



## How to Issue a Credible Diplomas

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This page is exclusively for Bible School, Mission and Church Leaders who have been approached by a student or his or her supervisor to request approval and covering for a forthcoming course of studies with the hope that the church, mission, school or organisation will issue a diploma at the end of the course of studies and after the examination provided.

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At the end of the Course of Studies it is normal and expected by successful students that they will receive a Diploma or Certificate. Some leaders may also wish to present students with interim awards after every section of studies in order to affirm and encourage them. A proper Certificate rewards the students perseverance and diligence and it is an asset for them to add to their CV and to present to prospective employers, church leaderships, and to colleges of higher education.

In order for a certificate to be credible it needs to be issued correctly. This page will help the leadership to reward their students with a valuable qualification.

A student should be presented with two items:

The Certificate.

The Transcript, which is an explanation and validation.

### **The Certificate**

We dare not publish a copy of our own certificates on the Internet as unscrupulous people will make copies and sell them on the streets. This diminishes the value and credibility of the genuine certificates.

However, it is easy to make your own certificates. On a PC both Microsoft Word, Microsoft Publisher, Corel, Serif and so on all have ready-made templates with fancy borders that you can use. Just add your words, the layout of your choice, and the names of your students and print, preferably with a colour printer. A certificate does not have to be complex or expensive.

You can buy ready made blank certificates at major stationery and paper suppliers in most large towns worldwide. One make is Decadry. You can also see examples and buy direct from the Internet. Two such major suppliers are:

[www.1atbusinesscards.com/index.html](http://www.1atbusinesscards.com/index.html)

[www.4paperplus.com](http://www.4paperplus.com)

You may call your award a Certificate or Diploma of Biblical Studies if you wish. It should contain the title, a confirmation that <your student's name> has satisfactorily completed a supervised course of studies supplied by Dr. L H Norman at The DCI World Christians Network, England from <date> to <date> and has passed the Course examination, (with merit, or honours as necessary).

The Certificate should be signed in ink by two officials, dated, rubber stamped front and rear, and if a red wax or plastic seal can be attached to the front, so much the better. It should be presented in a hard Certificate holder or clear plastic folder or envelope to keep it clean.

### **The Transcript**

This is the validation for the Certificate and should be **type-written on headed paper, each page rubber-stamped and initialled or signed by the pastor or School Principal**. Anything less than this will be treated with suspicion by any examining body in the future. A second original should be kept by the School.

The transcript must contain the following:

1. Students full name, address, passport or ID card number and date of birth.
2. Students passport-size photo, glued to the page, rubber stamped over the edge.
3. Title of Course and Dates of Course.
4. Location of course, and name of the Course Leader or School Principal.
5. Name and full contact details for the student's supervisor.
6. List of all titles studied. See below for a ready made list to copy.
7. Confirmation of number of essays submitted with average mark gained.
8. Confirmation of number of practical assignments completed.
9. Date of Examination and the actual result.
10. Source of study material which is Dr. Les Norman, Th.D, M.Ph, DCI World Christians, PO Box 5091, Nottingham NG25 0DH, England.

#### 11. The academic valuation.

This will be understood by a College or Higher Education or a University who may or may not allow academic credits to be considered towards a course of further study offered by them. Please note that no guarantee whatsoever should be given to any student that any University or College will automatically accept the values awarded by this Certificate or any other from an outside institution. However many colleges will certainly take these studies into account, especially with a credible transcript to accompany them.

" Dr. Les Norman, Th.D, M.Ph, of DCI World Christians in the UK, confirms that if the full Course were completed on their premises and under their supervision the actual classroom and study time would be as follows:

85 lessons at 1.5 classroom or study hours each = 127.5 hours.

85 written assignments at 3 hours each = 255 hours.

85 practical assignments at 2 hours each =170 hours.

Total classroom and assignment clock hours = 552 hours.

The 552 total hours equals 34 credit hours.

Therefore the academic valuation of this Certificate of Biblical Studies is said to be 34 semester credits."

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Please [write to me](#) at this web page for any further advice or clarification.

*Dr. Les Norman.*

DCI World Christians, England  
January, 2003

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## **Appendix 1**

### **The Full List of Titles**

1. Introduction to the Course

#### **Evangelism**

2. Good News
3. Ask God
4. Preparation
5. Lifestyle of the Evangelist
6. By All Means
7. Equipped
8. Signs and Wonders
9. Heal The Sick
10. Cast Out Demons

#### **Mission to the Ends of the Earth**

11. God's Plan For The World
12. The Great Commission
13. The Last Command
14. What Is Mission
15. God's Missions Promise
16. Finish The Task
17. Unreached Peoples
18. Reaching The Unreached
19. Jesus, God's Missionary
20. Raising Support

#### **Basic Christian Discipleship**

21. First Steps
22. Being Sure
23. The Holy Spirit
24. Prayer
25. The Word of God
26. Meditation
27. Hearing God's Voice
28. Worship
29. The Life of Faith
30. Vision
31. Abundant Life
32. Being Like Jesus
33. Holiness
34. Laying On of Hands
35. Suffering
36. Authority In The Church
37. Love
38. The Second Coming
39. The Christian Spending Scandal

#### **God's Passion for the Poor**

40. Why Are the Poor, So Poor ?
41. Anointed For The Poor
42. True Fasting

#### **Finances in God's Kingdom**

43. Eleventh Hour Workers
44. How Did Jesus Live ?
45. Fight Poverty
46. Moving From Famine to Abundance
47. The Currency of God's Kingdom
48. The Keys of God's Kingdom

49. The Kingdom Economy

### **The Call of God**

- 50. First Call Is To Be A Disciple
- 51. The Call of God
- 52. Who God Calls
- 53. Destiny in God
- 54. Perseverance
- 55. Kingdom Business
- The Making Of The Leader
- 56. The Law of Preparation
- 57. Stepping Out
- 58. Learning To Be Faithful
- 59. Temptations Bring Trials
- 60. Dealing With Discouragement
- 61. Overcoming Loneliness
- 62. Ruling Your Time

### **Building Church and Kingdom**

- 63. A Growing Church
- 64. A Harvest Church
- 65. A Servant Church
- 66. A Multiplying Church
- 67. A Mother Church
- 68. A Cell Church
- 69. A Living Church
- 70. A Spirit-Led Church
- 71. A Militant Church
- 72. An Apostolic Church
- 73. A People's Church
- 74a. A Missionary Church
- 74b. A Sending Church
- 75. A World Changing Church
- 76. A Revival Church

### **May Your Kingdom Come**

- 77. The Story of the Kingdom
- 78. The Glory Of The Kingdom
- 79. The Coming of the Kingdom
- 80. The Blessed of the Kingdom
- 81. The Mission of the Kingdom
- 82. The United Kingdom
- 83. It's Kingdom or Calamity
- 84. How to Open Your Own School of Mission
- 85. Read and Respond to the Latest World Mission News

### **Examination Paper**

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