



**THEOLOGICAL EDUCATION BY EXTENSION
COLLEGE**

(ASSOCIATION INCORPORATED UNDER SECTION 21, No. 2007/030481/08)

**CERTIFICATE OF COMPETENCE
IN THEOLOGY**

YEARBOOK 2009

Equipping Anyone Anywhere For Ministry

**PROVISIONALLY REGISTERED WITH THE DEPARTMENT OF EDUCATION UNTIL 31ST
DECEMBER 2010 AS A PRIVATE HIGHER EDUCATION INSTITUTION UNDER THE
HIGHER EDUCATION ACT, 1997.**

PROVISIONAL REGISTRATION CERTIFICATE NO. 2008/HE08/002

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I M P O R T A N T

REGISTRATION PERIOD FROM

1ST OCTOBER 2008 TO 15TH FEBRUARY 2009

OUTSIDE SOUTH AFRICA FROM

1ST OCTOBER 2008 TO 15TH JANUARY 2009

The College will be closed during the following periods:

The College will be CLOSED during the following periods :

6th April to 14th April 2009 (inclusive)

21st May to 22nd May 2009 (Inclusive)

29th June to 12th July 2009 (Inclusive)

14th December to 3rd January 2010 (inclusive)

COLLEGE HOURS

Office:

Monday, Tuesday and Thursday	08h00 – 16h00
Wednesday (due to College devotions)	08h45 – 16h00
Friday	08h00 – 15h30

Library:

Monday, Tuesday and Thursday	08h30 – 15h30
Wednesday (due to College devotions)	08h45 – 15h30
Friday	08h30 – 15h00

Please inform TEEC immediately in writing of any changes to your address or any other personal information.

Failure to do so will not be accepted as an excuse for late or lost course material or assignments.

Theological Education by Extension College Southern Africa

You are requested to contact TEE College for any additional information.

POSTAL ADDRESS:	TEE College PO Box 74257 Turffontein 2140 South Africa
STREET ADDRESS:	20 Gantner Street Haddon 2190 Johannesburg South Africa
TELEPHONE NUMBERS:	011-683-3284/5/6 011-683-3482 011-683-3453 011-683-3562
FAX NUMBERS: FOR REGISTRATION PURPOSES ONLY: GENERAL:	011-683-3368 011-683-3522
EMAIL ADDRESS:	admin@tee.co.za
INTERNET HOMEPAGE:	www.tee.co.za

Before you contact the College with a query, check your TEE College Handbook, the course material and tutorial letters. If you do contact the College, please take note of the name of the person with whom you speak. This will make it easier to follow up your enquiry at a future stage.

Welcome to a new year with TEE College's Certificate of **Competence** in Theology. Our hope and prayer is that you will enjoy your studies, and that they will equip you to be a more effective servant of the Christian gospel.

This Certificate of Competence in Theology is designed to:

- provide the knowledge, skills and values you will need to help you do theology in your context;
- help you think more deeply about Scripture, the Church and a variety of contexts;
- enable you to put into practice - in church and community contexts - what you are learning;
- help you to grow spiritually as you learn to use what you are studying in your daily life and ministry;

We recommend that:

- you study a maximum of two courses at a time if you are a part-time student and no more than four if you study full time;
- you set aside at least two to three hours study time per week per subject;
- you give yourself more study time before assignments are due, as you may have to do practical work away from your desk;
- you attend a tutorial group if at all possible.

IMPORTANT NOTE:

This programme is underwritten by the participating churches of the TEE College Council and is not registered as a qualification on the National Qualifications Framework. Completion of this programme does not guarantee that you are qualified for ministry in your Church. You should communicate with your Church authorities in that regard

REFUND POLICY

Students who cancel their registration **in writing** before the 1st assignment is due will be charged a cancellation fee of 40% of the total **Course fees**. Courses cancelled after the 1st assignment is due, will have to be paid for in full.

STUDENT FINANCIAL AID

The TEE College does not at present hold any funds for bursaries. Please contact your denominational authorities.

TEE College, does however allow an instalment payment option, please see the Methods of Payment and Payment Options below.

Full details with regards to Finance and Fees Policy are given on page R8 of the Regulations.

SURETY PROVISION

In the unlikely event of the TEE College ceasing to operate, students registered for the current academic year may be refunded to a maximum of 50% if their full course fees have been paid.

PAYMENT OPTIONS

1. Choose a payment option which suits you.
2. Please indicate on your registration form which option you have chosen.
3. Fill in and sign the Payment Option Form on the back of the Registration Form.
4. NO REGISTRATION WILL BE PROCESSED UNLESS ALL OUTSTANDING FEES HAVE BEEN PAID IN FULL AND AT LEAST THE MINIMUM DEPOSIT IS PAID. (Option C).

OPTION A
LARGE DISCOUNT
FULL PAYMENT BY 30 NOVEMBER 2008

		(Repeats)
Each Certificate course costs	R490	R395

OPTION B
SMALLER DISCOUNT
FULL PAYMENT BY 15 FEBRUARY 2009

		(Repeats)
Each Certificate course costs	R565	R435

OPTION C
SIX INSTALMENTS
FULL PAYMENT BY 30 JUNE 2009

PLEASE NOTE THAT BY CHOOSING OPTION C YOU UNDERTAKE TO PAY YOUR ACCOUNT OFF EVERY MONTH AND THAT IT WILL BE PAID IN FULL BY THE END OF JUNE.

IF YOU DO NOT COMPLY YOUR ACCOUNT WILL BE CONSIDERED OVERDUE. INTEREST WILL BE CHARGED ON OVERDUE ACCOUNTS.

		(Repeats)
Each Certificate course costs	R 250 upon registration	R 160
	R 70 by 28 February 2009	R 60
	R 70 by 31 March 2009	R 60
	R 70 by 30 April 2009	R 60
	R 70 by 31 May 2009	R 60
	R 65 by 30 June 2009	R 60

METHODS OF PAYMENT and REGISTRATION

Students who fax their registration forms must keep the confirmation of fax.

