VISION INTERNATIONAL COLLEGE
RESOURCE CENTER

Student Handbook

and

Academic Catalog

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INTRODUCTION

You hold in your hands an invitation to an enriching learning experience. This catalog will tell you about how you can expect to grow spiritually and be better equipped to minister the Word of God with power.

We are a short-term, part-time school, placing a major emphasis upon helping our students to develop their God-given ministry potential. Our goals are not only academic, but spiritual and practical.

The union of these factors creates an exciting environment in which you can anticipate real expansion in your grasp of scripture, in your relationship with other Christians, in the vigor of your faith, and in your service for Christ.

We welcome you among our students, and we pray that your expectations will be surpassed. May the Lord bring you to a new level of personal fulfillment and fruitful service, in the local church or the workplace.

If you are already one of our students, then we pray that you will find the will and the wisdom to complete well what you have begun, and so prove to be diligent in the Word of God.

BENEFITS

We have designed our courses to benefit people who share our spiritual identity and who are serious about obeying the Biblical call to be a minister of Christ, whether in part-time or full-time service.

As a participant in the Vision program, the ministry of outstanding teachers will enrich you. You will share deeply in your community of faith, learning the power of faith and how to live by faith. The College commits itself to helping you to arouse
the supernatural in your life through the gifts of the Holy Spirit. You will learn sound and balanced doctrine, how to handle your Bible wisely and well, and how to separate truth from error. The result should be growth in spiritual stature, and in your ability to serve Christ successfully.

**VOCATIONAL MINISTRY TRAINING**

The first three years of the undergraduate program of the Vision International Education Network (VIEN) are generally completed via Vision International College Australia, accredited by the Vocational Education and Training Accreditation Board (VETAB), or another of our affiliated colleges. Vision International Education Network facilitates the Vision International College programs, with a primary focus on vocational training for ministry. Students who have completed the first three years of study may then transfer into either Vision International University or Vision International College and Seminary Bachelor’s Degree Completion program, depending on student qualifications, and desire of the Resource Center leadership.

Vision International maintains a strong commitment to Vocational Ministry Training within the local context. While Vision’s curriculum is deep-rooted in a Pentecostal-Charismatic heritage, it remains open-ended and adaptable to any immediate cultural context. Vision encourages students studying in Resource Centers to apply their educational experience to their church environment, denomination, and faith community.

**COMPETENCY-BASED VOCATIONAL TRAINING**

The college provides for competency-based vocational training, which perfectly complements Vision’s commitment to training within the local church and community. The first three years of study are *competency-based*, meaning that the student is less required to memorize and repeat information, and more required to demonstrate that he or she is competent to perform essential
skills for Vocational Ministry. Competency is demonstrated by collecting and submitting evidence to qualified assessors. We believe that this is best accomplished in the context of the local church. For more information, please see Dr. Ken Chant’s video, The Vision of Vision, on the Introductory DVD.

COMMUNITY SERVICE EMPHASIS

Community Service is an essential component of Vision’s Vocational Ministry training emphasis. For more information, please see Community Service.

OUR FIVE VALUES OF COMPETENCY-BASED VOCATIONAL MINISTRY TRAINING

Vision affirms the following values for Vocational Ministry Training, adapted from Dr. Malcolm Webber, Dean of Vision’s Graduate Leadership program:

- **Christ**
  All teaching will be centered in Christ – seeking to bring students into a Christ-like life and thinking.

- **Community**
  Training will be carried out and proven in the context of community life (relationships). The student’s ministerial vocation will be expressed and worked out in the daily life of his or her various communities: family, church community, society, and the broader community of the world.

- **Character**
  Building strong character will be the goal of all training, not just an accumulation of knowledge. The indwelling life of

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1 Vision offers a qualifying course for assessors, or our Headquarters office can provide assessment for you as needed.
Christ expressed and worked out in community will develop godly character.

- **Calling**
  A student’s calling will be observed, developed, and proven within the immediate context of the community.

- **Competency**
  Competency in a particular area of life and ministry is developed and nurtured in the environment of a loving community. Competency is demonstrated by practical, hands-on training in the immediate context of the local church and community.

**THE ROLE OF THE RESOURCE CENTER**

Though technically all students are distance students, your education is being facilitated at an Affiliated Resource Center. The Biblical mandate for all five-fold ministry is to equip the saints for the work of service, to mature the Body of Christ until we as the Body of Christ are flowing and functioning together as a unified force of change, as salt and light. The question of our time is **not should we train** our leaders, for certainly **we must**. The real question is **how do we properly train the saints of God** for effective service, while maintaining our key leaders for the future building of the church both local and universal? What model do we follow to ensure that the purposes of God are fulfilled, that the harvest which we are laboring for is maintained, and that the Great Commission will be expanded to the nations as Christ commanded? These questions are filled with possible solutions, ranging from the old-line Pentecostal response of “who needs education anyway, we have the anointing” to the fundamentalist or liberal theologian’s stance, who often have a form of religion, lacking in the power to transform a community, let alone a nation.

From our humble search of Scripture, and in keeping with our conservative hermeneutic, it appears that the model with the greatest hope of effectiveness is a decentralized educational
system, designed to educate and train God’s people within the local community, or the church of the locality.

**CHURCH OF THE LOCALITY**

What is a church of the locality? Is this the same as the local church? To best answer this important question, it is necessary to seek the wisdom of the master church builder, Paul the Apostle. When Paul wrote letters to the church, whether Corinth or Ephesus, he sent them to the city where the church was established, not to an individual church within the city. Each city had elders, generally raised up and commissioned for service by an Apostle and/or Prophet. The Elders were responsible for the flock under their care. Buildings were hard to come by, so they generally met in homes or in rented facilities (School of Tyrannus). They were called upon to take leadership in the whole city, and were to be in mutual, loving submission to one another. Paul had problems with his leadership teams in the first century church; if that were not so he would have never had to send a letter! Though an ideal, it is the philosophy of Vision to assist the Body of Christ in a locality to develop a unified purpose, to train leaders in the 21st century.

**GOALS**

The primary goal of the Institute can be expressed in one sentence. "To equip men and women to live and minister the Word of God with power, in the church and marketplace."

Our mission is to create a teaching environment integrated with the local church that will maximize the impact of the Word of God upon the students, causing them to learn sound doctrine and responsible practice.

Our expectation is that our students will be deeply taught the fundamentals of the faith in a way that will transform their lives and characters, and truly prepare them to fulfill the call of God.
in their lives,
  • Through local churches
  • In part-time ministry
  • In full-time ministry
  • In the local church or
  • In the workplace

We have a special motivation to equip men and women to go out and pioneer new churches, and to develop innovative ministries both in North America and overseas. What kind of churches and innovative ministries? Churches that emphasize the Word of God, that exercise bold faith, that know the believer's authority and victory in Christ, that operate in the charismata, and demonstrate confidence in the triumph of Christ and Kingdom of God.

To accomplish these aims, we have built our curriculum around four major learning streams.

BIBLE: To understand better and to handle more wisely the scripture (I Tim. 2:6-16; 6:3-5; II Tim. 2:15).

CHARACTER: Striving toward "the measure of the stature of the fullness of Christ," reaching toward maturity Servant Leadership (Eph. 4:13-16).

MINISTRY: To enable each person to discover his or her calling in God, and to serve Christ and the church successfully (Eph. 4:11-12; Romans 12:1-7; I Cor. 12:4-31; Acts 1:8).

FAITH: Discovering the limitless power of faith and how to "move mountains" in the name of Jesus (Heb. 11:11-16; Mk. 11:22-24).

Each of those categories contains a number of other key themes, such as concepts of the local church, relationship to the world, basics of Christian life, various major doctrines, pastoral theology, urban missions, leadership, counseling, etc.
Purpose and Programs of Vision

Vision International College-Resource Center (VIC-RC) was founded for education and training on both a local and an international basis. From the beginning of the New Testament era, the Lord has used the local church and its pastoral leadership to teach and train its people for God’s service. Vision is an instrument to be used by and for the local church to fulfill its calling. The administrative offices are located in Ramona, California, near San Diego.

Philosophy and Objectives

In this day of disappearing moral absolutes, it is imperative that all Christians be reminded that the Bible, as the revelation of God’s truth, must determine not only our doctrinal beliefs, but also our lifestyle. In a changing world, the Christian has an unchanging standard, the Word of God. The VIC philosophy of training and education are based upon the principles of Scripture, helping each student develop personal holiness and discipline exemplified in a lifestyle glorifying to God.

Vision International College Resource Center (VIC-RC) is a Bible based, Christ-centered institution dedicated to the educating and training of Christians for the work of the ministry. The following statement of purposes encompasses the scope of the vision of the College.

Accreditation

Vision International College is accredited by the Vocational Education and Training Council, New South Wales, Australia, and by the International Association of Bible Colleges & Seminaries (www.IABCS.org)

The Purposes of Vision International Education Network
• Our purpose is that a graduate of VIC should be able to know God and communicate the Word of God to others.

• Our purpose is that a graduate of VIC should be able to expound the Word of God in a systematic fashion.

• Our purpose is that a graduate of VIC will know the voice of the Lord for his/her generation and articulate God’s plan with anointed power and conviction.

• Our purpose is that a graduate of VIC should demonstrate genuine concern for missionary work around the world, with a special concern for the urban centers, as a missionary, volunteer, sponsor, or prayer partner.

• Our purpose is that a graduate of VIC should demonstrate Christian maturity with his/her commitment to Christ and His Church.

• Our purpose is that a graduate of VIC should be able to present a well-defined, Biblically based, intellectually and rationally sound, compassionate apologetic of their faith.

• Our purpose is that a graduate of VIC should know how to acquire knowledge.

• Our purpose is that a graduate of VIC should know how to apply knowledge that has been acquired and exhibit wisdom and walk in it.

• Our purpose is that a graduate of VIC should have an awareness of personal values.

• Our purpose is that a graduate of VIC should be able to continue a daily regular study of the Word of God as an autonomous learner, which is characteristic of servants of God.

• Our purpose is that a graduate of VIC should have a high level of mastery in the skills of communication.
Our purpose is that a graduate of VIC should be able to cooperate and collaborate with others in studying, analyzing, formulating, and implementing solutions to problems.

Our purpose is that a graduate of VIC should have awareness, concern, and a sense of responsibility regarding contemporary events, issues, and problems.

Our purpose is that a graduate of VIC should have a love, loyalty, and responsibility to/for the local church as God’s primary method for societal transformation and its development.

With this in mind, students who enroll in VIC are in agreement with the Philosophy and Code of Conduct.

**BASIC BELIEFS**

The inter-denominational, non-sectarian institutions of the Vision International Education Network offer ministry training and theological education to students from a wide variety of faith backgrounds. Vision International College began in Australia in 1974 as a Pentecostal-Charismatic institution without specific denominational affiliation. Vision now cooperates with many Christian denominations and ministerial fellowships to provide a primarily Biblical education to both students preparing for vocational ministry and those who seek a stronger theological foundation for the ministerial context in which they find themselves. Vision welcomes students from any denominational background.

