Women's Certificate Program Syllabi

Student edition • Biblical Studies and Professional Development

This collection contains the student syllabus for each of the ten 12-week certificate courses. Use the shared requirements on this page together with the syllabus for your selected course.

Course Format and Enrollment

Each course includes 12 instructional weeks and at least 24 scheduled instructional hours, typically two hours per week, plus independent reading, assignments, and practice. Adult learners must complete enrollment. Confirm your instructor, term dates, meeting times, delivery format, and any course-specific requirements with the Institute.

Assessment and Grading

Component	Weight
Weekly assignments and learning activities	25%
Quizzes and knowledge checks	20%
Participation and discussion	15%
Practical exercises and demonstrations	15%
Final project / capstone	25%
Total	100%

Certificate Completion

Attend at least 10 of the 12 sessions and earn an overall grade of at least 70%. Complete essential assignments and assessments, demonstrate required competencies, and pass the final project. The instructor verifies completion.

Student Responsibilities and Support

Participate respectfully, submit your own work, protect confidential information, and follow course-specific safeguarding practices. Contact the Institute for accessibility support and current procedures for attendance, withdrawals, and appeals.

Institute Contact

www.jdwsrbi.org • jdwilliamsdean7@gmail.com
704-395-9918 or 770-882-8923

Source: JDWSRBI 12-Week Women's Certificate Program Catalog, supplied draft.

Women of Scripture: Identity, Calling, and Purpose

12 weeks • 24 scheduled instructional hours

Course Description

This course examines the dignity, identity, and calling of women through carefully contextualized biblical narratives and teaching. Participants study women in Israel, the ministry of Jesus, and the apostolic church, distinguishing descriptive examples from normative instruction. Through close reading, theological reflection, and ministry applications, learners identify gifts, responsibilities, and opportunities for service while respecting the doctrinal commitments of their Oneness Apostolic community. The course encourages mature discernment, humility, and responsible engagement with passages on worship, family, witness, and leadership.

Who Should Enroll

Women seeking scriptural grounding for identity, vocation, and Christian service.

Learning Outcomes

- Explain women's identity and dignity using contextual biblical evidence.
- Interpret selected women's narratives without assuming every description is a command.
- Compare women's witness in the Gospels and Acts.
- Evaluate contemporary service opportunities using Scripture and church policy.
- Construct a personal calling-and-service plan with accountability.

Course Foundations

Core biblical passages for contextual study: Genesis 1:26–28; Luke 8:1–3; Acts 2:17–18; Romans 16:1–7; Titus 2:3–5.

Learning Resources

Bible; a reliable study Bible; a Bible dictionary; a reputable commentary on Luke, Acts, and Romans.

Final Project and Demonstration

Biblical calling and ministry participation portfolio: exegetical profile of two women, gifts inventory, church-service proposal, and a 90-day action plan.

Demonstration: Participant delivers a 7–10 minute presentation demonstrating contextual interpretation and a viable service plan.

See the opening page for grading and certificate completion requirements.

Twelve Week Course Schedule

Week • Topic	Content focus
1. Created in God's Image	Genesis 1–2 in literary context; Dignity, stewardship, and shared human vocation; Creation and responsible interpretation
2. Women in the Patriarchal Narratives	Sarah, Hagar, Rebekah, and Leah; Promise, hardship, and agency; Avoiding simplistic moral judgments
3. Courage in Israel's History	Miriam, Deborah, and Ruth; Leadership and covenant loyalty; Historical context of judges and monarchy
4. Wisdom and Worship	Hannah's prayer and dedication; Proverbs 31 as wisdom poetry; Patterns of prayer and faithful work
5. Women and Jesus' Ministry	Luke 8 and women disciples; Mary and Martha in context; Witness at the resurrection
6. The Spirit and Pentecost	Joel 2 and Acts 2; Women in the praying community; Spiritual gifts and discernment
7. Women in the Apostolic Church	Priscilla, Phoebe, and Lydia; Romans 16 and early Christian networks; Interpretive questions about ministry roles
8. Holiness and Christian Identity	1 Peter 3 and Titus 2 in context; Inner character and outward practice; Church standards and pastoral dialogue
9. Giftedness and Service	Service, teaching, hospitality, encouragement; Spiritual gift inventory; Competence and accountability
10. Vocation, Family, and Community	Multiple callings across life stages; Faithful work and community witness; Boundaries and sustainability
11. Debated Texts and Discernment	1 Corinthians 11 and 14; 1 Timothy 2 and interpretive perspectives; Distinguishing doctrine and application
12. Calling and Service Plan	Drafting a service commitment; Peer feedback and refinement; Presenting a biblical rationale

