

C. Higher Certificate in Theology

The Higher Certificate in Theology is designed to:

- provide the knowledge, skills and values you will need to help you do theology in your context and in other less familiar contexts;
- help you think more deeply and critically about Scripture, the Church and a variety of contexts;
- enable you to put into practice—in church and community contexts—what you are learning;
- stimulate and develop your personal spirituality as you learn to incorporate your studies into your life and ministry;
- develop academic disciplines and competencies that will enable you to continue to study beyond this programme should you so wish;
- provide an introduction to general theological disciplines with the option to continue with a Diploma, or gain entrance to an undergraduate Degree.

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

Accreditation status

- TEE College is registered with the Department of Higher Education and Training (DHET) as a Private Higher Education Institution, and it offers qualifications accredited by the Council on Higher Education (CHE).
- This qualification - Higher Certificate in Theology - is registered with the South African Qualifications Authority (SAQA) at Level Five on the National Qualifications Framework with Learning Programme ID 73469.

Who may register for this qualification?

- Any person wishing to register for the H.Cert (Theology) must have successfully completed Grade 12 / Standard 10 (South African National Senior Certificate - NSC), or equivalent. Alternatively, they must have successfully completed the TEEC Access Assessment.

People who are unsure about their available time or ability to study formally have two options: to start this Higher Certificate in Theology and use its progression options to further study, or to use

the TEEC Access Assessment to evaluate appropriate study paths.

The Access Assessment eliminates complications over entrance requirements, and also sets students on an academically realistic path. More information about the Access Assessment is available from the College or the website.

The Higher Certificate in Theology is a shorter, complete qualification. Graduates are able to continue with other TEEC programmes or continue at other institutions. Some credits obtained on the completed H.Cert (Theology) are credited to TEEC's Diploma in Theology.

Please speak to College staff if you need clarity as to how this Higher Certificate relates to other programmes.

If your studies are part of preparation for formal recognition of ministry, then do check with your church training authorities whether this is an appropriate study path for you.

Graduation requirements:

To complete the 120-credit Higher Certificate in Theology and graduate, you must:

Either:

- complete the Fundamental course (45000 – 12 credits);
- complete all seven Compulsory courses (84 credits);
- complete another two out of four elective courses – this is the student's own choice (24 credits).

Or: if you have already completed the Fundamental course 45130

- complete six Compulsory courses (72 credits) (excluding 45000 and 45131 Introduction to Church History);
- complete another two out of four elective courses – this is the student's own choice (24 credits).

We recommend that:

- you balance your course load over the year between the first and second semesters;
- you register for no more than 36 credits in a semester if you study part-time;
- you set aside at least 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.

Courses on the HCert (Theology) Programme:

Course Code	Course Name	Course Status	Credits
45000	Introduction to Theological Study Skills	Fundamental	12
45111	Introduction to the Old Testament	Compulsory	12
45121	Introduction to the New Testament	Compulsory	12
45131	Introduction to Church History	Compulsory	12
45241	Introduction to Theology	Compulsory	12
45251	Introduction to Spirituality	Compulsory	12
45261	Introduction to Christian Ethics	Compulsory	12
45269	Called to Discipleship	Compulsory	12
45371	Pastoral Care	Elective	12
45378	Christian Proclamation: Preaching	Elective	12
45379	Introduction to Christian Worship	Elective	12
45384	Pastoral Responses to HIV & Aids	Elective	12

Denominational Course codes:

Please note that the course codes given above apply to the core programme of the Higher Certificate in Theology. Where there are denominational versions of courses then those are indicated in the course descriptions. Due dates, course outcomes, etc. for a course remain the same regardless of the 'version' of the course. See the *Denominational Studies* section below for more information.

