



MCCM STUDENT HANDBOOK

Maryland Christian Counseling Ministry (MCCM)

An Affiliated School of the Northeast Baltimore Bible Institute & College



9420 Belair Road, Baltimore, MD 21236 | 844-855-MCCM | Email@christiancounselors.cc

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AS CHRISTIANS, WE MUST STUDY THE WORD OF GOD

“My People are destroyed for a lack of knowledge. Because you have rejected knowledge, I also will reject you from being My priest. Since you have forgotten the law of your God, I also will forget your children.” (Hosea 4:6 NAS)

WELCOME

Maryland Christian Counseling Ministry welcomes you to the School’s External and In-Class Studies program. Through the local Certified Academic Institute (CAI), students will come into contact with other students, many times of diverse backgrounds, to interact with Christian instructors, staff, and administrators. MCCM and the local Satellite School provides an environment that encourages academic achievement, spiritual development, and high morals. We want to help each student develop good methods of study, and to see the value in knowing God’s word. To provide an atmosphere that enhances intellectual and spiritual growth. Many lasting friendships will develop as one attends these classes.

INTRODUCTION

The main purpose of a School is to equip the saints for the work of ministry and the building up of the church. Ephesians 4:12. A natural process of growth is expected by God from each of His people and each congregation of His people. As the need for maturity and growth becomes more critical, we become more aware of the need for maturing and training the saints. The church, in many instances, has developed to the point that paid professionals are expected to do the work while the members sit back and boast of their particular preacher or group of ministers. Because of this attitude, which is not Biblical, many members are becoming weak, illiterate and thus, useless in God’s kingdom and to the local congregation where they worship.

PURPOSE

The stated purpose of the Maryland Christian Counseling Ministry is: *“For The Equipping of The Saints in Training whole persons”* This statement of purpose encompasses all departments of the institute.

SCHOOL GOALS

- A. To provide churches and individual Christians the means and methods to accomplish in their lives and ministries the above stated purpose.
- B. To provide opportunities for in-depth Christian Counseling studies in local churches.
- C. Providing the possibility of greater spiritual growth for any Christians who are “hungering and thirsting after righteousness” and a greater biblical knowledge.
- D. Providing the means for increased fruitfulness of the ministries within a local church.



- E. To provide a solid foundation of biblical knowledge to safeguard and maintain the doctrinal integrity of local churches for future generations.
- F. To train and equip today's Bible teachers, parents and others with tools needed to address the 21st century problems and opportunities for both young and old.
- G. To strengthen the leadership today and lay the foundation for tomorrow's leadership. Since an overseer is entrusted with God's work. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it (Titus 1:7, 9). The task has been assigned, the need is urgent!
- H. To lay the foundation for future workers. As the saints goes so go the churches. To provide a way for anyone wishing to receive a Degree from Northeast Baltimore Bible Institute and College without attending resident classes.

We know there is a need...this is evident. We also know that there is no one way that will serve and satisfy everyone. Any way proposed must satisfy a number of various problems that are presented in maturing the saints under a variety of circumstances. With the limited number of qualified counselors available for in-depth Biblical teaching it is important that they be used as efficiently as possible. An ideal program must be capable of, and aimed at, teaching a large number of students at one time. It must be capable of motivating these same people to further Biblical study and training in the use of the accumulated knowledge attained through their study. Any growth in Christian living must be natural and for the most part self-motivated. When a person is given Bible training he is either:

- A. Already a strong and active Christian seeking to better equip himself for further Christian service, or
- B. One who is inactive because of their lack of knowledge and confidence in their ability to use the Word affectively. Any approach to in-depth Biblical Christian Counseling study must meet the needs of both these circumstances. On the other hand no approach will be, or is expected to be, successful among those who have no desire to improve their knowledge, ability, or are completely indifferent to their growth and involvement. The diversity in educational achievement among Bible students must be dealt with in a very creative fashion. We have to be able to teach a diversity of people simultaneously in the same class situation from those with a third grade education to those with a university level education. This can be done because educational background has very little effect on one's ability to learn the truths of God's Word, yet every class must keep all students meaningfully involved. The body of Christ is composed of people from various tribes, tongues and nations. Any program that tries to force all students into a single culture mold will be self-defeating. Thus any program must be adaptable to all sections of the world. In this area of service we are admittedly weak. However, the CAI concept of the



National Christian Counseling Association External Studies Department is presented as one of the best known methods of teaching in-depth Biblical Counseling lessons to a vast number of people.

