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IT 627 Computers in Ministry

Jeff Groeling

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COMPUTERS IN MINISTRY
IT 627 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, and (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

A packet of required readings will be provided online.

OTHER SOURCES


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

Read the text and online readings.

2. Answer questions 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**

Satisfactory completion of all projects.  
B

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

**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 9, 2000

Church Management Systems-guest lecturer Milton Lowe

Thursday A.M August 10, 2000

Newsletter Design, Desktop Publishing, Bulletins-guest lecturer Ken Boyd

Thursday P.M. August 10, 2000

Bible Software Programs-guest lecturer Michael Matlock

Friday A.M. August 11, 2000

Visual Design, Presentation Software-guest lecturer Ken Boyd

Friday P.M. August 11, 2000

Wrap up