METHOD 1

The best and safest way of payment is by using the M65 form which is provided by the College. The M65 can be used at any branch of the Standard Bank in South Africa.

- a) Ensure that your SURNAME and Student Number (if you have one) is marked clearly on the form. If you are a new student of TEE College and do not have a student number yet, please use your ID number. An example of a properly filled out M65 is on page 12.
- b) The M65 form has 3 copies. The bank keeps one copy and gives you the other two.
- c) One copy is for your own records to keep as proof of payment. When you have deposited the money, **you must mail or fax the second copy to the College** together with your registration form to advise us of your payment. Please address this to "The Bursar".
- d) The Registration form, properly filled out and signed, must accompany your copy of the M65. Otherwise, we cannot link the payment with your registration.

The College Fax for registrations is 011-683-3368

If you fax payment information to the College, there is no guarantee that we have received it, even if your fax machine gives you a confirmation. TEE College cannot accept responsibility for faxes that fail to arrive.

We strongly recommend, therefore, that you mail your proof of payment and registration form rather than faxing.

METHOD 2

You may deposit the fee payment in any branch of Standard Bank, using the bank's deposit slip or you may use online banking. Use your SURNAME and Student number or ID number as a reference. See the example of a correctly filled out deposit slip below. Make sure the copy of the deposit slip is sent with your registration form. You may make a copy of the deposit slip for yourself.

Banking Details

Standard Bank: Southdale

Branch Code: 006405

Account number: 201075814

If someone else pays for you, make sure that they use **YOUR SURNAME AND STUDENT NUMBER** (ID if you are a new student) as a reference on the M65 or bank deposit slip.

If a church is paying for more than one student with the same payment they must please fax a Remittance Advice to (011) 6833368 or post it with the registration forms.

HOW TO COMPLETE A DEPOSIT SLIP

D E P O S I T S L I P										Date: 01 / 01 / 2010													
Deposit to Deponeer aan TEE COLLEGE										<table border="1"> <tr> <td>Notes</td> <td>160</td> <td>00</td> </tr> <tr> <td>Coins</td> <td></td> <td></td> </tr> <tr> <td>Postal Order</td> <td></td> <td></td> </tr> <tr> <td>Total Cash</td> <td>160</td> <td>00</td> </tr> </table>		Notes	160	00	Coins			Postal Order			Total Cash	160	00
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YOU SHOULD PUT YOUR STUDENT NUMBER & SURNAME AS A REFERENCE!

METHOD 3

You may send cheques, money orders or postal orders, made payable to "TEE College." A Registration Form must accompany this payment. (If you choose to pay in this method your Registration Form cannot be faxed and must be posted, as we will get the form and the payment separately and may not be able to tie them up.)

NEVER SEND CASH IN THE MAIL – NOT EVEN BY REGISTERED MAIL.

Note: If you pay by cheque and it is returned to us by the bank for whatever reason, an admin fee of R50 will be charged and you will be given **48 hours** to pay the minimum deposit. Failing to do so will result in your registration being cancelled and you will still be liable for 40% of all fees incurred.

METHOD 4

You may pay using a Visa or MasterCard credit card. Bring your card in with you when you come in person to register. If you are not able to come to the College, ask for a form to be faxed to you. Fill the form in and fax it back to the College. This form authorises the TEE College to use your credit card details.

METHOD 5

You may register in person during normal working hours, provided you have a properly filled out Registration Form and the necessary payment. There is no guarantee that you will be able to take the material away with you.

NO telephonic registrations will be accepted.

METHOD 6

You may register online at www.tee.co.za and then email us your attached proof of payment.

Students must follow up their registrations 72 hours after sending their registration forms. The College will not be responsible for failure to finalise a student's registration where correct procedures have not been followed. If a student follows up after registrations have closed and the student is not registered, it will be too late to register the student.

STUDENTS LIVING OUTSIDE SOUTH AFRICA

Please post your registration form to reach us **before 15th January 2009**. You may only pay in South African Rands. Other currencies are not acceptable. The cost of posting course material, letters, assignments etc. from the College will be charged to the student.

GENERAL INFORMATION

PERIOD OF REGISTRATION

Registration takes place from 1 October 2008 to 15 February 2009. NO registrations will be accepted thereafter.

No registration will be accepted from a student who has previously been expelled from another institution.

REGISTRATION FORMS

Registration must be on the official registration form. Forms will be despatched to all current TEEC students. New students should obtain the form from the College in good time to register before the closing date. It remains the student's responsibility to obtain a registration form from the College in due time.

LATE REGISTRATIONS

No late registrations will be accepted, that is, no registrations after 15 February 2009 for students within South Africa and 15 January 2009 for students outside South Africa.

CANCELLATION OF REGISTRATION

Students who cancel their registration **in writing** before the first assignment is due will be charged a cancellation fee of 40% of the total Course fee. Courses cancelled after the first assignment is due, will have to be paid for in full.

NOTE: THE STUDENT IS STILL LIABLE FOR THE FEES EVEN IF THEY HAVE NOT DONE ANY WORK. The student will also have to pay the relevant fees when they register again. Read the Regulations for details.

STUDENT NUMBER AND STUDENT CARD

A **student number** will be allocated to each student enrolled at the College. This number should be quoted in all correspondence to the College, and referred to in all telephonic conversations or faxes. This speeds up the process of tracing particulars in student records.

A **Student Card** is issued upon registration. **The current card must be produced when visiting the College and is required when making use of the Library** and as confirmation of registration. Discounts at bookshops, trains, etc. are also available at some places.

Please note that entry into the examination room will depend on you showing your current Student Card and identity document with a photograph identifying you. Replacement fee for a lost card is R30.00, excluding postage.

APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

Application forms for RPL are available on request from the Student Services Department. Additional costs are involved. Proof of payment or payment will be required with the required documents. Please read the Regulations page R16 for details.

No RPL application form will be accepted if the account is overdue. The R100 application fee paid for the RPL will go towards your debt.

ACADEMIC RECORDS

Transcripts of Academic Records are available by post for a fee of R30.00 per transcript, excluding postage. If you come in person, we will require 48 hours notice to prepare the record.

No Academic Record will be given if the account is overdue. The R30 paid will go towards your debt.

OVERDUE ACCOUNTS

Overdue accounts include the following:

- Instalment option not paid in full by the end of June of the Registration period.
- Unpaid postage and fax charges.
- Unpaid admin fees.
- Any other unpaid items ordered from the College and charged to a student's account.
- Unpaid Library fines.
- Library books not returned.

No results will be given to students with overdue accounts. All students who settle their account after the results have been released need to request the results personally. All fees paid to the College will be processed against outstanding debt.

INTEREST ON OUTSTANDING FEES

10% interest will be charged to all students who fail to settle their accounts by the end of June of the current Registration period.

RE-REGISTRATION TO REPEAT FAILED OR INCOMPLETE COURSES

Students who have failed, or have not completed an assignment or an exam, are allowed to re-register to repeat any one component in the **next year**. Read the Regulations for the full details. No postponements are allowed. Contact the Student Services Department for more details.

COLLECTION OF COURSE MATERIAL

If a student comes in to register and signs for the course material package, TEE College will assume that the student has received all the relevant material.

DELIVERY OF COURSE MATERIAL

Your course material will be sent by insured post and you will need to go to the Post Office to **collect the parcel**. Please do not wait for the post office to contact you. Ask regularly if a parcel has arrived for you.

All available material is despatched upon registration. If you do not receive your course material within one month of your registration, please contact the Despatch Department. **If you live outside South Africa, the postage will be charged to your account. You will be sent an invoice when the material has been despatched.**

RECEIPT OF COURSE MATERIAL

The Registration Fees cover postage of the course material for postage within South Africa ONLY. Course material sent outside South Africa and all other postage for all students (requested by the student e.g. lost assignment book) will be charged to the student's account.

When you receive your material, please check it against the Confirmation of Registration and packing slip immediately. Errors must be brought to the attention of the Despatch Department at TEEC within two weeks of receiving your package or you may be charged for material replaced. Incorrect or duplicate material must be sent back, unmarked, as soon as possible.

REPLACEMENT OF LOST/DAMAGED/STOLEN COURSE MATERIAL

You will be charged for the replacement, as well as postage or faxing, of any course material, assignments or tutorial letters replaced during the year. This does not apply to serious printing errors. These will be rectified free of charge.

FURTHER ORDERS FROM THE COLLEGE

If a student requests a new Student card, DVD/Video, Academic record, course material etc, the student needs to send the College a letter requesting what they require and proof of payment before the College will send it to them.

COPYRIGHT OF TEE COLLEGE COURSE MATERIAL

All TEE course material is protected by copyright and may not be reproduced or printed either in part or as a whole, nor may any material be used for profit.

STUDYING FOR NON QUALIFICATION PURPOSES

If you do not intend to study for the Certificate, but are simply taking individual courses for interest or further knowledge, you are free to take whichever courses you want but you need to confirm this in writing.

STUDY SKILLS ASSISTANCE

All new students receive a Study Aid booklet which deals briefly with the following:

- How to study.
- How to write assignments and examinations.
- Theological words.

Additional copies may be purchased for R50 from the College.

HOW TO STUDY EFFECTIVELY

The workbook How to Study Effectively may be purchased from the College for R50.00.

GRADUATION CEREMONY

FULFILMENT OF REQUIREMENTS

Students who complete all requirements for the various programmes offered by TEEC graduate during an annual ceremony.

GUESTS

Normally each student may invite up to 3 guests only.

PHOTOGRAPHS AND VIDEOS

A professional photographer will be on hand for photos. Guests may videotape the proceedings provided that this does not interfere with the graduation ceremony. Guests may not take photographs during the proceedings.

MEDALLIONS AND GOWNS

Graduates need to purchase or hire their own gowns for their graduation. The supplier will be present at the Graduation ceremony to assist you. The College will supply medallions to Certificate and Award graduates free of charge.

DATE AND VENUE

The next graduation ceremony takes place on Saturday 18th April 2009 at 1:30pm. Graduates will be informed of the venue during 2009.

THE LINK – TEEC NEWSLETTER

The College newsletter - THE LINK - is normally published twice a year. Please make sure of the deadline dates for submission of articles and contributions. Advertising space is available. Contact the College.

THE TEE COLLEGE JOURNAL

The TEE College Journal is produced annually. This is an excellent forum for the publication of staff, student and past student articles as well as articles relevant to theological education in Southern Africa. Articles may be submitted to the Principal for review and possible inclusion. Current and back copies may be purchased from the College.

THE TEE COLLEGE CERTIFICATE OF **COMPETENCE IN THEOLOGY**

Choice of courses

The TEE Certificate of Competence in Theology requires **between 114 and 119 credits, depending on your subject choices**. **Four** of the courses are compulsory. The compulsory courses are:

- ★ 201 Introduction to the Old Testament
- ★ 221 Introduction to the New Testament
- ★ 241 Christian Doctrine 1
- ★ 271 Call to Ministry **OR** 276 Spirituality - Walking Closer with Jesus

You must successfully complete 11 courses in all.

If you do not intend to study for the full Certificate, but are simply taking individual courses for interest or further knowledge, you are of course free to take whichever courses you want.

