

MODULE

CERTIFICATE OF BIBLICAL STUDIES

STUDENT INFORMATION

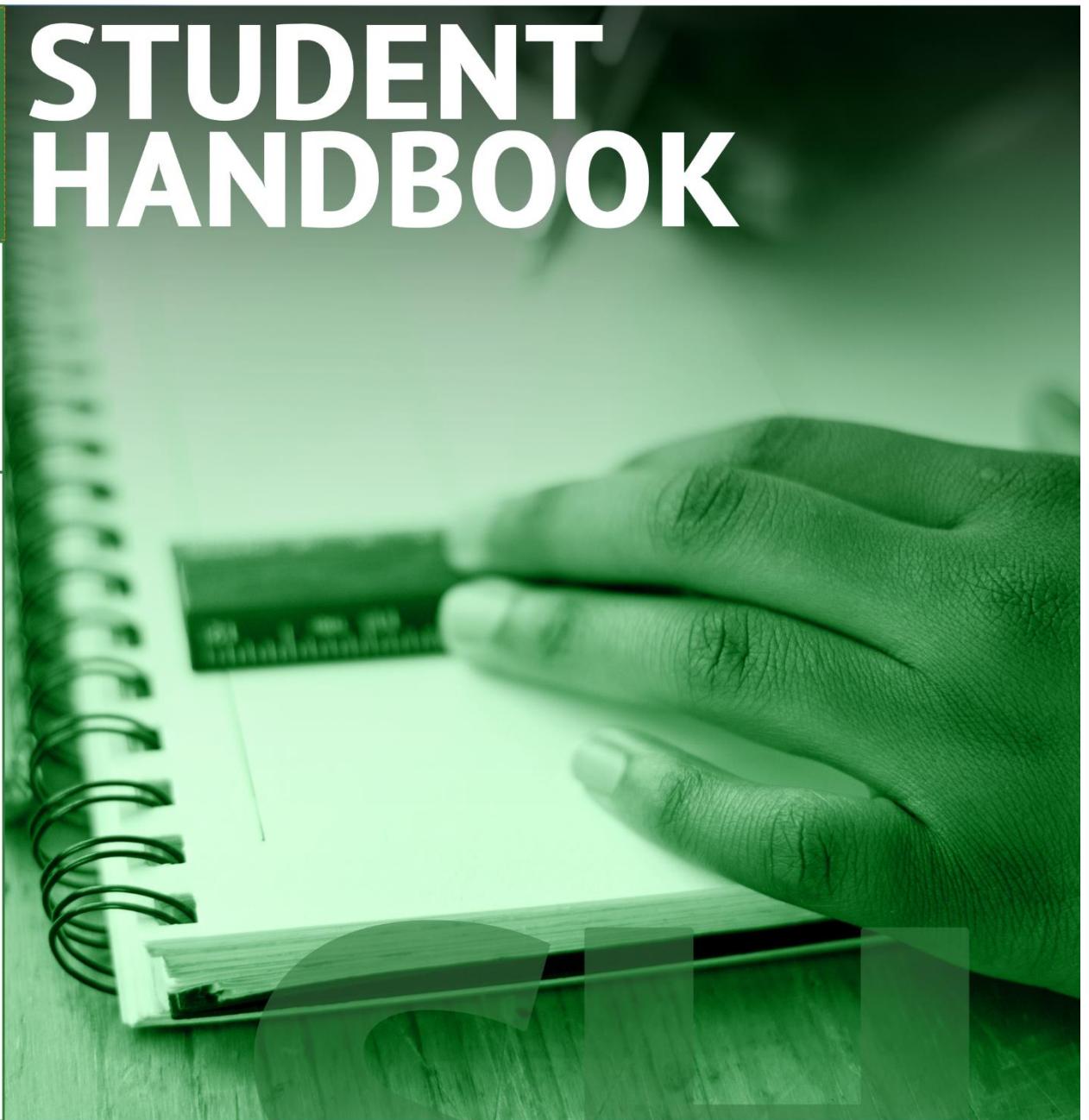
LANGUAGE

ENGLISH

DATE

NAME

STUDENT HANDBOOK



COGMA
CERTIFICATE OF BIBLICAL STUDIES

INSTRUCTIONS FOR THE STUDENT

FOLLOW THESE STEPS:

1. Carefully read each section of the Student Handbook to gain a good understanding of the procedures.
2. If you have any questions please contact COGMA.

