



Course Syllabi for Nairobi Cohort KY-NBO-10

DAI & Nairobi Evangelical Graduate School of Theology (NEGST)

Course: Integrity & Finance Ver 2.3

Term: 3 January 2011 – 8 August 2011

Residency: Nairobi, Kenya

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Materials: DAI *Integrity & Finance* course-book, Version 2.3
Textbook: *Credibility by Kouzes and Posner*
Moodle Courseroom: <http://moodle.daintl.org/course/view.php?id=17>

Course Description:

Most who find themselves in positions of Christian leadership throughout the world have little or no background in managing personal and organizational finances from a scriptural perspective. The purpose of this module is to develop scriptural principles of integrity and financial stewardship so as to apply to both personal and organizational financial contexts. The learner will develop competencies in understanding basic book keeping, interpretation of financial statements, financial integrity and credibility.

Course Outcomes:

- Ability to state the need for integrity in society and the life of the church.
- Knowledge about the meaning of integrity and how it is relevant to many contexts of life, including finances.
- Knowledge of how to develop a character of integrity that is biblically based.
- Awareness about enemies of integrity and how to avoid them.
- Skill to create and interpret a basic budget.
- Skill to understand and be able to interpret the meaning of basic financial statements and how to draw management information from it.

Semester Schedule:

Week	Date from-to		Description
1	3 Jan 11	9 Jan 11	Residency
2	10 Jan 11	16 Jan 11	Travel home
3	17 Jan 11	23 Jan 11	Complete Unit 1
4	24 Jan 11	30 Jan 11	Complete Unit 2 Do the "Mango's Financial Management Health Check" in your organisation. The completed questionnaire is part of Assignment 1.
5	31 Jan 11	6 Feb 11	* ASSIGNMENT 1 due: - Submit the filled in "Mango's Financial Management Health Check" questionnaire - Evaluate the "healthiness" of the financial management of your organisation. Base your arguments on the findings of the questionnaire (max two pages) - Draft a memorandum with three recommendations on how to improve the financial management of your organisation (half a page)
6	7 Feb 11	13 Feb 11	Complete Unit 3
7	14 Feb 11	20 Feb 11	D Complete Unit 4 Think and pray about the Action Steps in the >Course-book, Unit 4, page 94. We will have a listserv discussion about accountability groups Listserv Discussion 1
8	21 Feb 11	27 Feb 11	Complete Unit 5
9	28 Feb 11	6 Mar 11	One 1st March begin your March recording of your finances using the Income and Expense Worksheet (> see Course-book Unit 1, pp. 25-28). Use only 10 expense categories maximum, and everything that doesn't fit into those 10 categories you can call: "Miscellaneous". Track your income and all other forms of cash receipts for 4 weeks. You will need this to prepare financial statements.
10	7 Mar 11	13 Mar 11	Complete Unit 6
11	14 Mar 11	20 Mar 11	Add the Analyses Sheet to the March Income and Expenses Worksheet (> Course-book, Unit 2, pp. 49-56) When you finish the March Income and Expenditure worksheet create the Income & Expenditure Account for the month of March as shown in the >Course-book, Unit 3, on page 81 Create a Budget for April (see >Course-book, Unit 5, pp117)
12	21 Mar 11	27 Mar 11	D Complete Unit 7 Continue recording your finances in an Income and Expenditure work- and analysis sheet for the whole month of April Listserv Discussion 2
13	28 Mar 11	3 Apr 11	Complete Unit 8 Continue recording your finances in an Income and Expenditure work- and analysis sheet for the whole month of April
14	4 Apr 11	10 Apr 11	Complete Unit 9 Continue recording your finances in an Income and Expenditure work- and analysis sheet for the whole month of April
15	11 Apr 11	17 Apr 11	Continue recording your finances in an Income and Expenditure work- and analysis sheet for the whole month of April
16	18 Apr 11	24 Apr 11	Complete Unit 10
17	25 Apr 11	1 May 11	* ASSIGNMENT 2 (PROJECT) due Complete assignment by creating the April 2010 Income & Expenditure Account with Budget comparison and Variance report. Explain the negative variances, if there are any. Send the Excel file.
18	2 May 11	8 May 11	Read "Credibility" Chapters 1 and 2
19	9 May 11	15 May 11	Read "Credibility" Chapter 3

