100	2	Chapel
GECM 403	3	Ministerial Communications
THEO 203	3	Bible Doctrines I
MSCO 202	2	Principles of Accounting
MSCO 222	2	Technical Writing Fundamentals
MSCO 233	3	Office Procedures I
MSCO 242	2	Office Practicum

15 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEFI 202	2	Personal Finance
GEMA 402	2	Ministerial Accounting
THEO 213	3	Bible Doctrines II
CMFL 302	2	Marriage & Family in Ministry
MSCO 212	2	Office Technology
MSCO 253	3	Office Procedures II
MSCO 263	3	Secretarial Internship

17 Semester Hours + 2 Chapel

Effective 8/2022

Minimum 64 Total Semester Hours + 8 Hours Chapel