

C. Certificate of Competence in Theology

This programme began its phase-out in the 2016 academic year. This means that the students who started this programme in 2015 are the last “new” students admitted to the Certificate of Competence in Theology.

Students who have previously registered on this programme may continue to register for courses in the 2017 & 2018 academic years - thereafter Full course registrations will cease. Repeat and Component registrations will be permitted in 2019, thereafter this programme will no longer be offered.

Students on another TEEC programme who wish to change to this programme may not do so.

This means that students have the 2017 and 2018 academic years in which to register for the courses required to graduate from this programme.

Who can register on this programme?

Only those students who have previously registered on this programme may do so.

Outcomes for the Certificate in Competence programme:

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

- show how your personal faith has developed and grown;
- tell others about the Christian faith with more understanding of the Bible and its meaning;
- explain the most important teachings and apply them to your own life as well as to the life and ministry of your church;
- offer healing and care to individuals in your church and in the community;
- use the knowledge and skills you have gained to contribute to towards change in your church and community.

When you have met the requirements of this programme you should then have achieved all of the outcomes listed above. These are accomplished in a variety of ways: through your reading, through your study tasks, through completing your assignments, and through writing exams. This qualification is designed to enable you to put

your theological training into practice in your own context.

This programme does not automatically lead to ordination. Ask your church leaders for advice about the requirements for ministry in your church.

We recommend that:

- you study a maximum of two courses at a time if you study part-time, and no more than four courses if you study full-time;
- you set aside at least two to three hours of study time per week for each course;
- you give yourself more study time in the weeks leading up to due dates for assignments, as you may need to carry out practical work done away from your desk;
- you attend a tutorial group, if any are available near you.

The Certificate of Competence programme is not registered on the National Qualifications Framework, but is recognised and underwritten by the participating Churches of TEE College. Completion of this programme does not guarantee that you are qualified for ministry in your church. Communicate with your church authorities in that regard.

If you have completed work on the Certificate of Competence in Theology and would like to transfer any eligible work to the accredited Higher Certificate in Theology then please refer to the Transfer notes given further below.

Graduation Requirements

The Certificate of Competence in Theology requires the successful completion of eleven courses, including four compulsory courses.

Compulsory courses are:

- 1) 201 - Introduction to the Old Testament
- 2) 221 - Introduction to the New Testament
- 3) 241 - Christian Doctrine
- 4) 270 - Called to Discipleship **OR** 276 - Spirituality.

Note: Course 271 counts as one of the four compulsory courses, and students who have completed it should not register for course 270.

To successfully complete a course a student must submit and pass all assignments / tasks / exams set for that course.

(However note the provision for “component” registrations where, under certain conditions, the work of a course can be carried over to the following academic year).

Courses on the Certificate of Competence Programme

Code	Course title	Stream
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
234	Romans	New Testament
236	Philippians and Galatians	New Testament
241	Christian Doctrine	Systematic Theology
251	Early Church History	Church History
253	South African Church History	Church History
266	Christian Ethics	Systematic Theology
270	Called to Discipleship	Practical Theology
272	Preaching	Practical Theology
274	Introduction to Pastoral Counselling	Practical Theology
276	Spirituality - Walking closer with Jesus	Practical Theology
277	Christian Education	Practical Theology
278	The Church's response to Aids	Practical Theology
281	Guide to Religions	Systematic Theology

**** Course 235 has been replaced by course 236.**

Special Focus Studies

If you do not wish to complete the whole of the Certificate of Competence in Theology programme, but only wish to complete a selection of courses that interest you, then you are free to choose whichever courses interest you. Certain combinations of four courses on the Certificate of Competence programme create a Special Focus Studies Certificate.

These are:

Know your Bible: Certificate courses required:

Introduction to the Old Testament (201),
Introduction to the New Testament (221),
one Old Testament book, one New Testament book.

Care for People: Certificate courses required:

Introduction to Pastoral Care and Counselling (274),
The Church's response to Aids (278), Christian Ethics (266),
Spirituality (276).

Preach your Faith: Certificate courses required:

Introduction to the Old Testament (201),
Introduction to the New Testament (221),
Christian Doctrine (241), Preaching (272).

Spirituality: the broad picture: Certificate courses required:

Spirituality (276), Introduction to the New Testament (221),
Christian Doctrine (241), Early Church History (251).

