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IFCA BIBLE College

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Conflict Resolution

SELF-PACED COURSE GUIDE



“Study to shew thyself approved unto God, a workman that needeth not to be ashamed rightly dividing the word of truth.”

2 Timothy 2:15

Welcome to this course! The completion of this course will prove to be a significant blessing to you both academically and spiritually. We recommend that you thoroughly read the entire study guide before you actually begin working on the Course Projects. If you are uncertain or unclear on any matter, contact IFCA Bible College for clarification (1-216-261-7709) or ifcabccleveland@gmail.com). Above all other things, we encourage you to pray for God's guidance before you begin this course, and each time you work on it.

The instructions in this study guide are related to course formatting and submission. You may also refer to your original Student Orientation Page. IMPORTANT: The instructions on the study guide always supersede any other instructions. If there seems to be a conflict between this study guide and other instructions, always follow the instruction of the study guide.

We strongly recommend that you use reliable word processing software and make frequent use of the spell checker and grammar suggestion aspects. Be sure to save your work frequently, and backup copies of course work you have submitted.

If you need to contact the professor for this course (or the academic office), we recommend that you do so first by email. If the professor's email address is not listed on this study guide you may request it by email: ifcabccleveland@gmail.com

The total length of time required to complete this course is different for each person. This is because already acquired knowledge of the subject, previous education, and personal situations all influence study habits and ability. However, on average, one course credit usually requires between 35-40 clock hours of study. Therefore, a two credit course will require about 70-80 hours of work, likewise a three credit course between 105-120 hours, and-so-forth. Since you are not restricted by classroom hours, on average you might expect to complete a three credit course in about eight to nine weeks by devoting four study hours per day four days per week (i.e. two hours morning and evening). Obviously, these are only general estimates, bearing in mind personal study habits and differing course requirements.

The time between the submission of your coursework, until it is returned to you (graded) will vary, but generally courses sent by postal mail may require as much as two weeks in transit (to and from), and another two weeks to get through the recording and grading process. Email submissions (preferred) generally require about two weeks. These are only averages. Be absolutely certain that you keep IFCA Bible College immediately informed if you change your email, postal mailing address or telephone numbers.

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IFCA-BC Writing Guidelines

The standard for academic papers (to be used in all your courses at IFCA-BC) should reflect the following:

Formatting

1. Use the following guidelines to format all research papers and writing assignments
 - a. Use Times New Roman, 12 point font, double-spaced throughout (see “Hot Tips” below for permissible exception for footnotes)
 - b. Set margins 1” top and bottom, and 1.25” right and left
 - c. The use of subtitles or subheadings is encouraged: (set subheadings in bold on the left margin)
 - d. Do not use a cover page. Rather, enter the following in the upper left corner of the first page of the paper:
 - Your name
 - Course Number, assignment number
 - Date submitted
 - Word count
 - e. Insert page numbers at the bottom center of all pages, including the first page.
 - f. Foreign terms (terms not listed in a common English dictionary) should be italicized the first time they are used, and thereafter should not be italicized.
2. Use of ellipsis dots:
 - a. Leave a space before and after three ellipsis dots.
EXAMPLE: “For God so loved ... that he gave his only begotten son” (John 3:16a).

- b. Do not use ellipsis dots at the beginning or ending of a quote.

INCORRECT EXAMPLE: The scriptural phrase "... God so loved ..." has become an extremely influential formative dynamic for the church.

CORRECT EXAMPLE: The scriptural phrase "God so loved" has become an extremely influential formative dynamic for the church.

