

# Correspondence Course Descriptions

## EDUCATION & CLERGY DEVELOPMENT

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## Education and Clergy Development

### Correspondence Course Descriptions

The following course descriptions will give a good picture of the specific training courses required for the various ministerial tracks in the Wesleyan Church. The correspondence course descriptions include specific textbooks needed for each course. Textbooks should be ordered directly from Wesleyan Publishing House online at [www.wesleyan.org/wph](http://www.wesleyan.org/wph) (preferred) or call 1-800-493-7539. You may order your courses online at <https://regserv.wesleyan.org/eventmanager/OnlineRegistration.asp?EventCode=ASC>.

**NOTE: Courses Required For District License Are Marked With an Asterisk (\*)**

*The Wesleyan Church strongly recommends that a student take Methods of Bible Study very early in their course of study. Methods should be one of the first classes a student takes.*

#### \*O3 OLD TESTAMENT INTRODUCTION

Textbooks: Patricia David, Through the Bible: A Complete Old and New Testament Bible Study. Indianapolis, IN: Wesleyan Publishing House, 2008

Patricia David, Through the Bible: Workbook. Indianapolis, IN: Wesleyan Publishing House, 1994

This course will enable the student to gain a clearer understanding of the Old Testament as a whole, as well as its parts. You will gain factual knowledge that you can pass along to others, so that all can better know the God of the Old Testament and share his good news with others. The student will gain knowledge about the structure, content, history and geography of the Old Testament.

This course consists of 4 units involving reading of the textbook and selected OT chapters/passages, completion of workbook assignments, plus other assignments including maps, timelines, response to readings, etc. There is no final exam. ***You have six months after the start date to complete the course.***

#### \*O4 NEW TESTAMENT INTRODUCTION

Textbooks: Patricia David, Through the Bible: A Complete Old and New Testament Bible Study. Indianapolis, IN: Wesleyan Publishing House, 2008

Patricia David, Through the Bible: Workbook. Indianapolis, IN: Wesleyan Publishing House, 1994

This course will enable the student to gain a clearer understanding of the New Testament as a whole, as well as its parts. You will gain factual knowledge that you can pass along to others, so that all can better know the Jesus of the New Testament and share his good news with others. The student will gain knowledge about the structure, content, history and geography of the Old Testament.

This course consists of 4 units involving reading of the textbook and selected NT chapters/passages, completion of workbook assignments, plus other assignments including maps, timelines, response to readings, etc. There is no final exam. ***You have six months after the start date to complete the course.***

#### \* O5 INTRODUCTION TO THEOLOGY

Textbooks: *Discovering Our Christian Faith* - Powell (BKU61) *Who Needs Theology?: An Invitation to the Study of God*-Grenz and Olson (BKB263)

The field of Christian doctrine will be studied in this course. It is a study in basic beliefs and why we believe as we do. The course surveys the general field of theology. Later courses will go more into detail on various doctrines.

The course consists of 13 topical lessons based on selected readings from the Bible, textbooks by Powell, Grenz and Olson, and references to The Wesleyan Discipline. The professor suggests that 6-8 hours be spent on each of 13 lessons. The lessons consist of textbook reading assignments and 10-20 essay questions. The work for each lesson is to be sent to the instructor at the conclusions of lessons 3, 6, 9 and 13. This course has no final exam. ***You have six months after the start date to complete the course.***

#### 11 OLD TESTAMENT COVENANT AND LAW – PENTATEUCH

Textbook: *Handbook on the Pentateuch* - Hamilton; (wphonline)

A special study of the first five books of the Bible. It will give a student insight into God's dealings with primitive people, and show how these books are definitive for the rest of Scripture. Emphasis will be placed on the books of Genesis and Exodus.

This course consists of 16 lessons based on selected readings from the Bible and the textbook by Hamilton. The 16 lessons are divided into 3 categories (Genesis, Exodus and Leviticus-Deuteronomy), with 2 - 4 essay questions per lesson. As the material for each one of the categories is completed it should be sent to the instructor. When all lessons are completed and there has been sufficient time for study, a closed-book final exam is to be taken under the supervision of a Wesleyan ordained minister (**not a relative**) near you. ***You have six months after the start date to complete the course.***

#### 12 OLD TESTAMENT POETRY

Textbook: *An Introduction to the Old Testament Poetic Books* - Bullock; (wphonline)

The purpose of this course is to study the books of Job, Psalms, Proverbs, Ecclesiastes, and the Canticles (Song of Solomon); to note the comparable literature of the surrounding cultures; to study the form and function of Hebrew poetry; to develop skills in the interpretation and utilization of poetic literature; to study the characteristics of wisdom literature, noting its contribution to the Old Testament.