SCHOOL OVERSIGHT

- A. The CAI in the local congregation where the Satellite School is located will have complete oversight of the school in their building/community.
- B. MCCM and NCCA has the primary responsibility for the content, quality and availability of the DVDs, Study Guides and books produced by the MCCM, ACC and NBBIC External Studies. The External Studies Division will grade all papers and exams required in the credit courses. Although the CAI will not be involved in the day-to-day operation of the Satellite School, students must comply with the admission and academic guidelines of the Maryland Christian Counseling Ministry in order to take the courses for credit toward a Certificate, a Bachelor's degree or a Master degree.

LEVELS OF STUDY

The student interested in studying the Bible without earning any formal degree, can simply audit the courses. This student will not be required to take any exams, memorize any Scriptures, or write any papers. Any test papers, memorization, or any other work done by the Audit student should not be sent to the National Christian Counseling Association for grading! The Audit student will be required to:

- A. Purchase the Study Guide.
- B. Complete the self-exams in the Study Guide.
- C. Participate in the class discussions. (This will provide valuable reinforcement needed for long term retention).
- D. Certificate of Recognition may or may not be issued for each audit course successfully completed. Audit students may receive a "Certificate of Recognition" from MCCM or NCCA for each course completed and a "Certificate of Accomplishment" upon completion of the required courses.

CERTIFICATE OF BIBLICAL STUDIES

The student interested in more in-depth study and training is encouraged to enroll in this Certificate of Counseling or Coaching Studies. There is a \$199.00 tuition fee for each course taken at this level. Each course has a 3 hour value. In addition to participation in the class discussions, this student will be required to:

- A. Purchase the Study Guide.



- B. Complete the self-exams in the Study Guide, and there may be some reading assignments.
- C. Participate in the class discussions.
- D. Memorize assigned passages, and be able to either write them out or quote them to their administrator.
- E. Take written exams. Upon completion of the required courses, the student will receive a “Certificate of Counseling Studies” from the Maryland Christian Counseling Ministry Institute External Studies Division. These students may up-grade to the Bachelor’s degree, in the current course they are enrolled in, before the final test is taken and all the required work is completed and turned in.

BACHELOR OF BIBLICAL COUNSELING STUDIES

The Bachelor level of study is the most demanding. It involves all the requirements of the second level plus extra assignments. The Bachelor of Christian Counseling Studies student will be required to:

- A. Purchase the Study Guide.
- B. There is a \$100.00 tuition fee per credit hour. Each course has a three (3) hour value. (\$299.00 per course)
- C. Complete the self-exams in the Study Guide.
- D. The student will be required to memorize additional passages of Scripture, conduct additional readings including assigned course textbook(s), research, theme and evaluation papers to write.
- E. Participate in the class discussions.
- F. Memorize assigned passages, and be able to either write them out or quote them.
- G. Take the written exams. Upon completion of approved courses, at the Bachelor level, the student may apply for an “Temperament Counselor Certificate”. Following the completion of the full course curriculum, matriculation fee, plus an assigned Practicum, the student will be awarded the degree “Bachelor of Counseling Studies” from the National Christian Counselor Association approved academic institutions. Students completing the Certificate of Biblical Studies, Bachelor of Biblical Studies or the Master’s Degree will be invited to come to NBBIC or other approved College to go through the graduation exercises of the current resident school graduating class. A matriculation fee of \$1200.00 will be required for Bachelor and \$1500.00 for Master’s program. Graduation exercises are usually held in the month of May.

