

HIGHER CERTIFICATE IN THEOLOGY

PROGRAMME HANDBOOK



THEOLOGICAL EDUCATION BY EXTENSION COLLEGE NPC

Equipping anyone, anywhere for Christian ministry

The pages of this booklet are A5 size

If you are printing to a printer with A4 paper then selecting the “Fit” sizing option will enlarge the printout to fill the A4 page

This programme handbook applies to the Higher Certificate in Theology offered by the Theological Education by Extension College NPC

See the Annual Yearbook for fees and application information

This handbook is issued once to students upon registration
Updated copies can be found on the College website

teec.co.za

Higher Certificate in Theology

The Higher Certificate in Theology provides a general introduction to theological subjects and disciplines through semesterised courses.

This entry-level programme serves a variety of purposes:

- It provides a general understanding of basic theological disciplines for those wanting to learn more about the Christian faith at an introductory level;
- It is a smaller qualification that can be used as a stepping-stone to further programmes with TEEC (such as Diploma or Degree) or at other institutions - please refer to, and be clear about, the articulation options before registering for any courses;
- It helps adult students assess the demands of later-in-life academic study before they attempt any of the bigger programmes;
- For those without South African qualifications it can be a stepping stone into studies on the South African National Qualification Framework (alternatively the TEEC Access Assessment can also be used for this).

It is a helpful programme whether you are exploring a call to ministry, or slowly getting back into studies after not having studied formally for some time, or are simply new to the distance-mode extension learning format. It is also helpful for those who want to explore the Christian faith and reflect on it for themselves, or engage in some practical courses.

CREDITS	EXIT LEVEL	SAQA ID	FTE
120	NQF 5	73469	1-year

The TEEC Higher Certificate in Theology is registered on the National Qualifications Framework through the South African Qualifications Authority, and is accredited by the South African Council on Higher Education.

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

Read this handbook together with the College Annual Yearbook as well as the College Rules & Regulations. Academic work on this programme is guided by the Theology programmes Study Aid.

TEE College

The College is registered by the South African Department of Higher Education and Training (DHET) as a private higher education institution (PHEI) to offer programmes accredited by the South African Council on Higher Education (CHE) which lead to qualifications registered through the South African Qualifications Authority (SAQA) on the South African National Qualifications Framework (NQF).

Outcomes

This programme 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.

Who may register

Any person wishing to register for the Higher Certificate in Theology must have passed Grade 12 / Standard 10 (South African National Senior Certificate - NSC), *or equivalent*.

Alternatively, he or she must have successfully completed the TEEC Access Assessment obtaining an appropriate outcome for entrance to this programme. Details on the College website.

If you are unsure about your available time or ability to study on larger programmes like a degree or diploma you have two options:

- start this Higher Certificate in Theology and use its progression options to further study,
- or use the TEEC Access Assessment to evaluate appropriate study paths

The Access Assessment eliminates complexities over entrance requirements, and also sets students on an academically realistic path.

See the programme page on the College website - <https://teec.co.za/higher-certificate-in-theology/>

Alternate course versions

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

Some churches work with TEEC to create additional versions of some of the courses on this programme. The Roman Catholic Permanent Deacons Programme is one example, and this difference reflects in the course CODE while the course NAME stays the same. Both versions of the course are assessed to the same course outcomes.

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

Note: You can't do multiple versions of the same course. If you do so only one will be considered for satisfying the graduation requirements.

Who may do alternate 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.

Programme delivery

This programme uses printed workbooks. Some courses will have additional resources (such as readers or DVDs) or published textbooks - these items are included in the course fee.

Study path

The TEEC Higher Certificate in Theology programme requires that 120 credits be completed at NQF level 5 in the form of 10 semesterised courses (each course is 12 credits).

The order in which courses should be registered is as follows:

- you must start with the Fundamental course (45000 *or* 45900);
- continue with the compulsory courses
(*we recommend that 45241 not be taken in the first year of study*);
- complete (or be registered for) compulsory courses 45111, 45121 & 45241 (*or the corresponding alternative version*) before attempting any elective courses;
- select elective courses with a view to further study possibilities see Articulation & Progression below

Study path exceptions only apply where arranged with denominational training authorities – if you are selecting courses based on your church’s arrangement with the College then please indicate that on your application for simplified processing.

