

Calvary Academics

5 Admin Pack

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Calvary University (student registration)

Administering a Tuition Centre

The most important administrative documents to use when you start

1

Survey: Pre-Register Students

Make a contact list of interested and prospective students for the year ahead – with their cell/phone number.



2

Open: Student Record

This is a hard copy of each student's own record of the marks data-base should they move to another Tuition Centre. Used for initial registration & signature.



3

Finalise Students: Agreement

This is a separate Student Agreement which you may want to use or model your own after this example.



4

Catch Up: Bridge Courses

For students who come from other Institutions with a qualification and want to slot in, especially for Bachelor Min.



5

Plan: Lecture Schedules

We have worked out a proposed schedule for facilitating the lectures of the different phases.



6

Supplies: Order Materials

To receive your material in time is of the utmost importance for the smooth running of the classes.



7

Admin: (Bookkeeping) Get Study Fees

Use this simple form to record each student's payment or a computer package to enter monthly payments.
[Enclosed: Calvary Univ Registration](#)

Programmes & Credits

A list of credits for each programme providing minimum entry values for the next level

Life-Long Learning

UNDERGRADUATE QUALIFICATIONS

Programme Name	Skills Modules + IT	Credits	Total Credits
Certificate in Discipleship	4 Courses: 3 Skills 1 IT	80	80
Christian Life Certificate	4 Courses: 3 Skills 1 IT	80	160
Christian Life Diploma	4 Courses: 3 Skills 1 IT	80	240

GRADUATE QUALIFICATIONS (See p25 for skills specification)

Programme Name	Skills Modules + IT	Credits	Total Credits
Bachelor of Ministry:	A total of 70 credits in the same specialisation field can be earned at any time as an endorsement to the Bachelor qualification.		
Diploma in Shepherding	4 Courses 3 Skills 1 IT	80	320
Bachelor of Ministry	4 Courses 3 Skills 1 IT	70	390
Bachelor of Divinity:			
Diploma in Theology	4 Courses 3 Skills 1 IT	80	320
Bachelor of Divinity	4 Courses 3 Skills 1 IT	70	390
Bachelor of Ministry or Divinity	4 Courses 3 Skills 1 IT	120	510

POST-GRADUATE QUALIFICATIONS A specialisation field must be specified for M & D

Master of Ministry/Divinity		With the first two items, take a shorter* Dissertation	
Courses		40*	
Project/Practicum and/or	4 Skills	8	
Research Methodology		30	
Research Proposal		20	
Dissertation Defence		32	
Masters Dissertation	85-110* or (150-200) pages	50	(90)*
Total Programme Credits		180	690

Doctor of Ministry/Divinity

Similar to the above	4 Skills		
Doctoral Thesis	200-250 pages	150	840

Programmes & Skills

A list of Skills allocated to each of the Programme levels to be completed

PROGRAMMES: QUALIFICATIONS

Life Skills Development

Certificate Qualifications

	Code	Credits	Module Fee
How to Learn	LRN	2	50
How to Listen	LSN	2	50
Use Spare Time Effectively	UST	2	50
Computer Basics (IT Module)	CMB*	2	36

Improve your Conversation	ICV	2	50
Improve Personal Relations	IPR	2	50
Increase your Self-confidence	ISC	2	55
e-Mail Basics (IT Module)	EMB*	2	50

Diploma Qualifications

	Code	Credits	Module Fee
Say a Few Words Effectively	SWE	2	50
Managing People	MNP	2	50
Improve your English	ENG	2	50
Microsoft Word (IT Module)	MSW*	4	85

Bachelor Qualifications

	Code	Credits	Module Fee
How to be a Self-starter	SST	2	50
Solving Problems	SPR	2	50
Increase your Word Power	IWP	2	50
Microsoft Excel (IT Module)	MSE*	5	110

Handling Responsibility	HRP	2	50
Plan and Lead Meetings	PLM	2	50
How to Teach Others	TCH	2	50
Microsoft PowerPoint (IT Module)	MPT*	4	85

Honours Qualifications

	Code	Credits	Module Fee
Critical Reading	CRD	2	50
Creating Good Ideas	CGD	2	50
Project Management	PRM	2	50
Microsoft Office (IT Module)	MSO*	3	65

Masters Qualifications

	Code	Credits	Module Fee
Sharpen your Thinking	STH	2	50
Making Decisions	MDC	2	50
Handling an Audience	HDA	2	50
Leading a Team	LTM	2	50

Doctoral Qualifications

	Code	Credits	Module Fee
Working under Pressure	WPR	2	50
Mastering Leadership	MLD	2	50
Business Meetings	BMT	2	50
Delegating Authority	DLA	2	50

*Note: If the student or candidate has sufficiently mastered the suggested IT Skill, the module may be left out.

Church Life Programme

Use CA and CLT courses in the new A4 format books within an e-learning environment.

1 Year part time: **Cert. in Christian Discipleship**

Entry level: **Grade 10. Matric only required if not over 22 years**

Mentored through the following 7 modules: **Credits** **Orders**

● Christian Basics Vol 1	CHB1	12	}	1
Ministry Praxis (Evaluation)	MPX1	9		
● Old Testament (a Survey) Vol 1	OTS1	5	}	2
Computer Basics	CMB	2		
● Values of Christ	VCH	7	}	3
How to Listen	LSN	2		
● Christian Basics Vol 2	CHB2	12	}	4
● The Gospels and Acts	GSA	8		
How to Learn	LRN	2	}	5
● Discipleship Growth Vol 1	DGR1	10		
● Survey of the Letters	SLT	9		
Use Spare Time Effectively	UST	2	}	7

Students **attend** these lectures in order to complete the course. Self-study is a vital component. A Tuition Centre **Tutor** or a Distance **Mentor** provides contact. A learning guide sets out the work to be done. CDs are available.

Note: The main modules are: **12** The other material is from the **Mini Bible College** and should be read beforehand by the learner. Each of the MBC modules is coupled with (a skill), one of them an **IT skill**. Apply for a:

- **Certificate in Discipleship** 80 credits

Should the student have sufficient IT experience **CMB** may be evaluated by **RPL**.

This is followed by a **Christian Life Certificate** (see page 9)

All lecture books are prepared by **Calvary Academics** and are provided by us as part of the tuition offered. This programme makes use of advanced e-learning technology of Calvary which we use to mentor students for higher education.