An often asked question is, “Are your courses transferable?” The only answer we can give is: All colleges, universities, and other schools of higher learning will accept credit(s) from



other institutes of higher learning. Yet, no institute offers any course that the others have to accept or transfer to their institute. Any course(s) a student would like to transfer must be submitted to that institution for their approval. You need to have your transcript sent to the institute you are considering and let them evaluate your courses. They will let you know if any of your courses will transfer to, or be accepted by, their institute. (This applies only to courses taken and completed for credit in the Bachelor of Biblical Counseling Studies program and you need to personally check with the university or college you are considering).

METHODS OF STUDY

- A. Using the selected MCCM DVDs, textbooks and Study Guides. Each DVD course consists of 12 or 24 lessons of approximately one half hour each. The courses are taught by present and past instructors of the ACC, NCCA, NBBIC, and SIBI. Along with some video lessons there will be a Study Guide (work-book), textbook(s), memory work, research paper(s), book evaluation(s) and exams for the courses.
- B. Group Discussion. The class Administrator will guide the class in a discussion or review of the material covered on the DVD presentation. This discussion period is intended to clarify and reinforce the teaching points contained in the recorded lessons.
- C. Written Assignments. (Must be sent to NCCA for grading) The credit courses will require some degree of written assignments, ranging from completing the workbook, writing one or more research papers, reading and evaluating the textbook(s). All required papers are sent to NCCA for grading. Completed Study Guides are not to be sent to NCCA but must be shown to and approved by the class administrator. The administrator will report to CAI that the student has completed ⁸ the self-exams in the Study Guide.
- D. Memorization. (May be written or quoted to the test administrator). The courses for credit will require some degree of Bible verse memorization. The student working towards an SIBI degree can expect significant amounts of memory work relating to outlines, geographical and historical data, names, places etc. Memory verses will be either quoted to the administrator or written out. The administrator will report to C.A.I., when all the memory work is completed, on the administrator form. All assignments must be completed and turned in to receive a passing grade.
- E. Evaluation (Testing). Short "pop" quizzes may be given at the beginning of each class covering the previous week's presentation. These are not requirements of NCCA but may be given at the discretion of the class administrator. Required written exams (2 or 3 per course) are sent to NCCA for grading and awarding of formal credit when appropriate.



ENROLLMENT FORM

A. The Application Form.

1. All students, in all levels of study, must fill out one of these. (All blanks must be filled in).
2. These are confidential. CAI does not share these with anyone. These are filed in your personal file at CAI and only authorized personnel have access to these files.

ORDERING

- A. All materials, for use in the Satellite School, will be ordered through the local Satellite School by the administrator or his aide.
- B. The administrator will also order replacement books and Study Guides as needed.

FEES, MATERIALS AND SHIPPING

- A. All students enrolling in the Bachelor of Biblical Studies will have a \$299.00 tuition fee per credit hour per course.
- B. All students enrolling in the Certificate of Biblical Studies will have a \$199.00 enrollment fee per course. (\$66.00 per credit hour)
- C. All students enrolled at the Audit level have \$25.00 enrollment fee. A optional Certificate of Completion from MCCM for courses finished will have a \$10.00 charge.
- D. Each student is responsible for his/her own materials and shipping cost. 6. The local Satellite School will collect all monies due from students and send one check to CAI.

REGULATIONS

- A. The National Christian Counseling Association courses taken through External Studies toward a degree have the same value as those taken in the resident school and maybe applied toward a degree obtained through residency. Subject to approval by school administration.
- B. Registration/Enrollment for the Certificate of Biblical Studies is \$199.00 per course and the Bachelor of Biblical Studies degree is \$299.00 per hour, (\$100.00 per course) plus all materials cost. All fees must be paid before a test will be graded. After the first class has been taken the fees are not refundable.
- C. Several Christian, state colleges and universities will give credit toward a degree for work done at National Christian Counseling Association. Check with the college or university where you will be attending.