You may also be interested in our new **Special Focus Studies**. These consist of 4 courses (chosen from the Certificate of Competence in Theology) selected on a particular topic e.g. Know your Bible or Care for People. A certificate will be issued on completion of the Special Focus Studies you selected. Credits gained for the Special Focus Studies may be credited towards completion of the Certificate of Competence in Theology should you wish to continue studying. For more details please contact TEE College for a brochure (pamphlet).

Credits towards the Diploma or Degree Programme

Once you have completed the Certificate Programme and would like to continue with your studies, **you may request an RPL form and apply for possible credits**.

Textbooks

All textbooks for Certificate courses form part of the course material and are supplied to students by the College at no extra charge. Students therefore do not need to buy any textbooks.

Assignments

- ◆ Detailed information about assignments for each course is contained on the Course Information pages. Most courses require THREE (3) compulsory assignments. The due dates for each assignment are contained on the relevant course information page **AND** on a page in the assignment booklet. Note that Course 274 and Course 278 have only TWO (2) assignments.
- ◆ **Each** assignment **and** the examination (if there is one) must be passed in order to successfully complete the course.
- ◆ **Only** Courses 201, 221, and 241 have an Examination instead of a third assignment.
- ◆ The pass mark for all courses is 40%.

Assignment due dates

Extensions are not granted but provision has been made for emergencies.

Examinations

Examinations are held at official centres organised by the College. There is no entrance fee. **Remember to bring your ID book and current Student Card with you.**

OUTCOMES FOR THE TEE CERTIFICATE OF

COMPETENCE IN THEOLOGY

By the end of this programme, you should be able to:

- show development and growth in your personal faith;
- tell others about the Christian faith with more understanding of the Bible and its meaning;
- explain the most important Christian teachings and apply them to your life;
- offer healing and care to individuals and the community;
- use the knowledge and skills you have gained to contribute towards change in your community.

When you have **completed your 11 required courses**, you should have achieved all the outcomes listed above. They are achieved in many different ways; through your reading, through your study tasks, through completing assignments and through writing exams.

This is part of the Outcomes Based approach to learning being introduced in South Africa. Students in other Southern African countries should note that this way of learning is being used in many parts of the world. It also supports the TEE method used throughout the world: BEING, KNOWING AND DOING.

This qualification is designed to enable you to put your theological training into practise in your own context.

CHOICE OF COURSES

Below are the courses offered for the TEE Certificate of Competence in **Theology**. Compulsory courses are marked with a star ★

	COURSE TITLE	TYPE OF COURSE
201	Introduction to the Old Testament ★	Old Testament
212	Amos	Old Testament
213	Genesis	Old Testament
214	Exodus	Old Testament
215	Psalms	Old Testament
221	Introduction to the New Testament ★	New Testament
232	1 Corinthians	New Testament
234	Romans	New Testament
235	Philippians	New Testament
241	Christian Doctrine 1 ★	Systematic Theology
251	Early Church History	Church History
253	South African Church History	Church History
266	Ethics	Systematic Theology
271	Call to Ministry ★ <i>or</i> 276	Practical Theology
272	Preaching	Practical Theology
274	Introduction to Pastoral Counselling	Practical Theology
276	Spirituality - Walking closer with Jesus ★ <i>or</i> 271	Practical Theology
277	Christian Education	Practical Theology
278	The Church's Response to AIDS	Practical Theology
281	Guide to Religions	Systematic Theology

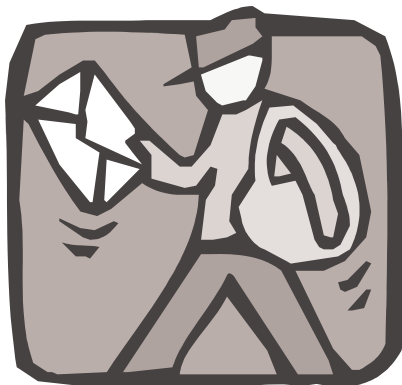
EXAMINATION TIMETABLE - OCTOBER 2009

COURSE	NO.	DATE	TIME
Introduction to the Old Testament	201	Thursday 7 October	9 – 12
Introduction to the New Testament	221	Friday 9 October	9 – 12
Doctrine 1	241	Monday 12 October	9 – 12

You will find the name, address and telephone number of your marker on your Assignment Covers, which you will receive with your course material.



Please remember that your Assignments



must ALWAYS be posted directly to your marker. If you post them to the College without having been told to do so, you will be charged for postage.

The next few pages contain details of each course offered in this programme.

COURSE 201: INTRODUCTION TO THE OLD TESTAMENT

Course Material: College supplies 4 workbooks. There is no textbook.

Course Description: This course is an introduction to the Bible and especially to the Old Testament. The early study units discuss the history and background of the Bible. The rest of the course is a basic survey of the books of the Old Testament. The assignments will help you to apply the knowledge you have gained about the Old Testament in practical situations.

★ It is one of the **compulsory** courses for completing the Certificate.

Outcomes: If you complete this course successfully, you should be able to:

- explain how the Bible came to be written;
- outline the contents of any Old Testament book;
- place the major events in Israel's history, from Abraham to the return from Exile, on a timeline;
- inform others about the importance and value of the Old Testament to Christians today;
- relate the lives and experiences of Old Testament characters, especially the prophets, to issues people face today;
- value the Old Testament's link with the New Testament.

Course Assessment:

Assignment 1: 22 May

Examination: 7 October

Assignment 2: 22 August

COURSE 212: AMOS

Course Material: College supplies 2 workbooks and one textbook:

- TEF Guide, *A Guide to Amos*

Course Description: This course begins with a general introduction to the prophets in the first workbook. It then continues to study Amos in his context, followed by the social justice issues Amos faced and his visions.

Outcomes:

If you complete this course successfully, you should be able to:

- explain the book's role and place within the Old Testament canon;
- describe the social and historical background of the book;
- give the original meaning, the historical and social context and present relevance of selected passages;
- make connections between selected passages and present day situations.

