



TRINITY
THEOLOGICAL COLLEGE

CCS Student Handbook

2018

Created 19th January 2018

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WHAT IS THE CERTIFICATE IN CHRISTIAN STUDIES?

The Certificate in Christian Studies is designed to be easily accessible to people from all walks of life with a desire to dig deeper into God's Word. It comprises individual units which can contribute to a Certificate in Christian Studies, or the units can be undertaken on an "attendance only" basis where no assessment is required and no Certificate attained. There is no difference in the enrolment process for attendance only or credit – the unit is credited to you if the assessment is completed and passed. The Certificate in Christian Studies (CCS) is not accredited with the Australian College of Theology (ACT).

HOW ARE THE CERTIFICATE UNITS OFFERED?

Certificate units are offered as Trinity@Night in the Perth Metro area, and Trinity in Town in the South West.

Trinity@Night is usually undertaken as short evening classes from 7:30pm-9:30pm on Tuesdays or Thursdays, over a 6-week period. Sometimes, we also hold a unit as a one-day intensive on a Saturday from 9:00am-5:00pm. Each year we offer 8 units through Trinity@Night – 2 units each Term.

Trinity in Town is usually a one-day intensive on a Saturday from 9:00am-5:00pm in towns in the South West such as Albany and Bunbury.

WHAT UNITS CAN I TAKE?

There is a total of 17 units available in the CCS with different units running each term. The 2 core units are offered every year. You can enrol in any unit as it becomes available. You can find out which units are scheduled by visiting our website www.ttc.wa.edu.au/certificates.

The following units are offered on a rotational basis (not all units will be available each year):

Group A – Core Units

- A01 The Big Picture: Seeing the Bible as a Whole
- A02 The Framework: Seeing Christian Truth as a Whole

Group B – Bible and Christian thinking

- B01 In the Beginning, God... Genesis
- B02 A King for God's People: I & II Samuel
- B03 Confronted and Comforted: Isaiah
- B04 Prayer, Praise and Jesus! The Book of Psalms
- B05 The Word Became Flesh: The Gospel of John
- B06 The Unstoppable Gospel: Acts
- B07 The Gospel Unplugged: Romans
- B08 Life in the Last Days: Revelation
- B09 Rise, Fall and Reform: Church History I
- B10 The Church versus the World: Church History II

Group C – Christian life and ministry

- C01 Living in God's Grace: The Christian Life
- C02 Dealing with Current Issues
- C03 What Young People Need: Foundations for Effective Youth Ministry
- C05 Talking about Jesus: Evangelism
- C06 Teaching the Bible to Others

WHICH UNITS SHOULD I TAKE TO GRADUATE WITH THE CERTIFICATE IN CHRISTIAN STUDIES?

To graduate with the Certificate in Christian Studies the following 8 units must be passed (i.e. you must successfully complete the assessment):

- The 2 core units from Group A;
- 3 units from Group B;
- 1 unit from Group C;
- an additional 2 units from Group B or C.

The Advanced Certificate in Christian Studies is achieved by completing 4 additional units (i.e. a total of 12 units) after completion of the Certificate. The final unit compilation for the Advanced Certificate must include:

- The 2 core units from Group A;
- 4 units from Group B (including one Church History unit);
- 2 units from Group C;
- 4 additional units from Group B or C.

Enrolments are most easily undertaken via the website

<https://www.ttc.wa.edu.au/certificates/current-units/> or contact the Certificate Studies Coordinator for alternatives.

CAN ANYONE ENROL?

The CCS units are beneficial for those serving in churches such as bible study and youth group leaders, Sunday school teachers, service leaders, deacons and elders. It is also useful for anyone wanting to be better equipped to live the Christian life and dig deeper into God's Word.

As CCS units are based on an adult education model, students need to have completed high school (year 12) or be at least 18 years of age.

To be able to pass the assessment for Credit it is recommended that students have completed at least year 10 at high school, or equivalent, and have English language proficiency to this level.