Church Life Schedule: First Phase Lectures

WEEK	LECTURE 1	LECTURE 2	LECTURE 3
1	The Godhead 1	Foundation Doc 1	Personal Dev 1
2	The Godhead 2	Foundation Doc 2	Personal Dev 2
3	The Godhead 3	Foundation Doc 3	Personal Dev 3
4	The Godhead 4	Foundation Doc 4	Personal Dev 4
5	Christian Char 1	Foundation Doc 5	Personal Dev 5
6	Christian Char 2	Foundation Doc 6	Personal Dev 6
7	Christian Char 3	Christian Char 4	Christian Char 5
8	Christian Char 6	Christian Char 7	CHB1 Test
9	OT Survey 1 - 1(1)	OT Survey 1 - 7(13)	CMB Introduction
10	OT Survey 1 - 11(25)	OT Survey 1 - 16(37)	OT Survey 1 - 20(51)
11	OT Survey 1 - 23(63)	OT Survey 1 - 26(75)	OTS1 Test CMB Concl
12	Values of Christ 1(1)	Values of Christ 1(1)	How to Listen Introduc.
13	Values of Christ 1(1)	Values of Christ 1(1)	Values of Christ 1(1)
14	Values of Christ 1(1)	Values of Christ 1(1)	Values of Christ 1(1)
15	Values of Christ 1(1)	Values of Christ 1(1)	VCH Test LSN concl
16	New Covenant 1	Financial Wisdom 1	Prayer 1
17	New Covenant 2	Financial Wisdom 2	Prayer 2
18	New Covenant 3	Financial Wisdom 3	Prayer 3
19	New Covenant 4	Financial Wisdom 4	Prayer 4
20	Priorities of Life 1	Financial Wisdom 5	Prayer 5
21	Priorities of Life 2	Financial Wisdom 6	Prayer 6
22	CHB2 Test	Financial Wisdom 7	Prayer 7
23	Gospels & Acts 1(1)	Gospels & Acts 2.2(14)	How to Learn Intro
24	Gospels & Acts 2.6(27)	Gospels & Acts 2.9(43)	Gospels & Acts 3.2(55)
25	Gospels & Acts 2P(69)	Gospels & Acts 4(83)	Gospels & Acts 4.3(100)
26	Gospels & Acts 5.3(111)	Gospels & Acts 5.6(127)	GSA Test LRN concl
27	The Whole Man 1	Holy Spirit - Fruit 1	Faith 1
28	The Whole Man 2	Holy Spirit - Fruit 2	Faith 2
29	The Whole Man 3	Holy Spirit - Fruit 3	Faith 3
30	Holy Spirit - Leading 1	Holy Spirit - Fruit 4	Faith 4
31	Holy Spirit - Leading 2	Holy Spirit - Fruit 5	Faith 5
32	Holy Spirit - Leading 3	Holy Spirit - Fruit 6	Faith 6
33	Holy Spirit - Leading 4	Holy Spirit - Fruit 7	Faith 7
34	Holy Spirit - Leading 5	Holy Spirit - Leading 6	DGR1 Test
35	Survey o/t Letters 1(1)	Survey o/t Letters 2(17)	Use Spare Time Intro
36	Survey o/t Letters 2.5(29)	Survey o/t Letters 2.7(38)	Survey o/t Letters 2.10(54)
37	Survey o/t Letters 4(68)	Survey o/t Letters 5.3(81)	Survey o/t Letters 7.3(95)
38	Survey o/t Letters 12(109)	Survey o/t Letters 15(124)	Survey o/t Letters 16.2(136)
39	Survey o/t Letters 17.3(148)	SLT Test	UST concl
	Ministry Praxis (Evaluation)	Throughout the year	MPX1

39 WEEKS

Attach dates to the group of 3 lectures indicated by a **week number** indicated on the left. This week number can be used in your diary or in a lecturer's schedule. If something happens that will cause the whole programme to move forward, it is useful not to commit to fixed dates too far ahead of time. Fill in the dates in pencil and confirm them in ink as the dates work out. This way **the program remains flexible** – even when you combine short lectures* or split long or important ones.

Find the meaning of the codes in the **Studen Prospectus or Centre Guide**, e.g. **VCH** - Values of Christ. The page numbers are indicated in brackets just after the section number.

This is a suggestion and you may slot in some extra weeks for **review** or start a bit later than the schools start or break up a week before each holiday. Your class may need to **finish early** in the year in order to have some free time when other year-end activities mount up at that time. Its all up to you! Give the new course a serious thought.

Church Life Programme

Use CA and CLT courses in the new A4 format books within an e-learning environment.

1 Year part time: **Christian Life Certificate**

Entry level: **Grade 10** (over 22) **or Matric + Certificate in Discipleship**

Mentored through the following 7 modules: **Credits** **Orders**

● Equipping for Victory Vol 1	QPV1	11	}	1
Ministry Praxis (Evaluation)	MPX2	8		
● Old Testament (a Survey) Vol 2	OTS2	7	}	2
Improve your Conversation	ICV	2		
● Marriage and Family	MRF	5	}	3
Improve Personal Relations	IPR	2		
● Study of Romans	SRM	11	}	4
Increase your Self-confidence	ISC	2		
● Christian Maturity Vol 1	CHM1	11	}	5
● Gospel of John Vol 1	GJH1	6		
e-Mail Basics	EMB	2		
● Ministry Principles & Praxis Vol 1	MPR1	13		7

Students **attend** these lectures in order to complete the course. Self-study is a vital component. A Tuition Centre **Tutor** or a Distance **Mentor** provides contact. A learning guide sets out the work to be done. CD's are available.

Note: The main modules are: **11** The other material is from the **Mini Bible College** and should be read beforehand by the learner. Each of the MBC modules is coupled with (a skill,) one of them an **IT skill**. Apply for a:

- **Christian Life Certificate** +80 credits: total **160** credits

Should the student have sufficient IT experience **EMB** may be evaluated by **RPL**.

This is followed by a **Christian Life Diploma** (see the page 19)

This Certificate called "Christian Life Certificate" is the first qualification since it provides for more than 120 credits. For international recognition the student may apply for a Certificate to be issued by Calvary University. Apply at the Tuition Centre.

Church Life Schedule: Second Phase Lectures

WEEK	LECTURE 1	LECTURE 2	LECTURE 3
1	The Name of Jesus 1	Armour of God 1	Believer's Authority 1
2	The Name of Jesus 2	Armour of God 2	Believer's Authority 2
3	The Name of Jesus 3	Armour of God 3	Believer's Authority 3
4	Confession 1	Armour of God 4	Believer's Authority 4
5	Confession 2	Armour of God 5	Healing 1
6	Confession 3	Armour of God 6	Healing 2
7	Music Ministry 1	Music Ministry 2	Healing 3
8	Music Ministry 3	Music Ministry 4	QPV1 Test
9	OT Survey 2 - 1(1)	OT Survey 2 - 7(13)	ICV Introduction
10	OT Survey 2 - 11(25)	OT Survey 2 - 16(37)	OT Survey 2 - 20(51)
11	OT Survey 2 - 23(63)	OT Survey 2 - 26(75)	OTS2 Test ICV Concl
12	Marriage & Family 1(1)	Marriage & Family 1(1)	Improve Pers. Relations
13	Marriage & Family 1(1)	Marriage & Family 1(1)	MRF Test IPR concl
14	Study of Romans 1	Study of Romans 2	Study of Romans 3
15	Study of Romans 4	Study of Romans 5	Incr. Self-Confidence Intro
16	Study of Romans 6	Study of Romans 7	Study of Romans 8
17	Study of Romans 9	Study of Romans 10	Study of Romans 11
18	Study of Romans 12	Study of Romans 13	Study of Romans 14
19	SRM Test	ISC concl	
20	Life of Adoration 1	Family Life 1	Raising Children 1
21	Life of Adoration 2	Family Life 2	Raising Children 2
22	Life of Adoration 3	Family Life 3	Raising Children 3
23	Spiritual Fathering Intro	Family Life 4	Raising Children 4
24		Family Life 5	Raising Children 5
25	The Love Walk 1	Family Life 6	Spiritual Fathering 2
26	The Love Walk 2	CHM1 Test	EMB Intro
27	Gospel of John 1 (Vol 1)	Gospel of John 2	Gospel of John 3
28	Gospel of John 4	Gospel of John 5	Gospel of John 6
29	Gospel of John 7	Gospel of John 8	Gospel of John 9
30	Gospel of John 10	GJH1 Test	EMB concl
31	Analysis of Ministry 1	Supportive Gifts 1	Evangelism Training 1
32	Analysis of Ministry 2	Supportive Gifts 2	Evangelism Training 2
33	Analysis of Ministry 3	Supportive Gifts 3	Evangelism Training 3
34	Practical Ministry 1	Supportive Gifts 4	Evangelism Training 4
35	Practical Ministry 2	Supportive Gifts 5	Evangelism Training 5
36	Practical Ministry 3	Soulwinner's Guide 1	Soulwinner's Guide 2
37	Practical Ministry 4	Soulwinner's Guide 3	Soulwinner's Guide 4
38	Practical Ministry 5	Soulwinner's Guide 5	MPR1 Test
38 WEEKS	Ministry Praxis (Evaluation)		MPX2

Attach dates to the group of 3 lectures indicated by a **week number** indicated on the left. This week number can be used in your diary or in a lecturer's schedule. If something happens that will cause the whole programme to move forward, it is useful not to commit to fixed dates too far ahead of time. Fill in the dates in pencil and confirm them in ink as the dates work out. This way **the program remains flexible** – even when you combine short lectures* or split long or important ones.