Course Assessment:

Assignment 1: 1 May

Assignment 3: 1 October

Assignment 2: 1 August

There is no examination

COURSE 213: GENESIS

Course Material: College supplies one textbook:

- TEF Guide, *A Guide to the Book of Genesis*

There are no TEEC workbooks for this course.

Course Description: This course will introduce you to the context and significance of the Book of Genesis. The author then helps you to understand the book by verse or section at a time. At the end of each chapter you will be given examples and discussion questions which help you to apply what is said, to present day situations. Many of the examples relate to Asian countries. You will need to compare them with situations in your own context.

Outcomes:

If you complete this course successfully, you should be able to:

- explain the book's role and place within the Old Testament canon;
- describe the social and historical background of the book;
- give the original meaning, the historical and social context and present relevance of selected passages in the book;
- make connections between selected passages and present day situations.

Course Assessment:

Assignment 1: 15 May

Assignment 3: 15 October

Assignment 2: 15 August

There is no examination

COURSE 214: EXODUS

Course Material: College supplies one textbook:

- TEF Guide, *A Guide to the Book of Exodus*

There are no TEEC workbooks for this course.

Course Description: This course will introduce you to the context and significance of the Book of Exodus. The author then helps you to understand the book by verse or section at a time. At the end of each chapter you will be given examples and discussion questions which help you to apply what is said, to present day situations. Some of the examples relate to Asian countries. You will need to compare them with situations in your own context.

Outcomes: If you complete this course successfully, you should be able to:

- explain the book's role and place within the Old Testament canon;
- describe the social and historical background of the book;
- give the original meaning, the historical and social context and present relevance of selected passages in the book;
- make connections between selected passages and present day situations.

Course Assessment:

Assignment 1: 8 May

Assignment 3: 8 October

Assignment 2: 8 August

There is no examination

COURSE 215: PSALMS

Course Material: College supplies one textbook:

- TEF Guide, *A Guide to the Psalms*

There are no TEEC workbooks for this course.

Course Description: The course writer gives each Psalm a title that represents a theme in the Psalm e.g. The Wings that Protect: Psalm 91. He then deals with the Theme of each Psalm, its Use and gives Notes on individual verses. Each chapter ends with Study Suggestions which include Words, Content, Bible and Discussion and Research topics. Some of the examples for discussion relate to Asian countries. You will need to compare them with situations in your own context.

Outcomes: If you complete this course successfully, you should be able to:

- explain the role and place of Psalms within the Old Testament canon.
- describe the social and historical background of the Psalms.
- give the original meaning, the historical and social context and present relevance of selected Psalms.
- make connections between selected Psalms and present day situations.
- use Psalms in your personal and church worship as well as for specific occasions.

Course Assessment:

Assignment 1: 22 May

Assignment 3: 15 October

Assignment 2: 22 August

There is no examination

COURSE 221: INTRODUCTION TO THE NEW TESTAMENT

Course Material: College supplies 4 workbooks. There are no textbooks.

Course Description: This course introduces you to the history, geography and religious context of Palestine in the time of Jesus. You will also be introduced to biblical criticism and the Gospels before moving on to the Acts of the Apostles and the Epistles.

★ It is one of the **compulsory** courses for completing the Certificate.

Outcomes: If you complete this course successfully, you should be able to:

- describe the historical, geographical and religious background of Palestine at the time of Jesus.
- place the major events of the New Testament on a timeline.
- outline the contents of any New Testament book.
- use a variety of methods to explain passages in the Gospels.
- use the knowledge and skills you have learnt in the course to present a Bible study, sermon or talk on a New Testament passage.
- inform others about the importance and value of the New Testament to Christians today.

Course Assessment:

Assignment 1: 8 May

Examination: 9 October

Assignment 2: 8 August

COURSE 232: 1 CORINTHIANS

Course Material: College supplies one textbook:

TEF Guide, *A Guide to 1 Corinthians*

There are no TEEC workbooks for this course.

Course Description: This course begins with the question, "Why should we study 1 Corinthians?" The author then helps you to understand the first letter to the Corinthians by verse or section at a time under the sub-headings Outline, Notes and Interpretation.

At the end of each section you will be given examples and discussion questions under the heading Study Suggestions, which help you to apply what is said, to present day situations. Some of the examples relate to Asian countries. You will need to compare them with situations in your own context.

Outcomes: If you complete this course successfully, you should be able to:

- explain the book's role and place within the New Testament canon;
- describe the social and historical background of the book;
- give the original meaning, the historical and social context and present relevance of selected passages;
- make connections between selected passages and present day situations.

Course Assessment:

Assignment 1: 15 May

Assignment 3; 15 October

Assignment 2: 15 August

There is no examination

COURSE 234: ROMANS

Course Material: College supplies one textbook:

- TEF Guide, *A Guide to Romans*

There are no TEEC workbooks for this course.

Course Description: Students will be introduced to the context and themes of Romans as the course begins. The author then helps you to understand the letter to the Romans by verse or section at a time under the sub-headings Outline, Notes and Interpretation.

At the end of each section you will be given examples and discussion questions under the heading Study Suggestions, which help you to apply what is said, to present day situations. Some of the examples relate to Asian countries. You will need to compare them with situations in your own context. There are also special focus sections which discuss particular themes which emerge from the book.

Outcomes: If you complete this course successfully, you should be able to:

- ◆ explain the book's role and place within the Old Testament canon;
- ◆ describe the social and historical background of the book;
- ◆ give the original meaning, the historical and social context and present relevance of selected passages;
- ◆ make connections between selected passages and present day situations.

Course Assessment:

Assignment 1: 1 May

Assignment 3: 1 October

Assignment 2: 1 August

There is no examination

COURSE 235: PHILIPPIANS

Course Material: College supplies one textbook:

TEF Guide, *A Guide to Philippians*

There are no TEEC workbooks for this course.