Withdrawing from a Unit

Refunds are not usually given if you need to withdraw from a unit. In special circumstances, if you need to withdraw from a unit *before* the second week, it may be possible to transfer your enrolment to an alternate unit. The alternate unit must be undertaken within 12 months of the withdrawal. Please contact the Certificate Studies Coordinator to apply.

HOW DO I PASS MY UNITS FOR CREDIT?

(1) Meeting the Attendance Requirement

You will get the most out of each unit by attending all of the lectures. Attending 5 out of the 6 lectures is a requirement for achieving unit Credit. In exceptional circumstances (e.g. medical condition, family circumstances) it may be possible to pass the unit if less than 5 sessions have been attended. For consideration of this, please contact the Certificate Studies Coordinator in writing (email) for approval.

(2) Passing the Assessments

You have to successfully complete the unit assessment. The assessment for each unit is usually a 1000 word essay due Monday week after the final lecture (check your unit handbook for the due date). To achieve this goal it is important to start working on the essay during the course of the unit (i.e. don't wait until after the unit has finished). This will also provide you with the opportunity to ask questions of the Lecturer if you get stuck.

Make sure you read the details regarding the assessment requirements and remember to:

- Answer the question – do not attempt to write all that you learned during the unit but check that your assignment answers the assessment question
- Adhere to the word limit – unless otherwise specified the word limit is 1000 plus or minus 10% (i.e. 900-1100 words)
- Present your assignment as instructed – you want the marker to be able to easily read and comment on what you have written
- Ensure your assignment has been received
- Check out the essay writing tips in the appendix

WHAT ELSE DO I NEED TO KNOW ABOUT ASSESSMENTS?

Seeking an Extension for Assessments

It is important that assessments are submitted by the due date. Occasionally there are special circumstances (e.g. family/personal issues, medical concerns) that could make it impracticable for you to complete the assessment on time and hence an extension may be requested.

Requests for extensions must be made to the Certificate Studies Coordinator. Please note that extensions of longer than a week are unlikely to be granted. The following process is to be adhered to:

- Requests must be made at least two business days *before* the due date (e.g. if the assessment is due on Monday then requests must be made by the preceding Thursday)
- Requests must be in writing (email), outlining the reasons for the request and the anticipated additional number of days required for completing the assessment

What if I don't pass the assessment?

If you do not pass the assessment you will receive a "Revise" grade and some comments from the Marker outlining why the assessment was not passed. In most situations you will be given the opportunity to revise and resubmit the assessment if desired.

Avoiding Plagiarism

Plagiarism is the wilful reproduction or paraphrasing of substantial unacknowledged written passages in a student's work, or pretending that a scholar's ideas are the student's own. To avoid plagiarism, you need to make sure that you acknowledge in the footnotes the sources of extracts, quotations and paraphrased material contained in your work or the source of ideas you are discussing. This includes material from books, journal articles, newspapers, websites, and anything else that you have consulted.

If you don't understand the rules around acknowledging sources make sure you seek clarification.

HOW LONG HAVE I GOT TO COMPLETE THE CERTIFICATE?

From 2018 units must be completed within a 4 year period. A one year extension may be requested in exceptional circumstances by writing to the CCS Coordinator. Any units completed prior to 2018 may contribute to the Certificate but it must be completed by the end of 2022.

WHEN WILL I RECEIVE MY CERTIFICATE?

After the successful completion of all required units, students are recognised and Certificates presented at the College's Commencement and Graduation Ceremony in February each year. Students will be invited to the first Graduation Ceremony after completion of the Certificate or Advanced Certificate. If you need to receive your Certificate earlier it can be mailed out to you. Please liaise with the Certificate Studies Coordinator if required.

WHAT ELSE DO I NEED TO KNOW?