Study Path:

The order in which courses are registered is as follows:

- you must start with the Fundamental course (45000 or 45900);
- complete (or be registered for) compulsory courses 45x11, 45x21 & 45x41 before attempting any elective courses;
- select elective courses with a view to further study possibilities; see *Articulation & Progression below*;

Each course "credit" requires about 10 hours of work. Therefore 12 credit course requires about 120 hours. You will do this work between your registration with the College and the date of the final assessment in the course. This includes reading, course work, and work done 'away from the desk' as well as preparation and writing of assignments and exams. Registering early gives

you more time to complete the course.

Articulation & Progression

Work completed on the H.Cert (Theology) can give credit to some Diploma in Theology courses.

<i>Higher Certificate in Theology completed and awarded</i>	
These completed courses:	Will give credit for:
45111 & 45121	85100
45131 or 45130	85130
45251 & 45269	85250
<i>To a maximum of 60 credits only</i>	

<i>Higher Certificate in Theology incomplete</i>	
These completed courses:	Will give credit for:
45111 & 45121	85100
45130	85130
45251 & 45269	85250

Diploma Electives: Your choice of electives on the Higher Certificate affects Diploma course selections. If you have completed “Preaching” or “a Pastoral response to HIV and Aids” on the Higher Certificate, then the corresponding courses are not available to you on the Diploma in Theology.

Bachelor of Theology: If you did not previously have at least a National Senior Certificate with University Entrance (or equivalent), then your completed H.Cert (Theology) meets the entrance requirement for an undergraduate degree in Theology (B.Th). However note that you are not able to transfer any credits from an H.Cert (Theology) to the B.Th.

Student enrolment contract

Applications must be submitted on the official programme registration form providing the applicant’s personal details, including contact information, NLRD data and the requested courses, as well as indicate delivery options. The applicant signs an undertaking to abide by the Rules & Regulations of the College and acknowledge responsibility for their student account. The form

includes the College's statutory information, contact details, operating hours and bank details.

This form is sent to current students in October each year, and is available on request or from the College web site.

Addresses

A POSTAL address must be entered on your application form – this will be used for all correspondence (excluding the delivery of Course Material).

A PHYSICAL address must also be entered on your application form – since all course material will be couriered to you.

See the “Registration Regulations” in the College Rules, Regulations and Policies booklet for details.

Postage

Due to the erratic services of the South African Post Office, all course material will be sent by courier. You will need to include R250.00 with your application, but we will charge the actual cost to your student account. You will need to provide a physical address for delivery.

Study Fees

Course Fees paid in full at registration are discounted (less than the full price). This is **Option A**. Registering early in the registration period 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** – This is **Option C**. You pay a deposit for each course when you register. The four instalments must be completed by the end of May (first semester courses) or by the end of September (second semester courses).

Students who did not previously fulfil their Option C instalment obligations are not offered Option C in future years – you will be required to pay for courses in full – (Option A) at the discounted rate.

Fees 2019

A registration application is ALWAYS accompanied by a payment – either the full discounted course fees (Option A) or the course

deposits (Option C).

No payment of course fees = no registration.

Application fee

There is no application fee on this programme.

Course fees

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.

Pay in Full: When you pay your course fees in full at registration then you use the **Option A** price.

Fees paid in FULL	Option A
Fee for EACH course	R 1 170
Fee to REPEAT a course	R 880

Pay in Instalments: There is the option to pay for up to 3 courses by instalment - *See the programme application form for details.* For Option C courses you will pay the deposit for each course at registration, and you will pay the balance in instalments.

Fees paid in INSTALMENTS	Full Price	Option C	
		pay at registration	monthly payments
Fee for EACH course	R 1 380	R 620	R 190 x 4
Fee to REPEAT a course	R 980	R 420	R 140 x 4

First Semester

Register and pay the deposits: 01 November to 05 February.

Instalment due dates: 28 February, 31 March, 30 April & 31 May.

Second Semester

Register and pay the deposits: 01 April to 31 May.

Instalment due dates: 30 June, 31 July, 31 August & 30 September.