Apostolic Faith and Spiritual Formation for Women

12 weeks • 24 scheduled instructional hours

Course Description

This course integrates central Oneness Apostolic convictions with disciplined spiritual formation. Participants investigate biblical monotheism, the identity of Jesus Christ, repentance, baptism in Jesus' name, the Holy Ghost, holiness, prayer, Scripture reading, and perseverance. Lessons distinguish explicit biblical statements, theological synthesis, and local church practices. Students practice reflection, mutual encouragement, and ethical discernment, developing a realistic rule of life that supports faithful worship and service rather than a performance-oriented spirituality. Ministry applications emphasize compassion, accountability, and lifelong growth in Christ.

Who Should Enroll

Adult women seeking deeper Apostolic doctrine, discipleship, holiness, and spiritual habits.

Learning Outcomes

- Articulate core Oneness Apostolic doctrines with supporting passages.
- Explain salvation teaching in relation to grace, faith, and obedience.
- Analyze holiness texts within their literary contexts.
- Demonstrate prayer, Bible-study, and reflection practices.
- Design a sustainable 12-week spiritual growth plan.

Course Foundations

Core biblical passages for contextual study: Deuteronomy 6:4; John 1:1–14; Colossians 2:9; Acts 2:38–39; Romans 6:1–14; Galatians 5:22–25.

Learning Resources

Bible; Bible dictionary; trusted Apostolic doctrinal statements; a reliable commentary on Acts and Romans.

Final Project and Demonstration

Personal spiritual formation portfolio including doctrinal statement, Scripture study, guided reflections, and 90-day spiritual practice plan.

Demonstration: Participant explains core doctrines accurately and presents a feasible, non-coercive spiritual growth plan.

See the opening page for grading and certificate completion requirements.

Twelve Week Course Schedule

Week • Topic	Content focus
1. Revelation and Authority	Scripture as primary theological source; Canon, genre, and context; Responsible use of doctrinal evidence
2. The One God	Deuteronomy 6 and prophetic monotheism; God's names and attributes; Comparing doctrinal formulations respectfully
3. Jesus Christ Revealed	John 1; Colossians 1–2; Incarnation and redemption; Oneness Christological articulation
4. Grace, Faith, and Response	Ephesians 2 and Acts 2; Repentance and conversion; Avoiding false oppositions
5. Baptism in Jesus' Name	Acts 2, 8, 10, and 19; Textual context and theology; Pastoral teaching of candidates
6. The Holy Ghost	Acts 1–2 and Romans 8; Spirit empowerment and gifts; Discernment and spiritual maturity
7. Holiness of Heart and Life	Romans 6 and 12; 1 Peter 1 in context; Church standards and conscience
8. Prayer and Worship	Psalms and Jesus' teaching; Intercession and corporate worship; Constructing daily prayer rhythms
9. Scripture and Formation	Observation–interpretation–application; Meditation and memorization; Preventing proof-texting
10. Character and Fruit	Galatians 5; Forgiveness and relational integrity; Self-assessment and accountability
11. Perseverance and Trials	James 1 and 1 Peter; Spiritual resilience without denial of suffering; Support and referral when needed
12. A Sustainable Rule of Life	Integrated spiritual practices; Peer review of habits; Final growth covenant

Christian Women as Teachers and Disciple-Makers

12 weeks • 24 scheduled instructional hours

Course Description

Designed for women who teach and mentor in the local church, this course blends biblical discipleship with sound instructional design. Participants interpret Scripture in context, define measurable objectives, create inclusive lesson plans, select active-learning methods, and assess comprehension without confusing spiritual growth with test scores. Special attention is given to learners at different ages and stages, safeguarding, confidentiality, and healthy boundaries. The final experience is a fully developed lesson and a short teaching demonstration that can be refined for a real church setting.

Who Should Enroll

Sunday school teachers, women's ministry facilitators, mentors, and aspiring instructors.