This course consists of 24 lessons (with 2-4 essay questions per lesson) based on selected readings from the Bible and the textbook by Bullock. Additional collateral reading is expected and proper bibliographical information should be provided with each lesson. The completed lessons are to be sent to the instructor in groups of six (1-6, 7-12, 13-18, 19-24). Upon completion of the lessons, a final exam is to be taken under the supervision of a Wesleyan ordained minister (**not a relative**) near you. The exam will be based on the material studied by way of biblical books and Bullock. ***You have six months after the start date to complete the course.***

### 13 OLD TESTAMENT PROPHETS

Textbook: A good version of the *English Bible* - No other textbook required

The student will be given an insight into the message of two of the biblical prophets, Jeremiah and Amos. The study will provide guidelines and ideas in approaching the prophets both for personal study and for preaching.

This course consists of 24 lessons with questions based on the readings from the books of Jeremiah and Amos from a good version of the English Bible. Of the 24 lessons (2-5 essay questions each), 20 deal with Jeremiah and are the only lessons to be submitted to the instructor. They are to be submitted in intervals of 1-5, 6-10, 11-15 and 16-20. Upon completion of the lessons, a final exam (covering the questions on the syllabus) is to be taken under the supervision of a Wesleyan ordained minister (**not a relative**) near you. ***You have six months after the start date to complete the course.***

### 14 METHODS OF BIBLE STUDY

Textbooks: Living by the Book. Howard G. Hendricks & William D. Hendricks (wphonline); Living by the Book: Workbook. Howard G. Hendricks & William D. Hendricks (wphonline)

This course is an introduction to hermeneutics, the art of biblical interpretation, through the study of the principles of induction, the development of skills, and the use of various reference tools which are applied to specific books of the Bible.

The course consists of 3 units involving readings from the textbook, an essay, and workbook assignments. The 4<sup>th</sup> unit project involves applying the methods learned to the study of III John. This course has no final exam. ***You have six months after the start date to complete the course.***

### 15 NEW TESTAMENT CHURCH – ACTS

Textbooks: Acts: Commentary In The Wesleyan Tradition – Phillip Bence; (BKA989) Message of Acts :The Spirit, The Church and The World (wphonline)

The study of the New Testament Church as found in the book of Acts. It relates to the redemptive ministry of Christ and His selection and training of disciples who were to become the apostles of the New Testament Church. The study will include the divine origin, purpose and plan for the church, the relationship of Christ, the Holy Spirit and the apostles in the church's growth, the composition and character of the church, the reasons for its success in a pagan world, and its relevance to the Christian church today.

This course consists of 13 lessons based on readings from the book of Acts and the textbooks. Lessons involve reading Acts in 2 translations, and answering a number of questions that cover the book as a whole (overview) and specific sections/chapters. The student is required to list (people, events, etc.), summarize and analyze. There is no final exam. The completed lessons are to be sent to the instructor at the conclusion of lessons 3, 6, 9 and 13. This course has no final exam. ***You have six months after the start date to complete the course.***

## 16 ROMANS

Textbook: Romans: A Commentary in the Wesleyan Tradition, 1996-Clarence L. Bence (Wesley Press), (wphonline)

The purpose of this course is to give the student a clear understanding of the message of the Epistle to the Romans, as well as to provide experience in techniques of the inductive study of the New Testament books.

This course consists of 16 lessons based on readings from the book of Romans and the textbook by Bence. The completed lessons are to be sent to the instructor according to the prescribed schedule. Upon completion of all lessons (graded/feedback to student) the student should then complete the final project: 6 concurrent (back-to-back texts) Bible Studies covering Romans, chapters 7 and 8. This course has no final exam. ***You have six months after the start date to complete the course.***

## 18 THE LIFE OF CHRIST

Textbook: The Bible – No other textbook is required

This course will give the student a clear understanding of the message and life of Jesus Christ as well as provide experience in the discipline of engaging in practical theology leading to ongoing Bible study and lesson preparation.

