

**CCM Theological Seminary School of Ministry**  
**Continuous Professional Learning (CPL) Course Outlines**

Course No.	CPL01
Title	<b>Ministerial Ethics</b>
Credit	1 Credit
Cost	\$150
Description	Ministers are obligated to live by a specific code of ministerial ethics. This course outlines a basic standard of conduct that determines what is appropriate, acceptable, and expected of Ministers both in their personal and professional lives.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	The General Concept of Ministerial Ethics The Basis of Ministry Overcoming the “Death Trap” of the Enemy CCM Minister Code of Ethics Etiquette and Ministry Ministry Information Package Personal Standard

Course No.	CPL02
Title	<b>Sunday School Teacher Certification</b>
Credit	1 Credit
Cost	\$150
Description	Sunday School Teachers are responsible for molding and shaping the minds of God’s people. This course is designed to equip teachers with the knowledge and skills necessary for effective teaching of the Word of God in a classroom setting.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	The Design and Purpose of Teaching; Public Speaking; Overcoming Fear; Be-Attitudes; Classroom Discipline; Connecting With Students; A Good Teacher; Becoming a Better Teacher; Teaching in a Classroom Setting; The Art and Science of Teaching; Developing a Lesson; The use of Visual Aids and Creative Bible Study Methods.

Course No.	CPL03
Title	<b>Effective Discipline</b>
Credit	1 Credit
Cost	\$150
Description	Church discipline rests upon the divine authority of Scripture and is vital to the purity, power, progress, and purpose of the church. Leaders completing this course will learn how to effectively administer discipline without splitting their church.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	The Routs to Discipline; Laws Rules and Compliance; Non-Conformance; The Disciplinary Investigation; Alternatives to Discipline; Policy and Procedure; Counselling and Discipline; Disciplinary Checklists; The Disciplinary Hearing; Dismissal and Termination of Membership; Biblical Approach to Discipline.

Course No.	CPL04
Title	<b>Leadership Certificate</b>
Credit	1 Credit
Cost	\$150
Description	To be a leader you don't have to be an elected official or a CEO. A leader is someone whom others consistently want to follow for new trends and ideas. In this course you will learn how to identify leaders, become a leader and flow in your leadership style.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	How to Be a Leader How to Find Your Leadership Style How to Develop Leadership Qualities How to prove You Have Leadership Qualities How to Improve Leadership Quality How to Cope With Criticism as a Leader How to Become a Good Leader

Course No.	CPL05
Title	<b>Stress and Work Life Balance</b>
Credit	1 Credit
Cost	\$150
Description	In today's world it is virtually impossible to avoid stress. In desperation, people are seeking stress relief through any remedy at their disposal. This course will help you identify the common signs of stress, how to cope with it to bring normalcy to one's life.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	What The Bible Says About Stress What is Stress? Common Signs of Stress Coping Skills Strategy Assertion as an Antidote to Stress Work and Life Balance Cognitive Skills

Course No.	CPL06
Title	<b>Principles of People Management</b>
Credit	1 Credit
Cost	\$150
Description	Apart from the Holy Spirit your greatest asset in ministry is people. No matter how much potential your church has, the thing that will determine its success or failure is the effort and the dedication of the people who make up your ministry team.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	How to Treat People Good; Building Personal Relationships; Give Praise and Recognition; Stand for Something; Become a Crusader; Develop a Positive Attitude; Get Your Priorities Straight; Know Where You're Going; Don't Be Afraid to Fail; Build With Quality; Always Move Ahead; The Giving Principle; Never Give up.

Course No.	CPL07
Title	<b>Dealing With Difficult People</b>
Credit	1 Credit
Cost	\$150
Description	Difficult people are everywhere. Perhaps you can be difficult. Many people go through periods where they don't act their best. This course will teach you how to develop coping and negotiating strategies for dealing with difficult people.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	Understanding Yourself Understanding Others Dealing With Difficult People Dealing With Impossible People How to Apologize How to Accept and Embrace Disagreement How to Manage Conflict

Course No.	CPL08
Title	<b>Local Church Administration</b>
Credit	2 Credits
Cost	\$250
Description	Before you begin to administrate you must first have three things in place – a vision, a government and an organizational structure. This course is designed to teach you how to set up the framework on which the vision and goals of your organization will be built.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	Forms of Government; Government of the Church; Qualifications for Leadership; Organizational Structure; Administration; Hiring Staff; Budgeting; Tithing; Church Job Descriptions; Church Insurance; Leadership Skills; Administrative Skills; Human Resources Management; Performance Appraisals; Personnel Records and Statistics.