Learning Outcomes

- Draft measurable objectives and aligned assessments.
- Prepare a contextual Bible lesson using sound hermeneutics.
- Select age-appropriate active-learning strategies.
- Apply mentoring ethics, safeguarding, and referral boundaries.
- Deliver and evaluate a 15-minute model lesson.

Course Foundations

Core biblical passages for contextual study: Matthew 28:18–20; Deuteronomy 6:4–9; 2 Timothy 2:2, 15; Titus 2:3–5; Nehemiah 8:8.

Learning Resources

Bible; adult-learning and instructional-design introductions; reliable commentary; institutional safeguarding policy.

Final Project and Demonstration

Complete Bible lesson packet: exegetical worksheet, objectives, lesson plan, student handout, formative quiz, and 15-minute teaching demonstration.

Demonstration: Participant teaches a coherent contextual lesson with supportive discussion and aligned assessment.

See the opening page for grading and certificate completion requirements.

Twelve Week Course Schedule

Week • Topic	Content focus
1. The Biblical Task of Teaching	The Great Commission; Titus 2 and intergenerational learning; Faithful transmission versus indoctrination
2. Knowing the Learner	Adult-learning principles; Learning barriers and accessibility; Culturally responsive facilitation
3. Interpreting the Text	Context, genre, and authorial purpose; Primary and supporting texts; Avoiding doctrinal overclaims
4. Learning Objectives	Knowledge, skill, and application; Observable action verbs; Alignment with assessments
5. Lesson Architecture	Engage–explore–explain–apply; Sequencing and time allocation; Transitions and closure
6. Teaching Strategies	Discussion and storytelling; Case-based learning; Collaborative Scripture study
7. Questions and Dialogue	Open and probing questions; Handling disagreements; Facilitating quieter voices
8. Teaching Aids and Digital Tools	Slide design and handouts; Accessible media and citations; Hybrid learning practice
9. Mentoring and Discipleship	Trust and accountability; Intergenerational mentoring; Clear role boundaries
10. Safety and Care	Child and vulnerable-person safeguarding; Confidentiality and reporting; Knowing when to refer
11. Evaluation and Feedback	Rubrics and exit tickets; Feedback without shame; Revision from evidence
12. Teaching Demonstration	15-minute teaching delivery; Peer and instructor feedback; Final lesson submission

Servant Leadership, Ethics, and Women's Ministry

12 weeks • 24 scheduled instructional hours

Course Description

This course develops ethical, spiritually mature leadership for women who coordinate ministries and serve congregations. It engages Jesus' servant-leadership teaching, pastoral epistles, team development, decision-making, financial stewardship, communication, and principled conflict resolution. Participants examine power and accountability, distinguish pastoral authority from coercion, and practice approaches to difficult conversations. Applied work includes a ministry-needs assessment, meeting plan, ethical dilemma analysis, and accountable initiative proposal, preparing learners to lead collaboratively within their church's polity and mission.

Who Should Enroll

Women ministry leaders, coordinators, church workers, and emerging leaders.

Learning Outcomes

- Contrast servant leadership and coercive leadership practices.
- Apply ethical decision-making and accountability principles.
- Facilitate a clear agenda and constructive ministry meeting.
- Demonstrate conflict-resolution and communication skills.
- Design a measurable church ministry initiative.

Course Foundations

Core biblical passages for contextual study: Mark 10:42–45; John 13:1–17; Philippians 2:1–11; 1 Peter 5:2–3; James 3:13–18.

Learning Resources

Bible; church governance documents; introductory leadership and nonprofit management resources; ministry ethics guidance.

Final Project and Demonstration

Ministry leadership proposal with needs assessment, goals, budget, ethical safeguards, implementation timeline, and evaluation rubric.

Demonstration: Participant defends a realistic ministry initiative and demonstrates a difficult conversation using respectful communication.

See the opening page for grading and certificate completion requirements.