Accounts not settled by May/September are charged interest.

If you previously registered using Option C and did not pay by the final due date, then you will not be offered option C in future years. This means that all courses must be paid for in full at registration.

First semester instalments must be settled before Option C is offered for second semester registrations.

Component fees for 2019

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 Final Results Letter will indicate which courses qualify for work being carried to the next semester showing which components (assignments) need to be registered in the next semester.

Fee to Repeat ONE assessment on a course	R 500
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Fees for Components must be paid in full at registration, there is no instalment option.

Carrying incomplete courses across semesters

Where a course qualifies for a Component registration (in a subsequent academic period) then the component must be completed as required – *See the Rules & Regulations booklet*, the work cannot be carried forward indefinitely!

Qualifying Incomplete work in:	Can be carried forward to:
Semester 1	Semester 2 of the same year Semester 1 of the following year
Semester 2	Semester 1 of the following year

Cancellations

Students who cancel their courses in writing before the due date of the first assignment will be 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.

Courses with an exam (and where an exam fee was paid) will always have the exam fee refunded when the course is cancelled.

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 / Fundi). You need to apply in good time. Once you know which courses you intend to register for then request a Quote (also called a Pro-Forma Invoice) from the College to support your loan application (Get the pro-forma invoice from the College and then apply to the financial institution for the loan).

Remember that such a loan incurs fees charged by the lending institution.

Student complaints

Any student wishing to make a complaint against the College or any staff member is required to complete the “Student Complaint Form”. This is available upon request from the Academic Administrator. The complaint will be investigated and the complainant advised of any outcome. A “Complaint” is not the same as an “Appeal” of academic work. See the *Rules & Regulations* for the Appeal process.

Health & Wellness Policy

The College is committed to providing a healthy and safe working environment for staff and visitors and complies with the Occupational Health & Safety Act as well as the requirements of the DHET through an annual inspection and the provisions of the Staff Manual.

Policy on Disability

The College “Non-discrimination & Disability Policy” is available upon request.

Assessments

All assessments on a course must be passed in order to pass the course, courses are not passed on “average”. See the following course descriptions for course credit values. See the Rules & Regulations for how assessment results contribute to the final course result

Assessment Dates - 2019

Courses on this programme are offered twice in an academic year.

First Semester

The first semester registration period is from 01 November to 05 February. Assessment dates for the first semester are shown below:

Course	RC version	First Assessment	Second Assessment	Third Assessment
45000	45900	26 Apr 2019	08 Jul 2019	
45111	-	29 Apr 2019	15 Jul 2019	
45121	-	26 Apr 2019	12 Jul 2019	
45131	45931	26 Apr 2019	12 Jul 2019	
45241	45941	01 May 2019	17 Jul 2019	
45251	45951	29 Apr 2019	15 Jul 2019	
45261	45961	24 Apr 2019	10 Jul 2019	
45269	45969	26 Apr 2019	12 Jul 2019	
45371	-	01 May 2019	17 Jul 2019	
**45378	**45978	06 May 2019	08 Jul 2019	02 Sept 2019
45379	45979	26 Apr 2019	12 Jul 2019	
45384	-	24 Apr 2019	10 Jul 2019	

**** This course is no longer a semester course and is only offered in the first semester.**

Second Semester

To register for courses in the second semester you must submit an application in the second semester registration period - do not include second semester courses in the first semester application.