20	16 May 11	22 May 11		Read "Credibility" Chapter 4
21	23 May 11	29 May 11		Read "Credibility" Chapter 5
22	30 May 11	5 Jun 11		Read "Credibility" Chapter 6
23	6 Jun 11	12 Jun 11	D	Listserv Discussion 3 Read "Credibility" Chapter 7
24	13 Jun 11	19 Jun 11		Read "Credibility" Chapter 8
25	20 Jun 11	26 Jun 11		Read "Credibility" Chapter 9
26	27 Jun 11	3 Jul 11		Preparation of Assignment 3
27	4 Jul 11	10 Jul 11	*	ASSIGNMENT 3 due: Final Paper – max. 5 pages! Book Review of the textbook Credibility by Kouzes & Posner: - A short book abstract - Share three insights you gained from the text book - Explain how these three insights have practically complemented your learning
	11 Jul 11	3 Aug 11		prepare for exam

Notes: * = Assignment to be sent to facilitator D = Discussion question posted on Moodle

Summary of Assignments & Deadlines

Assignment 1 due on 6 February 2011

1. Submit the filled in "Mango's Financial Management Health Check" questionnaire
2. Evaluate the "healthiness" of the financial management of your organisation. Base your arguments on the findings of the questionnaire (max two pages)
3. Draft a memorandum with three recommendations on how to improve the financial management of your organisation (half a page)

Assignment 2 (Project) due on 1 May 2011

You need to send me an Excel file containing the following (each task on a separate sheet):

1. Income & Expense Worksheet with Analysis Sheet for the month of March 2010
2. Income & Expenditure Account for the month of March 2010
3. Budget for the month of April 2010
4. Income & Expense Worksheet with Analysis Sheet for the month of April 2010
5. April 2010 Income & Expenditure Account with Budget comparison and Variance report. Explain the negative variances, if there are any.

Assignment 3 due on 10 July 2011

1. Final Paper – max. 5 pages! Book Review of the textbook Credibility by Kouzes & Posner containing:
 - A short book abstract (max. 1 page)
 - Three insights you gained from the text book
 - Explanation how these three insights have practically complemented your learning

Course Assumptions

- a) This is a master’s level course and will take committed effort on everyone’s part.
- b) If you have any documented special educational needs, please advise the professor at the beginning of the course so that appropriate accommodations can be made for you.
- c) Assignments are due on the given dates (see date column on the schedule).
- d) Each assignment must have a header with the following details: a) Course Name, b) University details, c) Name of the Assignment, d) Your Name and Student ID, e) Date.
The DAI style guide is applicable, esp. for Assignments 1 and 3!
- e) Please post your assignments on Moodle, alternatively send eMail at ajenny@daintl.org
- f) **Everybody is expected to stick to the agreed deadlines and extensions of such are usually not granted!** Therefore you must make sure to finish and submit assignments in time. Late assignments will be assessed the following:
 - One week late – reduction of 1 point
 - Two weeks late – reduction of 2 points
 - Three weeks late – reduction of 3 points
 - Four weeks or more – reduction of 4 points
- g) When assignments are uploaded and visible on Moodle system, you can be assured that I received them. If you have problems using Moodle, you may submit assignments via eMail. I am committed to acknowledge your eMail messages.
- h) I pledge to guard your information as private. No one but myself will view your income/expense project and budgets.
- i) Marks:
 - Assignments = 60 marks
 - Assignment 1 = 15
 - Assignment 2 (Project) = 15
 - Assignment 3 = 15
 - Posts to e-mail discussion 5 points per post max of 15 points
 - Final Exam = 40 marks
- j) Online Discussion: There will be three discussion questions posted on the Moodle system during the course (see course schedule, marked as “D”). You are encouraged to read and post your ideas and thoughts. The objective is discussion; therefore respond to each other’s posts.
- k) The external examination consists of objective and essay type questions.
- l) Grading scale:

Excellent	Good	Fair	Poor	Failure	Incomplete	Withdrawal
A = 4.00	B+ = 3.30	C+ = 2.30	D+ = 1.30	F = 0.00	I	W
A- = 3.70	B = 3.00	C = 2.00	D = 1.00			
	B- = 2.70	C- = 1.70	D- = 0.70			