CONTENT

1. **STUDENT HANDBOOK OVERVIEW**
2. **ABOUT COGMA**
3. **COGMA'S APPROACH TO BIBLICAL STUDY**
4. **OUR PHILOSOPHY**
5. **THE STUDY COURSE**
6. **COURSE STRUCTURE AND TOPICS**
7. **COURSE DELIVERY**
8. **STUDENT RESPONSIBILITIES**
9. **STUDENT A LIFELONG LEARNER: THE HEART OF A DISCIPLE**
10. **GUIDELINES AND PROCEDURES: WORKBOOKS**
11. **GUIDELINES AND PROCEDURES: WORKBOOK ASSIGNMENTS**
12. **GUIDELINES AND PROCEDURES: MODULE ASSIGNMENTS**
13. **GUIDELINES AND PROCEDURES: ASSESSMENTS**
14. **COGMA'S ORGANISATIONAL STRUCTURE**
15. **FINAL ENCOURAGEMENT**

GOALS

- ✓ *To understand the role of COGMA*
- ✓ *To understand your role as a student*
- ✓ *To understand the procedures and method of delivery*

And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also.

2 Timothy 2:2

Important Points:

- COGMA does not claim to be infallible or the authority.
- Infallibility and authority belong only to God and His Word.

COGMA therefore strongly advises that you prayerfully study the content of each workbook with the heart of a Berean: ***"Acts 17:10-12"***

1. STUDENT HANDBOOK OVERVIEW

The **Student Handbook** is designed to serve as a **practical guide** to assist you in several key areas of your learning journey.

It will help you to:

- Clarify the **procedures and requirements** for studying towards your **Certificate of Biblical Studies**
- Understand the **role as student** in your educational experience
- Provides **instructions for downloading your Workbooks and Assignments**
- Learn the **submission process** for assignments and the details of the **assessment procedure**
- Receive guidance on how to **communicate effectively with COGMA**

We are confident that the **blend of COGMA support and self-evaluating Workbooks** will significantly enhance your **engagement and success** in completing the **Certificate of Biblical Studies**.

We hold the conviction that **discipleship** is the **commission and method** Jesus imparted for the **expansion of His Kingdom**.

2. ABOUT COGMA

The **Church of God Mission Academy (COGMA)** functions as both an **outreach and teaching arm** of the **Church of God in Caloundra, Australia**. The **Certificate of Biblical Studies**, offered through COGMA, was prepared by the Church of God in Australia.

While COGMA is a ministry extension of the Church of God in Caloundra, it does not aim to **build or plant churches or congregations**. Its **singular focus** is to direct individuals to a **personal relationship with Jesus Christ** and to encourage **deep engagement with His Word**.

Purpose and Inclusivity

COGMA was created to serve as a **home-based ministry education tool** for individuals of all ages, cultures, religious backgrounds, and educational levels.

Self-Paced Learning Model

COGMA's educational model is based on **self-paced learning** through **self-assessment Workbooks**, aligning with international educational standards. This approach encourages students to take personal responsibility for their learning, promoting deep understanding and practical application of biblical knowledge with a focus on mastery.

Biblical Foundation of COGMA's Mission

Central to COGMA's mission is its alignment with the directive found in **2 Timothy 2:2**, which forms the foundation of its educational philosophy.

2 Timothy 2:2 says:

"And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also."

The course structure and philosophy are exemplified in the journey of **Brother Gil**, whose testimony highlights the personal transformation possible through diligent study of God's Word.

Bro Gil, reflects:

"No one instructed me to join the church of God. It was through God's Word and observing lives transformed by it that I realised I could be nothing else but church of God."