Find the meaning of the codes in the **Studen Prospectus or Centre Guide, e.g. SRM** - Study of Romans. The page numbers are indicated in brackets just after the section number.

This is a suggestion and you may slot in some extra weeks for **review** or start a bit later than the schools start or break up a week before each holiday. Your class may need to **finish early** in the year in order to have some free time when other year-end activities mount up at that time. Its all up to you! Give the new course a serious thought.

Church Life Programme

Use CA and CLT courses in the new A4 format books within an e-learning environment.

1 Year part time: **Christian Life Diploma**

Entry level: **Grade 10** (over 22) **or Matric + Christian Life Certificate**

Mentored through the following 7 modules: **Credits** **Orders**

● Old Testament (a Survey) Vol 3	OTS3	6	}	1
Say a Few Words Effectively	SWE	2		
Ministry Praxis (Evaluation)	MPX3	7		
● Christian Leadership Vol 1	CHL1	12	}	2
● Prescriptions of Christ	PCH	8		
MicroSoft Word	MSW	4	}	3
● Gospel of John Vol 2	GJH2	8		
Managing People	MNP	2	}	4
● Christian Leadership Vol 2	CHL2	11		
● Pastoral Training Vol 1	PTR1	12	}	6
● Study of Corinthians	SCR	6		
Improve your English	ENG	2	}	7

Students **attend** these lectures in order to complete the course. Self-study is a vital component. A Tuition Centre **Tutor** or a Distance **Mentor** provides contact. A learning guide sets out the work to be done. CD's are available.

Note: The main modules are: **11** The other material is from the **Mini Bible College** and should be read beforehand by the learner. Each of the MBC modules is coupled with (a skill), one of them an **IT skill**. Apply for a:

- **Christian Life Diploma** +80 credits: total **240** credits

Should the student have sufficient IT experience **MSW** may be evaluated by **RPL**.

This is followed by a **Diploma in Shepherding** (see the page 13)

This concludes the Diploma programme prepared by us in three parts of 80 credits each. This Diploma may now serve as a platform for a variety of studies including a Bachelor of Ministry which consists of the following two Diplomas. (see pg. 13 & 15)

Church Life Schedule: Third Phase Lectures

WEEK	LECTURE 1	LECTURE 2	LECTURE 3
1	OT Survey 3 - 1	OT Survey 3 - 2	SWE Introduction
2	OT Survey 3 - 3	OT Survey 3 - 4	OT Survey 3 - 5
3	OT Survey 3 - 6	OT Survey 3 - 7	OT Survey 3 - 8
4	Basic Leaders Course 1	Administration 1	OTS3 Test SWE Concl
5	Basic Leaders Course 3	Administration 2	Ministry of Management 1
6	Basic Leaders Course 5	Administration 3	Ministry of Management 2
7	Basic Leaders Course 6	Motivation 1	Ministry of Management 3
8	Basic Leaders Course 7	Motivation 2	Ministry of Management 4
9	Basic Leaders Course 8	Motivation 3	Ministry of Management 5
10	Basic Leaders Course 9	Basic Leaders Course 10	MSW Introduction
11	Basic Leaders Course 11	Basic Leaders Course 12	CHL1 Test
12	Prescriptions of Christ 1	Gospel of John 2 1	MSW Conclusion
13	Prescriptions of Christ 2	Gospel of John 2 2	Gospel of John 2 3
14	Prescriptions of Christ 3	Gospel of John 2 4	Gospel of John 2 5
15	Prescriptions of Christ 4	Gospel of John 2 6	Gospel of John 2 7
16	Prescriptions of Christ 5	Gospel of John 2 8	MNP Introduction
17	Prescriptions of Christ 6	Gospel of John 2 9	Gospel of John 2 10
18	Prescriptions of Christ 7	Prescriptions of Christ 8	GJH2 Test
19	Review	MNP Conclusion	PCH Test
20	Leadership Profile 1	Excellence of Ministry 1	School of Obedience 1
21	Leadership Profile 2	Excellence of Ministry 2	School of Obedience 2
22	Leadership Profile 3	Excellence of Ministry 3	School of Obedience 3
23	Leadership Profile 4	Excellence of Ministry 4	School of Obedience 4
24	Excellence of Ministry 5	Excellence of Ministry 6	School of Obedience 5
25	Imp of Hebrew Roots 1	School of Obedience 6	School of Obedience 7
26	Imp of Hebrew Roots 2	School of Obedience 8	Christlike Leadership 1
27	Imp of Hebrew Roots 3	Christlike Leadership 2	Christlike Leadership 3
28	Imp of Hebrew Roots 4	Christlike Leadership 4	Christlike Leadership 4
29	The Greek Language 1	Christlike Leadership 6	Christlike Leadership 7
30	The Greek Language 2	ENG Introduction	Christlike Leadership 8
31	The Greek Language 3	ENG concl	CHL2 Test
32	The Greek Language 4	Study of Corinthians 1	Art of Interpretation 1
33	The Art of Preaching 1	Study of Corinthians 2	Art of Interpretation 2
34	The Art of Preaching 2	Study of Corinthians 3	Art of Interpretation 3
35	The Art of Preaching 3	Study of Corinthians 4	Art of Interpretation 4
36	The Effective Pastor 1	Study of Corinthians 6	Art of Interpretation 5
37	The Effective Pastor 2	Study of Corinthians 5	Art of Interpretation 6
38	The Effective Pastor 3	Study of Corinthians 7	SCR Test
39	The Effective Pastor 4	Communication Today 1	Communication Today 2
40	The Effective Pastor 5	Communication Today 3	PTR1 Test

40 WEEKS

Attach dates to the group of 3 lectures indicated by a **week number** indicated on the left. This week number can be used in your diary or in a lecturer's schedule. If something happens that will cause the whole programme to move forward, it is useful not to commit to fixed dates too far ahead of time. Fill in the dates in pencil and confirm them in ink as the dates work out. This way **the program remains flexible** – even when you combine short lectures* or split long or important ones.

Find the meaning of the codes in the **Studen Prospectus or Centre Guide**, e.g. **SCR** - Study of Corinthians. The page numbers are indicated in brackets just after the section number.

This is a suggestion and you may slot in some extra weeks for **review** or start a bit later than the schools start or break up a week before each holiday. Your class may need to **finish early** in the year in order to have some free time when other year-end activities mount up at that time. Its all up to you! Give the new course a serious thought.