Twelve Week Course Schedule

Week • Topic	Content focus
1. Jesus' Leadership Model	Mark 10 and John 13; Power as responsibility; Humility in practice
2. Calling and Character	Integrity and credibility; Self-awareness and blind spots; Spiritual habits and boundaries
3. Organizational Polity	Church structure and delegated authority; Role clarity and supervision; Respectful collaboration
4. Communication for Trust	Listening and speaking clearly; Feedback and documentation; Cross-generational communication
5. Team Formation	Recruitment and onboarding; Strengths and role assignment; Meeting rhythms
6. Stewardship	Time, talents, and finances; Budget transparency; Controls and recordkeeping
7. Decision-Making	Biblical principles and prudent evidence; Consultation and consensus; Documentation and follow-through
8. Conflict Resolution	Matthew 18 context; Restorative conversations; Escalation for safety concerns
9. Ethics and Boundaries	Conflicts of interest; Digital conduct and confidentiality; Mandatory reporting awareness
10. Planning Ministry Work	Needs assessments; SMART goals and timelines; Resource allocation
11. Measuring Ministry Health	Participation and outcomes; Qualitative feedback; Improvement cycles
12. Leadership Capstone	Presentation of ministry proposal; Risk assessment; Peer review and revision

Marriage, Family, and Household Discipleship

12 weeks • 24 scheduled instructional hours

Course Description

This course studies biblical family relationships and practical household discipleship with sensitivity to varied family circumstances. Participants examine covenant, love, communication, parenting and caregiving, faith conversations, intergenerational traditions, conflict, grief, and family stress. Scriptural passages are interpreted within their ancient context before contemporary application. Emphasis is placed on safety, dignity, non-coercive support, and appropriate professional referral for abuse or serious mental-health concerns. Students develop a flexible household faith plan suited to their actual responsibilities and support networks.

Who Should Enroll

Women supporting families, parents, caregivers, mentors, and family-ministry volunteers.

Learning Outcomes

- Interpret selected household passages in historical context.
- Practice nonviolent, respectful family communication.
- Identify adaptable discipleship practices for different households.
- Recognize safety, abuse, and referral boundaries.
- Produce an inclusive household discipleship plan.

Course Foundations

Core biblical passages for contextual study: Genesis 2:18–24; Deuteronomy 6:4–9; Ephesians 5:21–6:4; Colossians 3:12–21; 2 Timothy 1:5.

Learning Resources

Bible; family-ministry resources; reputable communication materials; local safeguarding and referral resources.

Final Project and Demonstration

Household discipleship plan tailored to a chosen realistic family structure, with weekly practices, communication plan, safety boundaries, and evaluation approach.

Demonstration: Participant demonstrates a sensitive, feasible plan that avoids prescribing a single family structure.

See the opening page for grading and certificate completion requirements.

Twelve Week Course Schedule

Week • Topic	Content focus
1. Family and Covenant	Household structures in Scripture; Genesis 2 and covenant themes; Diverse contemporary household realities
2. Mutual Care and Dignity	Ephesians 5:21–6:4 in context; Love, responsibility, and respect; Rejecting coercion and abuse
3. Communication and Listening	Active listening; Expression without blame; Repairing misunderstandings
4. Prayer in the Home	Flexible routines; Praying across age groups; Avoiding guilt-based practice
5. Scripture Across Generations	Deuteronomy 6; Stories and memory practices; Teaching without pressure
6. Parenting and Caregiving	Nurture and boundaries; Developmental stages; Supporting caregivers
7. Marriage and Partnership	Trust and commitments; Shared decision-making; Seeking skilled help when needed
8. Conflict and Reconciliation	Healthy repair after conflict; Limits of reconciliation when unsafe; Community and pastoral support
9. Loss and Family Change	Grief and shifting roles; Supporting children through loss; Referrals and trauma awareness
10. Financial and Time Stewardship	Household rhythms; Shared planning; Practical resource decisions
11. Service and Hospitality	Intergenerational service; Healthy boundaries; Community partnerships
12. Household Faith Plan	Specific practices and accountability; Accessibility and flexibility; Final presentation

Personal Financial Literacy and Biblical Stewardship

12 weeks • 24 scheduled instructional hours

Course Description

This course builds practical financial capabilities through budgeting, cash-flow tracking, savings, credit, consumer protection, debt management, insurance basics, and long-term planning. Learners use realistic case examples and simple spreadsheets to evaluate trade-offs. Christian stewardship provides an ethical frame for responsibility, generosity, honesty, and care for dependents, while financial claims are assessed using current, authoritative consumer resources. The course is educational rather than individualized investment, legal, or tax advice. A final financial action plan helps participants set attainable goals and measure progress.