This realisation echoes Paul's message in Galatians, where he affirms that:

"the Gospel he preached was not of man, but through the revelation of Jesus Christ."

3. COGMA'S APPROACH TO BIBLICAL STUDY

Inspiring Personal Engagement

COGMA's purpose is not to indoctrinate but to **inspire and prepare each student** to study the **Word of God with diligence and enthusiasm**. Students are urged to **embrace the truths revealed** to them through their **personal study** and **God's revelation**, integrating these truths into their **daily lives**.

The **primary goal** of biblical study is not just understanding, but **acting upon the truths revealed**.

Equipping Believers Through God's Word

At COGMA, our mission is to **equip every student** with the tools, confidence, and spiritual discernment to **study the Word of God and receive revelation directly from God**.

We are dedicated to fostering **self-directed learning grounded in biblical truth**.

A Commitment to Biblical Teaching

We are committed to **faithfully preaching and teaching** the gospel of Jesus Christ—**free from denominational bias or influence**. Our focus is on delivering the gospel with **integrity**, guided solely by **Scripture**.

We strive to **entrust this knowledge to faithful individuals** who are **capable and willing to pass it on to others**, continuing the **cycle of discipleship**.

Aligned with the Great Commission

This mission aligns with **Jesus' command** to His disciples throughout the Gospel Day—**to go and make disciples of all nations**.

At COGMA, we take this directive seriously, ensuring that our teaching not only **informs**, but also **empowers believers to teach and disciple others**.

4. OUR PHILOSOPHY

A Framework for Action

Philosophy is the **framework of thought** that shapes our actions and decisions. It acts as the **guiding wind** that sets the course of our journey, shaped by our **ethical values** and **moral convictions**.

Core Principles

At COGMA, our philosophy is founded on **truth, love, and justice**—all expressed through **compassion and understanding**.

- **Teach** with truth
- **Serve** with love.
- **Lead** with justice.

These core principles inform not only **how we teach**, but also **how we relate** to our students and those we serve in ministry.

Rooted in Humility

We remain deeply connected to our **roots**, recognising that our beginnings shape our approach.

This humility enables us to **walk alongside our students with empathy**, finding **common ground** and fostering **mutual respect**.

Our Guiding Statement

If our guiding **philosophy** could be expressed in a single line, it would be:

I KNOW THE WAY - I GO THE WAY - I SHOW THE WAY

5. THE STUDY COURSE

Overview

The **Church of God Mission Academy (COGMA)**, based in **Caloundra, Australia**, offers a structured **Certificate program in Biblical Studies**, delivered in two progressive stages:

- **The Silver Certificate**
- **The Gold Certificate**

Each stage builds upon the last, encouraging students to grow in their understanding of Scripture and their relationship with God.

Silver Certificate (Modules 1–12)

The **Silver Certificate** is awarded upon successful completion of **Modules 1 through 12**, including all related assignments. These **foundational modules** focus on:

- **Establishing** solid study principles
- **Guiding** students to a personal relationship with Jesus Christ
- **Encouraging** students to seek **revelation and truth** directly from the **Word of God**, through the leading of the Holy Spirit

A key objective of this stage is to **empower students to study the Scriptures independently**, free from **denominational or sectarian interpretations**. This follows the example of the **Bereans** in the Book of Acts, who **diligently examined the Scriptures** for themselves.

At this stage, there is **no formal commitment to discipleship**. The emphasis is on **study and understanding the Word of God**, so that students may learn to **rightly divide the truth** and, in due course, lead others to Jesus Christ.

This mirrors the early journey of **Paul**, who, after encountering Christ, sought a quiet place in the **Arabian desert** to discern the voice of God in His Word and to receive the **revelation of Jesus Christ**.

If students have questions, they are encouraged to reach out to a fellow student or to **COGMA** directly. **Brother Gil** is also available to assist via the **messenger platform “Signal”**. He can be contacted on his mobile at **+61 468 314 781**.