Course Description: Students will be introduced to the context and theme of Philippians as the course begins. The author then helps you to understand the letter to the Philippians by verse or section at a time under the sub-headings Outline, Notes and Interpretation.

At the end of each section you will be given examples and discussion questions under the heading Study Suggestions, which help you to apply what is said, to present day situations. Some of the examples relate to Asian countries. You will need to compare them with situations in your own context. There are also special focus sections which discuss particular themes which emerge from the letter.

Outcomes: If you complete this course successfully, you should be able to:

- ◆ explain the book's role and place within the Old Testament canon;
- ◆ describe the social and historical background of the book;
- ◆ give the original meaning, the historical and social context and present relevance of selected passages;
- ◆ make connections between selected passages and present day situations.

Course Assessment:

Assignment 1: 22 May

Assignment 3: 15 October

Assignment 2: 22 August

There is no examination

COURSE 241: CHRISTIAN DOCTRINE 1

Course Material: College supplies 4 workbooks. There are no textbooks.

Course Description: This course is an introduction to Christian doctrine – to what Christians believe. The first workbook looks at our belief in God as Trinity, and what Christians believe about humanity. The second and third workbooks cover who Jesus is and what he does for us and the world. The fourth workbook examines teachings on the Holy Spirit, faith and grace, and some questions on which Christians disagree.

★ It is one of the **compulsory** courses for completing the Certificate.

Outcomes: If you complete this course successfully, you should be able to:

- ◆ think and speak about the basics of your own faith;
- ◆ explain key Christian doctrines clearly and simply;
- ◆ apply these beliefs to the life of your church and community.

Course Assessment:

Assignment 1: 1 May

Examination: 12 October

Assignment 2: 1 August

COURSE 251: EARLY CHURCH HISTORY

Course Material: College supplies 4 workbooks and 1 textbook:

- ♦ TEF Guide *The First Advance*

Course Description: This course introduces you to the story of Christianity from the time of the New Testament to the year 500. It will help you to understand how the early Christians worshipped and what they believed. It deals with important issues like how the New Testament was written and collected, what kinds of ministry there were and some of the big arguments about doctrine. Very importantly, it shows you that Christianity has been an African religion from the very first days.

Outcomes:

If you complete this course successfully, you should be able to:

- describe the key features of the early Christian church.
- explain what being a Christian was like in the first days.
- show how your own Christian community is related to the early Church in doctrine, ministry and practice.

Course Assessment:

Assignment 1: 1 May

Assignment 3: 1 October

Assignment 2: 1 August

There is no examination

COURSE 253: SOUTH AFRICAN CHURCH HISTORY

Course Material: College supplies 4 workbooks.

Course Description: This course introduces you to the story of Christianity in Southern Africa from the time of the arrival of the Dutch in 1652, through to the present day. It looks at missionary history and also at the history of local Christians. It examines the African Independent Churches as well as the major missionary denominations. It is a very important course for you to study if you want to understand how your own denomination or church came into being. It will also help you to think about ways in which the churches need to become more African.

Outcomes: If you complete this course successfully, you should be able to:

- ◆ describe the planting and development of Christianity in Southern Africa;
- ◆ identify your own and your church's place within the history of the church in South Africa;
- ◆ explain the tensions, differences and difficulties between traditions and denominations in Southern African Christianity;
- ◆ recognise how political events affected the history of the church in Southern Africa;
- ◆ discuss ways in which Christianity needs to become more local, more African, more contextual.

Course Assessment:

Assignment 1: 22 May

Assignment 3: 15 October

Assignment 2: 22 August

There is no examination

COURSE 266: CHRISTIAN ETHICS

Course Material: College supplies 4 workbooks: Workbook 1 looks at an Introduction to Christian Ethics. You will also receive 3 further workbooks for special focus topics. There are no textbooks.

Course Description: Ethics is the study of right and wrong, of good and evil. The study of Ethics helps us make decisions based on Christian principles and basic human justice, through proper use of the Bible and a clear understanding of tradition, social rules, law and conscience.

- ◆ **Sexual Ethics** covers a range of questions concerning sexual behaviour.
- ◆ **Economic Ethics** looks at wealth and poverty, work and unemployment, rights and responsibilities.
- ◆ **Eco-ethics** looks at our care for the natural, physical and social environments, and the ways in which we are affected by them.

Outcomes: If you complete this course successfully, you should be able to:

- Describe basic approaches to Christian ethical theory.
- Describe and engage in personal moral formation.
- Facilitate moral formation in your local church and/or social context.

Course Assessment:

Assignment 1: 8 May

Assignment 3: 8 October

Assignment 2: 8 August

There is no examination

COURSE 271: CALL TO MINISTRY

Course Material: College supplies 4 workbooks and one textbook:

- ◆ TEF Guide, *Go ... and Make Disciples*

Course Description: This is a practical course which will help you to think about the kind of ministry you exercise in the church and in the community. It looks at different kinds of ministry and different ways of ministering and makes you think about Christian leadership in an African context.

It also discusses a number of practical ways in which Christian pastors must apply their gifts and skills: in conversion and baptism, through education and worship, through stewardship and service.

NOTE: You must take this course or *Spirituality – Walking Closer with Jesus* as a **compulsory** course to complete the Certificate.

Outcomes: If you complete this course successfully, you should be able to:

- ◆ describe and compare different kinds of ministry;
- ◆ prepare worship and sermons which are culturally relevant;
- ◆ evaluate your own ministry and that of your church;
- ◆ identify areas in your church which need transformation and make plans to bring about change.

Course Assessment:

Assignment 1: 1 May

Assignment 3: 1 October

Assignment 2: 1 August

There is no examination

COURSE 272: PREACHING

Course Material: College supplies 3 workbooks.

Course Description: This is a practical course which will help you to develop skills in planning, preparing and preaching sermons and other Christian presentations, in church and community settings.