The second semester registration period is from 01 April to 31 May. Assessment dates for the second semester are shown below:

Course	RC version	First Assessment	Second Assessment
45000	45900	29 Jul 2019	30 Sep 2019
45111	-	05 Aug 2019	07 Oct 2019
45121	-	02 Aug 2019	04 Oct 2019
45131	45931	02 Aug 2019	04 Oct 2019

45241	45941	07 Aug 2019	09 Oct 2019
45251	45951	05 Aug 2019	07 Oct 2019
45261	45961	31 Jul 2019	02 Oct 2019
45269	45969	02 Aug 2019	04 Oct 2019
45371	-	07 Aug 2019	09 Oct 2019
45379	45979	02 Aug 2019	04 Oct 2019
45384	-	31 Jul 2019	02 Oct 2019

Emergency date - Students who do not post their assignment on or before the Due Date may post the assignment up to SEVEN calendar days after the due date. Assignments posted during this period will be marked but will have 10 marks deducted from their final mark. Assignments posted after these 7 days will not be marked.

If you miss submitting an assessment or have failed an assessment do not give up! Continue with the remaining work. See the *Rules & Regulations* for options to make up for missing work.

Note - You have various options for submitting your assignment - see the last section of this Year Book. Always keep a copy of your assignment. Keep your "proof of submission".

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

Denomination studies

The Higher Certificate in Theology is an ecumenical programme designed, written and used by a variety of South African churches for ministerial training.

Course codes on this programme begin with the numbering 450xx, 451xx, 452xx, and 453xx (where xx is the subject code).

Some churches are working with TEEC to create denominational versions of some of the courses on this programme. The Roman Catholic Permanent Deacons Programme course code format is - 459xx (where 9 indicates the Deacons programme and xx is the subject code).

This means that some courses have more than one set of workbooks and assignments. Please indicate your course options clearly.

Note: Do not register for different versions of the same subject – you can't do 45241 and 45941 and receive credit for both courses. For graduation purposes a particular subject can only be passed once.

Who may do denominational versions of courses?

If your church requires this, then that is what you should do.

If this is not required of you, but you are interested in the alternative version of a course, then you are welcome to register for it. Just be aware that you may not do multiple versions of the same course.

Regardless of version, the Course Outcomes remain the same (those are described in the pages that follow). The content will be structured or presented differently between versions but each version of a course explores and assesses the same outcomes.

Course Descriptions

Introduction to Theological Study Skills - 45000 or 45900

Stream	Level	Credits
<i>Compulsory</i>	<i>Introductory</i>	<i>12</i>

This course is required in the first year on this programme - it will be added to your registration application if you do not include it

Course Outline:

This course will help you develop relevant skills for academic and theological work. It introduces critical thinking with theological reflection in the adult distance-learning context.

Course Outcomes:

People who are credited with this course are able to:

- manage time, environment and materials related to study
- read, analyse and respond to texts relevant to theological study
- gather, select and organise information for a variety of purposes
- demonstrate skills in critical thinking and analysis
- outline and evaluate their sense of call
- outline the ethical requirements for theology students
- apply a model for processing information

Course Material:

- 1 Workbook
- 1 Textbook – The Distance Learner

Assessments:

Two written assessments, no examination

Introduction to the Old Testament - 45111

Stream	Level	Credits
<i>Compulsory</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course looks at how the Bible came to be written and put together. It covers the historical and social background to the Old Testament. It looks at the purpose of the biblical writers. It gives an overview of the contents of the Old Testament with a focus on the history, prophets and writings. It explains exegesis and the value of the Old Testament for today.

Course Outcomes:

People who are credited with this course are able to:

- explain how the Bible came to be written;
- outline the contents of the Old Testament books;
- 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 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 Material:

- 2 Workbooks
- Exegesis Booklet

Assessments:

Two written assessments, there is no examination

Introduction to the New Testament - 45121

Stream <i>Compulsory</i>	Level <i>Introductory</i>	Credits <i>12</i>
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Course Outline:

This course looks historical, religious and social background to the New Testament. It looks at the purpose of the biblical writers. It gives an overview of the contents of the New Testament with a focus on the teachings of Jesus. It explains exegesis and the value of the New Testament for today. It gives some practical guidance on how to run Bible studies etc. for various age groups.