The curriculum of Vision attempts to maintain a non-dogmatic perspective, allowing students to study a wide variety of theological issues to formulate their own beliefs in an academic context. Vision maintains a strong emphasis on church planting, community service, and Christian character development.
This is not intended to be a comprehensive statement of faith, but rather a guide to the doctrinal boundaries within which Vision functions. Those who share our spiritual identity will be generally familiar with the following terms, and will be able to fill in what is lacking.

WE AFFIRM THE FOLLOWING:

That the Bible is the Word of God, given and preserved for all generations. We believe it is accurate in all that it affirms, and is the authoritative standard by which we determine beliefs and conduct.

- That God exists in three persons: The Father, Jesus Christ His only Son our Lord, who offers saving grace to all, and the Holy Spirit who empowers men and women for service, and sanctifies them for God's purpose.

- That nothing can replace the importance of the local church, which is the Body of Christ on earth, in the program of God.

- That entrance into the church is through the "New Birth," which is brought about by genuine repentance of sin, confession of faith in Christ as Savior, and surrender to Him as Lord.

- That membership in the church is signified by joyful participation in its worship, fellowship, sacraments, witness, and by acceptance of its discipline.

- That the presence and use of the charismata is essential in the local church and in Christian ministry.

- That the victorious Christian life is built upon a proper understanding and exercise of the spiritual authority conveyed to the believer by the gift of righteousness.

- In the resurrection of the dead at Christ's return, in the certainty of God's judgment, and in the inescapable result of
that judgment as foretold in the Scriptures for the just and the unjust.
OUR ROLE

Our role at Vision is to bring theological education and ministerial training to people who are unable to attend a centralized higher education institution.

But, more profoundly, while we admire and endorse the efforts of traditional Bible Colleges and Seminaries, we are deeply committed to the concept of training people within the walls of their own local church, and to the provision of excellent teaching material and study options for Christians everywhere. We treat the entire local church environment as part of our educational activity: its worship, its witness, its fellowship, its teaching; its ministry – are all reckoned to be part of the training process of equipping men and women to serve Christ.

- Our function is to add a theological and academic resource that few churches can viably provide, while leaving the practical training in ministry to local leadership.

- Underlying the way in which we present our materials, and the kinds of assessment we employ, there is an educational philosophy based upon the following principles –
  
  - Christian education must stand upon a strong theological foundation (cp. the injunctions and warnings about "sound doctrine" in 1 Timothy 1:10; 4:13; 2 Timothy 4:3; 2 Peter 2:1-3; Jeremiah 6:16; 1 Corinthians 3:10-13; etc.).
  
  - Students must be brought to know God, not just to learn about Him, and the curriculum must be consciously structured to achieve that excellent end.

The goal must be not just to impart knowledge, but rather to teach principles of sound interpretation, showing people how to do their own research, and how to apply truth to life. A final
goal is the activation of men and women into effective Christian service, in any environment to which he or she may be called to minister.

CHRISTIAN LIFE

Our view of Christian life is that it should be loving, joyful, affirmative and productive, and our curriculum reflects those positive concepts. We also accept that within the Kingdom of God there is room for rich diversity in custom and style, so we welcome students from different backgrounds. Learning to love one another and to appreciate each other's differences is a vital aspect of life in the Kingdom.

SHORT-TERM - Why a short-term school?

We recognize that good stewardship of one’s abilities and the call of God requires some people to attend a full-time formal institution; but for many a full-time college is not the best alternative for ministry preparation. For these, the equipping and education offered through VIC is most effective.

Facilitating learning in the evenings, or through weekend seminars, enables our students to continue in their regular employment while they attend the College. This makes our learning experience available to many people for whom a full-time school would not be possible.

INDIGENOUS MISSION

Vision is thoroughly committed to indigenous missionary endeavors. Vision places a high level of respect on the local culture and customs of our partners around the world, allowing them to translate, contextualize, and adapt the curriculum to suit their own needs in their immediate ministry environment. Vision is not imperialistic in its education outreach; rather, it seeks to provide curriculum where there is a lack of curriculum,
and education where there is a lack of education, allowing the people to benefit from our partnership in every possible way. Vision does not maintain nor enforce international copyrights on its curriculum, textbooks, or material. In most cases, Vision permits the local, indigenous peoples to translate, reproduce, and sell the curriculum to help fund their own Resource Centers.²

Vision does not seek to convert or indoctrinate; rather, Vision cooperates with many international partners. Vision's educational outreach does not seek to dogmatically evangelize the Christianity of other cultures to a westernized mindset or the doctrinal standard of a specific denomination. Rather, Vision provides the academic and vocational training tools to open new doors for educational exploration and leadership development in the immediate cultural context, language, and Christian tradition.

THE INTEGRATION OF LEADERSHIP TRAINING AND MINISTRY ACTIVATION

The two major themes for most in the missions community are Leadership Training and Activation. A problem exists, however, in a lack of integration of these two major streams of mission. Church planting ministries are desperate for trained workers and Leadership Training Ministries are looking for places for their graduates to minister. Through a Strategic Partnership between Vision International Education Network and The Surge³ over 6,000 churches were established worldwide during 2005 alone. Whether field of service is the church, missions or the workplace, Vision programs prepare the student for effective service.

² For more information, please contact us about our Bible College in a Box® initiative. This is for developing nations only...see www.VIENetwork.net/BCIB
³ It is not required to be a part of the Surge. We work with many church planting and extension ministries.
**CHURCH PLANTERS AND LOCAL CHURCH LEADERS NEED TO BE TRAINED FOR:**

- Assurance of a sound theological foundation for ministry
- Understanding of integrity and ethics needed for ministry
- Understanding of the Call of God on their life for ministry
- Quality of Leadership needed to expand and plant sustaining churches in the nations
- Avoidance of frustration and burnout in ministry from lack of adequate training
- Impartation of a worldwide ministry vision

Vision International Educational Network’s focus on local church-based education positions itself to bring integration between Leadership Training and Church Expansion/Planting. The vision for church growth and planting comes from hundreds of strong local churches Vision partners with, and who have a compatible vision to see God’s Kingdom expanded. Through Vision, church leaders can be trained in the local setting. By working together we can see leaders trained and churches and other ministries so desperately needed, planted around the world.

**ACADEMIC POLICIES**

**ADMISSION REQUIREMENTS**

All students must be committed to the absolute lordship of Christ, giving evidence of that by a continuing relationship with Him, and by a desire to reach greater maturity in Him, in full obedience to His will.

We place no restriction on a student because of race, color or national origin.

- There is no fixed prior academic requirement for the vocational level courses, except that students must be
sufficiently proficient in the language of our curriculum to enable them to complete each course and to work at a normal level.

- An application must be completed, and the non-refundable registration fee paid.

- We require all students to be actively involved in a local church.

- All admissions are subject to approval by the admissions committee, whose decision is final.

REGISTRATION

The application and annual registration fee must be in the Vision office by the date specified for the beginning of the program in which you are enrolling. Late registrations can be accepted at the discretion of the registrar. After this fee is paid, you may enroll in any subject(s) without any further registration charge.

You may enroll in a class whenever a new subject begins. Our system of credit does not make it necessary for a student to enroll at a particular time, nor to maintain continuous enrollment. Our program is flexible, and thus able to meet the needs of the greatest number of people.

HOUSING AND EMPLOYMENT

Students are responsible for their own housing and employment. However, if the student is coming to a center from another area, we will do all that we can to help, although we cannot accept any responsibility. Any question concerning this should be directed to the Vision office.
ATTENDANCE

Resource Center students are expected to attend all the classes for the subject(s) in which they are enrolled. Unexcused absence from more than 30% of the classes for a subject will result in forfeiture of all credits for that subject. An exception to the 70% rule may be made if the absences are due to acceptable reasons, and if the student is able to satisfy the requirements for that subject (e.g., by completing additional assignments and/or fieldwork). Granting or refusing this privilege will be at the instructor's discretion.

The Dean will counsel students failing to maintain satisfactory attendance, and an attempt will be made to solve the problem. Continued unsatisfactory attendance will be sufficient grounds for dismissal from the Institute. Re-admission may be permitted if the student can show the Dean that the problem has been overcome.

WORSHIP

It is important for the student to be actively involved in prayer, praise, spiritual gifts, music, or in any other way that they can as a part of participatory worship. The times of worship and prayer that are built into the program are an integral part of its life and of the training of the students. Worship in the local church is considered part of the educational experience of our students.

ASSIGNMENTS

Various assignments will be set for matriculating students, depending on the course the student is enrolled in. Assignments may take the form of essays, questions to be answered, multiple-choice tests, field work, local church activities, etc.

Note: Some assignments will be "required." Failure to complete
satisfactorily any of those assignments may result in a forfeiture of all credits for that particular subject. Other assignments may be optional, or may affect only a stated percentage of your grade.

All assignments must be completed by the set date. If that is impossible for genuine reasons, an alternative arrangement must be made with the facilitator concerned. Late assignments (if permitted) will be subject to penalty.

GRADUATION

To qualify for graduation, a student must:

- Gain the required number of credit points for each award
- Be present for at least 70% of lectures
- Complete all assignments with a passing grade
- Satisfactorily complete any field assignments that may be required by a course
- Pay all outstanding fees and penalties

TERMINATION

The College has the right to terminate a student's enrollment on the following grounds:

- Failing grades in more than 25% of assignments.
- Attendance at less than 70% of the lectures.
- Financial delinquency.
- Excessive tardiness.
- Conduct in or out of the classroom that is inconsistent with the philosophy and goals of the college.

Every effort will be made to resolve the problem before termination of a student's enrollment takes effect. A refund of fees may be applied (see "Refund" section).
REGISTRATION

Registration fees **must** accompany your Application for Admission in the College. This fee is non-refundable, due each year. This fee is paid to the local registrar.

TUITION

Tuition fees are established on an annual basis. See Current fee schedule.

* Tuition fees do not include textbooks or study guides essential to complete the course.

REFUND POLICY

Any student dropping a course(s) or withdrawing totally after registration without completing the necessary forms and receiving the consent of the registrar will not receive a refund.

Students may change or drop courses at any time during the first three (3) weeks after notification of their acceptance in the program. When a course is dropped or withdrawn from and no substitute taken, the following policy will apply:

1. No refund will be made of the registration, evaluation or textbook fees.

2. Refund of tuition is as follows:

   a) Prior to first class 100%
   b) Within the first week (1st -7th day) 90%
   c) Within the second week (8th -14th day) 80%
   d) Within the third week (15th -21st day) 70%
   e) No refund after the third week of class
PROBLEMS

If a student comes into personal or financial difficulty, or if a problem develops concerning some aspect of the college, the student should consult with the facilitator or pastor immediately. Problems should not be allowed to grow until they become insurmountable. The facilitator or pastor should be consulted especially if the student is contemplating leaving the college. The College facilitators are ready and anxious to do everything possible to insure that the student succeeds in their preparation for the ministry.

DIFFERENCES

Students are not expected to agree with everything that will be taught by the various instructors. Students are, however, expected to treat the views of the authors with respect. If a disagreement arises about something that is being taught, the student should listen as openly as possible, giving due attention to anything that the Holy Spirit may be saying.