It will also challenge you to reflect on your own life as a Christian minister, so that you are living the life you preach about, presenting your life as a living sacrifice to Jesus, the Lord and Saviour whom you preach.

Outcomes: If you complete this course successfully, you should be able to:

- ◆ assess your preaching critically and identify areas where you need to grow and develop;
- ◆ prepare sermons and talks that are rooted in scripture and context;
- ◆ plan sermons and talks which have a clear structure;
- ◆ preach in a way that is effective, appropriate to the context, and faithful to the Christian gospel.

Course Assessment:

Assignment 1: 15 May

*Assignment 3: 15 October

Assignment 2: 15 August

There is no examination

*Methodist Local Preachers should note that this preaching assignment is different from the Trial Sermon required by the Methodist Church Education for Ministry and Mission Unit (EMMU). Use the correct forms supplied by TEE College and return them all with your assignment to the TEE College marker.

COURSE 274: INTRODUCTION TO PASTORAL CARE AND COUNSELLING

Course Material: College supplies an Introductory Booklet, 2 workbooks and a Text book called “*Elements of Counselling*”

Course Description: This course is an introduction to pastoral care and the listening skills required to help those in need. Please note that it does not qualify you to be a professional counsellor.

Outcomes: If you complete this course successfully, you should be able to:

- Describe the role and qualities of a Christian pastoral counsellor.
- Identify local resources and support structures in your own church and community.
- Describe the basic biblical principles that underlie good practice in pastoral care.
- Describe the role of prayer in Christian pastoral counselling.
- Apply pastoral care principles to a variety of situations of human need within church and community contexts.

Course Assessment:

Assignment 1: 1 May

Assignment 2: 1 October - *This assignment is an extended piece of work (like a project) in your church or community.*

COURSE 276: SPIRITUALITY – WALKING CLOSER WITH JESUS

Course Material: College supplies 3 workbooks. There are no textbooks.

Course Description: This course will introduce you to a variety of ways of praying and help you grow your own prayer experience. You will also discover what a rule of life is and how to experience spiritual growth as a journey. The course includes a study of the work of the Holy Spirit and His Gifts as well as Grace and the Sacraments. You will be enabled to show God's love to people in times of need such as bereavement.

NOTE: You must take this course or Call to Ministry as a **compulsory** course to complete the Certificate.

Outcomes:

If you complete this course successfully, you should be able to:

- ◆ Examine your prayer life and make decisions to grow in your relationship with God
- ◆ Develop spiritual disciplines which will help you walk daily with God.
- ◆ Explore a spirituality that includes both inward change and outward action.
- ◆ Explain the role of the sacraments and the work of the Holy Spirit in drawing us closer to the will of God.

Course Assessment:

Assignment 1: 8 May

Assignment 3: 8 October

Assignment 2: 8 August

There is no examination

COURSE 277: CHRISTIAN EDUCATION

Course Material: College supplies 2 workbooks. There are no textbooks.

Course Description: This course will equip you to prepare and present Christian Education events which a) recognise the needs of the audience as well as the stage of faith formation they are going through, b) include the Biblical patterns of teaching which we have inherited, c) incorporate sound educational practices such as the use of objectives/outcomes, visual aids, student participation and experience based learning.

Outcomes: If you complete this course successfully, you should be able to:

- ◆ communicate the role of Christian Education in general and for specific stages of development and spiritual formation;
- ◆ investigate and report on examples of God's Grace at work in people's lives through their Christian Education experiences;
- ◆ evaluate a Christian Education event in the light of what you have studied about the skills needed in the teaching/learning process;
- ◆ explain the value of experience based learning;
- ◆ plan a Christian Education series including advertising and evaluation questions.

Course Assessment:

Assignment 1: 15 May

Assignment 3: 15 October

Assignment 2: 15 August

There is no examination

COURSE 278: THE CHURCH'S RESPONSE TO AIDS

Course Material: College supplies 4 workbooks.

Course Description: This course explains the causes and effects of HIV/AIDS and explores some of the theological questions around the issue of HIV/AIDS. It is also a very practical course which contains material and ideas to equip you for this important ministry.

It is designed to enable you to get involved in the AIDS ministry of your church or even to initiate one, if this does not exist.

Outcomes: If you complete this course successfully, you should be able to:

- ◆ express your own Christian response to HIV/AIDS;
- ◆ explain the causes and modes of transmission of HIV/AIDS;
- ◆ speak into the lives of people affected by HIV/AIDS in a Christian way, by offering hope, encouragement and compassion;
- ◆ confront some of the theological questions with regard to HIV/AIDS;
- ◆ start an AIDS ministry in your church or community.

Course Assessment:

Assignment 1: 22 May

There is no examination

Assignment 2: 1 October - *This assignment is an extended piece of work (like a project) in your church or community.*

COURSE 281: GUIDE TO RELIGIONS

Course Material: College supplies 1 textbook:

TEF Guide: *A Guide to Religions*

There is a TEE guide to the use of the textbook for this course.

Course Description: This course begins with a discussion of what religion is and then introduces you in Part Two, to four traditional religions; those of the Sudan, Ghana, New Zealand and Korea. Part Three deals with five "national" religions e.g. Shintoism, Judaism etc. Part Four covers three international religions; Buddhism, Islam and Christianity. The course ends with a discussion of religions of modern times.

Outcomes: If you complete this course successfully, you should be able to:

- ◆ show you understand what religion is;
- ◆ explain what makes us religious by nature;
- ◆ describe the beliefs and practices of the major religions;
- ◆ explain the different ways in which Christians may relate to members of other faith communities;
- ◆ express your own response to your faith and religion in the light of what you have learnt through the course.