Who Should Enroll

Women seeking stronger household finances, budgeting, saving, credit literacy, and informed decisions.

Learning Outcomes

- Construct a practical personal or household spending plan.
- Explain credit reports, interest, and common debt risks.
- Identify indicators of financial fraud and unsafe offers.
- Evaluate savings, protection, and goal-setting options.
- Present a 90-day financial action plan.

Course Foundations

Biblical ethical reflection (not a substitute for professional evidence): Proverbs 21:5; Luke 14:28; 1 Timothy 6:6–10 (ethical reflection only).

Learning Resources

Consumer Financial Protection Bureau educational materials; FDIC Money Smart; IRS public education resources; basic spreadsheet templates.

Final Project and Demonstration

Personal finance portfolio: budget, savings target, credit/debt scenario analysis, fraud checklist, and 90-day plan using illustrative or anonymized data.

Demonstration: Participant produces accurate budget calculations and explains reasonable financial tradeoffs.

See the opening page for grading and certificate completion requirements.

Twelve Week Course Schedule

Week • Topic	Content focus
1. Money and Financial Goals	Values and needs; Short- and long-term goals; Financial decision journal
2. Income and Cash Flow	Gross versus net income; Fixed and variable expenses; Tracking methods
3. Budgeting Methods	Zero-based and category budgets; Irregular expenses; Budget adjustments
4. Emergency Savings	Emergency fund basics; Savings automation; Managing setbacks
5. Banking and Payment Tools	Accounts, fees, and protections; Digital payments; Security practices
6. Credit Reports and Scores	Reading a report; Disputing errors; Building credit carefully
7. Debt and Interest	APR and total cost; Debt payoff approaches; Borrowing safeguards
8. Consumer Fraud	Recognizing scams; Verifying claims; Reporting suspicious activity
9. Insurance and Risk	Insurance terms and tradeoffs; Comparing coverage; When to seek advice
10. Taxes and Retirement Basics	Tax records and planning; Retirement-account basics; Limits of generalized information
11. Stewardship and Generosity	Ethical money choices; Sustainable giving; Family financial conversations
12. Financial Action Plan	Budget demonstration; Goal metrics; Capstone presentation

Entrepreneurship and Small Business Fundamentals

12 weeks • 24 scheduled instructional hours

Course Description

Participants develop an evidence-based understanding of small-business creation, from customer discovery and value propositions to pricing, simple bookkeeping, marketing, operations, and risk management. The course emphasizes practical feasibility, responsible research, and ethical entrepreneurship rather than guaranteed income. Learners test a service or product concept, estimate costs, interview potential customers where appropriate, and design a lean launch strategy. Biblical principles inform honesty and stewardship; legal, licensing, and taxation requirements are treated as jurisdiction-dependent matters requiring current verification.

Who Should Enroll

Women exploring small-business, consulting, service, or mission-aligned enterprise opportunities.

Learning Outcomes

- Evaluate a business opportunity using customer evidence.
- Create a clear value proposition and customer profile.
- Estimate startup costs and basic unit economics.
- Develop an ethical outreach and marketing plan.
- Present a feasible lean business plan with risks.

Course Foundations

Biblical ethical reflection (not a substitute for professional evidence): Proverbs 11:1; Proverbs 16:3; Colossians 3:23 (ethical reflection only).

Learning Resources

U.S. Small Business Administration learning resources; SCORE educational materials; current state business registration guidance; introductory accounting materials.

Final Project and Demonstration

Lean business plan including customer profile, competitor scan, pricing sheet, outreach plan, startup budget, risk register, and 90-day launch timeline.

Demonstration: Participant presents justified assumptions and a credible plan without unsupported revenue claims.

See the opening page for grading and certificate completion requirements.

