



TRINITY
THEOLOGICAL COLLEGE

CCS Student Handbook

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WHAT IS THE CERTIFICATE IN CHRISTIAN STUDIES?

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

HOW ARE THE CERTIFICATE UNITS OFFERED?

CCS units are offered as Trinity@Night in the Perth Metro area, and Trinity in Town in country areas.

Trinity@Night is usually undertaken as short evening classes from 7:30pm-9:30pm on Tuesdays or Thursdays, over a 6-week period. Each year we offer 8 units through Trinity@Night – 2 units each Term.

Trinity in Town is usually a one-day intensive on a Saturday in country areas such as the Great Southern and South-West.

WHAT UNITS CAN I TAKE?

There is a total of 18 units available in the CCS with different units running each term. The 2 core units are offered every year. You can enrol in any unit as it becomes available with the unit schedule available on our website www.ttc.wa.edu.au/certificates.

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

Group A – Core Units

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

Group B – Bible and Christian thinking

- B01 In the Beginning, God... Genesis
- B02 A King for God's People: I & II Samuel
- B03 Confronted and Comforted: Isaiah
- B04 Prayer, Praise and Jesus! The Book of Psalms
- B05 The Word Became Flesh: The Gospel of John
- B06 The Unstoppable Gospel: Acts
- B07 The Gospel Unplugged: Romans
- B08 Life in the Last Days: Revelation
- B09 Rise, Fall and Reform: Church History I
- B10 The Church versus the World: Church History II
- B11 Between the Cross and the Resurrection: 1 Corinthians

Group C – Christian life and ministry

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

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

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

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

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

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

Enrolments are most easily undertaken via the website

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

CAN ANYONE ENROL?

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

Students need to have completed high school (year 12) or be at least 18 years of age to enrol.

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

Withdrawing from a Unit

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

HOW DO I PASS MY UNITS FOR CREDIT?

(1) Meeting the Attendance Requirement

You will get the most out of each unit by attending all of the lectures. Attending 5 out of the 6 lectures (or attending the full day of a one-day unit) is a requirement for achieving unit Credit. Please don't attend however if you are unwell. If ill health prevents you attending the required number of lectures then you can meet the requirement by providing evidence of listening to the recordings e.g. photos/scans of notes taken.

(2) Passing the Assessments

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

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

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

WHAT ELSE DO I NEED TO KNOW ABOUT ASSESSMENTS?

Seeking an Extension for Assessments

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

Requests for extensions must be made to the Certificate Studies Coordinator. The following process is to be adhered to:

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

What if I don't pass the assessment?

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

Avoiding Plagiarism

Plagiarism is the wilful reproduction or paraphrasing of substantial unacknowledged written passages in a student's work, or pretending that a scholar's ideas are the student's own. To avoid plagiarism, you need to make sure that you acknowledge in the footnotes the sources of extracts, quotations and paraphrased material contained in your work or the source of ideas you are discussing. This includes material from books, journal articles, newspapers, websites, and anything else that you have consulted. Your assignment will be run through plagiarism-checking software so please ensure that if you don't understand the rules around plagiarism and acknowledging sources you seek clarification. Also refer to the Appendix for additional information.

HOW LONG HAVE I GOT TO COMPLETE THE CERTIFICATE?

From 2018 units must be completed within a 4-year period to achieve the CCS and within 6 years for the Advanced CCS. A one-year extension may be requested in exceptional circumstances by writing to the Certificate Studies Coordinator. Any units completed prior to 2018 may contribute to the CCS but it must be completed by the end of 2022 (or the Advanced CCS by the end of 2024).

WHEN WILL I RECEIVE MY CERTIFICATE?

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

WHAT ELSE DO I NEED TO KNOW?

Unit Handbooks

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

Venues

Trinity@Night units are held in the metropolitan area at Trinity Theological College in Leederville or at a host church venue. Trinity in Town units are held in country areas.

Fees

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

Library

Some of the recommended books for each unit are made available for students to borrow on a weekly basis. Please ensure these are returned each week to provide opportunities for all students to borrow books. All books must be returned at the final lecture unless otherwise negotiated with the Certificate Studies Coordinator. The Trinity Theological College library can also be joined for a fee. More information and online membership forms are available on our [website](#). Library opening hours are Mon – Fri 8:30am to 4:45pm.

Recording lectures

If you will be absent from a lecture it can be recorded but you must advise the Certificate Studies Coordinator before commencement of the lecture for this to occur. A link to allow you to listen to the recording will be forwarded to you. Please note that recordings are for the personal use of students only and are not available for distribution.

Trinity Theological College general information

We are glad you have chosen to undertake Certificate studies with us, and we hope you will enjoy being part of our college community. As such we will send you our college newsletter (Trinity News) and also let you know about our other events (e.g. Annual Lecture). If you do not wish to receive the e-newsletter, please advise the Certificate Studies Coordinator. If you are interested in pursuing accredited studies with us we would be pleased to discuss this further. Please complete the Prospective Student Form (<https://ttc.wa.edu.au/prospective-student-form/>) or ask the Certificate Studies Coordinator for more information.

Transport & Parking

Transport and parking information for Trinity@Night units held at Trinity House in Leederville can be found on our website (<https://ttc.wa.edu.au/how-to-get-here/>). For units held at other locations (usually churches) specific parking information will be provided in your enrolment letter if required.