Gold Certificate (Advanced Modules)

The **Gold Certificate** is awarded upon completion of the **remaining advanced modules and assignments**, which build upon the foundations laid in the Silver level. There is also a requirement to demonstrate ability and willingness to introduce and mentor new students.

These modules explore:

- Deeper aspects of **biblical doctrine**
- Introduction to the **book of Revelation**
- The **biblical mandate to make disciples**

As students advance through this stage, they are encouraged to take on **mentorship responsibilities**, applying what they have learned to **support and guide others in their spiritual growth**.

This reflects COGMA’s commitment to **developing a culture of discipleship**, where **students grow into leaders and teachers**, ready to encourage others in their walk with Christ.

The second stage of the course reflects the **biblical beliefs held by the Church of God in Caloundra**, while remaining **open and accessible** to all sincere students of Scripture.

6. COURSE STRUCTURE AND TOPICS

Overview

The **COGMA Certificate Course** comprises approximately **twenty modules**, supported by a total of **seventy-two workbooks**. These are designed to progressively build a **thorough understanding of the Bible and the life of Christian discipleship**.

The modules are divided into two levels:

- **Foundational Modules** (Silver Certificate)
- **Advanced Modules** (Gold Certificate)

This structure guides students from **essential study principles** to **deeper insights** into Scripture and **Christian living**.

Foundational Modules (*Silver Certificate*)

These modules focus on **key biblical concepts** and **effective study practices**, helping students develop a **solid base for personal understanding and spiritual growth**:

- *Study for Approval*
- *Understanding the Bible*
- *The Disciple’s Toolkit*
- *Daniel’s 70 Weeks*

- *The Sin Question*
- *Rightly Dividing the Truth*
- *The Language of the Bible*
- *The Cause of the Gospel*
- *The New Testament Church*
- *The Gifts and Operation in the New Testament*

Advanced Modules (*Gold Certificate*)

These later modules explore **more in-depth subjects** related to **doctrine, Christian living, biblical prophecy**, and the **mission of the church**:

- *The Call to Discipleship*
- The Way of Servant Leadership
- *The Gospel Day*
- *Exposing the Myth of Satan's Fall*
- *The Root of Pentecostalism*
- *The Ordinances of the New Testament*
- *And more...*

Further modules will continue to expand students' understanding, **equipping them to confidently apply and share biblical truths** in their own lives and ministries.

7. COURSE DELIVERY

Online Access

The **Certificate of Biblical Studies** is delivered **exclusively online** and is available as a **free resource** to anyone interested in studying the Word of God. It is **not necessary to register** in order to access the course resources.

Registration for Assessment

While access to the materials is open, students who wish to have their **assignments formally assessed** must complete registration with COGMA.

This is done by submitting the **registration form**, which is attached to the **Assignment Answer Sheet** for the *Lesson 1 Workbook*.

Assignment Completion

All **Workbook assignments and Module tests** must be completed **online** using the forms provided on the **COGMA website**,

Corrections Submission

All **corrections** for both Workbook assignments and Module tests must also be submitted **online** using the appropriate correction forms available on the website.

Website: <https://cogma.com.au>

COGMA will **not accept any other form of submission**, as the study program is conducted **entirely online**

8. STUDENT RESPONSIBILITIES

Commitment and Time Management

As a student, your primary responsibility is to **commit to completing the Certificate of Biblical Studies**. Effective **planning** and **prioritising** are crucial to uphold this commitment.

It is important to recognise that completing your Certificate will demand a **significant portion of your time**, making **planning and goal-setting essential for success**.

Your responsibilities include:

- Completing the **written tasks and reviews** within the Workbooks
- Valuing the opportunity to **fulfil all Workbook requirements**
- Completing both the **Workbook and Module assignments**
- Understanding the **responsibilities involved in being a Biblical Studies student** will

Learning Environment and Integrity

The Workbooks are designed for **individual Homebase learning**. While COGMA is not opposed to students engaging in a **classroom-style setting**, all **assignments must be completed individually**, without coaching or copying.

Any suspicion of **cheating or academic dishonesty** will result in **removal from the course**.