Ministry Material – 2011 cost of Courses and Modules

The **Christian Life Certificate** and **Christian Life Diploma** is achieved over 3 phases:

Certificate in Christian Discipleship

Compared to 2010:

First Phase

Text Book	TC Cost	Extra Item	TC Cost	Credits
MSG	R24	CVD1	R30	-
MPX1	R35	P1Ra	R30	9
CHB1	R192	WCHB1	R40	12
OTS1	R85	ROTS1	R16	5
CMB	R36			2
VCH	R126	RVCH	R16	7
LRN	R50	P1Rb	R30	2
CHB2	R204	WCHB2	R40	12
GSA	R136	RGSA	R16	8
LSN	R50			2
DGR1	R190	WDGR1	R40	10
SLT	R162	RSLT	R16	9
UST	R50			2
	R 1,340		R 274	[80]

First Phase 2010

Text Book	TC Cost	Extra Item	TC Cost	Credits
MSG	R24	CVD1	R25	-
MPX1	R30	P1Ra	R25	9
CHB1	R192	WCHB1	R36	12
OTS1	R85	ROTS1	-	5
CMB	R36			2
VCH	R126	RVCH	-	7
LRN	R36	P1Rb	-	2
CHB2	R204	WCHB2	R36	12
GSA	R136	RGSA	-	8
LSN	R36			2
DGR1	R190	WDGR1	R36	10
SLT	R162	RSLT	-	9
UST	R36			2
	R 1,293		R 158	[80]

Christian Life Certificate

Second Phase

Text Book	TC Cost	Extra Item	TC Cost	Credits
CVD2	R30			-
MPX2	R35	P2Ra	R30	8
QPV1	R176	WQPV1	R45	11
OTS2	R119	ROTS2	R16	7
EMB	R36			2
MRF	R80	RMRF	R16	5
ICV	R50	P2Rb	R30	2
SRM	R198	RGSA	R16	11
IPR	R50			2
CHM1	R176	WCHM1	R50	11
GJH1	R102	RGJH1	R16	6
ISC	R55			2
MPR1	R221	WMPR1	R67	13
	R 1,328		R 286	[80]

Christian Life Diploma

Third Phase

Text Book	TC Cost	Extra Item	Centre Cost	Credits
CVD3	R30			-
MPX3	R35	P3Ra	R30	7
OTS3	R105	ROTS3	R16	6
SWE	R50			2
CHL1	R204	WCHL1	R40	12
PCH	R144	RPCH	R16	8
MSW	R85	P3Rb	R30	4
GJH2	R144	RGJH2	R16	8
MNP	R50			2
CHL2	R187	WCHL2	R40	11
PTR1	R204	WPTR1	R40	12
SCR	R102	RSCR	R16	6
ENG	R50			2
	R 1,390		R 244	[80]

All the above codes first indicate the **Text Book** and then the code for the CD. Courses are colour coded to indicate the course family: **Blue** for the **ministry topical courses** and **orange** for the **Mini Bible College**. Each **CD** when available sells for **R29** to the student.

Starter Quick Tips

Use the Admin Pack, the Centre Guide and the Church Life Prospectus to get further details

Admin Pack

How to start at the beginning of the year: a few tips to get you going ...

Advertise and Inform

Let people know what you are offering by means of a brochure. The minimum information should be the name of the qualification, a list of topics, and it should give them an idea of the fees. Also, you should tell them the payments, venue, times and duration of the programme.

UNDERGRADUATE QUALIFICATIONS

Programme Name	Skills Modules + IT	Credits
Certificate in Discipleship	4 Courses: 3 Skills: 1 IT	80

Undergraduate: (Bible School classes, determine own fees)

Certificates: R 2,900 + R2,900 = R5,800 80 Creds each

Take Names and Register

As people indicate that they are interested, list their names to show them they are 'on the list' and you will then know whom to contact when you start with formal registration. Leave registration for the beginning of the year as you must also get their first payment at registration.

Use this form when recruiting for next year. Issue new students with numbers. Enrol more fully later.

Student Pre-Registration List		TC No.
Student Names and Surname	Phone No.	Student No.
		TC No. Range is

Registration: Student Details

Personal

Title:

Initials:

Preferred Name:

First Names:

Last Name:

ID No:

Date of Birth:

Country:

Skills: Unique to the Course

The students will grow as they study. One of the most remarkable changes will take place through the skills training which is part of the course. You may make a point of it when you advertise. Here is a list of the first phase skills. We include an IT skill in each phase.

Certificate Qualifications

	Code	Credits	Module Fee
How to Learn	LRN	2	50
How to Listen	LSN	2	50
Use Spare Time Effectively	UST	2	50
Computer Basics (IT Module)	CMB*	2	36

Plan the Lectures

To run the Bible School, one of the most important things to do is to plan the lectures and arrange for lecturers to offer them. Here is a list of the first 11 weeks, should you offer three lectures per night, during one night of the week.

Church Life Schedule: First Phase Lectures

WEEK	LECTURE 1	LECTURE 2	LECTURE 3
1	The Godhead 1	Foundation Doc1	Personal Dev 1
2	The Godhead 2	Foundation Doc2	Personal Dev 2
3	The Godhead 3	Foundation Doc3	Personal Dev 3
4	The Godhead 4	Foundation Doc4	Personal Dev 4
5	Christian Char 1	Foundation Doc5	Personal Dev 5
6	Christian Char 2	Foundation Doc6	Personal Dev 6
7	Christian Char 3	Christian Char 4	Christian Char 5
8	Christian Char 6	Christian Char 7	CHB1 Test
9	OT Survey 1 - 1(1)	OT Survey 1 - 7(13)	CMB Introduction
10	OT Survey 1 - 11(25)	OT Survey 1 - 16(37)	OT Survey 1 - 20(51)
11	OT Survey 1 - 23(63)	OT Survey 1 - 26(75)	OTS1 Test CMB Concl

The same schedules are available for Phase 2 and 3

Order the First Books

Each student should have their own books. The lecturer uses the same books (as they are very comprehensive). Module one and two could be ordered together. **Four** books are not part of the modules:

First Phase		Church Life Prospectus p17		
Text Book	TC Cost	Extra Item	TC Cost	Credits
MSG	R24	CVD1	R30	-
MPX1	R35	P1Ra	R30	9
CHB1	R192	WCHB1	R40	12
OTS1	R85	ROTS1	R16	5
CMB	R36	<i>Centre Prices</i>		2

Student Guide [MSG]: Contains a lot of study information and the complete list of Christian Virtues, Bible Chapters to read and Memory verses.

Calvary Disciple [CVD1]: Contains seven articles of a Christian nature and seven on educational matters. One of each of these should be worked through during each module, perhaps as a topic in the discussion groups.

The Practical Aspects of the Programme

Ministry Praxis 1 [MPX1]: The practical workbook in which all the written aspects of the required tasks are to be done. It also calls for reading ...

Phase 1 Reader [P1Ra]: Students must read 4 Bible chapters per Phase. These are prescribed in MPX1 and printed out in the **Reader**. It is a translation especially meant for students: The **Calvary Literal Translation** [CLT]. It also contains commentary, graphics and explanatory (theological) poems.

The Second Order – for Week 12

Centre Guide Price List page 15

The main body of the course consists of A4 books containing five or six of the old CLT A5 books (three of these coloured in blue); Reading curriculum from the Mini Bible College (four of them coloured in orange); four Skills, one of them an IT skill (Computer Basics **CMB**).

VCH	R126	RVCH	R16	7
LRN	R50	P1Rb	R30	2
CHB2	R204	WCHB2	R40	12
		<i>Centre Prices</i>		

Modules — Combined items

The same code principles apply for Phase 2 and 3

The three CLT books are **CHB1**, **CHB2** and later in the year **DGR1**. They each have a Workbook with an added 'W' added to the code: **WCHB1**, **WCHB2** and later **WDGR1**. These are ordered each together with their workbook. *See the list of modules on page 8 of the Church Life Prospectus.*

The four MBC reading-type curriculum are each grouped together with a Skill (as they do not have a workbook). Therefore **OTS1** is ordered together with **CMB**. We plan to (and working on) a resource CD for **OTS1** and the letter 'R' is added to the code: **ROTS1**

All this information is available in the **Admin Pack** you received by e-mail.

