

ANCCI University
Amarillo, Texas

Religious Education Department

Course Syllabus In

Course Number : RED 504
 Course Title : Administration and Supervision
 Course Description : This course deals with the philosophy, principles and practice of modern administration and supervision with the emphasis on administration and supervision in Christian education.

Prerequisite :
 Unit Credit : 3 units
 Credit Hours : 3 hours per week
 Objectives : At the end of the course the students are expected to:
 1. learn and understand deeply the meaning and scope of the school administration and supervision.
 2. be equipped with the knowledge of fundamental principles of school administration and supervision.
 3. familiarize and understand human elements in administration and supervision.
 4. appreciate the importance of different techniques of supervision for the, improvement of teaching – learning situation.

Course Content

Course Objectives or Learning Outcomes	Content	Teaching Strategies	Evaluation
<ul style="list-style-type: none"> Define and express what is administration and supervision Differentiate modern and traditional concept of administration and supervision Equip with knowledge with fundamental principles of school administration & supervision Discuss the different concepts & approaches of human elements in administration 	<ul style="list-style-type: none"> The meaning and scope of school administration & supervision Fundamental principles of school administration & supervision Human elements in administration & supervision 	<p>Reading</p> <p>Writing (Reaction Paper)</p>	<p>Essay</p> <p>Periodic Exam</p>
<ul style="list-style-type: none"> Enumerate the 	<p>1. Qualifications of School</p>		<p>Essay</p>

qualifications of school administration & supervision <ul style="list-style-type: none"> • Give the importance of different techniques of supervision • Apply the different techniques for the improvement of teaching-learning situation 	Administration & supervision <ol style="list-style-type: none"> 2. Techniques of supervising the individual 3. Techniques of supervising group of teachers 	Reading Writing	Periodic Exams
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References:

Balanoff, Howard R. Public Administration 5th Edition – Guildford CT
 Duskin/McGraw Hill, Copyright 1998

Henry, Nicholas Public Administration & Public Affairs, New Jersey Practice Hall
 Copyright 1980

Notes : Advanced Leadership & Management, Haggai Institute 2003