The student should not expect the Holy Spirit to speak to everyone in the same way, nor lead them all in the same direction. The Holy Spirit has a multifaceted plan to suit the extraordinary diversity that exists in the church.

In assignments, the student will be free to express his own views, but at other times will be required to show an understanding of alternate viewpoints, and be able to express that differing opinion, even if it conflicts with the student’s personal beliefs. It is important for the student to follow the instructions at all times in the preparation of assignments.

QUESTIONS

Students are encouraged to ask questions from the facilitator or mentor. Common courtesy dictates that a student should
consider the level of authority and commitment of the mentor or facilitator. Time does not allow for extended discussion of problem areas. Usually the facilitators’ response will need to be accepted (even if the response is in conflict with the student’s stand).

GENERAL BEHAVIOR

While it is always true that Christians reflect their faith by the way they live, it is particularly true of Bible students. People rightly expect your conduct to be of a very high standard. Furthermore, how you behave affects the image of Christ and the Institute. We are confident that you will strive always to bring honor to your school and to Christ by an example of mature godliness.

NONDISCRIMINATORY POLICY

Vision International Education Network admits students of any race, religion, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at each center. It does not discriminate on the basis of race, religion, color, national or ethnic origin, or sex in administration of it educational policies, admission policies, scholarships and loan programs. Vision does not discriminate in admission or access to or treatment or employment in it programs and activities in respect to those with impaired vision, hearing, or physical mobility.

ACADEMIC PROCEDURES

I. Student Enrollment

All students from Resource Centers are considered Distance Learning students of the Vision International Education Network. Students may matriculate coursework and transfer credit into the academic institutions of the Vision International
Education Network for purposes of earning an award or degree. The Resource Center does not issue awards or degrees.

All students from Resource Centers must complete an official Vision International Education Network Application for Admission, which is acceptable for matriculation for any institution in the Vision International Education Network.

II. Administration of Courses

Resource Centers are supplementing the learning process, not offering courses on behalf of any Vision International Education Network. They are supporting and mentoring students on behalf of the Vision International College Programs.
III. Accreditation

Courses administered by Resource Centers on behalf of the Vision International Education Network are eligible for transfer credit to earn the following accredited awards of Vision International College Australia:

- Year 1: Certificate IV in Christian Ministry
- Year 2: Diploma of Christian Ministry
- Year 3: Advanced Diploma of Christian Ministry
- Year 4: Bachelors in Ministry

Vision International College (VIC) Australia is accredited by the New South Wales Vocational Education and Training Accreditation Board (VETAB), which is part of the Australian Qualifications Framework (AQF). Vision International Education Network is accredited by the International Association of Bible Colleges and Seminaries (www.iabcs.org)

IV. Courses

Below is a recommended course schedule; however you may substitute up to 8 courses per year from the Recommended Elective Courses.

Individual Resource Centers may facilitate curriculum for up to ten (10) subjects per year of the Vision International Education Network program. Six (6) subjects are considered “CM Units” (for Christian Ministry) by Vision International College Australia. Four (4) subjects per year are designated as “CS Units” (for Community Service). Evidences\(^4\) are required, and the curriculum cannot be altered, accept with approved elective courses.

\(^4\) See VI to follow
Year One: Christian Ministry Courses
CM BI 100 Hermeneutics: Introduction to Bible Study
CM BI 102 New Testament Survey
CM BI 201 The Gospel of John
CM RS 101 Dynamic Christian Foundations
CM RS 102 Christian Life
CM RS 109 Spiritual Formation: Journey to Wholeness
CI 101 New Testament Prophetic Ministry
CI 102 Purpose & Destiny of the Church

Year One: Community Service Units (EVIDENCES REQUIRED)
CS GE 103 Language Arts: Composition and Writing  or  
CS RS 103 Introduction to Communication: Evangelism Perspectives
CS CC 101 Sociology of marriage and Family Life
CS GE 112 Introduction to Management
CS RS 219 Christian Character Development

Year One: Elective Courses
CM BI 108 The Prophets and Prophecy
CM BI 109 Book of Matthew
CM RS 106 Principles and Power of Prayer
CM RS 110 Spiritual Warfare
CM RS 111 Kingdom Living
CM RS 120 Authority of the Believer
CM RS 121 Fruit of the Spirit
CM RS 122 New Creation Living
CM PC 100 Practicum: Servanthood/Ministry of Helps

Year Two: Christian Ministry Courses
CM BI 101 Old Testament Survey
CM BI 103 The Pentateuch
CM BI 202 The Book of Acts
CM BI 203 Pauline Epistles: Romans
CM RS 105 Theology of Worship: Studies in the Psalms
CM RS 209 Faith Dynamics
CI 201 The Day of the Saints
CI 202 Gift of the Spirit

Year Two: Community Service Units (EVIDENCES REQUIRED)
CS CC 201 Introduction to Psychology: Christian Counseling Perspectives
CS ED 101 Dynamics of Teaching
CS GE 220 Financial Integrity and Stewardship
CS RS 212 Speech and Communication: Homiletics
Year Two: Elective Courses
CM BI 205 Interpreting Signs and Symbols
CM BI 220 To the Corinthians
CM RS 202 Cults and the Occult
CM RS 203 Soteriology
CM RS 205 The Healing Covenant
CM RS 248 Angelology
CM RS 249 Demonology
CM RS 250 Faith Dynamics II
CM CC 218 Marriage & Family II
CM PC 200 Practicum: Stewards in God’s House

Year Three: Christian Ministry Courses
CM BI 302 Major and Minor Prophets of the Old Testament
CM CC 301 Self-Concept: Studies in Biblical Inner Healing
CM GE 201 Cultural Anthropology: A Christian Perspective
CM RS 200 History of Civilization I: Church History Perspectives
CM RS 210 The Blood Covenant
CM RS 217 Introduction to Charismatic Theology
CI 301 Prophetic Protocols & Ministry Principles

Year Three: Community Service Units (EVIDENCES REQUIRED)
CS RS 301 Pastoral Ministry
CS RS 304 Introduction to Leadership
CS RS 305 Introduction to World Missions
CS RS 314 Principles and Philosophy of Church Growth

Year Three: Elective Courses
CM RS 307 Finding God’s Will
CM RS 316 How to Design Effective Women’s Ministry
CM RS 348 Racism in the Church
CM RS 349 Royal Priesthood
CM RS 350 Dynamics of Revival
CM RS 351 The Bible and Women
CM CC 303 Assessment in Christian Counseling
CM CC 304 Developing a Counseling Ministry
CM CC 305 Human Sexuality: A Christian Perspective
CM PC 300 Practicum: Practical Ministry

Bachelors Completion

Program Core (Required 15 credit hours):
    BI400 Advanced Hermeneutics
    RS442 Church Growth and Development
    BI405 Authenticity & Authority of the Bible
    RS444 Advanced Christian Worldview Studies
RS435  Christian Theology

**Ministry Specialization Courses:**

**Emphasis in Theology (15 hours):**
- RS419  Systematic Theology
- RS436  Ecclesiology
- RS437  Christology
- RS438  Eschatology
- RS439  Pneumatology

**Emphasis in Christian Counseling (15 hours):**
- CC402  Crisis Counseling
- CC404  Counseling the Dysfunctional Family
- OL440  Conflict Management and Resolution
- CC406  Counseling and Family Violence
- CC415  Human Development

**Emphasis in Christian Education (15 hours):**
- ED401  Philosophy of Christian Education
- ED432  Classroom Management
- CC415  Human Development
- OL440  Conflict Management and Resolution
- OL460  Ethics in Leadership

**Emphasis in Leadership (15 hours):**
- CC415  Human Development
- OL440  Conflict Management and Resolution
- OL460  Ethics in Leadership
- RS440  The Challenge of Leadership
- RS441  Strategic Church Administration

**Emphasis in Prophetic (15 hours):**
- CI410  Theology and Practice of Spiritual Gifts
- CI412  Theology and Practice of Prophetic Ministry (Introduction)
- CI414  Theology and Practice of Prophetic Ministry (Intermediate)
- CI416  Theology and Practice of Prophetic Ministry (Advanced)
- CI418  Advanced Practice of Spiritual Gifts Seminar

**Emphasis in Business (15 hours):**
- CI420  Biblical Foundations of Business
- CI422  Business Management from a Biblical Worldview
- CI424  Principles of Transformation in the Workplace
- CI426  Communication and Spirituality in the Workplace
- CI428  Marketing for Business and Ministry
Emphasis in Chaplaincy Ministry
RS447 Discipling the Ex-Offender
RS448 Ministry in Correctional Institutions
RS449 Ministry in Juvenile Correctional Settings
CC406 Counseling and Family Violence
CC405 Counseling Substance Abuses
or
RS450 Leadership in Correctional Ministries

Emphasis in Worship Ministry
RS452 Quest for God
RS451 Worship Leading
RS454 Theology of Music – A Biblical Perspective
RS453 Biblical Theology of Worship
RS462 Future Worship

Emphasis in Women’s Ministry
RS403 Women’s Roles in the 21st Century
RS445 Women’s Effective Ministries
RS446 Biblical Profiles of Women
RS405 History of Women in Ministry
RS407 Women of Excellence in Home and Ministry

The course names and numbers of approved substituted curriculum will not change. The content and objectives of the substituted curriculum must reasonably match the original course title and description. If curriculum substitution is requested by a Resource Center, the syllabus and all supporting course materials must be sent directly to the Academic Affairs Office of the Vision International Education Network at the Administrative Headquarters in Ramona, CA, unless it is an approved elective course (see below). The material will be evaluated, and if it meets the criteria required by Vision International College Australia, substitution will be approved.

Substitution is not generally recommended and is only approved in rare situations where an academic structure, qualified faculty, and highly developed curriculum already exist at the local Resource Center. All subject substitutions will first undergo review by the Academic Affairs Council and, upon approval, will
be submitted for a second review by Vision International College Australia if accredited articulation is requested.

V. Matriculating for Accredited Awards

Upon completion of each year of study with the Vision International Education Network, Resource Center students are eligible to earn an accredited award with Vision International College Australia (see section II). Students must, however, submit “evidence” for their complete coursework for the required Community Service Units. Students who do not submit this evidence are ineligible to matriculate for an accredited award.

Students must submit evidence using the Vision International Education Online Evidence Submission System. Students must have a valid Vision International Education Network Student ID Number to submit evidence. Upon submission, the evidence will be reviewed by an assessor who holds an Australian Qualifications Framework recognized Certificate IV in Workplace Training and Assessment.

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5 See VII to follow
6 Provided by local Resource Center.
VI. Valid Evidences May Include:

- Completed (VIC Official) Study Guide
- Completed (VIC Official) Exam
- A 5-7 page essay documenting service and strategies utilized
- A comprehensive journal documenting Community Service
- A letter from an organizational director, pastor, or authority under which the student served, thoroughly documenting the student’s activity

Year One subjects require the student to submit one evidence of service. Years Two and Three subjects require the student to submit two evidences of service.

All evidences must be in electronic format in either Microsoft Word (doc), Adobe Acrobat (pdf), JPEG, Rich Text (rtf), HTML (htm), or Plain Text (txt) format. Other document types may be rejected by the assessor if they are unrecognizable or unreadable by the assessor’s computer.

