

1-1-2001

## IT 627 Computers In Ministry

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### Recommended Citation

Groeling, Jeff, "IT 627 Computers In Ministry" (2001). *Syllabi*. Book 905.  
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## COMPUTERS IN MINISTRY - IT 627

Taught by Jeff Groeling

This course is designed for the computer user wanting to gain experience in the use of computers as a tool for effective ministry. Some experience with basic computer operation and word processing is required. Consideration will be given to five areas:

1. Hardware and related computer terminology
2. Church and Bible related applications
3. Networks, the Internet and communications applications
4. Desktop publishing/graphics
5. Presentation graphics.

The format for this course will include lectures, demonstrations, discussions, and laboratory experiences.

### **REQUIRED TEXT**

- Lochhead, David, *Shifting Realities: Information Technology and the Church*. WCC Publications, 1999

*The Lochhead text can be picked up or ordered through the ATS Bookstore (859)858-2293.*

- A packet of required readings will be provided online.

### **OTHER SOURCES**

- Johnson, Ruth and David Baumgart, *The Novice Notebook; Getting Started with Personal Computers*, Auburn, WA, 1988.
- Trammel, David, *Help There's a Computer in My Church; Practical Advice for Using Computers in Ministry*, Nashville, Broadman Press, 1990.
- The following magazines are available: *Christian Computing*, *Church Bytes*, *MacWorld*, *PC Magazine*, *PC Novice*, *PC World*.
- In addition, we have manuals, workbooks, audio cassettes, and video cassettes dealing with various programs available in the Computer Laboratory.

### **COURSE REQUIREMENTS**

1. Read the text and online readings.
2. Answer online questions over *Shifting Realities*.
3. Design bulletin: order of worship, calendar of events, and cover.
4. Design a newsletter.
5. Create a worship support presentation with scripture, choruses, images and sermon points.
6. Complete a Church Management project.
7. Complete a Logos or Bible Works checklist.
8. Design three linked web pages including graphics and relevant links.
9. Complete an Internet scavenger hunt using at least 3 different search engines.
10. Set up a small Windows network.
11. Respond to questions from instructor via email

### **GRADING**

B .... Satisfactory completion of all projects.

A .... Satisfactory completion of all projects, plus a final project.

## **CLASS SCHEDULE**

- Monday A.M. August 7, 2000  
*Introduction to Class, First Class E-mail system, Review Shifting Realities*
- Monday P.M. August 7, 2000  
*Discuss Hardware and Terminology*
- Tuesday A.M. August 8, 2000  
*Introduction to networks and the Internet, Modems, E-mail, Internet Service Providers*
- Tuesday P.M. August 8, 2000  
*WWW, Search Tools, B.L. Fisher Library & WebPac*
- Wednesday A.M. August 9, 2000  
*Web page concepts & design, Graphics, Scanners, Digital Cameras*
- Wednesday P.M. August 10, 2000  
*Bible Software Programs-guest lecturer Michael Matlock*
- Thursday A.M. August 10, 2000  
*Newsletter Design, Desktop Publishing, Bulletins-guest lecturer Ken Boyd*
- Thursday P.M. August 9, 2000  
*Church Management Systems-guest lecturer Milton Lowe*
- Friday A.M. August 11, 2000  
*Visual Design, Presentation Software-guest lecturer Ken Boyd*
- Friday P.M. August 11, 2000  
*Wrap up*