Course Assessment:

Assignment 1: 8 May

Assignment 3: 8 October

Assignment 2: 8 August

There is no examination

TUTORIALS, REGIONAL CENTRES,

REGIONAL CO-ORDINATORS

GENERAL

Because TEE College is an **extension** College, we have 19 Regional Centres throughout Southern Africa to assist you with your studies. A Regional Co-ordinator takes responsibility for each Regional Centre.

We strongly recommend that you:

- find out who your Regional Co-ordinator is and get in touch as quickly as possible to introduce yourself;
- attend all the tutorial meetings that you possibly can;
- consult with your Regional Co-ordinator about which courses - and how many - you study each year;
- try to fit your subject choice to the tutorials that are available in any given year;
- find out if there are any special tutors who can help you by telephone contact or personally;
- find out who else is studying your subjects in your area, and make contact with them.
- Find out what tutorial support is being offered by your church authorities.

REGIONAL CENTRES AND CO-ORDINATORS

<p style="text-align: center;"><u>GAUTENG</u> Mrs Cherie v.d. Merwe (011) 6833284 [w] (011) 683 3522 [fax] cherie@tee.co.za</p>	<p style="text-align: center;">P O Box 74257 Turffontein 2140</p>
<p style="text-align: center;"><u>RUSTENBURG</u> Rev Dan Twala (014) 5548541 (o)</p>	<p style="text-align: center;">P O Box 38 Rustenburg 0300</p>

<p style="text-align: center;"><u>VENDA</u> Rev Samuel Mudau (015) 964 1627 082 953 0373</p>	<p style="text-align: center;">P O Box 457 Thohoyandou 0950</p>
<p style="text-align: center;"><u>POLOKWANE</u> Rev Samuel Mudau (015) 964 1627 082 953 0373</p>	<p style="text-align: center;">P O Box 457 Thohoyandou 0950</p>
<p style="text-align: center;"><u>MPUMALANGA</u> Rev Reggie Venter (031)751 1960 (o)</p>	<p style="text-align: center;">P O Box 4327 White River 1240</p>
<p style="text-align: center;"><u>KURUMAN</u></p>	<p style="text-align: center;">Please contact TEE College</p>
<p style="text-align: center;"><u>FREE STATE</u> Rev Johannes Matobako 083 671 8101</p>	<p style="text-align: center;">PO Box 5067 Bohlokong 9702</p>
<p style="text-align: center;"><u>CAPE TOWN</u> Telfax 021 465 4946</p>	<p style="text-align: center;">PO Box 2384 Cape Town 8000</p>
<p style="text-align: center;"><u>SOUTHERN CAPE</u> Rev Henry Petersen (044) 693 1388</p>	<p style="text-align: center;">PO Box 967 Da Gamaskop 6501</p>
<p style="text-align: center;"><u>PORT ELIZABETH</u> Rev Howard Lancaster (041) 360 1267 (041) 360 9540 [fax] petee@mweb.co.za</p>	<p style="text-align: center;">All Saints Anglican Church 209 Great West Way Kabega Park 6025</p>

<p align="center"><u>GRAHAMSTOWN</u> Rev Hazel Goodfellow (046) 622 4006 rgoodfellow@imaginet.co.za</p>	<p align="center">Christ Church 4 Grant St Grahamstown 6139</p>
<p align="center"><u>EAST LONDON</u> Rev Barry Wittstock 043 726 2961</p>	<p align="center">7 Elizabeth Rd, Cambridge East London 5247</p>
<p align="center"><u>MTHATHA</u></p>	<p align="center">Please contact TEE College</p>
<p align="center"><u>DURBAN</u> Mr Ray Lloyd (031) 783 4427 Phone between 17h00 and 19h00. Please DO NOT leave messages to call back!</p>	<p align="center">PO Box 181 Botha's Hill 3660</p>
<p align="center"><u>PORT SHEPSTONE</u> Rev Wendy McMaster (039)695 0911</p>	<p align="center">P O Box 452 Umtentweni 4235</p>
<p align="center"><u>KWAZULU-NATAL NORTH COAST</u> Rev Monument Makhanya (035) 337 1304</p>	<p align="center">P O Box 170 Gingindlovu 3880</p>
<p align="center"><u>ZIMBABWE (Bulawayo)</u> Fr George Dube Tel: (00263)91656792</p>	<p align="center">Mariannahill Mission P O Box QP100 Queenspark Bulawayo Zimbabwe</p>
<p align="center"><u>LESOTHO</u> Contact the office of Bishop Philip Mokuku</p>	<p align="center">PO Box 87 Maseru 100 Lesotho</p>

<p><u>SWAZILAND</u> Mrs Dumisile Mkhonta 002686112034</p>	<p>PO Box 194 Lobamba Swaziland</p>
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THE RESPONSIBILITIES OF REGIONAL CO-ORDINATORS

- the identification and training of possible tutors, as well as the setting up and maintenance of tutorial groups;
- creating opportunities for access to library and study facilities if a Regional Centre library does not exist;
- establishing and maintaining links of communication between tutorial groups and the central offices.

The Regional Co-ordinators also help to:

- make the churches in their region more aware of what the TEE College has to offer.

Regional centres might also:

- provide the opportunity for students and tutors of tutorial groups to meet with a wider group of students and tutors several times a year.

TUTORIAL GROUPS AND TUTORS

The responsibility of providing tutors and tutorial groups lies with the students' church authorities. Please negotiate with or contact your local Priest/Minister/Pastor/Circuit Supervisor of Studies.

The purpose of these groups is to provide you with an opportunity:

- to study with the help and support of qualified persons;
- to share with other students;
- to do theology in the context of your life and work.

The TEE method is not merely education by correspondence. The extension method places a great emphasis on tutorials. It is therefore of the utmost importance for you - if at all possible - to meet on a regular basis in a tutorial group. Tutors are responsible for helping to arrange study (tutorial) groups. These tutors are almost exclusively voluntary workers; occasionally they are reimbursed for their actual expenditure.