All evidences not scanned must use the required Unicode font for the respective language provided on the Vision International website at:

- www.vision.edu/evidencesubmission/evidences_manual.pdf

If evidences are invalid, they will be rejected by the assessor and the student will be marked “Not Yet Competent” until acceptable evidence is submitted. Upon receipt of acceptable evidence approved by an assessor, the student will be marked “Competent” and the coursework for the subject will be recognizable by Vision International College Australia for matriculation into an accredited award program.
VII. Evidence Submission System

The link to the required Evidence Submission System can be found at the following location on the Vision International Education Institute website at:

- [http://www.visioninternationalcollege.us/evidencesubmission](http://www.visioninternationalcollege.us/evidencesubmission)

Evidences sent by e-mail or hard copies are unacceptable and will be rejected. The evidence must be in electronic format in the Evidence Submission System. Instructions for students to submit evidences are provided by the students Resource Center Director.

Assessment of Evidences

Official Vision International Education Network Assessors will determine if your evidence demonstrates your competency in each course/subject. If your evidence demonstrates competency in the subject and you have met all of the criteria required by the course/subject, you will be marked “Competent” for that course/subject; if your evidence does not demonstrate competency, you will be marked “Not Yet Competent,” whereby you will be asked to revise your evidence and submit it again. Our desire is for you to succeed, to be fully competent in Christian Ministry. As long as you are equally committed to succeed, you will not, and cannot fail.

After your evidence has been assessed, a report confirmation with comments from your assessor will be sent to your e-mail address. If you do not have an e-mail address, your report confirmation will be sent to you via postal mail.
COURSE DESCRIPTIONS

Certificate IV in Christian Ministry

BI 100: Hermeneutics: Introduction to Bible Study
A study of the basic principles of hermeneutics and methods of Bible study. The course is designed to give the new student a solid foundation for the coming four years of intensive Bible study. The course presents the Bible as literature as well as the inspired Word of God with emphasis on the importance of textual and historical context in interpreting biblical passages. 3 Credit Hours

This course provides an overview of the New Testament, with a brief introduction to each of the 27 books of the Protestant canon, and a concise summary of their contents, enabling the learner to correctly relate the parts of the New Testament to each other, and to the Old Testament. The module allows the learners to enrich their knowledge of the Bible and their ability to read each part intelligently, with an understanding of the context in which each book occurs and of how doctrine evolved gradually over the centuries. Armed with this knowledge, students are able to develop their ability to relate the Bible and its contents to daily life and to Christian witness. 3 Credit Hours

BI 201: The Gospel of John
The fourth Gospel is studied in light of its historical context and its stated evangelistic purpose to discover its testimony of the deity of the Lord Jesus Christ and to His saving work. The course will also explain and demonstrate some basic interpretative principles of Bible study. 3 Credit Hours

CC 101: Sociology of Marriage and Family Life
This course provides a careful examination of the modern problems inherent in marital and family relationships; offers suggestions for treatment on an individual and church-wide
basis; and provides numerous counseling resources. 3 Credit Hours

CI 101: New Testament Prophetic Ministry
Personal prophecy and the prophetic ministry are by no means new to the Church. We find personal prophecy all the way back in the Garden of Eden (Gen. 2:23, 24), and the ministry of the prophet stretching from Genesis to Revelation (Gen. 2, Rev. 11:10). In fact, the Bible is literally saturated with examples of these two subjects. Amazingly enough, in spite of their high profile, there is relatively little written on these subjects from a modern day, practical perspective. Dr. Hamons book "Prophets and Personal Prophecy" makes a major contribution in this regard. 3 Credit Hours

CI 102: Purpose & Destiny of the Church
A panoramic view of the Church from its foundation and looking ahead to the future. The movements, experiences and demonstration that have contributed to restoring the Church back to its original doctrines are studied. This course discusses why God has a Church; His purpose and plan for His Church; why the Church has not fulfilled the great commission and what is necessary to do so. 3 Credit Hours

GE 103: Language Arts: Composition and Writing
A study of the principles of composition with emphasis on language, the mechanics of writing, the types of discourse, and research and documentation. The course develops students’ ability to write unified, well-developed and coherent expository essays that employ standard English usage and mechanics, and exposes the students to literary works that sharpen their critical-thinking and analytical skill necessary in college writing. The course also includes a study of rhetoric and short essay composition, and readings and responsive writing assignments. This is predominantly a skills course to develop the student's writing competency as a foundation for all future studies. 3 Credit Hours
GE 112: Introduction to Management
This course introduces the subject of management, identifies leadership positions, and stresses the importance of the role of leadership and management skills in Christian Ministry. Biblical principles of leading like a servant and shepherd and qualifications for leaders are also discussed. Major tasks of leaders are reviewed, with emphasis on decision-making and handling conflicts. Guidelines for training leaders and followers are given, and principles of success and reasons for failure examined. Emphasis is placed on the context of Management in Community Service, preparing the student to support Community Leadership. 3 Credit Hours

RS 101: Dynamic Christian Foundations
This foundational course explores in detail the fundamental foundations of Christian belief. Orthodox Christian truths will be taught in detail and are prerequisite for a dynamic Christian life. 3 Credit Hours

RS 102: Christian Life
Paul stated that whenever possible we are to live our lives at peace, especially within the household of faith. In our day, we need to learn the pattern for gracious living. 3 Credit Hours

RS 103: Introduction to Communication: Evangelism Perspectives
Exposes students to the dynamics of communication and communication theory, with application to the task of communicating the gospel in contemporary contexts. The theological, conceptual and practical role of social networks, community, and interpersonal relationships will also be explored. 3 Credit Hours

RS 109: Spiritual Formation: Journey to Wholeness
This course examines the biblical perspectives on God's plans and purposes for man and how God through his love and grace
helps man to develop a believer’s personality through stages of spiritual development. 3 Credit Hours

**RS 219: Christian Character Development**
This course examines the biblical perspectives on Christian Character and how God through his love and grace helps man to develop a right Christian character and personality through clearly established Biblical processes. 3 Credit Hours

**Year One: Approved Electives**

**BI 108: The Prophets and Prophecy**
The symbols, figures and signs which appear in Old Testament prophecy will be compared. The victory of Christ over every foe which comes against Him will be stressed. All views will be considered. 3 Credit Hours

**BI 109: Book of Matthew**
This course is based upon the Gospel of Matthew. Matthew, a former despised tax collector, penned the gospel that bears his name. He addressed the deteriorating state of the church and set out to bring correction to disillusioned, wayward and overconfident believers. Matthew left his readers a true meaning of: righteousness of the gospel, the standard of discipleship, the reason for the Lord's delay in returning. This message is applicable for the church in every generation in all lands. 3 Credit Hours

**RS 106: Principles and Power of Prayer**
Prayer, communion with God, its purpose and power, will be discussed and demonstrated through this dynamic course. 3 Credit Hours
RS 110: Spiritual Warfare
This is a study of the strategies for spiritual warfare. Learning to use our God given authority is a key to successful Christian living and revival in the Church. 3 Credit Hours

RS 111: Kingdom Living
This teaches the concepts of true Christian victory available through the principles of the Kingdom of God as taught in the Bible. 3 Credit Hours

RS 120: Authority of the Believer
The Church and the individual Christian have been created to have dominion on the earth. Jesus has given all authority to His Church, but believers must learn to use their authority for the cause of Christ. 3 Credit Hours

RS 121: Fruit of the Spirit
This course is a study on the Fruit of the Holy Spirit. How much fruit do you want in your life? Is your love for God reflected in your love for others? Has your love for God led to self-control? This course defines and discusses the fruit of the Spirit and urges you to permit the Holy Spirit to transform your character to become progressively more like Christ. The Holy Spirit is the creator of the Church and the fruit of the spirit is the 'glue' that holds it all together.

RS 122: New Creation Image
This course is intended to help the student discover who they are in Christ. Principles of the new creation experience are examined. 3 Credit Hours

PC 100: Practicum: Servanthood/Ministry of Helps
The Focus of this course is to provide a rewarding learning experience for the Bible College student at a beginning level. The focus of this practical ministry experience is servanthood. 3 Credit Hours
**Diploma of Christian Ministry**

**BI 101: Old Testament Survey**
This course provides an overview of the Old Testament, with a brief introduction to each of the 39 books, and a concise summary of their contents, enabling the learner to correctly relate the parts of the Old Testament to each other, and to the New Testament. The module allows the learners to enrich their knowledge of the Bible and their ability to read each part intelligently, with an understanding of the context in which each book occurs and of how doctrine evolved gradually over the centuries. Armed with this knowledge, students are able to develop their ability to relate the Bible and its contents to daily life and to Christian witness. 3 Credit Hours

**BI 103: The Pentateuch**
The foundation for the revelation of God and His dealings with man throughout the Old and New Testaments is found in the Pentateuch, or Five Books of Moses. In these books we see the unity and authority of the Bible which always points forward to the Savior. 3 Credit Hours

**BI 202: The Book of Acts**
A detailed study of the origin and development of the apostolic church and of the ministry of the ascended Christ as carried on through the church by the power of the Holy Spirit. 3 Credit Hours

**BI 203: Pauline Epistles: Romans**
An intensive study of the book of Romans and Galatians (for personal devotional purposes) in the light of the principles of sound exposition and analysis. 3 Credit Hours
CC 201: Introduction to Psychology: Christian Counseling Perspectives
This course proposes to help the student discover the basic concepts of Christian counseling and to increase skill and competence in counseling situations. 3 Credit Hours

CI 201 - The Saints Movement
This study gives an explanation of the “Saint’s Movement”, why it is happening today, and how each believer has a place and responsibility to fulfill this move of God. The course provides an overview and better understanding of God’s Kingdom principles for both our individual lives and the marketplace. 3 Credit Hours

CI 202 - The Gifts of the Spirit
This course gives the student a deeper understanding of the purpose and operation of the nine gifts of the Holy Spirit in the New Testament Church today. Some of the issues to be explored are: the validity of the baptism of the Holy Spirit and glossolalia as for today, the relationship between the gifts of the Spirit and the fruit of the Spirit, motivation and proper representation of the Holy Spirit, ownership vs. stewardship of the gifts, ministration of the gifts, etc. The Bible is the main textbook combined with the course text and supplemental text. 3 Credit Hours

ED 101: Dynamics of Teaching
This course is designed to familiarize the student with the principles of teaching in a structured environment. Emphasis is placed upon the principles of organization and presentation methodology including Stating Objectives, Lesson Planning, Evaluation, Curriculum Selection and Development, Teaching Illiterate Students, and Teacher Training. 3 Credit Hours

GE 220: Financial Integrity and Stewardship
This course is designed to prepare students to maintain integrity in Christian Ministry when dealing with finances and issues of
stewardship. The course includes spiritual and financial blockades to financial integrity, proper use and distribution of personal and ministry funds, budgeting, ethical fundraising, financial responsibility and accountability, and matters of finance pertaining to the local church. 3 Credit Hours

**RS 105: Theology of Worship: Studies in the Psalms**
Thanksgiving, praise, and worship are vital for the New Testament Christian. Worship is dynamically illustrated and taught in this course. Emphasis on Who we worship and why is maintained throughout. 3 Credit Hours