Workload

There is **no minimum time requirement** to complete a Workbook and its assignment, as you are encouraged to **study at your own pace**. The exception is the **Module test which is time sensitive**.

If there is **no recorded student activity for six months**, the student will be **deregistered** from the course.

9. STUDENT A LIFELONG LEARNER: THE HEART OF A DISCIPLE

Eagerness to Learn

Eagerness is a crucial attribute for a successful student. It is the **deep desire and hunger to learn** and to discover **truth as revealed by God Himself**.

This sentiment is echoed in **Jesus' Sermon on the Mount**, where He stated:

Blessed are they, happy are they, fulfilled are they who do hunger and thirst after righteousness.

It is those who earnestly seek the **“right way”** who find true success.

Disciples Are Learners

In the Bible, the followers of Jesus Christ are referred to as **disciples**, a word derived from the Greek term *mathetes*, meaning **a learner or pupil**.

As members of the **body of Christ**, we are **perpetually learners**, continually yearning to know Christ and His ways **more deeply and meaningfully every day**.

Our journey of learning never ceases.

Purpose of the Certificate of Biblical Studies

The **Certificate of Biblical Studies** is designed as a **tool to enhance your discipline** in studying God's Word and to encourage you to **live in accordance with the truths revealed** through it.

Significantly, **Jesus' last words on Earth** to His disciples, His final instruction, were about **making more disciples**.

In **Matthew 28**, Jesus commanded His disciples:

“Go into all the world and teach all nations.”

In the original Greek text, the phrase is “to disciple all nations”. The Greek word translated as **teach** is *mathteteuo*, which means **to make disciples, to become a disciple, or to become a pupil**.

A Call to Discipleship

“As a disciple, a learner myself, I encourage you to become a pupil, a learner. As you progress as a disciple of Jesus Christ, do as I do: use the Certificate of Biblical Studies as a tool and guide to make another disciple. COGMA is here to support you in this journey.”

— *Brother Gil*

Not Academic, but Life-Focused

The **Certificate of Biblical Studies** is not centred on **academics or indoctrination**, but rather on the **teachings of Jesus**. It focuses on **life and life skills**.

A learner is called to teach other learners—and, in the process, **make more learners**.

The essence of life as a disciple is to **replicate oneself in another believer**, consequently creating more learners. The Certificate of Biblical Studies offers an opportunity to **equip another brother or sister**, helping them understand their **purpose in life**.

10. GUIDELINES AND PROCEDURES: WORKBOOKS

Getting Started

Students considering the course should first visit the **COGMA website**. If they have questions or require further information, they are encouraged to contact **COGMA administration** for assistance.

Contact Details:

Website: <https://cogma.com.au>

Email: admin@cogma.com.au

Signal Messenger App: **+61 6831 4781**

Enrolment Process

The enrolment process with COGMA is **straightforward**. A student is **automatically enrolled** after completing the **first lesson**, found in the module *Study for Approval*, and **successfully finishing the associated assignment**, which will also include a **registration form**.

Following this, the student will:

- receive a **student identification number**

If any additional information is required, a **representative from COGMA will contact the student**.

Accessing the Workbooks

All Workbooks and resources can be **freely downloaded** from the **COGMA website**.

In some locations, **printed Workbooks** are available for a **nominal cost**. For further information regarding availability and delivery, students should contact **COGMA administration**.

Language Availability

Currently, all Workbooks are available in **English**. However, COGMA plans to **progressively translate** the materials into other languages.

Students seeking Workbooks in a **specific language** are encouraged to **submit a request** to the administration. For updates on translation progress, students should check the **COGMA website**.

Online Study Option

It is now possible to **download and complete Workbooks and tasks** directly on **smartphones, tablets, laptops, or desktop computers**, without the need to print out a hard copy.

This digital option allows for greater **flexibility and accessibility**, enabling students to engage with the course **from any location** with internet access.

Workbook Structure and Purpose

Each Workbook is designed to help students **learn and understand biblical principles more effectively**. The content is presented in **clear, accessible language**, and **structured activities**.

