

COURSE WORK FOR TWO-YEAR DIPLOMA IN MINISTRY SECRETARIAL | *Ministry Secretarial Major*
GENERAL EDUCATION (11 hours)

GEEO 101	College Orientation	GEGC 133	Composition & Rhetoric	GEFI 202	Personal Finance
GEGC 113	Grammar & Composition	GEMA 102	Fundamentals of Math		

BIBLE (6 hours)

BICO 103	Old Testament Survey	BICO 113	New Testament Survey
----------	----------------------	----------	----------------------

THEOLOGY (8 hours)

THBA 112	Baptist Distinctives	THEO 203	Bible Doctrines I	THEO 213	Bible Doctrines II
----------	----------------------	----------	-------------------	----------	--------------------

CHRISTIAN LIFE (5 hours)

CLCO 103	Personal Spiritual Development	CLCO 112	Personal Evangelism
----------	--------------------------------	----------	---------------------

CHURCH MINISTRIES (10 hours)
Required Core - 8 hours

CMFL 302	Marriage & Family in Ministry	GECE 402	Ministerial Communications	GEMA 402	Ministerial Accounting
CMLM 322	Biblical Womanhood				

Electives - 2 hours

CMLM 302	Ladies' Family Life	CMLM 402	Ladies' Ministry Life	CMLM 212	Ladies' Practical Life
----------	---------------------	----------	-----------------------	----------	------------------------

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

Effective 8/2025

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	GEGC 133	3	Composition & Rhetoric
GEGC 113	3	Grammar & Composition	BICO 113	3	New Testament Survey
GEMA 102	2	Fundamentals of Math	THBA 112	2	Baptist Distinctives
BICO 103	3	Old Testament Survey	CLCO 112	2	Personal Evangelism
CLCO 103	3	Personal Spiritual Development	MSCM 103	3	Office Procedures
MSCO 101	1	Secretarial Seminar	MSCO 113	3	Computer Applications I
MSCO 133	3	Keyboarding & Word Processing			
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

SECOND YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEOM 402	2	Ministerial Communications	GEFI 202	2	Personal Finance
THEO 203	3	Bible Doctrines I	GEMA 402	2	Ministerial Accounting
CMLM 322	2	Biblical Womanhood	THEO 213	3	Bible Doctrines II
MSCM 203	3	Office Responsibilities	CMFL 302	2	Marriage & Family in Ministry
MSCO 202	2	Principles of Accounting	MSCO 223	3	Ministry & Technical Writing
MSCO 213	3	Computer Applications II	MSCO 263	3	Secretarial Internship
				2	Church Ministries Elective
15 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		

Effective 8/2025

Minimum 64 Total Semester Hours + 8 Hours Chapel