**RS 209: Faith Dynamics**
Living a life of victory, power and sufficiency requires faith in our Lord Jesus Christ. This course discusses in detail the dynamics of faith and their relationship to the believer. 3 Credit Hours

**RS 212: Speech and Communication: Homiletics**
This course is on the fundamental methods of sermon preparation. It emphasizes both structure and delivery. Attention is given to the determination of audience type, the proper use of voice and other principles of public speaking. 3 Credit Hours

**Year Two: Approved Electives**

**BI 205: Interpreting Signs and Symbols**
A study of the major types in scripture, their value and usefulness. The dangers of carrying the types too far will be stressed. 3 Credit Hours

**BI 220: To the Corinthians**
An analytical and expository study of 1 and 2 Corinthians examining their historical background, doctrinal and ethical teachings. 3 Credit Hours
RS 202: Cults and the Occult
This course presents solid biblical answers to cults and the occult. Both are examined and disarmed by Biblical truth. 3 Credit Hours

RS 203: Soteriology
A detailed study of the major terms related to salvation including election, atonement, redemption, propitiation, justification, the believer’s security, and the consummation of God’s redemptive purpose. 3 Credit Hours

RS 205: The Healing Covenant
The healing ministry of the Church has essentially been given over to health care professionals. This course will explore issues such as the historical and Biblical foundations, as well as emotional, spiritual, and physical aspects of healing. 3 Credit Hours

RS 248: Angelology
A thorough study of the role and function of angels and demons in relation to the Church of Jesus Christ and the believers is detailed in this course. 3 Credit Hours

RS 249: Demonology
A thorough study of the role and function of angels and demons in relation to the Church of Jesus Christ and the believers is detailed in this course. 3 Credit Hours

RS 250: Faith Dynamics II
Living a life of victory, power and sufficiency requires faith in our Lord Jesus Christ. This course continues the discussion in detail the dynamics of faith and their relationship to the believer. 3 Credit Hours

CC 218: Marriage and Family II
One of the most stressful and potentially problematic areas of marriage and family is that of Parenting. In this course the student will learn God’s purpose and plan for effective parenting in our modern world. 3 Credit Hours
PC 200: Practicum: Stewards in God’s House
Servanthood through local church ministries is how we activate gifts for God’s service. Practical experience in serving faithfully the Lord and local leadership in community is the focus of this course. 3 Credit Hours

Advanced Diploma of Christian Ministry

BI 302: Major and Minor Prophets of the Old Testament
The ministry of the prophet and the gift and function of prophecy is explained from a historical and modern context. The place and environment of prophetic ministry, prophetic presbytery, and the office of the prophet is explained. 3 Credit Hours

CC 301: Self-Concept: Studies in Biblical Inner Healing
This course contains the Biblical bases for the concept of inner healing and healing of the memories. The student will be able to deal with issues in his or her own past that may be preventing them from being a “real person.” 3 Credit Hours

CI 301 - Prophetic Protocols and Ministry Principles
This course discusses the character of the prophetic minister and addresses some of the pitfalls and principles that will hinder or enhance the prophetic flow and the effectiveness of their ministry. Students are shown how to recognize hidden "root" problems, and detect and correct character flaws and "weed seed" attitudes. The author’s use of the 10 Ms of ministry helps identify those who are “true” or “false” prophets. 3 Credit Hours

GE 201: Cultural Anthropology: A Christian Perspective
Students will examine cultural anthropology from a Christian perspective, with particular emphasis on environmental analysis for missions. The students will gain a deeper understanding of different approaches to cultural anthropology and the applications of cultural theory for understanding cultural and
religious diversity in the modern world. The importance of applied cultural anthropology to address the challenges of cross-cultural living and ministry will be emphasized. 3 Credit Hours

RS 200: History of Civilization I: Church History Perspectives
A study of church history during the Apostolic Age, the ante-Nicene period, and the post-Nicene period. Topics include the rise of orthodoxy, the many transformations that took place after the conversion of Constantine, the rise of the papacy, the many forms of medieval religious life, and the emergence of new forms of both lay and clerical piety. The developmental history of Western Civilization, in relation to the History of the Church, is noted in particular. 3 Credit Hours

RS 210: The Blood Covenant
The covenant of God to his people has always been sealed with blood. The course of this covenant between God and his people is demonstrated throughout the Word of God. 3 Credit Hours

RS 217: Introduction to Charismatic Theology
This course explores the fundamental foundation of Christian belief in the area of the gifts of the Holy Spirit. Orthodox Christian truths will be taught in detail and are prerequisite for a dynamic Christian. 3 Credit Hours

RS 301: Pastoral Ministry
This is a study of the practical side of a minister's life and duties. It will include instruction in the proper manner of services, and a discussion of many of the problems a pastor faces. Pastoral ethics shows the quality of a good leader. 3 Credit Hours

RS 304: Introduction to Leadership
A detailed study of the basic principle of leadership as it applies to the local church. This will include the Dynamics of Leadership, Qualifications of Leadership, Counseling and
Ethics, Church Administration and Government, etc. 3 Credit Hours

**RS 305: Introduction to World Missions**
A study of the theology of missions, history of missions from Pentecost to the present, and culture and the missionary, with special emphasis on the unreached people groups of the world. 3 Credit Hours

**RS 314: Principles and Philosophy of Church Growth**
The Great Commission of Jesus Christ (Matthew 28:18-20) is the continuing mandate of the church. Though methods of evangelism and church planting have changed, the mandate remains the same. How to “grow the church” is the focus of this course. 3 Credit Hours

**Year Three: Approved Electives**

**RS 307: Finding God’s Will**
Finding and knowing God’s divine will for one’s life and assisting others to find the same is examined in this course. 3 Credit Hours

**RS 316: How to Design Effective Women’s Ministry**
This course presents various concepts on how to develop a women's enrichment ministry in your church or community. It develops techniques on how to start, build, implement and maintain a ministry that will meet the needs of today's women. 3 Credit Hours

**RS 348: Racism in the Church**
This course develops from a Biblical and historical perspective racism and it’s effect on church culture. Included in this course will be theological, psychological and sociological aspects of racism and its ramifications. 3 Credit Hours
RS 349: Royal Priesthood
This course presents studies on the priesthood of the believer. It is intended to help the believer to “come boldly to the throne.” The course examines the functions, responsibilities and blessings of being a priest in the Body of Christ. 3 Credit Hours

RS 350: Dynamics of Revival
This is not so much a course on the techniques of planning a revival meeting, as it is a course in the true dynamic of true revival that come from the Lord. 3 Credit Hours

RS 351: The Bible and Women
A Biblical profile of women and what the Bible teaches regarding women. This study emphasizes that true liberation for women comes through Jesus Christ and recognition of the patterns and principles governing womanhood revealed in God’s word. 3 Credit Hours

CC 303: Assessment in Christian Counseling
This course is a study of emotional problems, their antecedents and consequences, with a special emphasis upon the destructiveness of sin. 3 Credit Hours

CC 304: Developing a Counseling Ministry
This course is intended to help the Christian develop a counseling ministry. It presents the various laws and ethics related to counseling and studies the many forms needed to conduct a successful counseling ministry. 3 Credit Hours

CC 305: Human Sexuality: A Christian Perspective
This is an introductory course dealing with the subject of human sexuality. The student will learn about what the Bible teaches about acceptable sex in the life of the Christian. Sexual deviations will also be considered. 3 Credit Hours

PC 300: Practicum: Practical Ministry
This courses focus in terms of practical ministry will include taking leadership in areas of practical church and community
service. Leadership in areas of ministry is emphasized. 3 Credit Hours

BI400: Advanced Hermeneutics
This course is an advanced study in hermeneutics and interpretation theory from pre-modern times to the present, with a focus on the interpretation and method of reading biblical texts. The course is designed to prepare the student for advanced interpretation of scripture and will investigate biblical interpretation in light of current theological, philosophical, ecclesiological, historical and social challenges. The student will be exposed to current scholarship on a variety of hermeneutical topics. The student will learn to be humble and open-minded when approaching the text, even those that seem familiar. A scholarly approach will be presented. 3 Credit Hours

BI405: Authenticity & Authority of the Bible
This course explores the manuscript and archaeological evidence supporting and detracting from the reliability of the text of the Bible as an original ancient manuscript. The origins of the biblical texts, the establishment of the canon, and issues of higher criticism will be explored. The course also introduces the student to unique perspectives concerning the authority of the Bible and its application in church and community life. 3 Credit Hours

RS419: Systematic Theology
The course will introduce students to the study of theology using the method known as systematic theology. While, by and large, the faculty of Vision International University reject the validity of a rational attempt to systematize biblical reflection or to dogmatize the experience of the scriptures, this course will serve as general exposure to systematic methodology from a Renewal Theology perspective. This course will not be a survey of the content of systematic theology but rather will introduce the students to the major issues in the forefront of the discipline in the Pentecostal and Charismatic traditions. The course utilizes the reflective approach rather than a dogmatic approach. The
course will establish foundational principles and definitions that will guide theological discussion. The student will engage the primary text to inform and elicit theological thinking. The student will engage theology proper, the doctrine of God, from a Renewal perspective, and probe the nature of God, basic Christian doctrine, Renewal distinctives, and theological anthropology. 3 Credit Hours

**RS435: Christian Theology**

In the church we use words that are often not clearly understood by the new Christian or by the unchurched. In this course the student will study the meaning of each theological word and will be able to apply these words to their own life. An introduction to the basic teachings of the Christian faith, this course includes discussions of the nature and task of theology and of the Christian understanding of God, revelation, creation, spirituality, sin, and redemption. 3 Credit Hours

**RS436: Ecclesiology**

An examination of the New Testament church with particular concern given to its origin, distinctive nature, mission, government, offices, ordinances, and destiny. The course will explore the nature and development of the Christian church and its interaction with contemporary society. The emphasis of the course will be practical ministry and church structure. Biblical exposition and church tradition will be jointly examined. Critical thinking about the church, clergy, parishioners, and society will be stressed. 3 Credit Hours

**RS437: Christology**

This course examines and analyzes the development of the doctrine of Christ from a biblical-expositional perspective. The course provides a detailed and contemporary theological study of the person of Christ. Special attention will be given to the Christological controversies of the early Christian centuries, and the resolutions of the councils that dealt with those controversies. The student will develop a personal Christology rooted in scripture and tradition. 3 Credit Hours
RS438: Eschatology
A review of the classical concepts of Christian Eschatology and of various contemporary approaches to the same material. Issues concerning the Return of Christ and the Apocalypse will be explored from a hermeneutical perspective. An interpretive study of the biblical passages concerning the final things according to scripture and Christian tradition. Consideration will be given to various views of the return of Christ, the resurrection of the dead, the final judgment, and the eternal state. Students will be presented with the array of diversity, from the futurist to the preterist views. 3 Credit Hours