Know your Christian Context: Certificate courses required:

Early Church History (251), South African Church History (253),
Christian Doctrine (241), Christian Ethics (266).

Live your Faith: Certificate courses required: Spirituality (276),
Christian Ethics (266), Christian Doctrine (241),
Called to Discipleship (270).

A certificate will be issued on request when you have completed the four required courses. Courses completed towards a Special Focus Studies certificate will still be credited towards the Certificate of Competence in Theology, if you wish to continue studying.

Textbooks

All textbooks for Certificate of Competence courses form part of the course material issued to you by the College at no extra charge. Students do not need to buy any textbooks. This does not limit students from using other sources / libraries when researching and writing their assignments.

Assignments & Assignment Covers

The required assignments and assignment covers, together with the dates on which they are due, can be found in the **Assignment Booklet**.

No extensions are given for assignments, and work submitted late will receive a penalty (or if very late, not be marked at all).

If you fail to submit an assignment in time then do continue with the remaining assessments for the course – do not give up. It is possible (under certain circumstances) to do the work of a course over two years – see the *Rules, Regulations & Policies* booklet for more

information. See your Assignment Booklet and the last section of this year book for information about submitting assignments.

Refer to your **Study Aid** (which you receive once at your first registration) for important information and help about writing assignments.

Examinations

There are no exams on the Certificate of Competence in Theology. All assessments are by written assignment.

Access Assessment

If you are studying on this programme because you did not meet the entrance requirements to study on one of the College's registered programmes then it is possible to register for and complete the Access Assessment. This will evaluate your current academic ability and potentially give you entrance to a registered programme.

It is possible to register for the Access Assessment at any time in the year. A student has three months in which to complete the required work. Ask the College for more information, or download it from the College website.

Transferring to the Higher Certificate in theology

If you have successfully completed courses on the Certificate of Competence in Theology (with a minimum pass of 50%) then it is possible, as part of the programme phase-out, to transfer up to five courses to the Higher Certificate in Theology.

Code	Certificate of Competence	Higher Certificate in Theology
241	Christian Doctrine	45241: Introduction to Theology
266	Christian Ethics	45261: Introduction to Christian Ethics
270	Called to Discipleship	45269: Called to Discipleship
272	Preaching	45378: Christian Proclamation: Preaching
274	Introduction to Pastoral Counselling	45371: Pastoral Care
276	Spirituality - Walking closer with Jesus	45251: Introduction to Spirituality
278	The Church's response to Aids	45384: Pastoral Responses to HIV & Aids

College Rules and Regulations

These are sent to students once with their first registration, and are also available from the College web site. Take special note of the penalties for copying another person's work and also for plagiarism.

Study Fees

You pay a study fee for each and every course for which you register. Multiply the course fee by the number of courses you choose to calculate the total that you will pay.

You can get a discount on your fees by paying in full at registration. Registering early means that you will also receive your study material early which will give you a head-start with your studies and assignments.

It is also possible to **pay by instalment** for some courses. This is **(Option C)**. You pay a deposit for each course when you register. The four instalments must be completed by the end of June.

If your account was not settled by 31 October, then you are not offered Option C for your next registration.

There is no registration administration fee on the Certificate of Competence in Theology programme.

Students outside South Africa are charged additional postage fees. These fees are based on weight and can only be worked out when the student's parcel is packed, and will be charged to your student account.

Course Fees for 2017

Paying in full - When you pay your course fees in full at registration then you use the **Option A** price.

Fees paid in FULL	<i>Full Price</i>	Option A
Fee for EACH course	R 950	R 810
Fee to REPEAT a course	R 660	R 590

Your course materials include everything you need for the course. You do not need to buy any additional materials.

When you Repeat a course you will not receive the workbooks again, you will use the ones you have. You will receive a new assignment booklet and you must complete the new assignment questions.

Paying by instalment - There is the option to pay for some courses by instalment - *See the programme application form for details.* For Option C courses you pay the deposit for each course at registration, and you pay the balance in instalments.

Register and pay the deposits: 01 November to 20 February.
 Instalment due dates: 31 March, 30 April, 31 May & 30 June.

Accounts not settled by 30 June are charged a penalty.

Fees paid in INSTALMENTS	Full Price	Instalments	
		pay at registration	monthly payments
Fee for EACH course	R 950	R 390	R 140 x 4
Fee to REPEAT a course	R 660	R 300	R 90 x 4

Component fees for 2017

It is possible, under certain conditions, to complete the work of a course over two consecutive years. See the *Rules, Regulations & Policies* booklet for information about this.