- D. It is recommended that no more than two (2) courses be taken simultaneously by an individual. The exception to this would be rare. One must receive permission from the Dean of External Studies.
- E. All research, theme, and evaluation papers must be typed and double spaced or neatly written so that they can be easily read and graded. Unreadable papers, those not neatly done or following the format laid out for papers will be returned to the administrator to be returned to the student to be redone. Your exams and research papers will be the major part of your final grade. (For more information see page 16, Research Papers).
- F. A Certificate of Biblical Studies will be awarded when the approved course curriculum is completed satisfactorily at this level, and all the requirements of National Christian Counseling Association and the Northeast Baltimore Bible Institute & College are met.
- G. Upon completion of the Bachelor of Biblical Studies approved course curriculum, matriculation fee, plus an assigned Practicum, the "Bachelor of Biblical Counseling Studies" will be awarded from an approved institution of the National Christian Counseling Association.
- H. A Masters of Biblical Clinical Counseling Studies may be applied for upon completion of approved courses at the Master's degree level.
- I. Students who enroll on an "audit" basis will receive the same instruction as those who enroll for credit. Audit students will not have to do the assignments, memory work, or take exams.
- J. Application/Enrollment forms must be filled out by ALL students. All blank spaces/questions must be filled in all by levels of study.
- K. Test administrator forms must also be signed and returned for our file. All tests must be signed by the Test Administrator or they will be returned for his signature! L. Tests will be graded and returned as soon as possible.
- L. Successful completion of any course requires a great deal of self-discipline on the part of the student.
- M. All materials of National Christian Counseling Association External Studies Division are not to be reproduced, copied or stored on any electronic devices without the written consent of MCCM and/or the National Christian Counseling Association External Studies Division. These materials have a copyright.

MEMORY WORK

- A. The Bachelor of Biblical Counseling Studies degree and the Certificate of Biblical Counseling Studies must complete all memory work for their respective level of study.



- B. The student will write out their verses in front of, or quote them to, their test administrator. There are verses due with the mid-term test and final test.
1. If writing your verses, you need to bring your administrator the Bible out of which you memorized so he can check your written verses.
 2. If quoting, you need to bring your test administrator the Bible out of which you memorized to allow him to follow along. He will record your memory work and report it to SIBI on the Administrator Form.

RECALL

As a student, you will retain more if you take notes during the class and compile a notebook. This will also provide you with material for future use in teaching and will require less relearning. Learning involves not only understanding but also storing information which can be recalled later and used. As much as 60% to 80% of the material we hear during a one or two hour lecture is forgotten by the end of that period if nothing is done to reinforce that learning. Preconditioning the mind before studying to pick out certain points helps. Immediately after a class and before dismissing some form of recall should be utilized. This could even be a test which the students grade themselves. (Not part of their MCCM class grade). The advantage is not a grade, but the result of having to recall this information and hearing again any part which has already been forgotten. This recall should be entirely from memory. It would also be helpful to have an occasional review or pop test over material learned in the previous class in some form to recall from memory. Each time this is done, the information will stay with the student longer. The technique of group discussion is learned and effective discussion takes time to build up. Members of a new class need time to get acquainted and to lose their shyness. Because of the differences in knowledge and personality some will be more outspoken than others. A good administrator/teaching coordinator will try to involve everyone in the discussion and will not allow the most outspoken to talk all the time or the less capable member to be exposed to ridicule.

GRADING

A minimum passing grade is 70%. Anything below that level is treated as a failure. The grade recorded for a course has two parts: Test Average and Composite Final Grade. The student must have a passing grade of 70% or better on each test and composite average of 70% or better in order to pass the course. Only number or percentage grades (not letter grades) are recorded as the permanent grade. In the event that a student does not complete all of the required work for a course by the time of the final exam, the test administrator will assign a grade of "I" (incomplete) to be sent on to the CAI External Studies Division. In such cases, the student must complete the work and have it to the CAI External Department within four weeks of the final test. Failure to do so results in the "I" becoming an "F" (failure) grade. It is the STUDENT'S RESPONSIBILITY to check with the teacher concerning any late work or incomplete assignments. If a student fails a course, he



must retake the entire course and complete it before he will be allowed to move forward in the counseling curriculum. In order to receive a passing grade in any course all work must be completed, even if it is late. A student may not elect to finish some work and not other requirements, and still receive a passing grade.