RS439: Pneumatology (The Holy Spirit)
This course provides a simple presentation regarding Holy Spirit Baptism from a classical Pentecostal/Charismatic perspective. It establishes that every Christian experiences Holy Spirit Baptism, the new birth and the baptism in the Spirit are distinct, and that the miraculous gifts of the Spirit are still available and should be occurring in the worship of today's church. The course affirms that while glossolalia is the general biblical pattern for Holy Spirit baptism, it is not defensible dogma to assume that it is the only pattern that God uses. 3 Credit Hours

RS440: The Challenge of Leadership
The focus of this course is the development of developing a sound biblical perspective in the challenge leaders face. Principles of both secular and spiritual leadership will be explained in depth. Leaders from government, business, education, and religion are analyzed for their positive strengths, leadership qualities, and ability to overcome adversity. The course is case study driven and provides real-world examples of leadership principles for the student to apply to her/his immediate context. 3 Credit Hours

RS441: Strategic Church Administration
When spiritual leaders are asked about their least desirable ministerial activities, administration is usually at the bottom of
the list. A main reason sited for this antipathy for administration is that few leaders feel adequately equipped for this onerous task. Strategic planning, staffing, and management are explored in ways that those serving in ministry can understand and appropriate. Practical application will be emphasized. 3 Credit Hours

**RS442: Church Growth and Development**
A study of church growth and development with special emphasis on church health. Attention will be given to the skills of observation of the historical and contemporary roles of the church and society. Students will describe the socialization and dynamics of the church to culture, and develop skills for effective ministry. Common errors in church leadership and development will be explored. Leadership in the church and administration of church affairs are explored in detail. Methods of administration and forms of leadership style and responsibility are delineated 3 Credit Hours

**RS444: Advanced Christian Worldview Studies**
In almost every field, apologists recognize that "proof" will convince people only when they are already disposed to believe. The deepest human need is emotional, not rational; human hearts must be stirred before our intellects will respond. Thus the "proofs" of God in the end are valuable mostly as adjuncts to the witness of scripture. For that reason, many people, whose faith is already simple, untroubled, and firm, find no use for these proofs. But others are not so fortunate, and for them the proofs are an encouragement to faith, and a stiller of doubts. This course contrasts the Biblical concept of apologetics with various alternative positions, both theistic and non-theistic. This course will insist upon an intellectually humble and reasonable approach to apologetics, opposing the bombastic certainty espoused by some approaches to apologetics. This course will propose an apologetic that accounts for the inadequacies of arguing faith-dependent issues in rationalistic or empirical terms. This course is designed to refine the student's Christian worldview to engage a humbled perspective of science, religion,
culture, and human existence. This course also considers major problem areas such as authority, miracles, evil and evolution and sets forth a basis for Christian apologetic which is theologically and historically sound. 3 Credit Hours

**HUMAN BEHAVIOR**

**CC402: Crisis Counseling: A Christian Perspective**
The world we live in, because of the influence of sin, is filled with problems. When crises happen, whether by "accident" or design, they cause severe disruption to our lives. It is an inherent quality of ministry to be able to effectively minister to those in crisis times. 3 Credit Hours

**CC404: Counseling the Dysfunctional Family**
This course deals with the subject of dysfunctional families, especially as related to the psychological and spiritual dynamics of generational patterns. Attention is given to the need for understanding the theological and psychological patterns of reconciliation. Particular attention is given to showing the importance of relationship between the Father Image and its influence on generational patterns in the family. 3 Credit Hours

**CC406: Counseling and Family Violence**
Counseling and Family Violence from a Christian perspective is one of the required courses for students pursuing a degree in counseling with an emphasis in family counseling, domestic violence counseling, substance abuse and addiction counseling and/or pastoral counseling. Counseling and Family Violence focuses on the etiology, context, methodology and effects of domestic violence within the family. This course is designed to acquaint students, pastors, chaplains, educators and church workers with the psychological, sociological and theological aspects of family violence and abuse in its many forms. The underlying purposes of the course are to: (1) provide students an understanding of the biopsychosocial antecedents to family abuse and violence; (2) to provide students an understanding of the cycle of violence and the behavioral patterns associated with
each phase of the cycle; (3) to educate students in the various forms of abuse that can escalate to violence; (4) to provide students an understanding of the nature of both expressive and instrumental violence; (5) to teach students how to conduct an assessment and psychosocial evaluation of a domestic violence perpetrator (batterer) and victim (battered spouse); (6) to train students in effective therapeutic intervention techniques, and; (7) to increase students critical thinking, writing skills and report preparation. 3 Credit Hours

**CC415: Human Development**

This course is an introduction to human development from the perspective of physical, emotional, intellectual and social development. This course offers a broad overview of perspectives, principles, theories, and research findings associated with the field of human life-span development. The aim of the course is to provide a foundation of knowledge that will help the student become a more effective counselor, educator, and leader. 3 Credit Hours

**EDUCATION**

**ED401: Philosophy of Christian Education**

A study will be made of theological concepts that form the philosophical perspectives and principles of Christian education. Organization and administration of church educational programs so as to integrate them within the total ministry of the local church is a primary focus of this course. This course includes a study of the major religious and secular developments in history and education along with a comparison of those developments with biblical principles. The goal is to develop an understanding of the church role in education and to develop a personal philosophy of Christian education. 3 Credit Hours

**ED432: Classroom Management**

This course emphasizes practical, classroom-tested techniques and strategies. Well-organized and managed classrooms set the stage for student learning and achievement. Students will
explore a range of models and strategies that will serve as a foundation for developing a personal approach to classroom management. Classroom management will be defined by exploring theory and research in the field. In addition, rationale will be examined in considering it as a system, as instruction, and as discipline. 3 Credit Hours

LEADERSHIP

OL440: Conflict Management and Resolution
This course examines causes of dysfunctional anger and conflict, and provides biblically consistent principles and methods for management and prevention. The course provides for both acquisition of knowledge and development of interpersonal skills. 3 Credit Hours

OL460: Ethics in Leadership
Leadership Ethics highlights the importance of fidelity, integrity, and value-based decision making. Contemporary ethical issues in church, community, and ministry leadership are examined from a biblical perspective. This course explores the sources, methods, disputes and insights of Christian ethics. Central themes and issues include freedom, conscience and the passions, the relation of God and morality, love and justice, virtue and law, and the question whether there is a distinctive Christian ethics. Because Christian ethics is a form of reflection which arises out of moral conflict, the course utilizes specific moral problems as a way of exploring these themes. Ultimately, these explorations will provide the student with a theoretical basis for understanding the nature of moral thinking itself and the form which it takes within a Christian context. 3 Credit Hours
Business

**CI 420 Biblical Foundations of Business**
This course is a prerequisite for all other business courses. This course presents six biblically based keys to marketplace success and lays a scriptural foundation as to the importance of implementation of those keys by every marketplace Christian, not only into their place of business but also in their individual lives. These six keys to business success are essential for every Christian to be able to fulfill their purpose and call in the place where God has positioned them whether it be in the home, in business, in some professional field, or in the market square. The topics included are: Workmanship; Stewardship; Servanthood; Values; Ethics and Integrity; Hearing the Voice of God; and Developing a Vision. 3 Credit Hour

**CI 422 Business Management from a Biblical Worldview**
This course will bring an understanding of some of the key characteristics of relationships; especially in the marketplace, the dynamics of the Relationship Cycle and how it operates. Learn the nine principles of focusing on God and His Kingdom and examine how to manage that which God controls. Learn to submit to His ultimate control over your business and understand God’s perspective on them. Learn to understand how God uses circumstances to direct career paths. Understand the value God puts on people and how much He cares about developing the man so much more than ideas, things or money. Develop an understanding of the Scriptural meanings of servant along with four principles of servant leadership. Examine five functions of a manager operating as a steward. Learn how to understand conflict, how to hear the Voice of God in it, allowing Him to reveal answers to conflict problems. Recognize early warning signs in order to prevent deeper conflict. 3 Credit Hours

**CI 424 Principles of Transformation in the Workplace**
Learn how to successfully bring Christ into the work place, without adversely affecting your work habits, and offending employers and employees. Achieve an understanding of true
mentoring and the process it entails. Learn the answers to nine questions answered in an economic system through a study of economics from a Biblical perspective. Understand free enterprise capitalism and how it works and learn about profiles and characteristics of a successful entrepreneur. Learn to understand the content of a market feasibility study; how to lay out a plan of action or vision for success in your specific field of expertise. Gain understanding in the intricacies of your calling and what God expects of you as a Marketplace Minister. Understand the Biblical perspective of excellence and success versus the world’s view of success. Understand the character qualities of a man with whom God is pleased; learn to use these examples in becoming a mature Christian with biblically based character traits. Understand the definitions of ethics, Biblical ethics and moral judgments and learn four tools which can be used in analyzing moral judgments. 3 Credit Hours

CI 426 Communication and Spiritually in the Workplace
God created us to hear His voice and He desires to communicate with us regarding chosen fields of expertise. Learn to understand God’s methods of communication and the importance of communication with God. Learn techniques on active listening, what interferes with the communication process and how to be heard. Achieve a new level of communication by understanding to enhance the communication process. Learn and understand the operating principles of how the Kingdom of God works and the nature of the Kingdom of God. Understand God’s perspective and the Biblical principles of work. Learn to recognize the major issues confronting marketplace ministers. Understand the importance of a Christian worldview and how a Christian World View directs our life in the workplace. Learn how to understand the nature of burnout and stress and how to avoid becoming burned out along with remedies that can be utilized in relieving burnout. 3 Credit Hours
CI 428  Marketing for Business and Ministry
Learn the nature of the marketing process through basic elements of marketing and steps in the marketing process. Understand the “Four P’s” applied to both business and nonprofit marketing techniques. Develop an understanding of utilizing marketing skills and tools in order to finance and raise funds for both non-profit organizations and secular business. 3 Credit Hours

Prophetic

CI 410 - Theology and Practice of Spiritual Gifts –
Presented in seminar format -This course is a prerequisite for all other prophetic emphasis courses
Strong emphasis is placed on training leaders to activate the saints in the gifts of the Holy Spirit with which they have been endowed (I Cor. 12 & 14). Teaching is also provided on the gifts themselves and related subjects. A combination of lecture and experiential learning is employed, with mature, seasoned ministers (who have been certified by Christian International), teaching, guiding and instructing the students. Seminars are conducted periodically at Christian International Headquarters in Santa Rosa Beach, Florida; as well as in various churches both nationally and internationally. For seminar dates and locations please call Christian International’s seminar information line at 1-800-388-5308 or check on-line at www.christianinternational.com. 3 Credit Hours

CI 412 - Theology and Practice of Prophetic Ministry
(Introduction) – Presented in seminar format
Be trained and activated and gain a deeper understanding of prophetic principles. Learn how to activate the prophetic ministry by breaking the power of fear, understanding prophetic protocols and dealing with character flaws and root problems. Prerequisite: CI410. For seminar dates and locations please call Christian International’s seminar information line at 1-800-388-5308 or check on-line at www.christianinternational.com. 3 Credit Hours
CI 414 - Theology and Practice of Prophetic Ministry (Intermediate) - Presented in seminar format
This course addresses questions such as: Does God like/desire to talk to His people? Can you set a time and place to prophesy? Learn about the principles of Spiritual Gift stewardship. Be trained and activated to a greater flow in prophecy, word of knowledge and the word of wisdom. This course focuses on training those who are called to Apostolic Prophetic ministry. Prerequisite: CI410 For seminar locations and dates, please call Christian International seminar information line at 1-800-388-5308 or check on-line at www.christianinternational.com. 3 Credit Hours

