

Bachelor of Arts, Christian Ministries

Church Office Administration Concentration

128 Credits (2,048 clock hours)

Freshman

Fall Semester

Office Communication Skills	3 (48)
Personal Finance	2 (32)
New Testament Survey	3 (48)
Music in a Soul Winning Church	2 (32)
Personal Evangelism	3 (48)
Bible Doctrines 1	2 (32)
Office Practicum	1 (16)

Spring Semester

Filing and Records Management 1	3 (48)
Keyboarding 1	2 (32)
English Grammar 1	3 (48)
Speech	2 (32)
Christian Womanhood 1	3 (48)
Bible Doctrines 2	2 (32)
Office Practicum	1 (16)

Sophomore

Fall Semester

Old Testament Survey 1	3 (48)
Baptist History 1	2 (32)
English Grammar 2	3 (48)
Church Ministries	2 (32)
Media Presentation 1	3 (48)
Synopsis of the Gospels	2 (32)
Office Practicum	1 (16)

Spring Semester

Old Testament Survey 2	3 (48)
Baptist History 2	2 (32)
Computer Skills	3 (48)
Christian Womanhood 2	2 (32)
Media Presentation 2	3 (48)
Elective	2 (32)
Office Practicum	1 (16)

Junior

Fall Semester

Music Appreciation	3 (48)
Bookkeeping	2 (32)
Filing and Records Management 2	3 (48)
Proofreading	2 (32)
Eschatology	3 (48)
Elective	2 (32)
Office Practicum	1 (16)

Spring Semester

Classroom Evangelism	3 (48)
World Religions/Cults	2 (32)
Office Practicum	3 (48)
Secretarial Procedures	2 (32)
Elective	3 (48)
Angelology	2 (32)
Office Practicum	1 (16)

Senior

Fall Semester

Paterology	3 (48)
Church Finances	2 (32)
Office Practicum	3 (48)
Vocabulary Enrichment	2 (32)
Bible Anthropology	3 (48)
Pneumatology	2 (32)
Office Practicum	1 (16)

Spring Semester

Advanced Grammar & Composition	3 (48)
Elective	2 (32)
Office Practicum	3 (48)
Keyboarding 2	2 (32)
Proseuchology	3 (48)
Secretarial Skills	2 (32)
Office Practicum	1 (16)

Associate of Arts, Christian Ministries

Church Office Administration Concentration

64 Credits (1,024 clock hours)

Freshman

Fall Semester

Office Communication Skills	3 (48)
Personal Finance	2 (32)
New Testament Survey	3 (48)
Music in a Soul Winning Church	2 (32)
Personal Evangelism	3 (48)
Bible Doctrines 1	2 (32)
Office Practicum	1 (16)

Spring Semester

Filing and Records Management 1	3 (48)
Keyboarding 1	2 (32)
English Grammar 1	3 (48)
Speech	2 (32)
Christian Womanhood 1	3 (48)
Bible Doctrines 2	2 (32)
Office Practicum	1 (16)

Sophomore

Fall Semester

Old Testament Survey 1	3 (48)
Baptist History 1	2 (32)
English Grammar 2	3 (48)
Church Ministries	2 (32)
Media Presentation 1	3 (48)
Synopsis of the Gospels	2 (32)
Office Practicum	1 (16)

Spring Semester

Old Testament Survey 2	3 (48)
Baptist History 2	2 (32)
Computer Skills	3 (48)
Christian Womanhood 2	2 (32)
Media Presentation 2	3 (48)
Elective	2 (32)
Office Practicum	1 (16)