Course No.	CPL09
Title	<b>Usher Ministry Certificate</b>
Credit	1 Credit
Cost	\$150
Description	Ushers are the “gate-keepers” of the church. They are the first people that one meets as they enter the sanctuary. At the completion of this course the student will gain a working knowledge of how to perform the job of an Usher with excellence.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	The Ministry of Ushering Why Ushers Are Important The Functions of an Usher Seating the People Collecting the Offering An Usher's Standard of Excellence The Ushers as Greeters

Course No.	CPL10
Title	<b>Evangelism Outreach Ministry</b>
Credit	1 Credit
Cost	\$150
Description	In the Great Commission given by Jesus in Matthew 28:18-20, He tells us to go into the world, preach the Gospel and make disciples. Evangelism is everybody's business. This course is designed to teach the student how to win the lost for Christ.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	The Great Commission Examined The Message of the Gospel The Program for Outreach Compassion in Evangelism Support Groups Prayer and Evangelism How to Lead a Soul to Christ

Course No.	CPL11
Title	<b>Spiritual Warfare Level I</b>
Credit	2 Credits
Cost	\$250
Description	At the completion of this course the student will understand the dynamics of spiritual warfare and be able to exhibit proficiency in recognizing the work of the enemy; confrontational spiritual warfare and have a clear understanding of their authority.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	The snapshot of God's sovereignty The good side of the spiritual The triangle of darkness Secrets of the enemy Spiritual weaponry and coverings Foundational weapons The Authorized Believers

Course No.	CPL12
Title	<b>Singles Ministry Certificate</b>
Credit	2 Credit
Cost	\$250
Description	The purpose of this course is to teach students how to develop a vibrant Adult Singles Ministry at their local church. At the completion of the program students will have a comprehensive working knowledge of how to operate a Singles Ministry.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	Understanding the Various Types of Single Adults Understanding the Challenge, Benefits and opportunities of Singleness Developing a Biblical Philosophy of Ministry Practical Aspects of Building a Ministry Recruiting, Training and Motivating Others Models of Ministry

Course No.	CPL13
Title	<b>Youth Leadership Certification</b>
Credit	1 Credit
Cost	\$150
Description	This course is designed to equip youth leaders with the knowledge and skills necessary to lead and inspire young people in the church. Youth ministry is not just having fun in a social setting, it involves mentoring the people of the next generation.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	Paul's Instructions to young Minister Timothy Setting Your Vision and Defining Your Goals Leadership Skills Leading by Example Youth Ministry Tips Ideas for Youth Ministry Icebreakers for Small Groups

Course No.	CPL14
Title	<b>Discipleship</b>
Credit	1 Credit
Cost	\$150
Description	This course is designed to equip the student with Biblical foundational skills necessary to grow as a disciple in Christ and to disciple others. It is an in-depth study of how Jesus made disciples using a simple and profound plan with twelve ordinary men.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	Answering the Call to Discipleship The Cost of Discipleship Reasons for Discipleship Biblical Approaches to Effective Disciple-Making The Evangelism Factor in Making Disciples Discipleship in Action Disciples Making Disciples Through Small Groups

Course No.	CPL15
Title	<b>Family and Spirituality</b>
Credit	1 Credit
Cost	\$150
Description	This course is designed to explore and define family formation; a biblical approach to Christian spirituality; spiritual formation in shaping and growing the family and spiritual interventions to effectively manage challenges in the family.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	Topics to be covered includes: Family Formation and Spiritual Foundation Spiritual Disciplines for Family Life Leading Your Family Balancing Work and Family Leaving a Spiritual Legacy Blended Family

Course No.	CPL16
Title	<b>Introduction to Counseling</b>
Credit	1 Credit
Cost	\$150
Description	This course is an introductory course in counseling and serves as an introduction to understanding the basic principles and methods of counseling within the framework of pastoral care. It will examine the biblical mandate for Christian counseling.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	Introduction to Counseling Understanding Yourself and Others Christian Counseling Biblical Mandate for Christian Counseling Basic Principles of Counseling Pastoral Care Counseling Skills

Course No.	CPL17
Title	<b>Public Speaking</b>
Credit	1 Credit
Cost	\$150
Description	This course is designed to help students improve their presentation skills through planning, preparation and performance by teaching techniques for speaking with confidence, choosing audio-visual aids and dealing with questions from the audience.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	Becoming a Public Speaker Managing Speech Anxiety Ethical Public Speaking Listeners and Speakers Choosing a Method of Delivery Controlling Your Voice Using Body Language

