LSCM 1360 Introduction to Computers

*Disclaimer: This syllabus is intended to give the student a general idea of the content, format, and textbooks used for this class. The professor will submit a full syllabus at the beginning of the class which will contain a course schedule and the instructor's information.

Course Description
The purpose of this course is to provide the student with an introduction to various aspects of personal computing. PC compatible systems will be the type of personal computers that are described and taught in this course. Attention will be focused on understanding the basic hardware components of personal computers, Microsoft Windows, WordPerfect for Windows, Microsoft Office for Windows, and Microsoft Internet Explorer.

Course Objectives
1.   Understand computer systems, basic computer vocabulary, computer components and computer applications.
2.   Value the use of computers.
3.   Use a computer effectively.

Student Objectives
1.   By the end of the course the student should have a fundamental knowledge of computer systems.
2.   By the end of the course the student should understand the basic computer vocabulary.
3.   By the end of the course the student should be able to use software products such as Microsoft Windows, WordPerfect for Windows, Microsoft Internet Explorer, and Microsoft Office for basic school and ministry use.
4.   By the end of the course the student should be able to participate in discussions on different ministerial applications of computer technology and their use in ministry.

Textbooks
Morley, Deborah. Understanding Computers in a Changing Society 4th Edition. Boston: Course Technology, 2011. ISBN 13: 978-0-538-75448-4 ISBN 10: 0-538-75448-6.

Course Methods
1.   The student will read the required textbook and prepare to participate in discussions based on the text.
2.   The student will complete computer lab exercises as provided and assigned by the instructor.
3.   The student will select and read five (5) current (not more than 6 months old) articles to share with the rest of the class on computer technology related to hardware (2 articles), software (2 articles), and ministry (1 article) computer use. A summary review of the articles (one to two paragraphs- half page) (using the review form provided by instructor) including a Turabian bibliographic reference will be written and submitted to the instructor. The student will also share articles in class.
4.   The student will complete four sectional exams during the semester.
5.   The student will prepare a newsletter project in a word processing software package (either WordPerfect or Word).

Course Evaluations
Articles-   25% (250 pts)
Lab Work-   15% (150 pts)
Sectional Exams-   40% (400 pts)
Project -   20% (200 pts)

<u>Web Resources</u>

www.smartcomputing.com
www.course.com/uc12
www.nobts.edu Blackboard link
www.sbc.net
www.imb.org
www.namb.net
www.wmu.org
www.lifeway.com
www.ccmag.com
www.crosswalk.com
associate.com/camsoc/cu/index.html
www.churchbusiness.com
www.churchcomputer.org.uk
www.echurchactive.net
www.cmug.org
www.churchexecutive.com
www.tfwm.com Tech for Worship Mag
www.churchresource.com
CrossSearch.COM

NOTES

School policies concerning absences and tardiness will be enforced. Any student missing more that one-fourth of the classroom hours (9 hours) will automatically receive a grade of "F" for the course. Every three occasions of arriving late for class or leaving early from class will be counted as one absence. Roll will be taken at the beginning of each period. It is the responsibility of the student to contact the professor if he/she is tardy and the roll has already been taken.

Make up examinations will be allowed **only** when the student has a schedule conflict at the time the examination schedule is announced or in the event of an emergency. In the former case, the student should notify the instructor on the day the examination schedule is announced. In the event of the latter, the student must notify the instructor prior to the examination. Students must contact the instructor and all examinations must be made up within one week following the missed examination. Make up examinations will carry a 4 point penalty and may differ in style and content from the scheduled examination.

Assigned work will be due at the beginning of the class on the date scheduled. If the assigned work is turned in late it may be subjected to a 4 point penalty for every day the work is late.

*Netiquette Statement on Appropriate Online Behavior

Each student is expected to demonstrate appropriate Christian behavior when working online on the Discussion Board. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of others in the course. A spirit of Christian charity will be expected at all times in the online environment.