



www.ifcaEducationDepartment.com Home Page

yvonne@ifcabiblecollege.com Email

1294 Rutledge Rd. – Transfer PA. 16154 Route 18

(216) 261-7709

ONLINE
SELF-PACED COURSE GUIDE
Syllabus



“Be diligent to present yourself approved to God, a worker who does not need 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 Discipleship Institute for clarification (1-216-261-7709) or yvonne@ifcablecollege.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.

Following the instructions given later in this study guide related to course formatting and submission. **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: yvonne@ifcablecollege.com.

GENERAL INFORMATION

Course Requirements

The course syllabus may contain assignments that are related to the required textbook(s), instructional materials, lectures, online or off-line research, as well as optional books along with other course materials. The combination of these assignments is called a Project or an Assignment. You will complete Projects and/or Assignments for this course then be instructed as to how to submit these for grading.

After you have completed the requirements for this course (if so required), you will be ready to complete the final project. The project requires the student to teach the course material to another individual or group of individuals. The student will use the teaching manual for this course to supply the content of the class. **The student must video themselves teaching the first and last session of the class.** Those videos must be submitted to a Google drive folder for evaluation. Contact the Discipleship Institute for information on how to access the Google Drive folder.

Instructional Methods

All of the distance education courses at IFCA Discipleship Institute are taught using a variety of instructional methods including reading, lectures, research (both online and off-line in some cases), self-directed study, demonstration of comprehension through project creation and assessment, and in most cases, a final proctored summative examination.

General Instructions

The instruction guides have questions that must be answered by the student. Once the guide has been completed, the student will photocopy the completed pages and email the copies to the IFCA Education department.

Purchase of Textbooks

Unless otherwise specified, students should purchase textbooks and other instructional materials from IFCA Education Department online bookstore:
<https://www.ifcaeducationdepartment.com/teaching-manuals>.

IFCA DISCIPLESHIP INSTITUTE ACADEMIC INTEGRITY POLICY

The following statements express the policy of IFCA Discipleship pertaining to academic dishonesty:

Cheating/Plagiarism

A student who submits written material as his/her own work which has been copied in whole or in part from another person's writing without proper acknowledgment is guilty of plagiarism.

Material (whether published or unpublished), copied from another writer must be identified by the use of quotation marks and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author. Copying another student's paper, with or without his/her permission, or using his/her ideas with only minimal reworking is plagiarism just as is copying material from printed books and magazines without giving credit to the original source. Having another person do his/her work and submitting it as his/her own is considered cheating.

Course Syllabus

Phone: 216-261-7709

Email: yvonne@ifcabiblecollege.com

Office Hours: Tuesday - Friday, 9am to 5pm.

Purpose

This course and its teaching manual were written to provide you with an understanding of the biblical and practical framework for ministry. If you are taking this course for education department credit, you must work through the teaching manual as well as complete the additional assignments listed below.

Texts

The online courses use a variety of training source materials. Check the course page for any links to those materials. Some of the courses use training manuals obtained from the IFCA Publishing House.

Please contact the IFCA Education Department with questions about the training materials.

Assignments

Each student will be required to complete the following:

- If there is a workbook for the course, read entirely the workbook provided.
- If there are audio recordings, listen to all the recordings.
- Answer all the questions in the workbook. Photocopy all the answers in the workbook and send them to the IFCA Education Department.
- Write a one-page report on how this material has helped you to prepare to help others.
- Teach a class to one or more people using the content of the instruction manual. You must record the first and last teaching session and submit the recordings to the IFCA Education Department. Contact the department for instructions on how to submit the videos.

Mail your instruction manual responses to:

IFCA Discipleship Institute

Attn: Content Development

25595 Chardon Road

Richmond Heights, OH 44143