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IT 605 Computers In Ministry

Jeff Groeling

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WELCOME

I would like to welcome you to IT 605, Computers in Ministry. I encourage you to look at my resume within First Class (directory/jeff groeling/resume) to find out more about me. I look forward to beginning this journey with you and learning more about each of you over the course of this class.

COURSE DESCRIPTION

This course is designed for the computer user wanting to gain experience in the use of the World Wide Web (WWW) as a tool for effective ministry. Some experience with basic computer operation is required. Consideration will be given to seven areas: (1) networks, the Internet and servers, (2) WWW overview, (3) searching the Web, (4) imaging and web editing software, (5) practicalities of web site setup, (6) organizing and managing a web site, and (7) advanced web technology and future directions of the web.

The format for this course will include readings, powerpoint highlights of the readings, projects, group participation and discussion, and submission of written work.

Support

There are some other people who can help you during this course. They are available to assist you if you have any questions:

For technical support, contact Andy Adams
For information concerning this course or the ExL program, contact ExL_Support@asburyseminary.edu

For library assistance, contact the ExL Reference Librarian, Hannah Kirsch Hannah_Kirsch@asburyseminary.edu

For library assistance regarding book and article requests, contact Dot James Dot_James@asburyseminary.edu

**REQUIRED READINGS**

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.

** Related required readings will be provided online within the context of the course. Please see the bottom of this document for online readings.

**COURSE OVERVIEW**

The class is organized into 7 modules and each module will have its own devotional.

**GRADING**

20 % Participation
- In class discussion
- Answer module questions
- Team review of readings
- Completion of readings

40% Projects
- Good site/bad site?
- Internet scavenger hunt
- Setting up a website HOWTO
- Website flowchart

30% Final Project - Setting up and creating a website

10% Test
Late assignment policy: Each module assignment is due before the start of the following module. Assignments or papers that are late are marked down 1/3 of a letter grade for each day late.

PROJECT OBJECTIVES AND DESCRIPTIONS

Students will understand basic network design.
Students will be able to determine good web design principles.
Students will be able to conduct basic web searches.
Students will be able to organize and manage a website.
Students will be able to set up a basic website.
Students will be able to create web pages.
Students will understand advanced web technologies.

Module questions: Answer questions for each module and submit to class folder.

Team review of readings: After being assigned teams, each team will divide up the readings for each module and write at least a 1 to 2 page summary of information for each article and then submit the group's summary for that module to the IT605 folder.

Good site/bad site: Students are given a sheet of websites to evaluate. For each website, students will write a complete sentence about whether it is a good or bad site *AND* why hopefully utilizing good design principles as rationale.

Internet scavenger hunt assignment: Students are given a sheet of persons, places and things to find on the Internet and are asked to use at least three search engines to find the answer for EACH question. List the search engines used to find the BEST answer for each question along with the answer for that question.

Setting up a website HOWTO: Students will be expected to outline specific steps they would go through to set up a website as if explaining it to someone unfamiliar with website setup. Treat this assignment as if you were going to set up a website in actuality yourself (because you will later as part of this class). Discuss which ISP would you use, what domain name, etc. and why you made that choice. This is at least a 4 step process and provide RATIONALE for each decision: 1) find an ISP to host the website, 2) set up a domain name, 3) select web editing software, 4) provide a means for uploading web pages.

Website flowchart: Draw at least a three tiered, four category website electronically or on paper. Use standard flowchart diagramming. I would prefer to see a graphic representation of your website, although using Word could be an acceptable substitute. For more flowchart information see: http://mot.vuse.vanderbilt.edu/mt322/Flow.htm
Website setup and creation: Using Macromedia Dreamweaver, Netscape Composer or an equivalent WYSIWYG web editing program, students will setup and create a web site including relevant graphics.

Test: Students will be given a test the latter part of class. Questions will be drawn from content covered over the duration of the entire class including readings, powerpoint and discussion.