APPENDIX – ESSAY WRITING TIPS & PLAGIARISM

Essay Writing Tips

If you have not written essays before (or for a long time), you may want to check out some online resources to assist in how to go about planning and writing an essay. Some brief tips are provided here to get you started.

The most important thing to remember is to answer the question; so start by analysing it:

- Make sure you understand what the question is asking (e.g., do you understand the terms used).
- Brainstorm (e.g., do a mind map) - what do you already know about the topic; what questions do you already have/ need to know more about.
- Discuss with others but don't share anything in writing (i.e., share your ideas verbally but collusion can happen accidentally or intentionally if you share written notes).

Research the answer to the question.

- Read the Bible!
- What are you learning in the lectures that will help answer the question?
- Read other books – Bible dictionary, commentaries (refer to the recommended reading list for ideas) (NB. You can usually pass a Certificate essay without doing any additional reading but doing extra reading will help you understand the topic better). If you do read other books, see the section below on *Referencing*.
- If you're not sure if you're on the right track, ask the Teacher.

Write your essay.

- Plan out your essay before you start writing. A normal essay will have three main sections:

Introduction – give a brief indication of why the topic matters, how you are going to deal with the topic, and a 1-2 sentence answer to the question (~100-150 words)

Body – set out why you think the answer you gave in the introduction is the case; write in paragraphs, with one big, supporting point per paragraph in a clear, concise and ordered way (~700-800 words)

Conclusion – summarise your argument and draw your conclusions (~100- 150 words)

- Therefore, make sure that you can answer the question in 1-2 sentences, and you know your 2-3 big reasons *why* you think this is the answer—these reasons become the big points of the paragraphs.
- Think about how the points you wish to make will flow logically.
- Avoid the temptation to try to restate everything you heard in the lectures – this will not answer the specific question you have been asked (and will blow your word limit!).
- Unless otherwise stated the word limit is 1000 words plus or minus 10% (i.e., 900-1100 words).

Additional tips

Clarity

The aim is to write **clear** prose, which is both **accurate** and **understandable**.

Learning to be clear involves writing complete, grammatical sentences. Although MS Word will pick up some grammatical irregularities, you can use a more comprehensive online grammar & style checker (like www.prowritingaid.com or www.grammarly.com) to double check your work.

Learning to be accurate means that you fairly represent the views of others, should you choose to use them. Accuracy also means that you are aware of the strength of your answer: don't be afraid to use words like "probably" or "could," if that reflects the strength of your argument.

Learning to be understandable means that shorter words and sentences are preferable to long ones. **The use of unfamiliar words should be avoided**—if you are unsure of the meaning of a word, look it up, or use another known word. It may seem obvious, but many students forget that the aim of writing should be to communicate a message or argument to readers as effectively as possible.

Paragraphs

Your essay should be divided into paragraphs, with **one major point** in each paragraph. Usually, the first sentence of the paragraph states this major point, and the following sentences explain it and give evidence, as necessary.

Citing Bible references

Students often make the mistake of quoting or retelling large chunks of Bible text, which use up many words in a short (1000 word) essay. Use your own words to make your point, and then include a reference to the appropriate part/s of the Bible in either brackets or as a footnote.

Plagiarism

Plagiarism is defined as the reproduction or paraphrasing of substantial unacknowledged written passages in a student's work or pretending that a scholar's ideas are the student's own. Plagiarism is a kind of cheating on an assignment and has become a common issue in university environments, especially since the rise of the internet. We want to help you avoid plagiarism not only because it is inappropriate to use another's words and ideas without acknowledgement, but because we want to know how you have understood what you have learnt and thought about. When someone in your church, or one of your friends or family asks you a tough question that is relevant to your unit, we want you to be able to answer confidently because you've already put it into your own words in the assignment.

To avoid plagiarism, you need to make sure that you acknowledge in the footnotes the sources of extracts, quotations and paraphrased material contained in your work

or the source of ideas you are discussing. This includes material from books, journal articles, newspapers, websites, study Bible notes, and anything else that you have consulted. Your assignment will be run through plagiarism-checking software, so please ensure that if you don't understand the rules around plagiarism and acknowledging sources, you seek clarification.

There are some helpful resources that you can access online that provide a good explanation of plagiarism and the variety of ways students may accidentally or intentionally plagiarise others' work:

<https://www.turnitin.com/static/plagiarism-spectrum/>

<https://www.youtube.com/watch?v=EF5eFeJMplA>

<http://www.plagiarism.org/video/understanding-plagiarism-with-help-from-dr-seuss>

We understand that many CCS students will have not studied since high school and may possess little understanding of plagiarism. If plagiarism is detected in your essay, it will be assessed, and the following actions may be taken:

- Minimal or accidental plagiarism, or essays that are not well-referenced – student will receive guidance on how to proceed with future essays (but essays will be marked and passed as appropriate).
- Serious, wilful plagiarism, most of the essay is the work of others – student will receive guidance and asked to resubmit their essay.

Referencing:

One way to avoid the risk of plagiarising accidentally is to set up a system for recording the ideas you have read about i.e., as you're taking notes from something you are reading jot down the reference and page number so you can go back to it. There is free software available that provides an easy way for managing references, but this is unlikely to be required at the Certificate level. If, however, you are considering moving onto degree level studies you may wish to start using a program such as Zotero.

DISCLAIMER

The details printed in this handbook were correct when printed on 24th June 2021. The College reserves the right to amend or update the information.