CI416: Theology and Practice of Prophetic Ministry (Advanced) - Presented in seminar format
Advance training to tap into a deeper, more mature, more accurate flow of prophetic ministry. Be activated in ministering present-truth through the heart of God. Learn how to handle contradictions and pitfalls of prophetic ministry. Prerequisite: CI410. For seminar dates and locations please call Christian International’s seminar information line at 1-800-388-5308 or check on-line at www.christianinternational.com. 3 Credit Hours

CI418: Advanced Practice of Spiritual Gifts Seminar – Presented in seminar format
Advanced training in student’s specific area of interest. A list of choices is available by contacting Christian International School of Theology at 1-800-388-5308. 3 Credit Hours

Chaplaincy

CC405: Counseling Substance Abuse
Counseling the poly-abuse client on an impatient and outpatient basis with special emphasis on 12-step models. 3 Credit Hours
CC406: Counseling and Family Violence
This course in an examination of the psychological and theological aspects of family violence in its many forms. 3 Credit Hours

RS447: Discipling the Ex-Offender
Why do they go back? This course discusses topics including the preparation of inmates through pre-release programs, the first 30 days and long-term aftercare programs. 3 Credit Hours

RS448: Ministry in Correctional Institutions
An introduction and overview of the types of facilities in which ministry takes place, types of ministry being carried out, and opportunities for ministry within a facility and post-facility setting. 3 Credit Hours

RS449: Ministry in Juvenile Correctional Settings
Correctional ministry to juveniles including ministry opportunities, distinctive required for effective ministry to youth, description of the existing facilities, and organizing the volunteer base. 3 Credit Hours

RS450: Leadership in Correctional Ministries
Personal development of Bibliocentric spiritual leadership qualities, and the proper application of those characteristics as they relate to others with whom you deal in the correctional facility. 3 Credit Hours

Worship Ministry

RS452: Quest for God
The Worship Team plays a vital role in helping people come into the presence of God. Every worship team member has great potential for ministry. The purpose of this course is to teach the worship team member how to enter into God’s presence as well as how to lead others into God’s presence. 3 Credit Hours
RS451: Worship Leading
Study of the psalmody, hymnody and worship traditions of the Church, practical exercises in the use of the hymn, planning and conducting various types of services and field trips. 3 Credit Hours

RS452: Theology of Music – A Biblical Perspective
The theology and practice of music as it relates to church and worship is presented in detail in this course. 3 Credit Hours

RS453: Biblical Theology of Worship
The theology and practice of music as it relates to church and worship is presented in detail in this course. 3 Credit Hours

RS462: Future Worship
This course is a study of worship in the future and how a changing world can enter God’s presence in the new millennium. The study will examine models of worship in the church’s changing culture and how God wants worshippers to worship Him. 3 Credit Hours

Emphasis in Women’s Ministry

RS403: Women’s Roles in the 21st Century (updated to include CC403)
A course that will explore and process women’s roles in the 21st century, an in-depth study designed to prepare the minister for the actual conditions faced in spiritual warfare. The course explores other ministries available that are relevant to today’s Christian community. 3 Credit Hours

RS445: Women’s Effective Ministries (based on RS316)
This course presents various concepts on how to develop a women’s enrichment ministry in your church or community. It develops technique on how to start, build, implement and maintain a ministry that will meet the needs of today’s women. 3 Credit Hours
RS446: Biblical Profiles of Women (based on RS220)
The Biblical profile of women and what the Bible teaches regarding women. This study emphasizes that true liberation for women comes through Jesus Christ and recognition of the patterns and principles governing womanhood revealed in God’s word. 3 Credit Hours

RS405: History of Women in Ministry
An in-depth study of daughters of the church from the New Testament times to the present. This course endeavors to survey history and gain insight regarding women’s significant role in ministry. 3 Credit Hours

RS407: Women of Excellence in Home and Ministry
Course intended to help women in Christian Leadership with a ministerial career. It addresses the issues and special concerns with helpful teaching guides, the process of prioritizing ministry and family life in modern society and church. 3 Credit Hours
APPENDIX A

STUDY GUIDELINES

Here are some guidelines that will help you to get the best possible enjoyment and benefit out of studying your textbooks and doing the assignments –

(1) Give a high priority to the program until you have obtained the award you desire, which means (a) you should write the class or your study times into your calendar and keep those times free from other commitments; and (b) you should be prepared to sacrifice other activities, entertainment, etc, for the duration of the course.

(2) Accept the discipline of reading right through your textbook within the time allowed, and of completing your exam before the next subject begins. If you fall behind in your studies you will find it difficult to catch up, and it may lead you to abandon the program. Those who start do not please God, but those who finish!

(3) Begin each study period with a simple and brief prayer, yet one that recognizes that only the presence and illumination of the Holy Spirit can turn your study time into a supernatural event. Study with an expectation both that your mind will be instructed and that your life will be transformed by the Word of God. Expect to hear from God! If His voice is not mingled with what you read, then you read in vain.

(4) Set apart a period of time each week when you will be able to make study your top priority. Choose a time when you will have the fewest interruptions, away from other activities and family traffic. Try to keep to the same time each day or each week, so that you develop regular habits of study. Perhaps while you commute to work? For example, one of our students modified a briefcase into a kind of study desk, complete with a small lamp
and writing platform, so that he could study while he was a passenger in a car. Bus-time and train-time can be used in the same way.

(5) Turn off the radio and television, so that you can have the quietness you will need to meditate on and to pray about the things you are reading. Find, if you can, a reasonably quiet and private spot. At the least, you should try to set up a corner somewhere that you can use consistently as a place of study. Developing a familiar environment, as free as possible from distractions, is a great help to concentration. Use a desk or table without clutter, and a comfortable chair. Avoid lounge chairs. The attitude of the body helps to determine the attitude of the mind. A lethargic body tends toward a slumbering mind.

(6) Let your family know that you are studying so that they will avoid interrupting you. If phone calls come, arrange for a message to be taken, or to return the call later.

HANDLING YOUR TEXTBOOK

(1) Scan through your textbook, to get a general sense of its contents and layout, and how its ideas are developed. Then choose the particular section you are planning to study and read through it quickly, without pausing to look up Bible references or to take notes (unless an important idea occurs to you).

(2) Next, read the same section again, carefully, looking up all the references, making your own notes, working on difficult points until you understand them, making your own outline of the section, and re-writing the key ideas in your own words.

(3) Make sure you understand what you are reading. If something is not clear, ask the Lord to give you understanding. If you come across unfamiliar words in your textbook, look them up in a dictionary. Read the Scripture verses mentioned in your textbook. Use a modern translation of the Bible. It is a good idea
to have several different translations on hand, all of which you should aim to read at least once from cover to cover.

(4) Close your book and meditate on what you have read. Try to recall the main ideas, and the sequence in which they were developed. Build the arguments again in your own mind. Join prayer with your meditation, for this is the time when the things you are studying can become a revelation of God in your spirit.

(5) Open the book again, and answer the questions on your exam paper that relate to the section you have just studied. Remember, the exams are all “open-book” – indeed, many questions cannot be answered unless you do refer to your textbook. So make full use of the book as you answer each question. You are not expected to work from memory alone.

(6) You can probably pass the exam without doing all the above. *But surely you have a higher goal than merely achieving a passing grade?* If your larger purpose is the glory of God and your personal enrichment, then don’t forget that you will get out of your study only what you put into it.

(7) We have striven to achieve two things in the textbooks you will use: a high level of spiritual revelation; and (in most of them) a high literary quality. Therefore you may find it useful to have at hand a good English dictionary, along with a Bible Encyclopedia or Bible Dictionary.

(8) And of course you will have a program for reading your Bible right through, over and over again, for the rest of your life. *There is not much point in going to Bible School if the only book you don’t read is the Bible!*

**SAMUEL JOHNSON**

In a letter to his friend James Boswell, dated December 8, 1763, the great lexicographer Samuel Johnson wrote –
(There was once a young man who) hoped that he should appear to attain, amidst all the ease of carelessness, and all the tumult of diversion, that knowledge and those accomplishments which mortals of the common fabric obtain only by mute abstraction and solitary drudgery. He tried this scheme of life awhile, was made weary of it by his sense and his virtue; he then wished to return to his studies; and finding long habits of idleness and pleasure harder to be cured than he expected . . . resolved the common consequences of irregularity into an unalterable decree of destiny, and concluded that Nature had originally formed him incapable of rational employment.  

Let all such fancies, illusive and destructive, be banished henceforward from your thoughts forever. Resolve, and keep your resolution; choose, and pursue your choice. If you spend this day in study, you will find yourself still more able to study tomorrow; not that you are to expect that you shall at once obtain a complete victory. Depravity is not very easily overcome. Resolution will sometimes relax, and diligence will sometimes be interrupted; but let no accidental surprise or deviation, whether short or long, dispose you to despondency. Consider these failings as incident to all mankind. Begin again where you left off, and endeavor to avoid the seductions that prevailed over you before.

This, my dear Boswell, is advice which, perhaps, has been often given you, and given you without effect. But this advice, if you will not take from others, you must take from your own reflections, if you purpose to do the duties of the station to which the bounty of Providence has called you.”

7 Over the years I have myself met many like that young man, who blame God, or Providence, or Parents for their supposed inability to study hard and therefore hold themselves blameless for failing to advance in knowledge and maturity.
8 James Boswell, Life of Johnson, Aetat. 54; Thursday, 8 December, 1763.
APPENDIX B

ON WRITING AN ESSAY

This document deals with writing a small essay of around two thousand words. For longer documents, see our guide, *Research Writing Made Easy*.

PRESENTATION

Your essay should be typed, if possible, with the lines double-spaced. If this is not possible, then it must be written neatly in ink. Essays that are illegible or unreasonably difficult to read will be returned unmarked. Include a title page, containing your name, the title of the essay, and the date of its completion. Make sure that each page is correctly numbered, and staple or bind the sheets together. Whether or not your essay is to be typed or handwritten will be at the discretion of the facilitator.

RESEARCH

Even for a short essay you should try to do some research beyond your primary textbook, including the study of sources that give a contrary view. If you find it difficult to come up with a theme of your own for your essay, then read a book of at least 200 pages on the subject you are studying and write an overview of the book, with at least three quotes from it. Ask yourself these questions: *Do I agree with all that this book is saying? Do I disagree with some parts of it? Does it contain information that I did not find in my primary Vision textbook?* Then include the answers to these and other questions in your essay.