This course consists of 6 lessons based on the readings from the Gospels of the New Testament. The completed lessons are to be sent to the instructor according to the prescribed schedule. Upon completion of all lessons (graded/feedback to student) the student should complete the final project: a seven week sermon or Bible study series covering the “I AM” statements of Jesus Christ in the Gospel of John. This course has no final exam. ***You have six months after all materials (study guide and books) have been received to complete the course.***

## 21 SOCIOLOGY

Textbook: Essentials of Sociology ninth Edition-Henslin (BKC019)

This course provides an introduction to the basic principles and issues in the field of sociology-the study of human interaction. It will help students see the need for critical thinking about the social world, gain familiarity with basic sociological concepts, confront social change and plan for the future, and clarify their own values so they can appreciate how Christian faith is transmitted through human interaction.

This course consists of 17 lessons divided into 3 units. Each lesson consists of a series of questions based on the reading from the textbook by Henslin and supplementary materials provided in the syllabus. When all the lessons in a unit are completed they are to be submitted to the instructor. Upon completion of the lessons from all 3 units another study guide for the final exam will be sent to the student to help identify key concepts and issues. The exam will cover materials in the textbook, supplementary materials and lesson questions. The exam is to be taken under the supervision of a Wesleyan ordained minister (**not a relative**) near you. ***You have six months after the start date to complete the course.***

## 22 PSYCHOLOGY

Textbook: *Introduction to Psychology & Counseling 2nd Ed.*-Meier & Minirth; (BK052)

This course is a study of the subject matter and methods of psychology as a science. The student will study human development and the physiological basis for behavior, personality, learning, sensation, perception, motivation, emotion, adjustment for mental health, abnormal behavior, and social psychology. Such a study will provide the basis for a better understanding of one's own behavior and that of others.

This course consists of 24 lessons divided into 3 units. Lessons 1-23 are based on the readings from the textbook by Morris and the Bible. Lesson 24 is a review guide which must be created for the final exam. The lessons are to be sent to the instructor according to the prescribed schedule. A practice test will be given at the end of each unit. These will be sent directly to the student and they will serve as a preparation for the final comprehensive examination. The final exam is to be taken under the supervision of a Wesleyan ordained minister (**not a relative**) near you. ***You have six months after the start date to complete the course.***

## 23 CHRISTIAN EDUCATION

Textbook: *Discipleship that Transforms, an Introduction to Christian Education from a Wesleyan Holiness Perspective*-John H. Aukerman, General Editor (Francis Asbury Press, 2011); (wphonline)

The course is designed to provide an introduction to the educational ministry of the church. Special attention will be given to four broad topics: biblical, theological, and philosophical foundations; aspects of the teaching/learning process; the needs, abilities, and special considerations of teaching various groups of people; and the organization and design of the Christian education ministries of the local church.

This course is divided into 3 units of material (Principles, Planning, Practice) and a Final Project. Each unit requires reading several chapters from the Aukerman textbook with a series of questions relating to the chapters, and some additional assignments. At the end of the course a final project chosen from a list of options will be required in place of an examination. ***You have six months after the start date to complete the course.***

## 25 GENERAL CHURCH HISTORY

Textbook: *Christianity Through the Centuries*-Cairns (BKAN26)

This is a general survey of the Christian church from the New Testament to the present. The course deals with important persons, movements, and doctrinal developments. The study helps to understand the Christian Church in America and in the world today. It will help the student to understand the beliefs and the denominational expressions of modern Christianity.

This course consists of 24 lessons based on the reading from the textbook by Cairns. The completed lessons are to be sent to the instructor in groups of 3 or more. Lesson 24 is a conclusion requiring an essay on the theme "The Wesleyan Church: Its Problems and Prospects in the Light of Church History." When all the lessons are completed and submitted to the instructor a final examination (drawn from the questions answered in preparing the lessons, and will include several essays on broad themes or movements in church history) should be taken under the supervision of a Wesleyan minister (**not a relative**) near you. ***You have six months after the start date to complete the course.***

## 26 SPIRITUAL FORMATION

Textbooks: *Spiritual Formation: A Wesleyan Paradigm* by Diane LeClerc and Mark A. Maddix (2011, Beacon Hill Press, ISBN 978-0-8341-2613-8) ((wphonline); *Devotional Classics* edited by Richard J. Foster & James Bryan Smith (2005, Harper Collins ISBN 978-00607-77500) (BKBL96)

This course is designed for the personal and spiritual growth of the minister, exploring the biblical and historical foundations of the spiritual life, as well as methodologies and resources for developing Christian spirituality in the lives of others in cooperation with the work of the Holy Spirit. This course should enhance the student's ability to see the relationship between spirituality and ministry, and to discover principles for the enrichment of their own spirituality and to help Christian disciples grow in their relationships with Christ.