Citing Sources

1. Direct quotes must be footnoted, as should sources used in paraphrased form and major ideas drawn from other authors.
2. Avoid overusing direct quotes. Reword the idea to express your understanding (paraphrase).
3. Use block quotes sparingly.
 - a. Block quotes should be single-spaced, having no quotation marks
4. When adding citations, use the following guidelines:
 - a. A superscript number is used in the text, following the footnote or citation. The footnote is numbered at the beginning, either as a number followed by a period or as a superscript number. Either footnotes or endnotes may be used; ask your professor which they prefer.
 - b. The first line of the endnote or footnote is indented 5 spaces.
5. Biblical references may be placed in the text (rather than in the footnotes), following the quote and in parentheses; unless more than three Scripture texts are cited. Use the standard

abbreviations (found below) when referencing biblical texts by chapter and verse (e.g., Dan 3:20-21)

- a. In narrative, spell out the name of the Bible book: e.g., “in Daniel 3:20-22, we read...”
- b. However, never write out the chapter and verse references: e.g., “in the third chapter of Daniel, verses twenty to twenty-two, we read...”

Old Testament

Genesis	Gen.	Proverbs	Prov.
Exodus	Exod.	Ecclesiastes	Eccles.
Leviticus	Lev.	Song of Solomon	Song of Sol.
Numbers	Num.	Isaiah	Isa.
Deuteronomy	Deut.	Jeremiah	Jer.
Joshua	Josh.	Lamentations	Lam.
Judges	Judg.	Ezekiel	Ezek.
Ruth	Ruth	Daniel	Dan.
1 Samuel	1 Sam.	Hosea	Hos.
2 Samuel	2 Sam.	Joel	Joel
1 Kings	1 Kings	Amos	Amos
2 Kings	2 Kings	Obadiah	Obad.
1 Chronicles	1 Chron.	Jonah	Jon.
2 Chronicles	2 Chron.	Micah	Micah
Ezra	Ezra	Nahum	Nah.
Nehemiah	Neh.	Habakkuk	Hab.
Esther	Esther	Zephaniah	Zeph.
Job	Job	Haggai	Hag.
Psalms	Ps. (<i>pl.</i> .Pss.)	Zechariah	Zech.
Malachi	Mal		

New Testament

Matthew	Matt.	1 Timothy	1 Tim.
Mark	Mark	2 Timothy	2 Tim.
Luke	Luke	Titus	Titus
John	John	Philemon	Philem.
Acts	Acts	Hebrews	Heb.
Romans	Rom.	James	James
1 Corinthians	1 Cor.	1 Peter	1 Pet.
2 Corinthians	2 Cor.	2 Peter	2 Pet.
Galatians	Gal.	1 John	1 John
Ephesians	Eph.	2 John	2 John
Philippians	Phil.	3 John	3 John
Colossians	Col.	Jude	Jude
1 Thessalonians	1 Thess.	Revelation <i>or</i> Apocalypse	Rev. Apoc.
2 Thessalonians	2 Thess.		

The following are examples of proper citation formatting:

Book/One Author

¹Michael Green, *Evangelism in the Early Church* (Grand Rapids, MI: Eerdmans, 1970), 27.

²Justo L. Gonzalez, *The Early Church to the Dawn of the Reformation*, vol. 1 of *The Story of Christianity* (Peabody, MA: Prince Press, 1984), 91.

Book/Two Authors

¹Paul R. House and Eric Mitchell, *Old Testament Survey* (Nashville: Broadman Press, 1982), 27.

Anthology: Emphasizing the editor's comments

¹Alister E. McGrath, ed., *The Christian Theology Reader*, 2nd ed. (Malden, MA: Blackwell Publishing, 2001), 27.

Anthology: Emphasizing the author of a work included in the anthology

¹Cyril of Jerusalem, "Cyril of Jerusalem on the Role of Creeds," in *The Christian Theology Reader*, 2nd ed. Ed. Alister E. McGrath (Malden, MA: Blackwell Publishing, 2001), 27.

Article in reference dictionary, encyclopedia, or the like

²*Oxford Dictionary of the Christian Church*, 3rd ed. (New York: Oxford University Press, 1997), s.v. "Septuagint."

Commentaries

²Raymond Brown and Sandra Schneiders, "Hermeneutics: The Literal Sense of Scripture," in *The New Jerome Biblical Commentary*, ed. Raymond E. Brown, Joseph A. Fitzmyer, and Roland E. Murphy (Upper Saddle River: Prentice Hall, 1990), 1148-1149.