Pre-requisites

Compulsory courses are generally completed before registering for elective courses. If you do not intend completing the full programme but are choosing some courses for personal interest, then please indicate this when submitting your application form so that the programme prerequisite rules are not applied to you.

Articulation & Progression

Certain courses completed on the TEEC Higher Certificate in Theology can credit some Diploma in Theology courses:

<i>TEEC Higher Certificate in Theology completed & awarded</i>	
These completed courses:	Will give credit for:
HC.Th 45111 & 45121 *	Dip.Th 85100
HC.Th 45130 or 45131	Dip.Th 85130
HC.Th 45251 & 45269 *	Dip.Th 85250

* If the qualification is not awarded then only these courses from an incomplete TEEC Higher Certificate in Theology can give credit.

Diploma Electives: Your choice of electives on the Higher Certificate in Theology 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 TEEC Diploma in Theology.

Transferring from the HC.Th to the Dip.Th

If you do not meet the entrance requirement for a diploma then a completed Higher Certificate will satisfy that requirement.

Alternatively consider the TEEC Access Assessment as an alternate entrance mechanism. See the College website - teec.co.za/xxxx

Students who wish to do the TEEC Diploma in Theology but who miss the registration deadline at the start of the year can start on the Higher Certificate in Theology (with courses 45000, 45111 & 45121) in the

second semester, and then transfer that work to the Diploma in Theology at the start of the next year (see the table above).

Transferring from the HC.Th to the Adv.Cert.RE

If a student did not meet the entrance requirement for the Advanced Certificate in Religious Education but has completed any higher certificate, then that completed qualification will give entrance to the Advanced Certificate in Religious Education`.

It is not possible to transfer work (credit) from higher certificates to the Advanced Certificate in Religious Education.

Transferring from the HC.Th to the B.Th

If a student did not meet the entrance requirement for a Bachelor of Theology but has completed any higher certificate, then that completed qualification will give entrance to the B.Th.

It is not possible to transfer work (credit) from higher certificates to the TEEC Bachelor of Theology.

Graduation requirements:

To complete this 120 credit Higher Certificate in Theology you must complete (or be credited for) the following courses:

- the Fundamental course (45000 or 45900 - 12 credits);
- all Compulsory courses (84 credits);
- 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 (equal to 3 courses) if you study part-time;
- you set aside at approximately 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 to you.

Each course credit represents 10 notional hours of work: a 12 credit course requires approximately 120 hours of work – including reading, study, practical work, preparing for and writing assignments.

The language of instruction is English and course work loads are calculated for English second-language students.

Semesterisation

The courses on this programme are semesterised and need to be registered in either the First semester or Second semester registration period. Do spread your workload over the First and Second semesters. Please submit applications in the appropriate semester registration period

Course codes

Course Codes for the Higher Certificate programme begin with the prefix 450xx, 451xx, 452xx and 453xx. Where 'xx' is the subject code.

Where there are alternative courses written to the same course outcomes then the variant course code only replaces the middle number for the course code. For example: the courses used by the Roman Catholic Permanent Deacons Programme work with the courses numbered 459xx – so course 45000 has the variant 45900.

The variant courses are not listed additionally in the course table on the next page, but where a course has a variant it is marked with ‡ in the table – you will find the details are on the individual course description pages that follow.

Courses on the Higher Certificate in Theology programme

Compulsory Courses

	Credits	NQF
45000 Introduction to Theological Study Skills ‡	12	5
45111 Introduction to the Old Testament	12	5
45121 Introduction to the New Testament	12	5
45131 Introduction to Church History ‡	12	5
45241 Introduction to Theology ‡	12	5
45251 Introduction to Spirituality‡	12	5
45261 Introduction to Christian Ethics ‡	12	5
45269 Called to Discipleship ‡	12	5

Elective Courses

	Credits	NQF
45371 Pastoral Care	12	5
45378 Christian Proclamation: Preaching ‡ **	12	5
45379 Introduction to Christian Worship ‡	12	5
45384 Pastoral Responses to HIV & Aids	12	5

‡ course variant available – see the course description pages that follow

** this course is not semesterised and can only be registered in the First semester (not available in the Second semester)

Course descriptions

Introduction to Theological Study Skills

45000		NQF	Credits
	Fundamental	5	12

Alternate: **45900** - Roman Catholic Permanent Deacons Programme

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.