The course is divided into 3 units. Each unit requires the writing of a paper to demonstrate understanding of the assigned material. The 3 unit materials may be submitted at the same time, when all are completed. Journals will be returned to the students, if requested. This class will be graded on a Pass/Fail basis (P or F). *You have six months after the start date to complete the course.*

## 27 EVANGELISM/MISSIONS (Required only for those on the previous [pre-2004] set of ordination requirements – replaced by 28 and 29)

Textbooks: *Missions: God's Heart for the World* – Paul Borthwick (IVP, 2000) (wphonline), *Missions in the Third Millennium* – Stan Guthrie (Paternoster, 2000) (wphonline), *Becoming a Contagious Christian* – Bill Hybels and Mark Mittelberg (Zondervan, 1994) (wphonline), *Evangelism: A Way of Life* – Rebecca Manley Pippert and Ruth Wiemens (wphonline) (BKA150), *Christian Mission in the Modern World* – John R.W. Stott (IVP, 1975) (wphonline)

This course provides an overview of the outreach mission of the church both locally and globally, stressing biblical/theological foundations and contemporary practical issues.

The course is divided into 4 parts. Each segment has a few introductory remarks and then instructions for assignments which are to be sent to the instructor at the end of each Part.

**Part I: Introduction: Assignment One.** Establish contact and share info with instructor.

**Part II: Biblical Grounds: Assignment Two.** Complete readings in Borthwick, Pippert and Stott, answer DIALOG questions, and write a paper on the biblical basis of missions.

**Part III: Evangelism: Assignment Three.** Complete reading of Hybels, answer DIALOG questions, and write a paper on evangelism.

**Part IV: Missions: Assignment Four.** Complete reading of Guthrie and browse Johnstone, answer DIALOG questions and write a paper on missions. Also, provide an evaluation of course goals. This course has no final exam. *You have six months after the start date to complete the course.*

## 28 EVANGELISM/CHURCH HEALTH

Textbooks: *Filled Up, Poured Out: How God's Spirit Can Revive Your Passion and Purpose* by Mark O. Wilson (BKBY73); *Evangelism Handbook*, by Alvin Reid (wphonline) & others from a list of options

The purpose of this course is to ignite a passion to share Christ's love with others. Through a series of Units, the student will actively engage in personal evangelism work, under the leading of the Holy Spirit. There will also be guided purposeful reflection on evangelism techniques and methodologies, church health and church planting.

This course consists of 10 Units. Some units require reading textbooks or various internet resources and a response/reflection paper. Some units are practical projects/assignments that will provide experience or insight into evangelism, church planting, etc. There are no exams. ***You have six months after the start date to complete the course.***

## 29 GLOBAL AND INTERCULTURAL MINISTRIES

Textbooks: *Perspectives on the World Christian Movement* by Winter, Ralph D. and Steven C. Hawthorne editors. (BBAD19); *Let Sleeping Lizards Lie* by Dr John Connor (Wesleyan Publishing) (BKBB01)

This course provides an overview of the history, theology and practice of cross-cultural mission theory, including local church involvement in cross-cultural ministry

The course consists of three Units: Theology of Mission, History of Mission, and Practice of Mission. Each unit requires textbook reading assignments with written summaries of chapters read, and a research paper (Units 1 & 2) or exercises and two reports (Unit 3). There are no exams. ***You have six months after the start date to complete the course.***

## 31 PHILOSOPHY

Textbook: *Moral Choices, An Introduction to Ethics, Third edition* - Scott B. Rae – (wphonline)

This course is designed to provide a framework to assist in the philosophy of making an ethical decision, and will provide insight into various thought processes and how segments of society arrive at their values. The course should help solidify what you believe and help you to express and defend your beliefs.