LATE WORK

A student cannot receive credit for any course without completing all work, assigned that course, as outlined in the front of each Study Guide. A student is to turn in every assignment(s) when they are required. The administrator will collect all work when due and record it in his records. Work due at the time of the final test is to be turned in and sent to CAI with the final test. Work not completed and sent in with the final will be considered late and is due in our office within two weeks of completion of the final exam to avoid receiving a failing grade. Special circumstances will need to be addressed on an individual basis. (i.e., Death in the family, company business out of town) A number grade of 89, a "B" will be the highest grade awarded for any late work. As stated above in grading, if work is not completed by the established deadline the grade will be changed from an "I" (incomplete) to "F" (failure) on the student's permanent record. In case of a failure, the student will be required to repeat the course. Late work, except for legitimate reasons, reflects a lack of discipline.

TESTING

Tests are to be taken on the day the School has assigned. If a student is unable to be in class at the test time this needs to be cleared with the administrator beforehand. If a student is absent for legitimate reasons (excused), the test may be made up. There are reasons why one may not be able to take the test at the appointed time. (Death in family, out of town business trip, etc.) The student must arrange with the Administrator to take the test within a week if at all possible. The make-up test will be at the test administrator's convenience and within a reasonable time period. Retaking a failed test is a privilege granted to students. As in the resident school, the highest grade that is allowed on a retake is 70. Testing regulations:

- A. The administrator must be in the classroom during the test. The administrator will not leave the students alone while the test is in the possession of the student nor will he assist any student(s) in any way to arrive at the answer(s).
- B. The student is to write his memory verses on a separate sheet of paper during the test time and turn these in with the test (mid-term or final). This is not an open Bible test.
 1. The administrator will grade the written memory work, mark errors in red, and note the Bible version used (He may choose to allow the students to



- correct their own memory work only after they have finished their test and turned their test in).
2. If memory work is quoted, the administrator will identify the number of verses completed that was due with the test being administered on the Administrator Check List.
 - C. The student will turn in their Study Guide before the test (mid-term and final) and the administrator will check them during the test time to assure that the self-exam questions are filled out and note this on the Administrator Check List. (This is part of your grade)
 - D. All fees must be paid before the test will be graded and fees are not refundable after the 1 test has been taken.
 - E. Make sure your name is on all your papers being sent in.
 - F. Final test will not be graded until all the required work is completed and sent in to CAI.

TRANSFER OF COURSES

To transfer courses from another school to MCCM, your school must mail a copy of your transcript directly from them to us at: Maryland Christian Counseling Ministry, 1009 Edgewood Road, Suite D2 Baltimore, Maryland 21040. We are a Bible school, therefore, only Biblical courses are eligible for transfer. Only those with a letter B (an 80) or higher will transfer. All are subject to the administration of NCCA as to their transferability.

TRANSCRIPTS FROM SUNSET

A student may have an official transcript of his academic history at MCCM Institute External Studies sent to another institution. The first one is free, after that, for each one there is a \$20.00 fee for this service. The student may have a one-time free transcript at graduation for his/her personal file.

WITHDRAWAL / ADDITION OF COURSE(S)

Any student wishing to withdraw from a course or add a course must do so by informing the School administrator. The student must secure forms from the administrator, and pay the regular fee, in order that the registration may be officially changed. For formal withdrawal from MCCM or a course during the first five weeks a 'W' will be given. After the first test, a 'WP, (withdrawal with passing grade) or 'WF' (withdrawal with failing grade) will be given. The 'WF' will be considered in computing grade points. Without formal withdrawal, a grade of 'F' will be recorded.



WITHHOLDING INFORMATION

When a student has unmet financial obligations, violations of non-academic regulations at the local School, or MCCM, MCCM may withhold grade reports, transcripts, certificates, or other information about the student until said obligations are paid.

CHANGING A GRADE

Any change in grade after the grade is on the record in the MCCM office may be made only after reasons for such change have been submitted in writing to the local administrator and approved by the Dean of External Studies.