Your Results Letter will indicate which components (assignments or exam) of the course need to be registered in the next academic year.

Fee to Repeat ONE assessment	R 290
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These fees must be paid in full at registration, no instalments.

Cancellations

Students who cancel their courses in writing before the due date of the first assignment are refunded any course fees paid and are charged a cancellation fee of 40% of the total course fee, the balance of the course fee paid is refunded to the person or institution who made the payment. All administration fees are non-refundable.

Courses cancelled after the due date of the first assignment must be paid for in full, even if no work is done.

See the "Registration Regulations" in the Rules, Regulations & Policies booklet.

Student Financial Aid

TEE College does not hold funds for bursaries. Please contact your denominational authorities as some churches do provide bursary assistance to their students.

Some Financial Institutions will grant you a study loan (such as EduLoan). You need to apply in good time. Once you know which courses you intend to register for then request a Quote from the

College to support your loan application (Get the quote from the College and then apply to the financial institution for the loan).

Read the terms and conditions of any loan carefully before signing it.

Assessment Due Dates - 2017

When choosing courses, do note when the work for that course is due and preferably take course combinations that allow you ample time between assessment due dates.

Course		First Assessment	Second Assessment	Final Assessment
201		02 May 2017	04 Jul 2017	07 Sep 2017
212		12 May 2017	14 Jul 2017	22 Sep 2017
213		09 May 2017	11 Jul 2017	12 Sep 2017
214		09 May 2017	11 Jul 2017	12 Sep 2017
215		15 May 2017	17 Jul 2017	18 Sep 2017
221		09 May 2017	11 Jul 2017	12 Sep 2017
234		02 May 2017	04 Jul 2017	07 Sep 2017
236		09 May 2017	11 Jul 2017	12 Sep 2017
241		05 May 2017	07 Jul 2017	11 Sep 2017
251		02 May 2017	04 Jul 2017	07 Sep 2017
253		04 May 2017	06 Jul 2017	08 Aug 2017
266		12 May 2017	14 Jul 2017	22 Sep 2017
270		16 May 2017	18 Jul 2017	19 Sep 2017
272		12 May 2017	14 Jul 2017	22 Sep 2017
274	*	05 May 2017	-	11 Aug 2017
276		16 May 2017	18 Jul 2017	19 Sep 2017
277		05 May 2017	07 Jul 2017	11 Sep 2017
278	*	05 May 2017	-	11 Aug 2017
281		05 May 2017	07 Jul 2017	11 Sep 2017

* - These courses only have two assessments, the second assessment includes a large project.

Due Dates & Extensions - no extensions are given. If you submit work late then marks will be deducted as a penalty. Very late work will not be marked at all, and you will need to repeat the assessment

in another year. If you do not submit work, or fail an assessment – don't give up! If you successfully pass at least half the assessments in a course then you can (under certain conditions) carry the completed work to the next academic year and then only register for the outstanding course components. This is explained in the *Rules, Regulations & Policies* booklet. Also see your Assignment Booklet for details

Note - If a due date falls on a date when the Post Office is closed (strike, public holiday, weekend, etc), then post your assignment on the very next working day. Always keep a copy of your assignment. Keep your "proof of posting".

Instructions for submitting assignments can be found in the final section of this year book.

Course Descriptions

201 - Introduction to the Old Testament

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.

This is one of the compulsory courses for completing the Certificate of Competence.

Course Material:

4 workbooks.

There is no textbook.

Assessments:

Three (3) written assignments, there is no exam.

212 - 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.

Course Material:

2 workbooks

1 ISG Textbook - "A Guide to the book of Amos"

Assessments:

Three (3) written assignments, there is no exam.

213 - Genesis

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.

Course Material:

1 ISG Textbook - "A Guide to the Book of Genesis"

There are no TEEC workbooks for this course.

Assessments:

Three (3) written assignments, there is no exam.

214 - Exodus

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.

Course Material:

1 ISG Textbook - "A Guide to the Book of Exodus"

There are no TEEC workbooks for this course.

Assessments:

Three (3) written assignments, there is no exam.

215 - Psalms

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.

Course Material:

1 ISG Textbook - "A Guide to the Psalms"

There are no TEEC workbooks for this course.