The course consists of three units. The entire textbook is to be read and discussion questions for assigned chapters will be submitted to the professor at the end of each unit. There are also 2 papers to be written. ***You have six months after the start date to complete the course.***

## 32 ADVANCED THEOLOGY

Textbook– *Grace, Faith, and Holiness*-Dunning (BKAO69)

This course gives you a chance to build on what you learned in Introduction to Theology, to dig a bit deeper into theology in a Wesleyan perspective. This course should help you better grasp our theology intellectually, better know the God our theology describes, and better serve Him and His people. Objectives of the class are: 1. To gain a deeper understanding of God, the world he made, humanity, sin, and redemption. 2. To expand your skills of thinking about and applying theological truth. 3. To equip you to proclaim and live the truth.

The course consists of 15 lessons based on the reading from the textbook by Dunning. The assignments are to be sent to the instructor at the conclusion of lessons 3, 7, 11, 15. There is no final exam. ***You have six months after the start date to complete the course.***

**\*33 INTRODUCTION TO HOMILETICS Note: 33 is the prerequisite for 43 Expository Preaching.**

Textbooks: *An Introduction to Homiletics* (3rd Edition) Demaray (BKBP81); *Christ-Centered Preaching*, Bryan Chappel, Baker Book House 2005 (wphonline);

This course provides a combination of theory and practice in the preparation and delivery of sermons. Analysis of sample sermons will occur with suggestions for finding and filing sermon resource material.

The course consists of 4 “Workshops” based on the reading from the textbooks by Demaray and Chappel and a CD-ROM. The assignments include analyzing sermons, interviewing pastors regarding various aspects of the preaching ministry, and preparing a sermon with a written manuscript (and audience evaluations). There are no exams. The grade will be determined by the quality of work done in the course. ***You have six months after the start date to complete the course.***

**34 PASTORAL MINISTRIES**

Textbooks: *The 21st Century Pastor-Fisher* (BKAQ56), *The Purpose Driven Church-Warren* (wphonline)

This course will provide a survey of the tasks which accompany pastoral ministry in a local church setting. Emphasis will be placed on pastors as persons as well as the competencies needed for contemporary ministry.

The course is divided into five units with lessons and projects based on the readings from the textbooks by Fisher and Warren. There is also suggested collateral reading with each unit. Assignments are to be completed and sent to the instructor as a unit. The final project is a 5 page paper in which the student develops a personal philosophy of ministry. There is no final exam. ***You have six months after the start date to complete the course.***

**\*35 WESLEYAN HISTORY AND DISCIPLINE**

Textbooks: *The Wesleyan Discipline-2012* (BKZ96 or BKZ99) *An Outline History of The Wesleyan Church* - Haines & Thomas (2005 Edition); (BKBL59)

This course will be an introduction to the Discipline and a survey of the historical development of The Wesleyan Church. The student will be introduced to the doctrines, standards, practices and procedures that govern the church and the theological, historical, and sociological factors which have shaped the development of the denomination.

The course consists of four units with lessons based on readings from the textbook by Haines and Thomas and *The Wesleyan Discipline*. Units One and Two focus on the history of the Wesleyan Church. Units Three and Four focus on *The Discipline of The Wesleyan Church*. Each unit is to be completed in order, according to the instructions, and mailed to the instructor. There is no final exam for this course. ***You have six months after the start date to complete the course.***

### 36 WORSHIP

Textbooks: *Worship Old And New*-Webber; (BKAI41)

The course will include a study of the biblical, theological, historical, and contemporary elements of Christian worship such as Scripture, music, sacraments, liturgy, prayer, and the ministry of the Word. Students will have a chance to evaluate their own personal worship. This course should enhance the student's ability to plan, participate in, and lead acts of public worship.

Worship is a four unit course, requiring readings from the Webber text, writing assignments, reflection papers, and practical projects. Also required are interviews with pastors, and several meetings with a Worship Reflection Group made up of 3 lay persons (plus your pastor, if possible) from different age groups. ***You have six months after the start date to complete the course.***

### \*38 CHURCH LEADERSHIP/MANAGEMENT

Textbooks: *Filled Up, Poured Out: How God's Spirit Can Revive Your Passion and Purpose*, by Mark O. Wilson (Indianapolis: Wesleyan Publishing House, 2012.); *Ministry Velocity: The Power for Leadership Momentum*, by Wayne Schmidt, (Indianapolis: Wesleyan Publishing House, 2010.) *Here Today, There Tomorrow: Unleashing Your Church's Potential*, by Gary L. McIntosh, (Indianapolis, Wesleyan Publishing House, 2010.)