SCHEDULE FOR THE FIRST SEMESTER MINISTRY LECTURES

	DATE	LECTURE 1	LECTURE 2	LECTURE 3	WK
MODULE EA	THE GODHEAD L1	FOUNDATION DOCTR L1	FAITH 1 L1	1
	THE GODHEAD L2	FOUNDATION DOCTR L2	FAITH 1 L2	2
	THE GODHEAD L3	FOUNDATION DOCTR L3	FAITH 1 L3	3
	THE GODHEAD L4	FOUNDATION DOCTR L4	CONFESSION L1	4
	NEW COVENANT L1	FOUNDATION DOCTR L5	CONFESSION L2	5
	NEW COVENANT L2	FOUNDATION DOCTR L6	CONFESSION L3	6
	NEW COVENANT L3	NEW COVENANT L4	ANGELS L1	7
MODULE EB1	HOLY SPIRIT – GIFTS L1-3	ARMOUR OF GOD L1	MODULE TEST TEA	8
	HOLY SPIRIT – GIFTS L4-6	ARMOUR OF GOD L2	ANGELS L2	9
	HOLY SPIRIT – GIFTS L7-10	ARMOUR OF GOD L3	DEMONS L1	10
MODULE EB2	HEALING L1	DEMONS L2	MODULE TEST TEB1	11
	HEALING L2	DELIVERANCE L1	BELIEVER'S AUTHORITY L1	12
	HEALING L3	DELIVERANCE L2	BELIEVER'S AUTHORITY L2	13
	FAITH 2 L1	FAITH 2 L2	BELIEVER'S AUTHORITY L3	14
	FAITH 2 L3	FAITH 2 L4	BELIEVER'S AUTHORITY L4	15
	THE NAME OF JESUS L1	THE NAME OF JESUS L2	THE NAME OF JESUS L3	16
MODULE EE	EVANGELISM TRAINING L1	EVANGELISM TRAINING L2	MODULE TEST TEB2	17
	EVANGELISM TRAINING L3	EVANGELISM TRAINING L4	EVANGELISM TRAINING L5	18
	SOULWINNER'S GUIDE L1	SOULWINNER'S GUIDE L2	SOULWINNER'S GUIDE L3	19
	SOULWINNER'S GUIDE L4	SOULWINNER'S GUIDE L5	SOULWINNER'S GUIDE L6	20
MODULE EC1	THE WHOLE MAN L1	PERSONAL DEVELPM L1	MODULE TEST TEE	21
	THE WHOLE MAN L2	PERSONAL DEVELPM L2	HOLY SPIRIT – LEADING L1-2	22
	THE WHOLE MAN L3	PERSONAL DEVELPM L3	HOLY SPIRIT – LEADING L3	23
	PERSONAL DEVELPM L4	PERSONAL DEVELPM L5	HOLY SPIRIT – LEADING L4	24
	PERSONAL DEVELPM L6	HOLY SPIRIT – LEADING L5	HOLY SPIRIT – LEADING L6	25
	MODULE EC2	CHRISTIAN CHARACTER L1	PRAYER L1	MODULE TEST TEC1
.....		CHRISTIAN CHARACTER L2	PRAYER L2	PRAYER L3	27
.....		CHRISTIAN CHARACTER L3	PRAYER L4	PRAYER L5	28
.....		CHRISTIAN CHARACTER L4	PRAYER L6	PRAYER L7	29
.....		CHRISTIAN CHARACTER L5-6	CHRISTIAN CHARACTER L7	PRAYER L8	30
MODULE ED	HOLY SPIRIT – FRUIT L1	THE LOVE WALK L1	MODULE TEST TEC2	31
	HOLY SPIRIT – FRUIT L2	THE LOVE WALK L2	FAMILY LIFE L1	32
	HOLY SPIRIT – FRUIT L3,4	HOLY SPIRIT – FRUIT L5,6	FAMILY LIFE L2	33
	HOLY SPIRIT – FRUIT L7,8	HOLY SPIRIT – FRUIT L9,10	FAMILY LIFE L3	34
	FAMILY LIFE L4,5	FAMILY LIFE L6	MODULE TEST TED	35

35 WEEKS

Fill in the dates in the **first column** or refer to the group of 3 lectures as the **week number** indicated on the right. This week number can be used in your diary or in a lecturer's schedule. If something happens that will cause the whole programme to move forward, it is useful not to commit to fixed dates too far ahead of time. Fill in the dates in pencil and confirm them in ink as the dates work out. This way **the program remains flexible** – even when you combine short lectures* or split long or important ones.

The **Evangelism Training** can be done when it suits your Church Programme and can be taught over a weekend or during the weeks before your yearly evangelism crusade.

This is a suggestion and you may slot in some extra weeks for **review** or start a bit later than the schools start or break up a week before each holiday. Your class may need to **finish early** in the year in order to have some free time when other year-end activities mount up at that time. Its all up to you!

SCHEDULE FOR THE SECOND SEMESTER MINISTRY LECTURES

	DATE	LECTURE 1	LECTURE 2	LECTURE 3	WK
MODULE EF	LIFE OF ADORATION L1	FINANCIAL WISDOM L1	PRIORITIES OF LIFE L1	1
	LIFE OF ADORATION L2	FINANCIAL WISDOM L2	PRIORITIES OF LIFE L2	2
	LIFE OF ADORATION L3	FINANCIAL WISDOM L3	FINANCIAL WISDOM L4	3
	FINANCIAL WISDOM L5	FINANCIAL WISDOM L6	FINANCIAL WISDOM L7	4
MODULE EG1	HS ANOINTING L1	SPIRITUAL AUTHORITY L1	MODULE TEST TEF	5
	HS ANOINTING L2	SPIRITUAL AUTHORITY L2	REALITY OF HEAVEN L1	6
	HS ANOINTING L3	SPIRITUAL AUTHORITY L3	REALITY OF HEAVEN L2	7
	HS ANOINTING L4	SPIRITUAL AUTHORITY L4	REALITY OF HEAVEN L3	8
	CREATION EX NIHILO L1	SPIRITUAL AUTHORITY L5	KING AND HIS KINGDOM L1	9
	CREATION EX NIHILO L2	KING AND HIS KINGDOM L2	KING AND HIS KINGDOM L3	10
	CREATION EX NIHILO L3	KING AND HIS KINGDOM L4	KING AND HIS KINGDOM L5-6	11
MODULE EG2	TABERNACLE OF MOSES L1	FEASTS L1	MODULE TEST TEG1	12
	TABERNACLE OF MOSES L2	FEASTS L2	FEASTS L3	13
	TABERNACLE OF MOSES L3	FEASTS L4	FEASTS L5	14
	FEASTS L6	FEASTS L7	FEASTS L8	15
MODULE EH	POTENTIAL OF MINISTRY L1	ANALYSIS OF MINISTRY L1	MODULE TEST TEG2	16
	POTENTIAL OF MINISTRY L2-3	ANALYSIS OF MINISTRY L2	SUPPORTIVE GIFTS L1	17
	POTENTIAL OF MINISTRY L4	ANALYSIS OF MINISTRY L3	SUPPORTIVE GIFTS L2	18
	POTENTIAL OF MINISTRY L5	WOMEN IN MINISTRY L1	SUPPORTIVE GIFTS L3	19
	POTENTIAL OF MINISTRY L6	WOMEN IN MINISTRY L2	SUPPORTIVE GIFTS L4	20
	WOMEN IN MINISTRY L3	WOMEN IN MINISTRY L4	SUPPORTIVE GIFTS L5	21
MODULE EJ1	RAISING CHILDREN L1	CHILDREN'S MINISTRY L1	MODULE TEST TEH	22
	RAISING CHILDREN L2	CHILDREN'S MINISTRY L2	UNDERSTANDING YOUTH L1	23
	RAISING CHILDREN L3	CHILDREN'S MINISTRY L3	UNDERSTANDING YOUTH L2	24
	RAISING CHILDREN L4	CHILDREN'S MINISTRY L4	UNDERSTANDING YOUTH L3	25
	RAISING CHILDREN L5	CHILDREN'S MINISTRY L5	CHILDREN'S MINISTRY L6	26
MODULE EJ2	PRACTICAL MINISTRY L1	MINISTRY OF INTERCESS. L1	MODULE TEST TEJ1	27
	PRACTICAL MINISTRY L2	MINISTRY OF INTERCESS. L2	MUSIC MINISTRY L1	28
	PRACTICAL MINISTRY L3	MINISTRY OF INTERCESS. L3	MUSIC MINISTRY L2	29
	PRACTICAL MINISTRY L4	MINISTRY OF INTERCESS. L4	MUSIC MINISTRY L3	30
	PRACTICAL MINISTRY L5	PROPHETIC MINISTRY L1	PROPHETIC MINISTRY L2	31
	PROPHETIC MINISTRY L3	PROPHETIC MINISTRY L4	MODULE TEST TEJ2	32

