

**MINISTRY SECRETARIAL COURSE**  
**Curriculum for the Two Year Course of Study**  
**Two Year Diploma in Ministry Secretarial Studies**

**FIRST YEAR**

<b>Fall Semester</b>			<b>Spring Semester</b>		
En 101	3	English Grammar	En 102	3	English Composition
Bi 101	3	Old Testament Survey	Bi 102	3	New Testament Survey
Bi 121	2	Personal Spiritual Development	Hi 202	2	Baptist Distinctives
Bi 111	2	Personal Evangelism	Bi 112	2	Methods of Bible Study
Ms 101	3	Keyboarding/Word Processing I	Ms 102	3	Keyboarding/Word Processing II
Ms 121	2	Computer Applications I	Ms 122	2	Computer Applications II
Ms 131	3	Principles of Accounting	Ms 132	3	Non-profit Accounting
18 Semester Hours			18 Semester Hours		

**SECOND YEAR**

Ma 301	3	Fundamentals of Math	Ms 262	2	Business English/Communications
Bi 201	3	Bible Doctrines I	Bi 202	3	Bible Doctrines II
Gs 431	3	Personal Finance	Ms 252	3	Office Procedures II
Ms 251	3	Office Procedures I	Ms 242	2	Office Technology
Ed 481	2	Christian School Admin	Ms 292	3	Office Practicum II
Ms 291	2	Office Practicum I	Ed 362	3	AV Methods
16 Semester Hours			16 Semester Hours		

**Effective 8/2011**

**68 Total Semester Hours**