This course will introduce the student to basic principles of church leadership, church management, and parliamentary law. Through reading, observation and reflection, the student will be prepared spiritually and practically to provide leadership in a local church.

The course consists of four Units: The Soul of the Leader, Developing a Leadership Mindset, Leading and Managing for Growth, and Roberts' Rules of Order. The first three units require textbook reading assignments, reflection/response submissions and practical projects. The final unit requires preparation for an online test on Roberts Rules of Order. ***You have six months after the start date to complete the course.***

### 42 DOCTRINE OF HOLINESS

Textbooks: *Be Holy* – Joseph Coleson, (BKBR17); *Holiness for Ordinary People, 25<sup>th</sup> ed.* – Keith Drury; (BKBT79)

This course gives you a chance better to understand the Wesleyan doctrine of holiness. The course gives you a better intellectual understanding of this doctrine, for your own benefit and for the people among whom you minister. Hopefully, as you gain in understanding, God will work in you, drawing you closer to him and equipping you for more powerful service.

The course has 13 lessons consisting of readings from the textbooks and 4-9 questions reflecting/responding to the readings, and some additional assignments. This course has no final exam ***You have six months after the start date to complete the course.***

#### 43 EXPOSITORY PREACHING **Note: Students should plan to complete 33 Introduction to Homiletics before enrolling in this course.**

Textbooks: *Biblical Preaching* 2<sup>nd</sup> ed.-Robinson –Baker Bookhouse 1980; (wphonline)

This course provides tools and techniques for biblically based preaching and practice in preparing various types of expository sermons from select scripture passages.

The course consists of three units of responding to textbook reading assignments, interviewing preachers, analyzing sermons, etc., and one unit of preparation, writing and delivery of an expository sermon from selected scripture passages. There will be critiques by the instructor and members of a listening audience. ***You have six months after the start date to complete the course.***

#### 44 PASTORAL COUNSELING

Textbooks: *Pastor as Person* – Gary L. Harbaugh (Augsburg, 1984) (wphonline); *Strategic Pastoral Counseling* 2<sup>nd</sup> ed. – David G Benner (Baker Book House 1992) (wphonline). *Crisis Counseling* (revised edition) – Howard W. Stone (Fortress Press, 1993) (wphonline); *The Elements of Counseling*, 7<sup>th</sup> edition – Scott T. Meir & Susan R. Davis (Brooks/Cole, 1996); (BKBX21)

The objective of this study will be to acquaint the student with various approaches to pastoral problems and the duties of a pastor in assisting persons in need. The student should gain an understanding of ministry appropriate to proper pastoral care. It will include the work of the pastor from both a psychological and theological frame of reference.

The course consists of four units, each based upon a separate textbook. There are a number of questions to be answered for lessons in Units 2-4. Unit One requires the writing of a letter to the author, discussing the textbook, and sent to the professor (*not* the author). Unit Three also requires a scenario to be role-played, recorded and sent to the professor. There is a proctored final exam. ***You have six months after the start date to complete the course.***

#### 55 (51, 52, 53) SUPERVISED MINISTRY

Textbook: No Textbook – Workbooks sent from Education and Clergy Development.

This is a one year curriculum directed by the DBMD and Education and Clergy Development. This may be taken concurrently with the correspondence courses, or after their completion. It is not necessarily a part of the two years of service requirement, but it may involve one of those years as an intensive period of supervision. Students must register for the course and complete the full curriculum in order to receive credit.

This course gives opportunity for the beginning minister to put theory into practice under the supervision of a more experienced pastor. It is administered under the direction of a supervising pastor appointed by the student's District Board of Ministerial Development. Students will discuss, observe, participate in, and evaluate actual ministry experiences in a local church setting. Weekly meetings with the supervisor are required, and logs of the meetings are submitted to the Supervised Ministry instructor, along with unit evaluation forms. **A special registration form must be completed by the student, the supervising pastor, and the DBMD chairman and must be returned to Education and Clergy Development before beginning**

**the course. *You have 12 months after the start date to complete the course (or 4 months for individual units).***