DRESS AND SPEECH CODE

Remember, this is a Christian School. Christian conduct is expected at all times. Therefore, clothing that is immodest will not be allowed. This includes wearing extra short, shorts, halter tops, tight or revealing clothing, shirts or blouses that fail to cover the midriff or shirts that have offensive writings or slogans or are otherwise not holding with Christian values. Speech will be of a Christian nature (that is, not conflicting with Biblical teaching) at all times.

DISCIPLINE

As a Christian school we hold to a different set of moral values. Students who have chosen to attend this school have certain responsibilities. As in any educational institution order must be maintained to keep the educational process from disruption. Students are expected to behave in ways that meet certain standards of decency and which protects the rights of others. Students should recognize the special standards of behavior which are normally expected of committed Christians and should be prepared to comply with those standards. While we cannot force anyone's behavior against their will, students can expect irregular conduct to result in the schools right of discipline. This may include probation, suspension, or dismissal in cases where the student's behavior clearly shows he should not be kept in this environment.

RESEARCH PAPERS

Credit students who are participating in External Studies courses offered by the Maryland Christian Counseling Ministry Institute (MCCM) are required to write research papers. Our intent is to help our student present research papers in an organized fashion that is easy for the student to organize and is easy for the instructor to understand. Some semblance of consistency is important for the student and the instructor. If this regimen is followed, consistency will result. General Requirements: Research papers may be either typed or



neatly handwritten. If using a computer the font must be 12, and you may not use the “Make It Fit” function to arrive at the required number of pages.

- A. All research and theme papers must be typed and double spaced or neatly written (normal hand writing) so that they can be easily read and graded.
- B. Both typed and handwritten must use 1" margins on all four sides. (The margins must be no more than one inch on all 4 sides) and the font a size 12 or standard for a typewriter. (Those not in this format will be returned to be done correctly).
- C. If the paper is handwritten it should be written or printed neatly and legibly. The same requirements as typing are to be followed. (Do not use over-sized hand writing, use your normal handwriting).
- D. Attention should be given to correct spelling, punctuation and grammar. Investing in a good Dictionary and Thesaurus will greatly assist the student in preparing research papers.
- E. Unreadable papers or those not neatly done will be returned to the administrator to be returned to the student to be redone.
- F. Do not send in a paper that you used “make it fit” on the computer to get the required number of pages. (Done on this format will be returned to be redone correctly).
- G. When a paper, for example, requires 3 pages, this means three full pages of research (2½ is not acceptable). Do not use title, your name, date and the like as part of the first page. A few words on the last page does not make it a full page. The required number of pages requested are to be full pages of your work only. The title page and bibliography do not count as part of the three (3) pages.

RESEARCH PAPER EXAMPLE

As a person prepares to write a research paper, it is important for the student to identify;

- A. Who wrote the paper?
- B. The title of the course.
- C. The date the paper was written.

This information should be placed in the upper right hand corner of the paper. Illustrated below is how this information should be shown: Student Name, Course, Title, and Date.

The subject of the paper is given in the Student Study Guide. The title should be a short statement reflecting the assigned subject and it should be placed in the center of the page following the student’s name, the course title, and the date. Example:



Research Paper Title

The student is now ready to begin writing the main portion of the paper. The paper should consist of three separate sections: The Introduction, the Body, and the Conclusion. A brief explanation of each is given in the following section.

Introduction

The first paragraph of the paper is the Introduction. The introduction should introduce the subject. The introduction is different from any other section of the paper because its purpose is different. The introduction's purpose is to begin with a broad general statement about the topic and then narrow to a thesis statement which gives the purpose of the paper. The thesis statement should generally be the last sentence in the introduction leading into the main body of the paper. One can think of the introduction as a funnel. It begins very generally and ends with a specific purpose.

Main Body

The middle or body of the paper serves two purposes:

- A. It develops each point supporting the thesis statement.
- B. It builds toward the strongest point before the conclusion of the paper. Each paragraph in the body should represent different ideas supporting the purpose of the paper. However, the paragraphs in the body should tie together like chain links. The links (paragraphs) need to be connected by transitional words which tie one idea to the next.