Unit Handbooks

Unit handbooks are prepared by the lecturers and these will be provided to you at the first lecture. The handbooks are for the private use of the students only and should not be copied or distributed in any format to any other person. Handbooks contain a unit overview, notes for each lecture, recommended additional reading and details regarding the assessment requirements. Occasionally lecture notes are distributed on a weekly basis.

Venues

Trinity@Night units are held in the metropolitan area. Generally, Tuesday night units are held at a church venue and Thursday night units are held at Trinity Theological College in Leederville. Trinity in Town units are generally held at church venues in the South-West of WA.

Fees

The fee for each unit is \$100 per person, or \$180 for a married couple attending a unit together. A concession rate of \$80 is available for full time students and pensioners. Proof of your concession entitlement is to be provided to the Certificate Studies Coordinator. Fees are most easily paid via the online booking form or visit the website for alternative payment options.

Library

Some of the recommended books for each unit are made available for students to borrow on a weekly basis. Please ensure these are returned each week to provide opportunities for all students to borrow books. All books must be returned at the final lecture unless otherwise negotiated with the Certificate Studies Coordinator. The Trinity Theological College library can also be joined for a fee. More information and online membership forms are available on our website. Library opening hours are Mon – Fri 8:30am to 5:00pm.

APPENDIX – ESSAY WRITING TIPS

Know What an Essay Is

Many guides to the basics of essay writing can be found online but below are some tips that might assist.

An essay is a demonstration of how you are able to think about a topic.

A good essay will include:

- a) *answering the set question and not dealing with unrelated information (this is where most students make mistakes and try to write 'everything' they have learned rather than sticking to the question)
- b) **a clear structure
- c) enough reliable knowledge
- d) a clear sense of purpose, relevant to the topic
- e) original work and convincing arguments
- f) attention to detail, showing respect for the reader

NB – * Up to 60% of your preparation time may be reading and note-taking, but this information needs to be synthesised into ideas, you can't include all the information you have found in the body of your essay

**An essay structure consists of an introduction (written last), the main body (written first) and the conclusion (written 2nd).

If you do the above (and have looked at the sample at the end) then that is a good start!

Here are some other suggestions and tips as you continue to improve

1. How to Get Enough Reliable Knowledge:
 - a) research the topic in an appropriate way
 - obtaining the views of recognised authorities (usually by their writings in academic books and various reliable publications/sources) – the recommended reading list in your unit handbook is a good place to start;

- including multiple points of view;
 - reading widely;
 - taking notes accurately and referencing quotations
- b) make sure you are interpreting any technical or ambiguous language in the same way as other authors (or if they are inconsistent you will need to re-define the language you are using)

2. How to Get Purpose and Relevance

- a) study closely the wording of the question and make sure you know what you are being asked to do (N.B. 'Analyse', 'Describe', 'Evaluate', 'Account for', 'Critique' etc. are all asking for different things);
- b) after having investigated what others have said about the topic, find out what you think, by such means as:
- drawing a concept map;
 - free writing
- c) develop a plan on the basis of your concept map or free writing and use symbols to relate the points in your plan to the notes you have taken from the readings or interviews;
- d) organise your plan in the following main sections:
- Introduction (preparation and motivation for your position)
 - Body (with multiple sub-points arranged hierarchically)
 - Conclusion (showing you have done what you said you would do and reinforcing its significance)

3. How to Develop Original and Convincing Arguments

- a) be upfront about where you are coming from – your assumptions and why you are making them;
- b) be clear as to whether you are arguing inductively (drawing conclusions from the evidence) or deductively (drawing implications from a principle);
- c) only argue what you can support in more than one way;
- d) show that you have taken into account contrary points of view;
- e) do not underestimate the scholarship of other scholars

