

**PRACTICAL BIBLE BAPTIST COLLEGE**  
**COURSE DESCRIPTION**

**Organization Lab**

Dr. Jeff Owens

1 Credit Hour

**Description:** In our Organization Lab, you will utilize your organizational skills in a variety of ways. Our God is an organized God, and the Bible is an organized book. The church is to be an organized institution. We as Christians should organize our lives. It is our college's firm belief that you will not succeed beyond your ability to organize your ministry. This laboratory will be practical and helpful. Many pastors, leaders, and people in general have severely limited their churches, ministries and businesses due to a lack of organizational effort and skill.

**Class Assignment:** For this class organize the following items or areas of your life.

1. Your clothes closet.
2. Your desk or work space.
3. Organize your work schedule for a day.
4. Organize your home schedule for a week.
5. Organize a personal budget.
6. Organize an area of your house.
7. Organize a personal Bible study plan for a month's worth of devotions.
8. Organize something within your personal ministry that needs it.
9. Organize a personal prayer list.
10. Organize a list of personal goals.
11. Organize a plan for some type of church activity. Do this even if it's fictional.
12. Organize a "to do" list for one whole day.
13. Organize a plan on how to encourage yourself. Develop a list of things that help improve your attitude.

## **Class Requirements:**

### **1. TESTS:**

You will have only one test. That test will include 13 questions. They will be answered with a “yes” or a “no.” You are to answer “yes” if you completed the assigned task and “no” if you did not complete the task. If you do not mark either “yes” or “no”, the question will be marked as a wrong answer.

### **2. NOTES:**

You will not be required to take notes in this class. You must only do the 13 assigned projects.

### **3. READING ASSIGNMENT:**

There is no reading assignment for this class.

### **4. OUR GRADING SCALE IS AS FOLLOWS:**

100 . . . . .	A+
96-99 . . . . .	A
94-95 . . . . .	A-
92-93 . . . . .	B+
87-91 . . . . .	B
85-86 . . . . .	B-
83-84 . . . . .	C+
77-82 . . . . .	C
75-76 . . . . .	C-
73-74 . . . . .	D+
69-72 . . . . .	D
67-68 . . . . .	D-
0-66 . . . . .	F