Conclusion

The Conclusion can be pictured as opposite of the introduction. It begins with the thesis or purpose of the paper and ends with a broad general statement. It is an upside down funnel or a pyramid. The conclusion should end the paper with a "bang". The reader should be left with a formal convincing statement that puts your subject into broader terms. The Conclusion is your last chance to convince the reader of your point of view.

Credits or References

Most research papers rely on information gathered from other sources. It is important for the student to give credit to other sources used in the paper. We have adopted what is called the Modern Language Association (MLA) method of placing credits within the text instead of using footnotes or endnotes. Credits or citations enable the reader to locate full bibliographic information for each reference in the Bibliography. As the writer, you are responsible for providing your instructor with enough information to locate the correct source. When you use ideas or concepts developed by other authors, when you use facts or statistics that are not common knowledge, or when you use direct quotes from published



works, you should give credit to the source. Giving credit to others used in your paper should be shown immediately after you quote from that source. This is done by showing the author's name followed by the page number in parenthesis. An example of this technique is shown below: "The absence of example may be as precedent-setting as any actual example itself" (Smith 167). The sentence that is quoted is set apart by "quote marks" and the source for the reference is set apart by parenthesis. The Bibliography page gives complete information about the sources quoted in the research paper.

Bibliography Page

A separate page or pages entitled "Bibliography" should follow the research paper. This page should list the sources used throughout the research paper. The following guidelines should be applied to the names of authors, editors, and translators of books used in your paper.

- A. Always reverse the author's name for alphabetizing, adding a comma after the last name and a period at the end of the name (Smith, F. LaGard.).
- B. Always use the author's name as given on the title page. Never abbreviate a name given in full. Omit titles, degrees, and affiliations that precede or follow names.
- C. The title of the book should then follow the author's name. The entire title of the book should then be underlined as illustrated. Smith, F. LaGard.
- D. The Cultural Church Publication information and page numbers should then be given. Publication information should include the city, publisher, and the date. This information is obtained from the title page and the copyright page. Notice that the page number from which the information is gathered is shown after the date. Smith, F. LaGard. The Cultural Church. Nashville: 20th Century Christian, 1992.

The references listed on the Bibliography should be listed in alphabetical order by author's last name. By giving the information in this format the instructor can locate any reference used in the research paper.

This brief "Guideline for Research Papers" will help the student organize the information being presented in a consistent, easily understood format. It will also help the instructor more easily understand the material being presented. If additional information is desired, a good reference book on writing research papers using the MLA method is entitled, "How to Write Term Papers and Reports", by L. Sue Baugh. Many other good sources are also available.

BOOK EVALUATION

In a book evaluation, we want your views on the textbook and what you have learned: Here are a few thoughts or ideas:



Brief summary of the book:

- A. What chapter was the most meaningful to you and why.
- B. Was it understandable? Did it flow smoothly?
- C. Did the writer develop and prove his points? If not, why or how should it have been done?
- D. What did you get out of the book that helped you or what have you learned from this book that you can apply to your ministry?
- E. Would you recommend it to others? If not, why not?
- F. Was it sound doctrinally? If not, why not?
- G. Did you agree with the book? If not, why not?
- H. How did this book relate to the course?

BENEFITS OF ATTENDING A CAI SCHOOL

- A. It is for the common good of the body.
- B. It will strengthen the body both internally and numerically.
- C. The saints gain maturity and mental stability.
- D. It is an excellent outreach tool. People learn better in a group setting by motivating and helping each other.

CONCLUSION

We, at the Maryland Christian Counseling Ministry Institute External Studies Department, believe that this method of study fills a great need in maturing the church today. It is not the only way or not necessarily the best way, but it is a great way to have an in-depth study of biblical counseling. This curriculum has provided an exciting door for the Lord’s church to reach out to the world. The door is wide open and we accept the challenge with enthusiasm and optimism. We commend it to you and pray that your lives will be immersed in God’s service.