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

If you have completed post-graduate studies it is possible to apply for RPL.

People 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.

Introduction to the Old Testament

45111		NQF	Credits
	Compulsory	5	12

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.

Pre-requisite: To have completed: 45000 or 45900

People 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.

Introduction to the New Testament

45121		NQF	Credits
	Compulsory	5	12

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.

Pre-requisite: To have completed: 45000 or 45900

People 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..

Introduction to Church History

45131		NQF	Credits
	Compulsory	5	12

Alternate: **45931** - Roman Catholic Permanent Deacons Programme

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.

Pre-requisite: To have completed: 45000 or 45900
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People 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.
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Introduction to Theology

45241		NQF	Credits
	Compulsory	5	12

Alternate: **45941** - Roman Catholic Permanent Deacons Programme

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.

Pre-requisite: To have completed: 45000 or 45900
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People 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.

Introduction to Spirituality

45251		NQF	Credits
	Compulsory	5	12

Alternate: **45951** - Roman Catholic Permanent Deacons Programme

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.

Pre-requisite: To have completed: 45000 or 45900

People 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.

Introduction to Christian Ethics

45261		NQF	Credits
	Compulsory	5	12

Alternate: **45961** - Roman Catholic Permanent Deacons Programme

This course is designed to raise awareness of political issues and to help students make connections between the power and politics in the Bible and their present contexts. In order to do this students will learn how to apply exegetical and hermeneutical skills.

Pre-requisite: To have completed: 45000 or 45900

People credited with this course are able to:

- analyse the role of power and politics in the Old Testament with regard to selected biblical books such as Judges, Kings and some of the prophetic books and make the connections with their own context;
 - use recognized hermeneutical methods to do the above;
 - analyse the historical, political, social and religious contexts of the Old Testament.
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Called to Discipleship

45269		NQF	Credits
	Elective	5	12

Alternate: **45959** - Roman Catholic Permanent Deacons Programme

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.

Pre-requisite: To have completed: 45000 or 45900

People 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.

Pastoral Care

45371		NQF	Credits
	Elective	5	12

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 as 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.

Pre-requisite: To be completing compulsory courses

People 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.

Christian Proclamation: Preaching

45378	Elective	NQF	Credits
		5	12

Alternate: **45978** - Roman Catholic Permanent Deacons Programme

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 how to be sensitive 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.

This course is offered in the First semester only
 Pre-requisite: To be completing compulsory courses

People 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”.

Introduction to Christian Worship

45379		NQF	Credits
	Elective	5	12

Alternate: **45979** - Roman Catholic Permanent Deacons Programme

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.

Pre-requisite: To be completing compulsory courses
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People credited with this course are able to:

- outline and evaluate classical and contemporary models of Christian spirituality;
 - demonstrate the relevance and applicability of various models to the Southern African context;
 - select and use elements from a range of models of Christian spirituality that are appropriate to their life contexts.
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Pastoral responses to HIV and Aids

45384		NQF	Credits
	Elective	5	12

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.

Pre-requisite: To be completing compulsory courses

People 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.

Use your student Catalyst admin login to view a populated grid showing your course progression and achievements.

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Other programmes offered by TEE College

Other Theology programmes offered by TEE College - see their respective Programme Handbooks

Bachelor of theology

Diploma in Theology

Other Higher Certificate programmes offered by TEE College - see the Christian ministry Programmes Handbook

Higher Certificate in Christian Leadership & Management

Higher Certificate in Christian Proclamation

Higher Certificate in Christian

Higher Certificate in Pastoral Care

Advanced Certificate offered by TEE College - see the Programme Handbook

Advanced Certificate in Religious Education



teec.co.za

admin@teec.co.za

+27 (0)11 683 3284

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