



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	GEEMA 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 (9 hours)

CMFL 302	Marriage & Family in Ministry	GEEM 403	Ministerial Communications	GEEMA 402	Ministerial Accounting
CMLM 322	Biblical Womanhood				

MINISTRY SECRETARIAL (24 hours)

MSCO 101	Secretarial Seminar	MSCM 103	Office Procedures	MSCO 213	Computer Applications II
MSCO 113	Computer Applications I	MSCM 203	Office Responsibilities	MSCO 223	Ministry & Technical Writing
MSCO 133	Keyboarding & Word Processing	MSCO 202	Principles of Accounting	MSCO 263	Secretarial Internship

64 total hours minimum

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

Effective 8/2023

CURRICULUM GUIDE FOR A TWO-YEAR COURSE OF STUDY

Ministry Secretarial 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 101	1	Secretarial Seminar
MSCO 133	3	Keyboarding & Word Processing

15 Semester Hours + 2 Chapel

Spring Semester

ACSR 100	2	Chapel
GEEN 133	3	English Composition
BICO 113	3	New Testament Survey
CLCO 102	2	Personal Spiritual Development
CLCO 112	2	Personal Evangelism
MSCM 103	3	Office Procedures
MSCO 113	3	Computer Applications I

16 Semester Hours + 2 Chapel

SECOND YEAR

ACSR 100	2	Chapel
GEEM 403	3	Ministerial Communications
THEO 203	3	Bible Doctrines I
CMLM 322	2	Biblical Womanhood
MSCM 203	3	Office Responsibilities
MSCO 202	2	Principles of Accounting
MSCO 213	3	Computer Applications II

16 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEFI 202	2	Personal Finance
GEMA 402	2	Ministerial Accounting
THBA 212	2	Baptist Distinctives
THEO 213	3	Bible Doctrines II
CMFL 302	2	Marriage & Family in Ministry
MSCO 223	3	Ministry & Technical Writing
MSCO 263	3	Secretarial Internship

17 Semester Hours + 2 Chapel

Effective 8/2023

Minimum 64 Total Semester Hours + 8 Hours Chapel