Course No.	CPL18
Title	<b>Introduction to Psychology</b>
Credit	1 Credit
Cost	\$150
Description	Psychology is the scientific study of human behavior. In this course the student will examine how people behave, think and feel; and apply that knowledge to manage practical issues in various areas of ministry.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	The Definition of Psychology The Growth of Psychology Ways of Knowing Psychology and Christianity Human Beings in Holistic Perspective Christian Contributions to Psychology Psychology Testing

Course No.	CPL19
Title	<b>Homiletics</b>
Credit	1 Credit
Cost	\$150
Description	Homiletics is the study of the analysis, classification, preparation, composition and delivery of sermons. It is the art of preaching. This course will examine the composition and delivery of sermons and other religious discourse.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	Principles of Biblical interpretation Sermon preparation and Delivery Develop sermons from single verses, paragraphs, chapters and whole books Define the nature and purpose of Biblical preaching Expository Preaching Value of Preaching in today's churches

Course No.	CPL20
Title	<b>Spiritual Gifts</b>
Credit	1 Credit
Cost	\$150
Description	All the parts of the human body are different, but each has a part to play in the functioning of the whole body. In the same way all the members of the Body of Christ have different talents and each has a part to play in the functioning of the entire body.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	The Church – The Body of Christ Diversity in the Body of Christ – different roles Unity in the Body of Christ – all working together What are spiritual gifts? Spiritual Gifts – detail description How to use spiritual gifts Ministry jobs based on spiritual gifting

Course No.	CPL21
Title	<b>Authority of The Believer</b>
Credit	1 Credit
Cost	\$150
Description	As “Sons and Daughters of God” we have authority over the enemy and the earth's domain. We were created to have dominion or rule. In order to fully understand the authority of the Believer we must understand what authority is and who gave it.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	What is authority? Biblical definition of authority Who gave us authority? What do we have authority over? How to use authority Having confidence to use our authority How to avoid abusing our authority

Course No.	CPL22
Title	<b>Hermeneutics</b>
Credit	1 Credit
Cost	\$150
Description	The course is designed to help the students apply basic methods in interpreting Scripture. Student will learn and exercise the use of Word study and the inductive procedure in Bible Interpretation using actual interpretation of different passages.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	What is Hermeneutics and why it is important? The Basic principle of interpretation The Inductive Bible Study Determining the contract between the fourfold approach and analytical approach Developing and exercising the inductive approach of Bible study; Sermon Preparation

Course No.	CPL23
Title	<b>Relationships</b>
Credit	2 Credits
Cost	\$250
Description	Not everyone has the skills to initiate, build, and sustain good, relationships. Many people grow up in dysfunctional households and never have positive relationships modeled for them. It takes relationally healthy people to build great relationships.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	Preparing for Relationships How do you see yourself and others? How to know and get along with yourself How to avoid hurting people How to lift up People How to connect with People Learning from Others; Investing in Others

Course No.	CPL24
Title	<b>Children's Ministry Protocol</b>
Credit	1 Credit
Cost	\$75
Description	Our ultimate goal in Children's Ministry is to lead children to Christ and help them grow in their Christian life. In delivering this ministry we must provide a safe, secure, and loving environment for children. These policies are intended to protect both the children and Teachers in the practice of this ministry.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	Missions, values & goals Standard of Excellence Policies and Child Safety Program Guidelines for Behavior Event Planning Room Stewardship Incident and accident reports



Course No.	CPL25
Title	<b>Women's Ministry</b>
Credit	1 Credit
Cost	\$150
Description	Women's ministry provides an opportunity for mentoring, and nurturing women. This course is designed to address the spiritual, emotional, physical and social needs of women in the church where women are encouraged to develop their potential for participation in the mission and vision of the body of Christ.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	Challenges facing women Structure and organization How to start a Women's Ministry Planning Retreats Leadership Programming Support Groups for Women

Course No.	CPL26
Title	<b>Men's Ministry Protocol</b>
Credit	1 Credit
Cost	\$75
Description	Almost the first half of Jesus' public Ministries was spent developing relationships with men, who would become ultimately the leaders of the church. His goal was for men to become rooted, established, and built up in the faith. This course was designed to fulfill that purpose.
Availability	Correspondence, Classroom & Seminar
Credentials	Certificate of Completion
Course Outline	How to start a Men's Ministry Identifying Priorities Implementation of Plans Small groups Maintaining the ministry Programming The unspoken needs of men