Course Outcomes:

People who are credited with this course are able to:

- describe the historical, geographical and religious background of the New Testament
- outline the contents of the New Testament and the aims of the writers
- inform others about the importance and value of the New Testament today
- relate the teachings of the New Testament to issues people face today
- use the knowledge of the New Testament and the skills in exegesis to present Bible studies, sermons, talks etc.

Course Material:

2 Workbooks
Exegesis Booklet

Assessments:

Two written assessments, there is no examination

Introduction to Church History - 45131 or 45931

Stream <i>Compulsory</i>	Level <i>Introductory</i>	Credits <i>12</i>
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Course Outline:

This course traces the history of Christianity from the early church to the modern era, highlighting the main events and how they impact on the modern Church.

Course Outcomes:

People who are credited with this course are able to:

- give a broad outline of church history and show its relevance for today
- outline the development of ecclesial leadership and mission
- identify the geographical locations in which major events and developments took place
- outline the history of the Reformation and counter-reformation
- discuss the arrival of Christianity in Southern Africa

Course Material:

45131 has 2 Workbooks, 45931 has 3 Workbooks

Assessments:

Two written assessments, no examination

Introduction to Theology - 45241 or 45941

Stream	Level	Credits
<i>Compulsory</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course is an introduction to Christian doctrine and to what the church teaches. It covers the doctrine of God, anthropology, Christology, salvation, Jesus, the Holy Spirit, Revelation, Faith and the Church. It gives various approaches to these doctrines and raises some questions on which Christians disagree. It makes some connections between theological thinking and practical living showing how the doctrines can be applied to our lives, churches and our communities.

Course Outcomes:

People who are credited with this course are able to:

- think critically and creatively about what they believe
- explain the key Christian doctrines clearly and simply
- apply these beliefs to their lives and to their church and community

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Introduction to Spirituality - 45251 or 45951

Stream	Level	Credits
<i>Compulsory</i>	<i>Introductory</i>	12

Course Outline:

This course looks at a number of different forms of prayer in the light of Christ's prayer life. It describes a rule of life and various spiritual disciplines. It looks at the work and gifts of the Holy Spirit as well as grace and the role of the sacraments. It incorporates self-growth and understanding in the light of faith. It includes both inward and outward spiritual expressions with an emphasis on the love of God.

Course Outcomes:

People who are credited with this course are able to:

- analyse their own prayer life in the light of Christ's prayer life
- reflect on an unfamiliar prayer experience
- examine their own life in the light of Christ's commandment to love
- describe the role of the Holy Spirit in their life and spirituality.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Introduction to Christian Ethics - 45261 or 45961

Stream	Level	Credits
<i>Compulsory</i>	<i>Introductory</i>	12

Course Outline:

This course describes and explains what ethics is. It focuses particularly on biblical ethics and responsible use of the Bible in ethical decision making, pointing out the dangers of simplistic biblical interpretation. It looks at the relationship of spiritual and moral formation and how to promote these in the church and the community. It covers the areas of sexual ethics, economic ethics and environmental ethics.

Course Outcomes:

People who are credited with this course are able to:

- describe and apply basic approaches to Christian ethical theory
- use the Bible in a responsible manner in relation to ethical issues
- describe the links between moral and spiritual formation

- facilitate moral formation in their local church and community

Course Material:

2 Workbooks

DVD - Introduction to Christian Ethics (Prof.L.Kretzschmar)

Assessments:

Two written assessments, no examination

Called to Discipleship - 45269 or 45969

Stream	Level	Credits
<i>Compulsory</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course gives an explanation of personal faith that will help people to clarify what they believe. It explains how to communicate personal faith in an effective manner in a number of different contexts. It looks at the calling of various people in the Bible and analyses how and why God calls people. It describes the spiritual gifts and helps people to identify their own gifts and how to use them to serve the Church and the community. It describes and discusses the importance of Christian mission and outlines the history and development of Christian mission in context. It analyses the relevance of mission models for today.

