

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form.

MOODY DISTANCE LEARNING

Course Number, Name, and Credit Hours

ED3314 Principles of Administration, 3 credit hours, *Moody Distance Learning Online ONLY*

Course Description

This course establishes a theology of administration and identifies basic strategies for effective administration in ministry. Teachings and examples found in Scripture are combined with proven ministry experience to describe five key elements of effective administration: planning, organizing, recruiting, leading, and evaluating. The student will practice strategies of effective administration by applying it in a ministry context.

Course Goals

In this course the learners will:

- Understand and articulate a Theology of Administration
- Understand and articulate similarities and differences between administration, management, and leadership
- Understand the components of a healthy organization
- Understand personality and leadership styles in leadership and administration

Course Objectives

After completing this course the learners should be able to:

1. Articulate a biblical theology of administration in writing
2. Define terms such as Administration, Management, and Leadership
3. Describe the “sheep” of a healthy organization
4. Explain different personality and leadership styles
5. Create an electronic and hard copy file system

Course Textbook(s) and/or Supplemental Information

Required textbooks for all Moody Online classes can be found on the [Required Textbooks](#) section of the Moody website.

Assignments

You will be graded on your completion of the following assignments. Refer to the **Schedule & Assignments** folder within the **Assignments** section of the Blackboard course for greater details on these assignments.

There are 727 pages of textbook reading. Leaders are readers. Also provided are notes on books in the field of leadership, administration and management. There are two reflective reading papers on two of the textbooks and a written project that will become the beginnings of an office manual.

1. **READING REPORT:**

The completion of the course reading is an important part of the course. You are expected to complete the reading prior to class participation for discussion purposes. You will be required to submit a reading report at the end of each week.

2. **REFLECTIVE READING PAPERS:**

You are required to complete two 5-8-page reflection papers. The purpose of the reflection papers is for you to gain a better understanding of yourself, your personality style, your spiritual giftedness, temperament, leadership role and style. The two papers are due by the end of **Week 4 / Week 8** respectively.

3. **PROJECT:**

You are required to complete a project that includes ten elements described in the **Schedule & Assignments** folder. You are strongly encouraged to follow the course schedule and complete the project in stages rather than attempt to compile and submit at the end of the semester. Your end of semester project is due by the end of **Week 8**.

4. **CLASS PARTICIPATION:**

Attendance is also expected. You must maintain a significant presence in all 15 discussion boards. Online discussion questions will be taken from Voges and Braund, and Anthony and Estep texts. Please refer to the discussion board rubric included in the **Course Resources** section of this course for more information on how your participation in the discussion board will be assessed.

5. **QUIZZES:**

Complete four (4) quizzes. All Quiz questions come from the Anthony and Estep text.

Assessments

Your grade for this course will consist of:

Reading	15%
Reflective Reading #1 - Vogues & Braund	10%
Reflective Reading #2 - Anthony & Estep	10%
Project	35%
Class Participation (Discussion Board)	15%
Four (4) Quizzes (Total 100 questions)	15%
	100%

Letter grades are determined by the following scale:

Letter Grade	Percentage Equivalent	Letter Grade	Percentage Equivalent
A	96% or higher	C	73 - 76.9%
A-	90 - 95.9%	C-	70 - 72.9%
B+	87 - 89.9%	D+	67 - 69.9%
B	83 - 86.9%	D	63- 66.9%
B-	80 - 82.9%	D-	60 - 62.9%
C+	77 - 79.9%	F	Below 60%

Course Resources

Online students have access to the Moody Library. Though students may wish to check out books via inter-library loan, the online database has a number of articles and reviews available for download. You can access the online database by logging into your account at my.moody.edu. If you have not previously accessed the library database you may wish to complete the database tutorial at

<http://mmm.moody.edu/GenMoody/default.asp?sectionID=69C97E398A6249D9AC3859B4CBF81926>

In addition to the resources available at the Moody Library, you may wish to visit <http://www.biblicalstudies.org.uk> or www.bible.org. These sites contain content on various topics written by competent biblical scholars. It is also suggested that you download a free version of the NET Bible at bible.org.

The final resource that deserves mention here is iTunes University. Apple has developed a platform for colleges and universities to post audio and video content. There are a number of lectures available on iTunes U, including some on the Old Testament historical and prophetic books. Various schools such as Dallas Theological Seminary, Seattle Pacific University, Duke, and Yale have posted content related to biblical and theological studies. In addition, Covenant Theological Seminary has an Old Testament podcast.

Course Copyright Statement

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