Workbooks are divided into **sections** that students must complete. At the beginning of each Workbook, students must **fill out the title page** as part of their initial task.

Study Plan

Before beginning their Workbook, students are highly encouraged to create a **Study Plan**. A guide is provided **inside the cover page** of the Workbook to assist with this.

Workbook Instructions

Instructions for students are located on the **first instructional page** of each Workbook. These must be followed carefully:

- Read all the text thoroughly
- Check all boxes before proceeding
- Review the contents overview of the Workbook
- Understand the goals to be achieved
- Complete all activities
- Correct completed activities using the Answer Book

Scripture Engagement

Each Workbook features a **Scripture verse** repeated throughout its pages to reinforce **memorisation and reflection**. Students are required to:

- Fill in the blanks
- Memorise the verse
- Regularly review the Scripture throughout the Workbook

Checking Box

The **Checking Box**, located at the bottom of relevant sections, is used by students to **track progress**, and ensure tasks are completed. Students should:

- Tick off completed activities
- Correct any mistakes in their Workbook activities
- Re-check their work after making corrections

Answer Book

The **Answer Book** is located at the end of each Workbook and serves as a tool for students to **self-correct** their work. Students are instructed to:

- Check their Workbook activities against the Answer Book
- Make necessary corrections
- Re-check their work to ensure accuracy

Lesson Reviews

The **Lesson Review** helps students consolidate their learning by revisiting content and previously completed activities. During this stage, students should:

- Check their answers using the Answer Book
- Make corrections where necessary
- Re-check all answers to confirm understanding and accuracy

By following these guidelines and procedures carefully, you are laying a strong foundation for your success in the **Certificate of Biblical Studies**.

11. GUIDELINES AND PROCEDURES: WORKBOOK ASSIGNMENTS

Assignment Purpose

When you have completed all the **tasks and reviews** in your Workbook, you are ready to begin the **Workbook assignment**. This assignment is designed to assess your **mastery** of the Workbook's content.

Mastery Learning is a method by which students demonstrate both **understanding and application** of what they have studied. COGMA expects students to complete each Workbook and its associated assignment **comprehensively and correctly** before progressing to the next module.

Assignment Format

Each Workbook assignment includes a combination of:

- **Multiple choice questions**
- **True/false questions**

These questions are **randomly selected** from the material covered in the Workbooks and are presented in **no particular order**.

This method reinforces **independent learning** and encourages students to **review the material thoroughly**.

Submission Process

Assignments can **only be submitted online** using the forms provided on the COGMA website.

Website: <https://cogma.com.au>

COGMA will **not accept any other form of submission**, as the study program operates **entirely online**.

12. GUIDELINES AND PROCEDURES: MODULE TESTS

Purpose of Module Tests

At the completion of each module, students are required to complete a **Module test**. These tests are designed to assess the student's **understanding and application** of the content covered across the related Workbooks.

Assessment Format

Each Module assignment includes a combination of:

- **Multiple choice questions**
- **True/false questions**

These questions are **randomly selected** from the material covered in the Workbooks and are presented in **no particular order**. It is expected that students will be able to complete the test without needing to refer to their Workbooks.

How to Access and Complete Module Tests

To complete a module, students must:

- **Contact COGMA** to determine the **specific Module Test version** assigned to them
- Understand that **each module has several versions** of the test
- Be aware that **each version is individually assigned and recorded** to the student by COGMA

i. Important Note on Compliance

Failure to follow the assigned procedure—including completing a test version not assigned to the student—**will result in the Module Test being declined for assessment**.

Steps to Access and Submit the Module Test

- **Open the Module Test Answer Form.**
The assigned test will open in PdfFiller, COGMA's **secure online form platform**.
- **Complete the Test**
Enter your responses **directly into the required fields** of the online form.
- **Submit for Assessment**
Once completed, **submit the form online**. Your test will be **automatically sent to COGMA** for review and assessment.

Website: <https://cogma.com.au>

COGMA will **not accept any other form of submission**, as the study program is conducted entirely online.