STRUCTURE

Your essay should have a clear beginning (an *introduction*), followed by the body of your argument, and then the conclusion. Copy the style of your textbooks in the layout and use of
headings in your essay. Your introduction should tell what the essay is going to be about, followed by at least two or three main headings in the main argument. This layout will help readers to know what you are trying to teach. Make sure to back up your statements with Scripture. The assessor will be looking for three things in particular: *quotes from the book(s) you have read on the subject; supporting quotes from Scripture; and some original ideas of your own.*

**DOCUMENTATION**

A bibliography (list) of the books, magazines, or other sources you have studied or used in writing your essay must be placed at its end. List all your sources of information. Each listing must contain the author’s name, publisher, year of publication, page number, and any other relevant information. Also include particulars of any Bible version that you have quoted from. *Endnotes or footnotes* must also be used, to identify each particular quote (again, follow the style found in *Research Writing Made Easy*).

**ORIGINALITY**

We do not expect your work to be entirely original. You are free to draw from other materials (with proper acknowledgment). However, you should include as much original thought or experience as you can. But remember that an essay is not a personal testimony, nor a biography. Use anecdotes about your own life, or about other people, sparingly.

**STYLE**

Write in a generally formal style, avoiding slang, or colloquial expressions; but don’t be too impersonal, abstract, or indirect. Use active sentences as much as possible, not passive. For example, the paragraph just above could have been expressed *passively* thus: “It is not expected that your work will be entirely...”
original.” It reads livelier when it is cast *actively*: “We do not expect . . . ” But sometimes a passive structure is less obtrusive, as in the first part of the previous two sentences.

**METHOD**

Follow this procedure. Some of these things may not be applicable to you now, but will be good to know as you progress to higher levels—

- Read all you can about your topic, taking notes as you read, and jot down an outline, or preliminary plan, of your essay.
- Gather primary ideas, based on your own experience and thought.
- Make sure that your notes contain full details of each book, source, or interview, etc, from which you have drawn material.
- If your essay contains quotes from, or passages that closely echo, other writings, make sure to note this in footnotes and/or endnotes (see your textbooks for examples of how this should be done).
- Organize your notes to match your outline (you may find it useful to put each group of notes on separate sheets of paper).
- Write a first draft of your essay.
- Put it aside for two or three days.
- Get someone else to review it for you.
- Revise and correct your first draft.
- If necessary, repeat the previous three steps, once, twice, or three times.
- Type out the final version.
- Type the number of words in your essay on the title page (unless you have a computer, don’t count the words individually; but work out the average number of words on one page, then multiply that by the number of pages).
- Send the completed essay to the appropriate office (national, or regional).
APPENDIX C

ON WRITING A ESSAY
(A Brief Review)

TOPIC

Before starting your essay your theme should be submitted and approved by your mentor or pastor. Please refer to Exhibit 28 for suggested theme.

- A Biblical theme
- An exposition of some area of Christian doctrine related to some specific aspect of Christian service, ethics, life, or ministry
- The structure, work, worship, history, future, etc, of the church

PRESENTATION

Your essay must be typed, double-spaced, on one side only of the paper. If you cannot type it yourself, arrange for someone else to do so. Include a title page containing:

- Your name
- The title of the thesis
- The date of its completion
- Present to (Name of Institution)
- Name of level of degree

Leave generous margins on all sides of your sheets, so that there is adequate room for comments to be made by the person who grades the paper. Make sure that each page is numbered, and staple or bind all the sheets together.
STRUCTURE

Readable text in 12 point font Times New Roman is highly recommended for your essay. This should be consistent throughout with the exception of your manuscript title page. Your title page should be 14 point font and centered. Your thesis should be set up as follows –

- Title page, which should contain your name, address, the subject, and the date of completion, copyright notice (if applicable)
- Table of contents, or outline, which should reflect as closely as possible the headings and subheadings used in the thesis
- Preface, dedication, or acknowledgements if appropriate (of your typist, illustrator, etc.)
- List of abbreviations (if any have been used)
- Body of the thesis, broken up either into chapters, or sections, with appropriate headings and subheadings
- Any appendices that may be needed
- A note on your methods of research

DOCUMENTATION

A complete bibliography should be provided, listing the sources that you drew from and/or researched (see below, under “Research”). An addendum in this document gives further information on how to set up footnotes, endnotes, and bibliographies.

FOOTNOTES

A system of footnotes or endnotes should be included (see Addendum, below). The reference in each note should be given in the normal manner: book title, author’s name, publisher, place of publication, date, page number. It is important that you clearly identify any part of the essay that does not strictly contain your own ideas or words. Direct quotes from another work must be set in quotation marks, with the source identified in a note.
Passages that substantially echo another’s person’s ideas or words should also be identified in a footnote or endnote. Plagiarism is not permissible within today’s literary ethics.

**ORIGINALITY**

It is not expected that your work will be entirely original. You are free to draw from other materials (with proper acknowledgements). However, you should also introduce as much original research, thought, or experience, as you can. Credit will be given for the following: the number of books or sources researched; the manner in which you have organized your material; the degree to which you have successfully analyzed and understood your material; and the extent of your creative or original thought or presentation.

To gather materials you should use resources like the following:

- Published books
- Unpublished writings
- Interviews
- Journals and magazines
- Leaflets, brochures, etc.
- Government publications
- Audio and/or video tapes, etc.
- Your local library
- Computer resources, such as CDs and the Internet (which, if you do not have your own computer, are available in most major public libraries)...

**STYLE**

Write in a formal style, but avoid being too impersonal, abstract, or indirect. Give attention to correct spelling. Although the VIEI program is not a course in grammar, you can lose marks if your essay indicates carelessness or laziness. After all, spelling help is no farther away than a dictionary. If you find writing difficult, use short and simple sentences. Don’t try to be more clever than you are. Get a more literate friend to check your work and offer...
suggestions for correcting faulty grammar or wrong spelling.

In all essays the marker will be looking for some measure of original thought, and a good writing style. This is particularly true of essays or theses required for the higher awards. A Master’s thesis would be expected to show a substantial measure of creative analysis, and a better-than-average understanding of the subject.

Even more is that true of a doctoral thesis/dissertation, which would be expected to display superior handling of the subject, and a high level of originality.

**QUOTES**

The use of direct quotations can add interest to your writing. A *short passage* – no more than three or four lines – can be included as part of the paragraph you are writing. Make sure to put it inside quotation marks. However –

A longer passage should be separated from your paragraph, indented (as this one is), and, if your equipment will allow it, using a smaller type-face. Since it would not be appropriate for another author’s work to be graded or corrected, longer quotes can be typed in single-spacing. You will, of course, acknowledge the source of the quote, either in a *Footnote* or an *Endnote*. Note also that quotation marks are not necessary. The indentation and the smaller type-face are sufficient to show that the passage is a quote.

Poetry should be centered, and set out as follows. Do not use double spacing.

   Let me not to the marriage of true minds
      Admit impediments. Love is not love
      Which alters when it alteration finds,
Or bends with the remover to remove.
    Oh, no! it is an ever-fixed mark
That looks on tempests, and is never shaken;
    It is the star to every wand’ring bark,
Whose worth’s unknown, although his height be taken.
Love’s not Time’s fool, though rosy lips and cheeks
    Within his bending sickle’s compass come;
Love alters not with his brief hours and weeks,
    But bears it out even to the edge of doom.

If this be error and upon me prov’d,
    I never writ, nor no man ever lov’d. 9

The same rules should be followed for Scripture citations. Short passages can be included in your paragraph; longer passages should be kept separate and indented; biblical poetry should be laid out as poetry.

METHOD

Follow this procedure –

- Read all you can about your topic, taking notes as you read, and write an outline, or preliminary plan, of your essay.
- Gather primary materials (based on your own experience and thinking).
- Make sure that your notes contain a full record of each book, source, or interview, etc, from which you have drawn material.
- Organize your notes to match your outline (it is a good idea to put each group of notes on a separate sheet).
- Use headings and subheadings, making sure that they follow each other in a logical order, and assist in the development of your argument and the clarity of your presentation.
- Write a first draft of your essay; put the essay aside for two or three days; get someone else to review it for you.

9 William Shakespeare, Sonnet.
• Revise and correct the first draft.
• If necessary, repeat the last step, then print out the final draft, with the number of words in your essay on the title page.10
• Make sure you calculate your timeline on proofreading, printing, and final delivery. It is wise to use a professional copy service. Give yourself time to read your essay completely before making additional copies.
• Send the completed essay to the College.

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10 Unless you have a computer that will give you an instant total, don’t count the words individually. Work out the average number of words on one page, and multiply that by the number of pages.
APPENDIX D

FOOTNOTES & BIBLIOGRAPHIES

(A) FOOTNOTES

These comments apply both to Footnotes and Endnotes –

(1) A direct quotation from another work must always be marked either -
   • by quotation marks, if the quote is short, and part of one of your own paragraphs; or by
   • putting it in a separate indented paragraph (without quote marks), unless it includes a piece of direct speech; and by
   • noting the source of the quote in a footnote or endnote.

(2) A footnote may also be used to make an extra comment, or insert additional material that would be disruptive if it were placed in the body of the essay. You may indicate a footnote by a number, a letter, or some other mark.

(3) For a work that has not previously been quoted in your essay, use the style shown in the footnote below,¹¹ and note the following -
   • the author’s name is given first (unless you have already given the full name in your text),
   • followed by the name of the work (underlined),
   • publishing details (including the date, if known); if required, the details (in quotation marks) of a chapter title, magazine article, etc; the page number,
   • and note the use of commas and semicolons.

(4) For a work that you have quoted before, use either ibid. or op. cit. –

¹¹ Jonathon Browne (editor), Dictionary of World Religions, article “Islamic Prayer”; Thompson & Thompson, London, 1987; pg. 335.
• *Ibid.* ("the same") is used when no other work has been quoted between this footnote and the one preceding it (even if several pages have intervened between the two quotations). Here is an example – 12

• *Op. cit.* ("the work cited") is used when one or more footnotes stand between the original quotation and the present one. The author’s last name must be included, unless you have mentioned it in the text.
Here is an example – 13

(B) BIBLIOGRAPHIES

Your essay/thesis must contain a bibliography listing all the sources to which you referred while you were preparing it. The bibliography should be the last item in your essay, and it should be set out as follows, showing where appropriate a book, article, author, editor, compiler, etc –


12 Ibid., pg 398
13 Anderson, Op. cit. pg. 35., Copyright © 1998 by Vision Internet Bible College. All rights reserved worldwide.
APPENDIX E

ON PREPARING A WORD STUDY

(1) Choose the word; e.g., *reconciliation*.

(2) Use a word concordance to list the important occurrences in your Bible of *reconcile(d)*, *reconciling*, or *reconciliation*.

(3) Use a topical concordance to list verses or passages which contain the idea of *reconciliation*.

(4) Look up the meaning of the word in (a) an English dictionary; (b) Greek and/or Hebrew dictionaries; (c) Greek and/or Hebrew word books; (d) Bible dictionaries and/or encyclopedias. Write down these definitions and any other ideas or information that you find, or that come to your mind on the subject.

(5) Summarize the information you have gathered under 4 or 5 different headings; e.g.,

what is reconciliation; how are we reconciled; with whom are we reconciled; when are we reconciled; what are the results of reconciliation, both now and in the future; etc.

(6) Expand your summaries with your own comments, illustrations from scripture or life, and the like.

(7) Write a final version of your study.

Note: Many study Bibles contain examples of word studies that you could use as a guide. Also the word studies in your lecture notes will show how to outline and present your study.