CLASS SCHEDULE

Module 1 - Course introduction & networks, the Internet & servers
Dates: 2/10-2/23
Topics
- Short history of the Internet
- Connections to the Internet, ISPs, modems & dsl
- Security: firewalls, viruses
Devotion
Introduction and chapter 1 of Lochhead
Module 1 readings
Assign teams
Assignments:
  Readings
  Answer and respond to module questions
  Team review of readings

Module 2 - World Wide Web overview
Dates: 2/24-3/9
Topics
- Browsers
- Basic design
- Basic HTML tags, Source code
Devotion
Module 2 readings
Lochhead chapters 2 and 3
Assignments
  Readings
  Answer and respond to module questions
  Team review of readings
  Good site/bad site project

Module 3 - Searching the web
Dates: 3/10-3/23
Topics
- Google: searching web, newsgroups & images
- Other search engines
Devotion
Lochhead chapter 4
Module 3 readings
Assignments
  Readings
  Answer and respond to module questions
  Team review of readings
  Complete Internet scavenger hunt project

Module 4 - Imaging and web editing software
Dates: 3/24-4/6
Topics
  - images, cameras, scanners
  - Web editing software: Dreamweaver, Netscape composer
Devotion
Lochhead chapter 5 and 6
Module 4 readings
Assignments
  Readings
  Answer and respond to module questions
  Team review of readings
  Start practicing creating web pages for final project. Create 3 pages and link them together.

Module 5 - Practicalities of website setup
Dates: 4/7-4/20 NOTE: Spring Reading Week falls 4/7-4/11. You are expected to do some work during that week.
Topics
  - finding an ISP, host, registering a domain name, uploading
Devotion
Module 5 readings
Assignments
  Readings
  Answer and respond to module questions
  Team review of readings
  Setting up a website HOWTO project

Module 6 - Organizing and managing a website
Dates: 4/21-5/4 (My birthday--please be kind)
Topics
  - Planning: setting up a web site, management --team or individual?
  - What is the goal of the website? Who is your target audience? How will you get there?
  - Flowchart, organization
Devotion
Module 6 readings
Assignments
Readings
Answer and respond to module questions
Team review of readings
Flowchart a website project

Module 7 - Advanced web technology and the future of the web
Dates: 5/5-5/22 (End of semester)
Topics
- Forms, scripting, javascript, java, flash
Devotion
Module 7 readings
Assignments
  Readings
  Answer and respond to module questions
  Team review of readings
  Work on final project
  Take test & fill out course evaluation

ONLINE READING LIST
Tentative online reading list for IT 605, Spring 2003. The majority of readings for the class are online. Please use your best judgement in reading these articles. I do not expect you to follow every hyperlink associated with each article, but I do expect you to understand the underlying concept in each article.

Disclaimer: Some of these links may expire between the time they are checked and the time class starts. If a link does not work for you, try again at a later time. If it still does not work, please notify the instructor ASAP.

Module 1: Course introduction, networks, the Internet & servers

Lochhead tribute homepage
http://www.religion-research.org/irtc/lochhead.htm

A review of shifting realities
http://www.roxborogh.com/Articles/shifting%20realities.htm

A Brief History of the Internet
http://www.walthowe.com/navnet/history.html

Networking Basics - (make sure you cover all the "Contents" section at the bottom of the page)
Home Network Security
http://www.cert.org/tech_tips/home_networks.html

An Introduction to Computer Viruses
http://www.sophos.com/virusinfo/whitepapers/videmys.html

Module 1 Resources: (Not required reading)
Basic PC Help pages
http://www.whatis.com
http://www.about.com
http://www.hardwarecentral.com/hardwarecentral/tutorials/
http://www.tomshardware.com
http://www.storagereview.com

Setting up a home network
http://compnetworking.about.com/cs/homenetworking/

Wabash Center guide to Internet resources for teaching and learning in theology and religion
http://www.wabashcenter.wabash.edu/Internet/front.htm

Theology of Technology
http://www.ebts.edu/theologyoftechnology.htm#invitation

Module 2 - World Wide Web overview

The Web At-a-Glance

Understanding the World Wide Web
http://library.albany.edu/internet/www.html

Web Design Features
http://www.ratz.com/features.html

Browser Death Match: Netscape and Internet Explorer battle for the Title
http://www.cnet.com/software/0-3227883-8-7614087-1.html?tag=st.is.3773.bhed.3227883-8-7614087-1