32 WEEKS

Fill in the dates in the **first column** or refer to the group of 3 lectures as the **week number** indicated on the right. This week number can be used in your diary or in a lecturer's schedule. If something happens that will cause the whole programme to move forward, it is useful not to commit to fixed dates too far ahead of time. Fill in the dates in pencil and confirm them in ink as the dates work out. This way **the program remains flexible** – even when you combine short lectures* or split long or important ones.

This plan is a suggestion and you may slot in some extra weeks for **review** or start a bit later than the schools start or break up a week before each holiday. Your class may need to **finish early** in the year in order to have some free time when other year-end activities mount up at that time. Its all up to you!

SCHEDULE FOR THE THIRD SEMESTER MINISTRY LECTURES

	DATE	LECTURE 1	LECTURE 2	LECTURE 3	WK
MODULE EK	MIN. OF LEADERSHIP L1	CHURCH ADMIN. L1	MOTIVATION L1	1
	MIN. OF LEADERSHIP L2	CHURCH ADMIN. L2	MOTIVATION L2	2
	MIN. OF LEADERSHIP L3	CHURCH ADMIN. L3	MOTIVATION L3	3
	MIN. OF LEADERSHIP L4	COUNSELLING L1	COUNSELLING L2	4
	MIN. OF LEADERSHIP L5	COUNSELLING L3	COUNSELLING L4-5	5
MODULE EL1	BASIC LEADER'S COURSE L1	LEADERSHIP PROFILE L1-2	MODULE TEST TEK	6
	BASIC LEADER'S COURSE L2	BASIC LEADER'S COURSE L3	LEADERSHIP PROFILE L3	7
	BASIC LEADER'S COURSE L4	BASIC LEADER'S COURSE L5	LEADERSHIP PROFILE L4	8
	BASIC LEADER'S COURSE L6	BASIC LEADER'S COURSE L7	BASIC LEAD. COURSE L8-9	9
MODULE EL2	EXCELLENCE OF MIN. L1	SCHOOL OF OBEDIENCE L1	MODULE TEST TEL1	10
	EXCELLENCE OF MIN. L2	SCHOOL OF OBEDIENCE L2	SCHOOL OF OBEDIENCE L3	11
	EXCELLENCE OF MIN. L3	SCHOOL OF OBEDIENCE L4	SCHOOL OF OBEDIENCE L5	12
	EXCELLENCE OF MIN. L4	SCHOOL OF OBEDIENCE L6	SCHOOL OF OBEDIENCE L7	13
	EXCELLENCE OF MIN. L5	EXCELLENCE OF MIN. L6	SCHOOL OF OBEDIENCE L8	14
MODULE EM1	ART OF INTERPRETATION L1	THE ART OF PREACHING L1	MODULE TEST TEL2	15
	ART OF INTERPRETATION L2	ART OF INTERPRETATION L3	THE ART OF PREACHING L2	16
	ART OF INTERPRETATION L4-5	ART OF INTERPRETATION L6	THE ART OF PREACHING L3	17
MODULE EM2	CREATIVE COMMUNICATION L1	EFFECTIVE PASTORING L1	MODULE TEST TEM1	18
	CREATIVE COMMUNICATION L2	EFFECTIVE PASTORING L2	CHURCH HISTORY L1	19
	CREATIVE COMMUNICATION L3	EFFECTIVE PASTORING L3	CHURCH HISTORY L2	20
	WORLD RELIGIONS L1	EFFECTIVE PASTORING L4	CHURCH HISTORY L3	21
	WORLD RELIGIONS L2	CULTS AND OCCULTS L1	CHURCH HISTORY L4	22
	WORLD RELIGIONS L3	CULTS AND OCCULTS L2	CHURCH HISTORY L5	23
	CULTS AND OCCULTS L3	CULTS AND OCCULTS L4	CHURCH HISTORY L6	24
.....	CULTS AND OCCULTS L5	CULTS AND OCCULTS L6	CHURCH HISTORY L7	25	
.....	CULTS AND OCCULTS L7	CULTS AND OCCULTS L8	CHURCH HISTORY L8	26	
MODULE EN1	INTRO. TO THEOLOGY L1	DOCTRINE OF GOD L1	MODULE TEST TEM2	27
	INTRO. TO THEOLOGY L2	DOCTRINE OF GOD L2	THE ATONEMENT L1	28
	INTRO. TO THEOLOGY L3	DOCTRINE OF GOD L3	THE ATONEMENT L2	29
	INTRO. TO THEOLOGY L4	DOCTRINE OF GOD L4	THE ATONEMENT L3	30
	ANTHROPOLOGY L1	DOCTRINE OF GOD L5	SALVATION OF GOD L1	31
	ANTHROPOLOGY L2	THE LORD JESUS CHRIST L1	SALVATION OF GOD L2	32
	ANTHROPOLOGY L3	THE LORD JESUS CHRIST L2	SALVATION OF GOD L3	33
	ANTHROPOLOGY L4	THE LORD JESUS CHRIST L3	SALVATION OF GOD L4	34
	ANTHROPOLOGY L5	THE LORD JESUS CHRIST L4	SALVATION OF GOD L5	35
MODULE EN2	THE HOLY SPIRIT L1	NEW TESTAMENT CHURCH L1	MODULE TEST TEN1	36
	THE HOLY SPIRIT L2	NEW TESTAMENT CHURCH L2	NEW TESTAMENT CHURCH L3	37
	THE HOLY SPIRIT L3	THE HOLY SPIRIT L4	END TIME VIEWS L1	38
	THE HOLY SPIRIT L5	THE HOLY SPIRIT L6	END TIME VIEWS L2	39
	THE HOLY SPIRIT L7	THE HOLY SPIRIT L8	END TIME VIEWS L3	40
.....	THE HOLY SPIRIT L9	THE HOLY SPIRIT L10	MODULE TEST TEN2	41	

41 WEEKS

Refer to the previous page for instructions. Only 100 lectures need to be offered.