4. How to Attend to Detail and Show Respect for the Reader

- a) be aware of who your audience is and do all you can to make your ideas clear to them;
- b) judge the amount of prior knowledge you need to include according to the background of the audience you are writing for;
- c) write at least one first draft and revise it thoroughly before submission;
- d) in revising your draft/s, look for and correct:
- paragraphing (each new, developed idea needs a new paragraph);
 - incomplete sentences (e.g. those beginning with an "-ing" word or a conjunction like "When" but not having a finite verb);
 - spelling and punctuation (especially watching full stops at the ends of sentences and unnecessary apostrophes on plural words);
 - undue informality (vernacular words like fabulous and abbreviations like "can't" instead of "cannot");
 - referencing (showing all quotations and exactly where they and all your sources can be found *also see below*)

5. **Extra Note** on Collusion, Plagiarism and Referencing

- a) Essays will not be accepted when they show signs of Collusion or Plagiarism

- Collusion is submitting of work that is not a student's unique work
 - Plagiarism is using another person's words or ideas without acknowledgment they have done so (a work is essentially copied).
- b) Referencing then is essential and can be many students' downfall:
- NEVER include someone else's words in your essay without acknowledging them;
 - Make sure you record exactly what they said or wrote;
 - Show exactly where the quote or idea you are using came from, using the conventions noted in your unit handbook or from following examples:

EXAMPLES

Book:

Thompson, J. A. 1972, *The Bible and Archaeology* (2nd edn; Grand Rapids, Michigan: Eerdmans).

Website:

Piper, J. (2018, January 17) *The Heart of Love is Delighting, Not Doing*. Retrieved from <https://www.desiringgod.org>

Sample Essay Writing

What do we learn about the coming of the Holy Spirit in Acts Chapters 2, 8 and 10?

- 1) Work out what the question is asking and focussed on? What is its scope?
This question is focused on the Holy Spirit (and His coming), and the essay will be focused not only in the book of Acts, but specifically in chapters 2, 8, 10. You may compare it to elsewhere or back up your view/argument in another book (such as Luke or John's Gospel or even 'as God promised' in the OT) but this will be limited to a sentence. Your main content will be from chapters 2, 8, 10 and context there and in Acts.
- 2) Research, investigating and note taking
This can be done in a number of ways. You could read through chapters 2, 8 & 10 a few times and then read through all of Acts to see how these fit into the whole book. Take notes on chapters 2, 8 & 10 and then you might refer to a commentary and class notes on the particular points you noticed on the coming of the Holy Spirit.
- 3) After you have done all your research and investigation of those chapters within the context of Acts you need a structure for the body of your essay. This might be 3 main things that you noticed that are the most important (and perhaps even a 4th that will be a short paragraph on other smaller things) depending on what you find. You might even have 3 main points and a 4th dedicated to backing up what you found in the Old Testament that directly deals with these (N.B. this is where your friend the commentary might help).
Note down your main points to help you focus on only talking about those points and not more.
- 4) You then write the body of your essay which might look like this:
 - Context of Acts that helps with these passages (not everything, be brief)

- The first thing we learn – tell, show/prove, reinforce
 - Back up evidence in rest of Acts
 - Other info (very short)
- Second thing
 - Extra details/evidence
- Third thing
- Other items

As you can see we have about 8 paragraphs here, 4 which are medium in content and 4 that should be small if at all.

- 5) After this write your conclusion, which will bring together the threads of the body of your essay and you will then also know what to write in your introduction.
 Example conclusion – So in chapters 2,8,10 we see 3 main things. We see (this) because of (this). But we also see (this) and (this), because of (this reason). You may then add a last line that ties it up as to the outcome.

- 6) Finish by writing your introduction where in essence you a) answer the question, and b) you fill in where you will take the reader. This can be done a number of ways. E.g. Acts is given for us as the continued story of “all that Jesus began to do and teach,” and certainly the Spirit himself is part of this new work we see in this book. The main things we learn about the coming of the Spirit in this book are (this), but also (this) and (this). This essay will focus on chapters 2, 8 & 10 in order to show how (this) is evident, followed by (this and this).

DISCLAIMER

The details printed in this handbook were correct when printed on 19th January 2018. The College reserves the right to amend or update the information.