COURSES OFFERED

Certified Christian Counselors

INTRODUCTION TO CHRISTIAN COUNSELING	(12 LESSON COURSE)
THE CHRISTIAN HOME	(12 LESSON COURSE)
BASIC COUNSELING PSYCHOLOGY	(12 LESSON COURSE)
INTRODUCTION TO TEMPERAMENT THERAPY	(12 LESSON COURSE)
ADVANCED CHRISTIAN COUNSELING	(50 LESSON COURSE)
TEMPERAMENT THERAPY PRACTICUM	(12 LESSON COURSE)



INTRODUCTION TO COUNSELOR LIFE
TEN TEMPERAMENT ANALYSIS PROFILES

(12 LESSON COURSE)

BACHELOR & MASTER DEGREE PHASE II & III

COUNSELING THE CO-DEPENDENT
MASTERING PASTORAL COUNSELING
TEMPERAMENT CASE STUDIES
TWENTY-FIVE TEMPERAMENT ANALYSIS PROFILES
CERTIFIED REQUIRED SUPERVISION
SPIRITUAL LIVING FOR MINISTERING COUNSELORS (OPTIONAL)

PHASE III - CLINICAL CHRISTIAN COUNSELOR

COURSE DESCRIPTIONS FOR PHASE III
ADVANCED COURSE - ELECTIVE
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THIRTY-FIVE TEMPERAMENT ANALYSIS PROFILES

FAITH-BASED COURSES FOR ADVANCED CERTIFICATION

Integrated Marriage and Family Therapy

- A. Marriage and Family Counseling – An Integrated Approach
- B. Integrated Temperament Couple Therapy
- C. Pre-Marriage Counseling With Temperament
- D. The Father-Daughter Connection

Child and Adolescent Therapy

- A. Counseling Families
- B. Counseling and Children
- C. Counseling Youth
- D. Counseling and The Search for Meaning

Substance Abuse and Addiction Therapy



- A. Counseling for Substance Abuse and Addiction
- B. Counseling Adult Children of Alcoholics
- C. Counseling for Problems of Self-Control
- D. Counseling Those With Eating Disorders

Sexual Therapy

- A. Counseling for Sexual Disorders
- B. Counseling and Homosexuality
- C. Counseling for Problems of Self-Control
- D. Counseling for Unplanned Pregnancy & Infertility

Death and Grief Therapy

- A. Counseling the Sick and Terminally Ill
- B. Counseling for Anger
- C. Joy — In The Midst of Mourning
- D. Counseling Families of Children With Disabilities

Cognitive Therapy and Ethics

- A. Cognitive Therapy Techniques
- B. Life’s Answers Through Counseling With God
- C. Quality, Ethics, and Legal Issues In Christian Counseling
- D. Making Life Healing Changes

Crisis and Abuse Therapy

- A. Counseling for Family Violence/Abuse
- B. Counseling in Times of Crisis
- C. Counseling for Anger
- D. Counseling the Depressed

Temperament Therapy

- A. Temperament Case Studies
- B. Life’s Answers Through Counseling With God
- C. Living in the Spirit—Utilizing Temperament
- D. Counseling the Codependent: A Christian Perspective Utilizing Temperament

Domestic Violence and Intervention Therapy



Applicant must hold a Master degree or higher, be licensed by the N.C.C.A. and be Advanced Certified in Crisis and Abuse Therapy as well as completing the following

MATRICULATION FEE

BACHELOR DEGREE

The NCCA currently charges \$1200 to transfer course credits to a university or seminary for university credit hours after completion of Phase II. All of the actual credit transfer in order to secure your degree is done by ACC and the NCCA. You do not have to transfer your credits. We do it for you.

MASTERS DEGREE

The NCCA currently charges \$1500 to transfer your course credits to a university or seminary for university credit hours after completion of Phase III, as appropriate. The actual transfer is handled by the NCCA.

SKILLED HELPERS CERTIFICATION

These courses equip students with Bible answers to the specific social problems facing Christians. The foundation of skilled helper to the counselor ministry is a clear definition and application of Biblical teachings regarding the individual during these courses. Students will explore the development of a Biblical Christian Character as opposed to the world view.

FUNDAMENTALS OF CHRISTIAN COUNSELING
CREATION THERAPY

(12 Lesson Course)
(50 Lesson Course)