Twelve Week Course Schedule

Week • Topic	Content focus
1. Entrepreneurial Mindset	Identifying needs; Skills and assets inventory; Risk and resilience
2. Problem and Customer	Customer interviews; Need validation; Avoiding assumptions
3. Value Proposition	Benefits versus features; Customer segments; Differentiation
4. Business Models	Products and services; Revenue pathways; Operating costs
5. Pricing and Costs	Cost categories; Break-even intuition; Margin calculation
6. Marketing Basics	Positioning and messaging; Content channels; Consumer truthfulness
7. Sales and Service	Consultative selling; Customer service; Ethical testimonials
8. Operations and Workflow	Scheduling; Quality control; Vendor management
9. Recordkeeping	Revenue and expenses; Simple bookkeeping; Separation of personal/business accounts
10. Legal and Tax Awareness	Registration and permits; Contracts and privacy; When to seek professional guidance
11. Testing a Small Launch	Minimum viable offer; Feedback collection; Iterating on evidence
12. Business Pitch	Lean plan presentation; Risks and mitigations; Implementation milestones

Digital Literacy, Productivity, and Responsible AI

12 weeks • 24 scheduled instructional hours

Course Description

This hands-on course develops essential digital skills: file organization, documents, spreadsheets, presentations, virtual meetings, information verification, accessibility, security, and responsible use of AI-assisted tools. Participants practice realistic work and ministry tasks while learning to protect confidential information and check generated content against trusted sources. The course welcomes beginners, uses guided demonstrations and low-stakes practice, and offers alternatives for learners with limited devices or internet access. A final digital portfolio demonstrates independent competence and ethical judgment.

Who Should Enroll

Women seeking stronger digital confidence for church administration, work, learning, and family needs.

Learning Outcomes

- Organize and securely share digital files.
- Produce readable documents, spreadsheets, and slides.
- Evaluate online sources for reliability and recency.
- Apply privacy, cyber-safety, and responsible AI practices.
- Complete a functional digital work portfolio.

Course Foundations

Biblical ethical reflection (not a substitute for professional evidence): Proverbs 18:13; Ephesians 4:25; 1 Corinthians 14:40 (ethical reflection only).

Learning Resources

Microsoft or Google productivity help centers; CISA cybersecurity guidance; digital-literacy tutorials from public libraries; institution AI policy.

Final Project and Demonstration

Digital portfolio with styled document, budget spreadsheet, five-slide presentation with notes, source-checking worksheet, and cybersecurity checklist.

Demonstration: Participant independently completes common productivity tasks and explains privacy safeguards.

See the opening page for grading and certificate completion requirements.

Twelve Week Course Schedule

Week • Topic	Content focus
1. Digital Confidence	Devices and operating systems; Accounts and navigation; Accessibility settings
2. Files and Cloud Storage	Folders and naming; Version control; Sharing permissions
3. Professional Documents	Headings and styles; Tables and page setup; Export and collaboration
4. Spreadsheets	Tables and formulas; Sorting and filtering; Budget worksheet practice
5. Presentations	Visual hierarchy; Speaker notes; Accessible slides
6. Email and Calendar	Professional etiquette; Invitations and reminders; Communication boundaries
7. Virtual Learning	Video meeting tools; LMS participation; Troubleshooting basics
8. Research and Verification	Search techniques; Source evaluation; Citation and plagiarism
9. Online Safety	Passwords and multifactor authentication; Phishing and scams; Privacy practices
10. Responsible AI	Prompting and reviewing outputs; Hallucinations and bias; Confidential-data restrictions
11. Digital Service Project	Designing an administrative workflow; Documenting steps; Peer testing
12. Portfolio Demonstration	File submission; Live skills demonstration; Reflection and next steps

Professional Communication, Conflict Resolution, and Career Readiness

12 weeks • 24 scheduled instructional hours

Course Description

This course strengthens professional writing, interpersonal communication, presentation, workplace collaboration, conflict navigation, and career preparation. Students practice email, résumés, interviews, meetings, feedback, and negotiation using realistic scenarios. The program emphasizes evidence-based communication methods, respectful differences, digital professionalism, and ethical boundaries. Christian values may shape reflection on integrity and service without substituting for workplace standards. Learners develop a professional portfolio and personal development plan applicable to employment, volunteer leadership, or community organizations.

Who Should Enroll

Women developing communication, professional confidence, career mobility, and workplace leadership skills.

Learning Outcomes

- Draft clear and appropriate professional correspondence.
- Demonstrate active listening and constructive feedback.
- Apply structured conflict-resolution approaches.
- Prepare a résumé and interview responses tailored to a role.
- Deliver a professional presentation and growth plan.

Course Foundations

Biblical ethical reflection (not a substitute for professional evidence): James 1:19; Colossians 4:6; Proverbs 15:1 (ethical reflection only).