Assessments:

Three (3) written assignments, there is no exam.

221 - Introduction to the New Testament

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.

<p>It is one of the compulsory courses for completing the Certificate of Competence.</p>

Course Material:

4 workbooks.

There are no textbooks for this course.

Assessments:

Three (3) written assignments, there is no exam.

234 - Romans

Course Description:

An introduction to the context and themes of Romans. The author then helps you to understand this letter by verse or section.

At the end of each section examples and discussion questions 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.

Course Material:

1 ISG Textbook - "A Guide to Romans"

There are no TEEC workbooks for this course.

Assessments:

Three (3) written assignments, there is no exam.

236 - *Philippians & Galatians***Course Description**

An introduction to the context and theme of the letters to the Philippians and the Galatians. The author then helps you to understand these two letters by verse or section at a time.

Each section has 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.

Course Material:

1 ISG Textbook - "A Guide to Philippians & Galatians"

There are no TEEC workbooks for this course.

Assessments:

Three (3) written assignments, there is no exam.

241 - *Christian Doctrine***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.

<p>It is one of the compulsory courses for completing the Certificate of Competence.</p>

Course Material:

4 workbooks.

There are no textbooks for this course.

Assessments:

Three (3) written assignments, there is no exam.

251 - Early Church History

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.

Course Material:

2 workbooks

1 ISG Textbook - "The First Advance"

Assessments:

Three (3) written assignments, there is no exam.

253 - South African Church History

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 at the history of local Christians. It examines the African Independent Churches as well as the major missionary denominations. It is an important course for you to study if you want to understand how your own denomination or church came into being. It will help you to think about ways in which the churches need to become more African.

Course Material:

4 workbooks.

There are no textbooks for this course.

Assessments:

Three (3) written assignments, there is no exam.

266 - Christian Ethics

Course Description:

Ethics is the study of right and wrong, of good and evil. This 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.

Course Material:

3 workbooks.

There are no textbooks for this course.

Assessments:

Three (3) written assignments, there is no exam.

270 - Called to Discipleship

Course Description:

This is a practical course which will help you to explore your response to every Christian's call to discipleship. It will look at the connection between discipleship, ministry and mission. It will enable you to identify what lessons can be learnt from the Church's response throughout history. You will be challenged to look at the spiritual and contextual influences we face as disciples today. Finally we will briefly look at building healthy relationships, Christian leadership, and conflict management.

NOTE: You must take either this course or the Spirituality course (276) as a compulsory course to complete the Certificate of Competence.

Students who have already completed course 271 should not register for this course. Course 271 is no longer offered and has been replaced by this course.

Course Material:

2 workbooks.

There are no textbooks for this course.

Assessments:

Three (3) written assignments, there is no exam.

272 - Preaching

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.

Course Material:

3 workbooks.

There are no textbooks for this course.

Assessments:

Three (3) written assignments, which includes a sermon.

Assignment 3 - Methodist Local Preachers should note that this preaching assignment is different from the Trial Sermon required by the Methodist Church's Education for Ministry and Mission Unit (EMMU). Please use the correct forms supplied by TEE College and return them all with your assignment to the TEE College marker.

274 - Introduction to Pastoral Care and 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.

Course Material:

1 workbook.

1 textbook - "Elements of Counselling"

Assessments:

Two (2) written assignments, there is no exam.

Please note that the second assignment is an extended piece of work (like a project) in your church or community.

276 - Spirituality - Walking closer with Jesus

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 either this course or the Called to Discipleship course (270) as a compulsory course to complete the Certificate of Competence.

Course Material:

3 workbooks.

There are no textbooks for this course.

Assessments:

Three (3) written assignments, there is no exam.

277 - Christian Education

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.

Course Material:

1 workbook.

There are no textbooks for this course.

Assessments:

Three (3) written assignments, there is no exam.

278 - The Church's Response to AIDS

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 HIV/AIDS ministry of your church or even to initiate one, if this does not exist.

Course Material:

2 workbooks.

There are no textbooks for this course.

Assessments:

Two (2) written assignments, there is no exam.

Please note that the second assignment is an extended piece of work (like a project) in your church or community.

281 - Guide to Religions**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.

Course Material:

- 1 ISPCK Textbook - "A Guide to Religions"
- 1 TEEC guide to the use of the textbook for this course.

Assessments:

Three (3) written assignments, there is no exam.