SCHEDULE FOR THE FOURTH SEMESTER MINISTRY LECTURES

	DATE	LECTURE 1	LECTURE 2	LECTURE 3	WK
MODULE EP1	GENESIS L1	EXODUS L1	LEVITICUS L1	1
	GENESIS L2	EXODUS L2	LEVITICUS L2	2
	GENESIS L3	EXODUS L3	LEVITICUS L3	3
	GENESIS L4	GENESIS L5	LEVITICUS L4	4
	GENESIS L6	LEVITICUS L5	LEVITICUS L6	5
MODULE EP2	JUDGES L1	SAMUEL 1ST & 2ND BOOK L1	MODULE TEST TEP1	6
	JUDGES L2	SAMUEL 1ST & 2ND BOOK L2	KINGS 3RD & 4TH BOOK L1	7
	JUDGES L3	SAMUEL 1ST & 2ND BOOK L3	KINGS 3RD & 4TH BOOK L2	8
	NEHEMIAH L1	SAMUEL 1ST & 2ND BOOK L4	KINGS 3RD & 4TH BOOK L3	9
	NEHEMIAH L2	SAMUEL 1ST & 2ND BOOK L5	KINGS 3RD & 4TH BOOK L4	10
	NEHEMIAH L3	GOSPEL SURVEY L1	KINGS 3RD & 4TH BOOK L5	11
MODULE ER1	GOSPEL SURVEY L2	GOSPEL OF JOHN L1	MODULE TEST TEP2	12
	GOSPEL SURVEY L3	GOSPEL OF JOHN L2	ACTS IN ACTION L1	13
	GOSPEL SURVEY L4	GOSPEL OF JOHN L3	ACTS IN ACTION L2	14
	GOSPEL SURVEY L5-6	GOSPEL OF JOHN L4	ACTS IN ACTION L3	15
	GOSPEL SURVEY L7-8	GOSPEL OF JOHN L5	GOSPEL OF JOHN L6	16
MODULE ER2	ROMANS L1	CORINTHIANS L1	MODULE TEST TER1	17
	ROMANS L2	CORINTHIANS L2	GALATIANS L1	18
	ROMANS L3	CORINTHIANS L3	GALATIANS L2	19
	ROMANS L4	CORINTHIANS L4	GALATIANS L3	20
	ROMANS L5	CORINTHIANS L5	GALATIANS L4	21
	CORINTHIANS L6	EPHESIANS L1	EPHESIANS L2	22
	CORINTHIANS L7	EPHESIANS L3	EPHESIANS L4	23
MODULE ES1	PHILLIPIANS L1	COLOSSIANS L1	MODULE TEST TER2	24
	PHILLIPIANS L2	COLOSSIANS L2	THESSALONIANS L1	25
	PHILLIPIANS L3	COLOSSIANS L3	THESSALONIANS L2	26
	PHILLIPIANS L4	COLOSSIANS L4	THESSALONIANS L3	27
	PASTORAL EPISTLES L1	PASTORAL EPISTLES L2	THESSALONIANS L4	28
	PASTORAL EPISTLES L3	PASTORAL EPISTLES L4	THESSALONIANS L5	29
MODULE ES2	PASTORAL EPISTLES L5-6	PASTORAL EPISTLES L7	THESSALONIANS L6	30
	HEBREWS L1	JAMES L1	MODULE TEST TES1	31
	HEBREWS L2	HEBREWS L3	JAMES L2	32
	HEBREWS L4	HEBREWS L5	JAMES L3	33
	HEBREWS L6	REVIEW	MODULE TEST TES2	34

34 WEEKS

Fill in the dates in the **first column** or refer to the group of 3 lectures as the **week number** indicated on the right. This week number can be used in your diary or in a lecturer's schedule. If something happens that will cause the whole programme to move forward, it is useful not to commit to fixed dates too far ahead of time. Fill in the dates in pencil and confirm them in ink as the dates work out. This way **the program remains flexible** – even when you combine short lectures* or split long or important ones.

This plan is a suggestion and you may slot in some extra weeks for **review** or start a bit later than the schools start or break up a week before each holiday. Your class may need to **finish early** in the year in order to have some free time when other year-end activities mount up at that time. Its all up to you!

Ministry – ORDER GUIDE Module + Workbook + Test (= Set)

You usually have some loose books. Try to balance the numbers by ordering loose books. Remember to change the code from E to A for Afrikaans books. Either order the modules, workbook and tests separately or as sets. Put a **W**, **T** or **S** before the module code to get a **Workbook**, **Test** or the whole **Set**. Keep record of what you ordered on this sheet if you wish. Make a copy and use it for various purposes.

First Year		Ordered	Received	Credits
EA	E01 – E06	<input type="text"/>	<input type="text"/>	10
AA	A01 – A06	<input type="text"/>	<input type="text"/>	
EB1	E07 – E12	<input type="text"/>	<input type="text"/>	11
AB1	A07 – A12	<input type="text"/>	<input type="text"/>	
EB2	E13 – E18	<input type="text"/>	<input type="text"/>	9
AB2	A13 – A18	<input type="text"/>	<input type="text"/>	
EC1	E19 – E23	<input type="text"/>	<input type="text"/>	9
AC1	A19 – A23	<input type="text"/>	<input type="text"/>	
EC2	E24 – E28	<input type="text"/>	<input type="text"/>	7
AC2	A24 – A28	<input type="text"/>	<input type="text"/>	
ED	E29 – E34	<input type="text"/>	<input type="text"/>	9
AD	A29 – A34	<input type="text"/>	<input type="text"/>	
EE1&2	EV1 – EV4	<input type="text"/>	<input type="text"/>	12
AE1&2	AV1 – AV4	<input type="text"/>	<input type="text"/>	

Second Year		Ordered	Received	Credits
EF	E35 – E39	<input type="text"/>	<input type="text"/>	8
AF	A35 – A39	<input type="text"/>	<input type="text"/>	
EG1	E40 – E45	<input type="text"/>	<input type="text"/>	12
AG1	A40 – A45	<input type="text"/>	<input type="text"/>	
EG2	E47 – E50	<input type="text"/>	<input type="text"/>	9
AG2	A47 – A50	<input type="text"/>	<input type="text"/>	
EH	E51 – E55	<input type="text"/>	<input type="text"/>	9
AH	A51 – A55	<input type="text"/>	<input type="text"/>	
EJ1	E56 – E60	<input type="text"/>	<input type="text"/>	7
AJ1	A56 – A60	<input type="text"/>	<input type="text"/>	
EJ2	E61 – E65	<input type="text"/>	<input type="text"/>	8
AJ2	A61 – A65	<input type="text"/>	<input type="text"/>	

Orders: Please remember to quote your Bible School (TC) number. Phone us at (012) 567 3376 or 567 6083 or 567 7583. Fridays we close at **3.00 pm**. Our Fax number is (012) 567 5550