Learning Resources

CareerOneStop resources; U.S. Department of Labor career materials; reputable professional communication textbooks; organizational conduct policies.

Final Project and Demonstration

Professional career-readiness portfolio: résumé, tailored cover email, interview responses, meeting agenda, conflict-case analysis, and short presentation.

Demonstration: Participant demonstrates clear communication and a credible next-step development plan.

See the opening page for grading and certificate completion requirements.

Twelve Week Course Schedule

Week • Topic	Content focus
1. Communication Foundations	Audience and purpose; Clear messages; Tone and nonverbal cues
2. Listening for Understanding	Active listening; Clarifying questions; Empathy without assumption
3. Writing at Work	Emails and memos; Professional proofreading; Concise requests and follow-up
4. Public Speaking	Presentation structure; Delivery confidence; Managing audience questions
5. Team Collaboration	Roles and expectations; Meeting agendas; Shared accountability
6. Constructive Feedback	Specific observations; Receiving feedback; Repairing mistakes
7. Conflict Navigation	Interests versus positions; De-escalation; When to escalate to HR or authorities
8. Cultural and Generational Differences	Inclusive language; Remote collaboration; Respectful disagreement
9. Career Documents	Résumé structure; Achievement statements; Cover messages
10. Interview Preparation	Behavioral examples; Researching roles; Professional follow-up
11. Negotiation and Boundaries	Clarifying expectations; Compensation conversations; Workload boundaries
12. Career Portfolio	Mock interview; Presentation delivery; 90-day development plan

Community Program Planning and Nonprofit Operations

12 weeks • 24 scheduled instructional hours

Course Description

This applied course teaches how to identify community needs, design realistic initiatives, recruit volunteers, build basic budgets, protect participants, and evaluate results. It combines introductory nonprofit operations and project management with practical exercises in stakeholder mapping, scheduling, communications, and ethical stewardship. Students learn to distinguish activity counts from meaningful outcomes and to avoid unfounded claims about impact. Faith-based service provides motivation, while evidence, safeguarding, and local organizational requirements guide program operations. The final capstone is a ready-to-review community initiative proposal.

Who Should Enroll

Women coordinating outreach, volunteer teams, charitable initiatives, and community-based programs.

Learning Outcomes

- Analyze a community need with credible sources.
- Write measurable program objectives and outcomes.
- Prepare basic budgets, schedules, and volunteer roles.
- Identify safeguarding, consent, and operational risks.
- Design an evaluation plan and present an initiative proposal.

Course Foundations

Biblical ethical reflection (not a substitute for professional evidence): Micah 6:8; Matthew 25:35–40; James 2:14–17 (ethical reflection only).

Learning Resources

Nonprofit management introductions; CDC program evaluation guidance; local nonprofit resources; credible project management toolkits.

Final Project and Demonstration

Community program proposal with needs statement, stakeholder analysis, objectives, logic model, timeline, budget, safeguarding plan, and evaluation strategy.

Demonstration: Participant presents a responsible, assessable program plan with clear limits and documented assumptions.

See the opening page for grading and certificate completion requirements.

Twelve Week Course Schedule

Week • Topic	Content focus
1. Community Needs	Listening to stakeholders; Existing service mapping; Avoiding assumptions
2. Program Purpose	Mission and target population; Scope and eligibility; Equity and accessibility
3. Research and Evidence	Public data sources; Interviews and surveys; Ethical data handling
4. Goals and Outcomes	Activities versus outcomes; SMART indicators; Theory of change basics
5. Project Planning	Milestones and dependencies; Task assignments; Time estimates
6. Budget and Resources	Expenses and in-kind support; Funding assumptions; Financial controls
7. Volunteer Management	Recruitment and onboarding; Supervision; Recognition and retention
8. Safeguarding and Risk	Consent and privacy; Child/vulnerable adult protection; Incident response and referral
9. Partnerships	Church and community partners; MOUs and expectations; Conflict-of-interest awareness
10. Communication and Outreach	Accessible messaging; Recruitment channels; Feedback processes
11. Monitoring and Improvement	Attendance and outcome tracking; Participant feedback; Continuous improvement
12. Capstone Proposal	Presenting program design; Risk and budget review; Sustainability and next steps