Introduction to HTML
http://www.cwru.edu/help/introHTML/toc.html

Module 2 Resources: (Not required reading)

About Web Design Links
http://webdesign.about.com/cs/design/

HTML: An Interactive Tutorial for Beginners

United Methodist Churches: Web Hosting by GBGM
http://gbgm-umc.org/churches/

United Methodist Churches: Web Listings by State
http://www.gbgm-umc.org/umchurches/index_2.html

ELCA: Find a church - Congregation Web Sites
http://www.elca.org/hompage.html

Module 3 - Searching the web

Google the Giant Search Engine

Google - The BEST Search Engine (almost always)
http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Google.html

Evaluating Web Resources
http://www.library.georgetown.edu/internet/eval.htm

Module 3 Resources: (Not required reading)

A Short and Easy Search Engine Tutorial
http://www.pandia.com/goalgetter/index.html

Web Search Strategies Tutorial
http://home.sprintmail.com/~debflanagan/main.html

Module 4 - Imaging and web editing software

Choosing a Graphics Editing Program
http://depts.washington.edu/trio/train/howto/pieces/images/editors.shtml

Finding Images for Use on the Web

Optimizing Images for the Web
Choosing a Web Page Editor

Getting Started With Netscape Composer Version 6.21
http://www.nisd.net/peaseww/01-02_netscape_composer/getting_started.htm

Creating a Web Page in Dreamweaver (Make sure you go through the
Dreamweaver Simulation as well)

Resources - Module 4 (Not required reading)

Graphics Software Tutorials
http://webdesign.about.com/cs/graphicssofttips/index.htm

Graphics and Multimedia Resource Guide from Builder.com

How Digital Cameras Work
http://www.howstuffworks.com/digital-camera.htm/printable

Graphics 101
http://builder.cnet.com/webbuilding/0-3883-8-4892140-1.html

A Few Scanning Tips
http://www.scantips.com/basics01.html

Module 5 - Practicalities of website setup

20 Questions to Ask a Web Hosting Company
http://www.poorrichard.com/freeinfo/20q.htm

Introduction to Domain Names
http://www.igoldrush.com/intro.htm

Take Your Business Online: We Review Four Cheap Small Business Web Hosts
http://www.cnet.com/internet/0-3799-8-19873928-1.html?tag=st.is.3761-0.hl.3799-8-19873928-1

Preparing to Post a Web Site
http://depts.washington.edu/trio/train/howto/site/post/prepare.shtml

Using WS_FTP LE to Post a Web Site
Resources - Module 5 (Not required reading)

The List of ISPs
http://www.thelist.com/

Microworld Web Hosting
http://www.microworld.com

Intek Web Hosting
http://www.intekhosting.net

Network Solutions
http://www.nsi.net

WHOIS
http://www.netsol.com/cgi-bin/whois/whois

Module 6 - Organizing and managing a website

Should your church have a web site?
http://www.freshministry.org/whyweb.htm

Organizing Information for a Web Site
http://depts.washington.edu/trio/train/howto/site/organize/organizeinfo.shtml

Taking the Plunge: What to consider before building, or rebuilding a site
http://www.efuse.com/Start-taking_the_plunge.html

Building Your Web Team

The Pre-Design Process: Things to Consider Before Building a Web Site
http://webdesign.about.com/library/weekly/aa071999.htm

Resources - Module 6 (Not required reading)

Creating a User Interface
http://depts.washington.edu/trio/train/howto/site/organize/interface.shtml

File Organization for Web Sites
http://depts.washington.edu/trio/train/howto/site/organize/organizefiles.shtml
Module 7 - Advanced web technology and the future of the web

A Guide to Creating Web Sites with HTML, CGI, Java, Javascript, Graphics..(Don't follow links)
hhttp://wdvl.internet.com/Authoring/

Introduction to CGI
http://depts.washington.edu/trio/train/howto/pieces/cgi/index.shtml

Linux Review: Which programming language?

Shockwave
http://wdvl.internet.com/Multimedia/Shockwave/

Serving Up Web-Friendly Animations: In a Flash :Macromedia Flash Basics

What Will the Web be Tomorrow?