Course Outcomes:

People who are credited with this course are able to:

- communicate their faith in a range of contexts;
- evaluate their own calling and ministry within the church and the community;
- describe the nature, history and different methods of Christian mission

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Pastoral Care - 45371 or 45971

Stream <i>Elective</i>	Level <i>Introductory</i>	Credits <i>12</i>
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Course Outline

This course describes the roles of the pastoral caregiver and the qualities. It grounds these in a biblical perspective explaining the Christian principles that underlie good practice in pastoral care. It outlines various situations of need such as death, loss, sickness, poverty and other needs. It looks at the skills to help address these needs and well as basic counselling skills such as listening. It gives guidance as to when to refer people for further help. It looks at the role of prayer in pastoral care.

Course Outcomes:

People who are credited with this course are able to:

- describe the roles, duties and qualities of a Christian pastoral caregiver.
- explain the biblical and Christian principles that underlie good practice in pastoral care.
- describe the main elements of pastoral care.
- apply pastoral care principles to a variety of situations of human need within the church and community.
- identify local resources and support structures and when to refer people to these.
- describe the role of prayer in pastoral care.

Course Material:

1 Workbook

Textbook - Elements of Counselling

Assessments:

Two written assessments, no examination

Christian Proclamation: Preaching - 45378 or 45978

Stream <i>Elective</i>	Level <i>Introductory</i>	Credits <i>12</i>
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Course Outline:

This is a practical course. It describes and explains the skills needed in planning, preparing and presenting teaching events whether these are workshops, bible studies, talks or sermons. It discusses sensitively towards the context and an awareness of the needs of participants or the

audience. This includes age, culture and gender awareness and sensitivity. It covers self-awareness and helps people to reflect on their own lives and lifestyles. All this is done in the light of Christian faith.

Course Outcomes:

People who are credited with this course are able to:

- plan, prepare and present sermons and teaching that are rooted in scripture;
- sermons and teaching are appropriate for the audience/participants and for the context.
- engage with people and facilitate group participation in educational events and workshops.
- evaluate the effectiveness of their teaching and preaching and identify areas where growth is needed.
- preach and teach in a way that is effective, appropriate to the context and faithful to the Christian gospel.
- reflect on your own life and whether you “walk the talk”.

Course Material:

1 Workbook

1 Textbook – Preaching

Assessments:

Three written assessments, no examination

This course offered in the First Semester only.

Introduction to Christian Worship - 45379 or 45979

Stream
Elective

Level
Introductory

Credits
12

Course Outline

This course explores the variety and breadth of Christian worship down the centuries and across denominations, including the African context. It is helpful to those who are involved in preparing or leading worship.

Course Outcomes:

People who are credited with this course are able to:

- describe and analyse the Biblical and early church bases of Christian worship
- outline the key principles of Christian worship

- analyse and evaluate denominational worship in historical context
- develop proposals for changed patterns of worship based on historical principles

Course Material:

1 Workbook

Assessments:

Two written assessments, no examination

Pastoral responses to HIV and Aids - 45384

Stream	Level	Credits
<i>Elective</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course explains the causes and effects of HIV and AIDS. It describes and explains Christian lifestyles and teaching that help to prevent the spread of HIV and AIDS. It explores some of the theological questions around the issue of HIV and AIDS. It is a practical course that contains material and ideas to equip people to minister in the context of HIV and AIDS.

Course Outcomes:

People who are credited with this course are able to:

- explain the causes and modes of transmission of HIV and AIDS
- speak into the lives of people affected by HIV and AIDS in a Christian way, by offering hope, encouragement and compassion
- confront some of the theological questions with regard to HIV and AIDS
- give sensitive and appropriate teaching around the issues of HIV and AIDS
- minister in your church and community with regard to HIV and AIDS

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Assessment Dates:

See the front section of this Year Book or the assignment booklet

**Instructions for submitting assignments can be found in
a later section of this year book.**