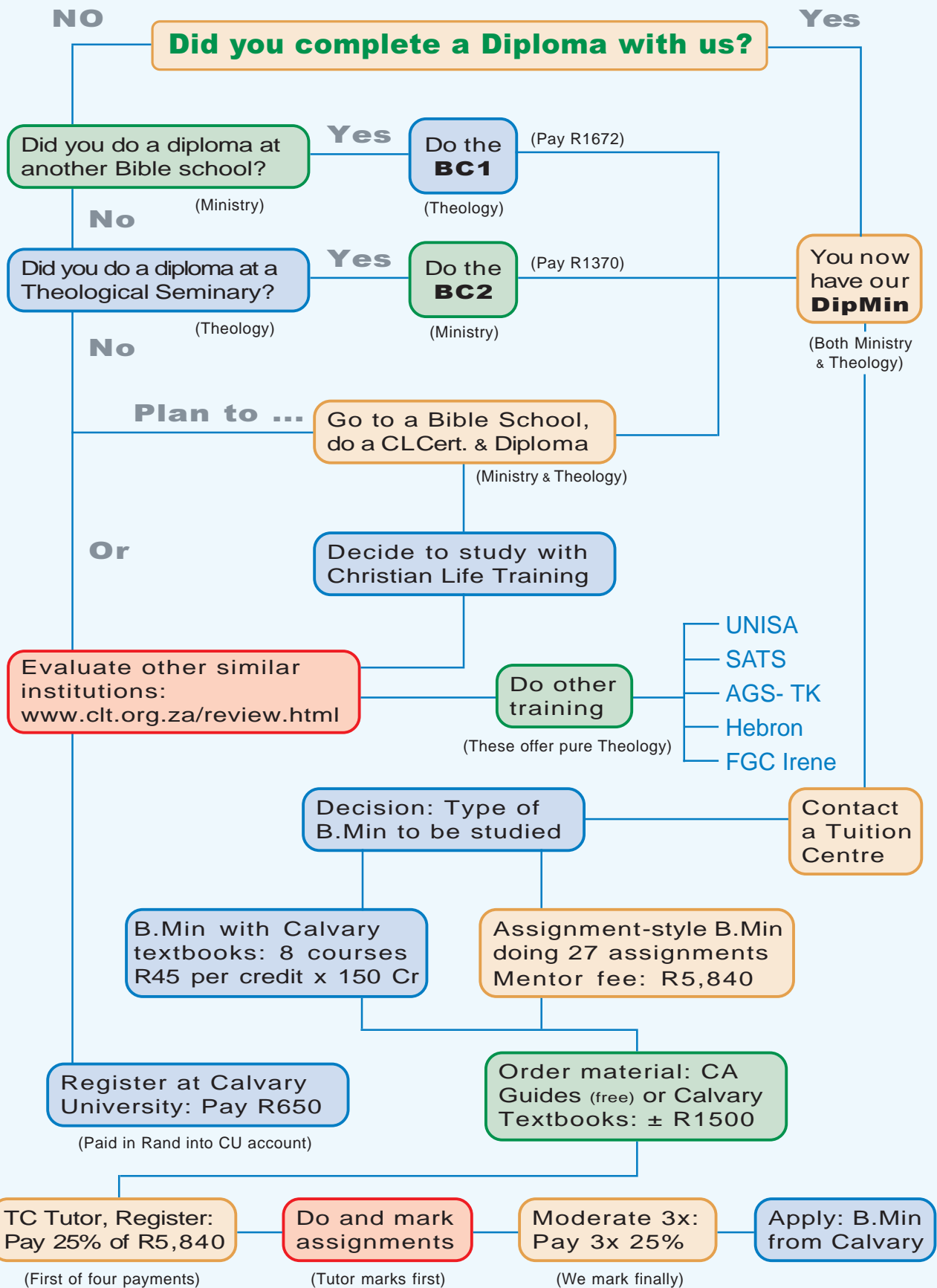
[120]

Third Year		Ordered	Received	Credits
EK	E66 – E71	<input type="text"/>	<input type="text"/>	9
AK	A66 – A71	<input type="text"/>	<input type="text"/>	
EL1	E72 – E76	<input type="text"/>	<input type="text"/>	7
AL1	A72 – A76	<input type="text"/>	<input type="text"/>	
EL2	E77 – E82	<input type="text"/>	<input type="text"/>	7
AL2	A77 – A82	<input type="text"/>	<input type="text"/>	
EM1	E83 – E87	<input type="text"/>	<input type="text"/>	11
AM1	A83 – A87	<input type="text"/>	<input type="text"/>	
EM2	E90 – E94	<input type="text"/>	<input type="text"/>	9
AM2	A90 – A94	<input type="text"/>	<input type="text"/>	
EN1	E95 – E100	<input type="text"/>	<input type="text"/>	12
AN1	A95 – A100	<input type="text"/>	<input type="text"/>	
EN2	E101 – E104	<input type="text"/>	<input type="text"/>	9
AN2	A101 – A104	<input type="text"/>	<input type="text"/>	

Fourth Year		Ordered	Received	Credits
EP1	E107 – E112	<input type="text"/>	<input type="text"/>	9
AP1	A107 – A112	<input type="text"/>	<input type="text"/>	
EP2	E113 – E117	<input type="text"/>	<input type="text"/>	8
AP2	A113 – A117	<input type="text"/>	<input type="text"/>	
EQ1	E118 – E120	<input type="text"/>	<input type="text"/>	5
AQ1	A118 – A120	<input type="text"/>	<input type="text"/>	
EQ2	E121 – E124	<input type="text"/>	<input type="text"/>	4
AQ2	A121 – A124	<input type="text"/>	<input type="text"/>	
ER1	E125 – E128	<input type="text"/>	<input type="text"/>	7
AR1	A125 – A128	<input type="text"/>	<input type="text"/>	
ER2	E129 – E133	<input type="text"/>	<input type="text"/>	8
AR2	A129 – A133	<input type="text"/>	<input type="text"/>	
ES1	E134 – E138	<input type="text"/>	<input type="text"/>	7
AS1	A134 – A138	<input type="text"/>	<input type="text"/>	
ES2	E139 – E144	<input type="text"/>	<input type="text"/>	8
AS2	A139 – A144	<input type="text"/>	<input type="text"/>	

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Studying for a B.Min Degree



Bridging Courses

Two courses filling the gaps present in other Ministry or Theological programmes.

BRIDGING COURSE NO 1: BC1 (Academic focus)

By examining a student's previous course material, the Dean of the Tuition Centre decides which material the student must still do. The course may have been completed a long time ago. Some of the topics listed below may be a repetition. Although course topics may be similar, they are often taught at a lower level.

CONTENTS OF BC1: (Fees to the student: 5 Books: ask prices)

BC1 consists mainly of subjects the student may have done, but if taken a long time ago, offered in an inadequate way or at a lower level then prescribe:

- DGR2** ————— Gifts of the Holy Spirit, Holy Spirit Anointing, Spiritual Authority, The King and His Kingdom.
- STH1,STH2**— Doctrine of God, Man and Sin, The Lord Jesus Christ, The Atonement, Salvation of God, The Holy Spirit, The New Testament Church, End-time Views.
- OTB1** ————— Genesis – Book of Firsts, Exodus – Book of Redemption, Leviticus – Book of Service, Judges – Faithlessness and Deliverance
- NTB1** ————— Gospel Survey, Gospel of John, Acts in Action, Romans – Good News for All.

BRIDGING COURSE NO 2: BC2 (Practical focus)

Our Ministry course is totally different from traditional Theology studies. This different "**core curriculum**" is the material presented through BC2. It contains some of the books from the **Workers' Training Course** and the **Leaders' Training Course**.

CONTENTS OF BC2: (Fees to the student: 4 Books: ask prices)

The **Workers'** and **Leaders'** training course consists of:

- CHM2, MPR1** The Reality of Heaven, The Ten Commandments, Prophetic Min., Potential of Ministry, Analysis of Min., Supportive Gifts, Practical Ministry, Evangelism Training, Soulwinner's Guide.
- CHL1, CHL2** Basic Leader's Course, Min. of Leadership, Church Admin., Motivation, Leadership Profile, Excellence of Min., School of Obedience, Theology of Praise & Worship.

After completing a bridging course, we issue a **Diploma in Ministry** to students who already have another Diploma (e.g. in Theology). This will allow them to register for any **Bachelor of Ministry** at a University. These bridging courses are taken as part of the **application process**.

Your Response:

Report-back Forms

***Please ask for the
Reporting Pack by e-mail.***

***This pack contains the
Class Results Record to
apply for Certificates, the
yearly CT report and the
QMS forms to interview
staff and students.***

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Note: We do not offer any qualifications but help Tuition Centres to Mentor students who are registered at a place of Higher Education. We do not issue qualifications, merely give advice regarding planning life-long learning.