Electronic media, not including information found on a website (for example, CD media).

³Flavius Josephus, *The Wars of the Jews*, Book 2, Chapter 17 in the *Works of Josephus*, 1451; available from the *AGES Digital Library* (Albany, OR: AGES Software, 1999).

Lecture

⁴David Belles, "Historical Overview: Part One" (lecture, T101, Session 1 Lecture 2, IFCA Bible College, 30 March 2016).

Website

⁵Gerald Wilson, "The Poetry of the Psalms," available from <http://home.apu.edu/~geraldwilson/HebrewPoetry.html> (Note: omitting the period at the end helps avoid confusion)

Conflict Resolution

Course Syllabus

Instructor: Yvonne Edge

Phone: 216-206-9161

Email: yvonne@ifcabiblecollege.com

I. Course Description

This course gives an overview of what conflict is and how to understand the needs to resolve conflict in a healthy matter. Conflict can be constructive or destructive, depending on how we manage it.

II. Course Goals

The purpose of this course is to enable the student to do the following:

- Provide Christian Clients an understanding of conflict
- Comprehend the basic principles of Conflict Reduction
- Develop a communicating style in Managing Conflict
- Understand the different style of conflict reduction

III. Learning Outcomes

After completion of this course, the student should be able to do the following:

Know the concept of Conflict Resolution and how to help clients learn how to resolve conflict

Understand how helpful assertion training is for the client

Discuss the need to managing conflict through communication

I. Textbooks and Other Learning Resources

Required Materials

Sande and Kevin Johnson The Peacemaker student edition

ISBN 978-0-8010-4535-6

Sathre-Eldon, Olson, and Whitney Let's Talk an Introduction to Interpersonal Communication Third Edition

ISBN 0-673-15376-2

V. Policies and Procedures

a) Course Policies and Procedures

i) Evaluation Procedures

(1) Pre-Course Work

1. Reading of required textbooks

2. In-Course Work:

(2) Grading:

1. View all lectures..... 30%

2. Reflection Paper..... 10%

3. Paper "Conflict Resolution..... 20%

4. Correct APA Writing Style1 0%

5. Final Exam 20%

(3) Grading Scale:

1. A=90+

2. B=80+

3. C=70+

4. D=60+

ii) Pre-Course Requirement:

- (1) Read textbook assigned

Assignments

In-Course Requirements: (Note: for on-line learning refer to sessions. There are 8 sessions for this course.)

- Write a reflection paper on Conflict Resolution from the book and audio. Think of how it has influenced your thinking on how to integrate Christianity with Conflict Resolution effectively reach the Christian population. **This must be a minimum of 3 pages APA Style due the 2nd week.**
- Write a paper explaining a **Conflict Resolution**. Identify some of the different style of conflict and the desired outcome. Identify the different Individual Style of Conflict and some desirable outcome. This must be backed with the word of God. **This must be a minimum of 7 pages due at the conclusion of the course.**
- Final Exam **All papers must be written APA style of writing.** You should have a sample of APA Writing Style from your package of C101.

All communication must be done through email or telephone.

Discussion questions are to be discussed in class or answer if working alone.

Assignment question should be completed and mailed.

Course Calendar

Session and topic

1. Your Amazing Opportunity
2. Real Peace
3. Cooperation & Assertiveness
4. Conflict Reduction

Scheduling

Week One: Your Amazing Opportunity

- A definition of Conflict
- Reading Assignment: Read the book “The PeaceMaker” and “Let’s Talk” Chapter 7 before starting of the lectures
- Write a reflection of the assigned material.
- Answer the question sheet

Week Two: Real Peace

- An overview of finding real peace in God
- Answer the question sheet

Week Three: Cooperation & Assertiveness

- Understanding the power in the choices we make and its impact
- Answer the question sheet

Week Four: Conflict Reduction

- The assumption of conflict
- How do we reduce conflict
- Answer question sheet