13. GUIDELINES AND PROCEDURES: ASSESSMENTS

Assignment Evaluation and Progression

When a student submits a **Workbook assignment** or **Module test**, COGMA evaluates the **responses** to determine whether the student has demonstrated **mastery of the material**.

- If the assignment or module test is **correct and complete**, the student will be notified and **permitted to proceed** to the next Workbook or next module.
- If the Workbook assignment or Module test is **incomplete** or contains **incorrect answers**, the student will be instructed to **make the necessary corrections** and **resubmit their work** using the appropriate online form using the link provided using the link provided.

Correction Procedures

ii. Workbook Assignment Corrections

If students are required to make corrections, their **Assignment Answer Form** will be returned to them with an attached **Assessment and Correction Form**.

This is an **online process**, and the student will receive a **link**, similar to how they receive their Workbook assignments. Once the corrections have been completed, the **Assignment Answer Form** and **Correction Form** must be resubmitted **together**.

Each correction must include:

- The **Workbook page number**.
- The **sentence from that page** which the student used to make their correction.

If a student believes their answer has been marked incorrectly, they should provide their **reason** in the **comment section** of the Correction Form.

iii. Module Assignment Corrections

If students are required to make corrections, their **Module Answer Form** will be returned to them with an attached **Assessment and Correction Form**.

This is an **online process**, and the student will receive a **link**, similar to how they receive their Module Test assignments. Once the corrections have been completed, the **Module Answer Form** and **Correction Form** must be resubmitted **together**.

For each correction, students are only required to provide:

- The **reason for the correction**
- No Workbook page numbers are required with corrections; **however it is advised to reference the applicable Workbook.**

If a student believes their answer has been marked incorrectly, they should provide their **reason** in the **comment section** of the Correction Form.

COGMA will **not accept any other form of submission**, as the study program is conducted entirely online.

Expectation of Mastery

The expectation for every student is to **achieve mastery** in their studies.

Students **must not proceed** to the next Workbook until this level of mastery is reached. This means they must:

- **Wait for assessment results**
- **Make all required corrections**
- Receive formal confirmation from COGMA before continuing

This process ensures **complete understanding** and the **correct application** of biblical principles before advancing through the course.

If you encounter any issues or have questions about the submission process, please contact us through the [COGMA website](#). We're here to support you.

14. COGMA'S ORGANISATIONAL STRUCTURE

The Church of God Mission Academy (COGMA) operates with a clear leadership structure to ensure the effective delivery of its mission and support of its students and mentors.

Director – Heidi Reitsma, M.Ed., B.Ed.

- Provides **governance and oversight**, ensuring a **unified vision** across COGMA.
- **Leads others** in fulfilling the mission of the academy.
- **Recommends and approves** the awarding of certificates to students who complete their studies.

Assistant Directors

- Maintain the **overall operations** of COGMA.
- Provide **training and support** across various areas of administration and student services.

Regional Mentors

- **Support and train** mentors under their care.
- Act as a **mentor to mentors**, offering guidance and oversight.
- **Review and assess** student Workbook assignments.
- Provide **regular feedback** to COGMA regarding student and mentor progress.

Church of God, Australia

- Provides **spiritual oversight and organisational direction**.
- Responsible for the **development and doctrinal accuracy** of Workbook content.

15. FINAL ENCOURAGEMENT

By following these guidelines and procedures carefully, you are laying a strong foundation for your success in the **Certificate of Biblical Studies**.

Each step—whether it is planning your study time, completing your Workbook tasks, engaging with Scripture, or submitting assignments—plays an essential role in helping you grow in both **biblical knowledge** and **spiritual maturity**.

Remain diligent, stay prayerful, and approach each Workbook with **eagerness and discipline**. Your commitment will not only lead to academic success but will also result in a **deeper relationship with God** and a **stronger ability to disciple others**.

Stay faithful. Stay focused. You will succeed.

I KNOW THE WAY - I GO THE WAY - I SHOW THE WAY