LSCM 1360 Introduction to Computers
New Orleans Baptist Theological Seminary
Leavell College
Orlando L. Garcia
Summer 2012 M 6-10PM

Office:
954-324-1577
landyg@gmail.com

Course Description

The purpose of this course is to provide the student with an introduction to various aspects of personal computing. IBM 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, Microsoft Office, and Microsoft Internet Explorer.

Student Objectives

1. The student will be equipped with a fundamental knowledge of computer systems.
2. The student will become familiar with basic computer vocabulary.
3. The student will become familiar with the use of Microsoft Windows, Microsoft Internet Explorer, Microsoft Office, WordPerfect, and other technologies to build the necessary skill set to succeed in the 21st Century.
4. The student will participate in discussions on different ministerial applications of computer technology.

Textbooks

Timothy J. O'Leary, Linda I. O'Leary. Computing Essentials 2012, New York: Course Technology, 2011.

Course Methods

This course will consist of lectures, group discussions, Power Point presentations, audio-visual Presentations, and group activities.

Course Requirements

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 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 brief summary of the articles (one to two paragraphs- half page) including a Turbian[1] bibliographic reference will be written and submitted to the instructor. The student will also be asked to share articles in class.
4. The student will complete four sectional exams during the semester.
5. The student will prepare a brief ministry based presentation utilizing chosen technology tools learned from readings and classwork.
6. The student will visit technology store to explore hardware and software choices that are available to enhance their ministry or academic work.

Course Evaluations

Class Participation	-	5%
Articles	-	20%
Sectional Exams	-	25%
Practical/Research Projects	-	25%
Final Project	-	25%

1 http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html

Web Resources

www.smartcomputing.com
www.computing2010.com
courses.nobts.edu
www.sbc.net
www.imb.org
www.namb.net
www.wmu.org
www.lifeway.com
www.crosswalk.com
www.ccmag.com
www.churchbusiness.com
www.churchcomputer.org.uk
www.echurchactive.net
www.cmug.org
www.churchexecutive.com
www.tfwm.com
www.churchresource.com
www.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.

Tentative Weekly Schedule:

Week 1:	**Jun 4**	Overview of Course Introduction to Course Materials Chapter 1 IT Chapter 2 The Internet ***Practical Project Social Networking (Due Week 2)***
Week 2:	**Jun 11**	Social Networking & Ministry Chapter 3 Basic Application Software Chapter 4 & 5 Desktop Publishing & System Software Articles Share with class ***Practical Project Desktop Publishing (Due Week 3)***
Week 3:	**Jun 18**	Chapter 6 Computers Chapter 7 & 8 IO & Storage Articles Share with class Exam Review ***Research Project Computing (Due Week 4)***

Tentative Weekly Schedule cont'd:

Week 4:	**Jun 25**	***Section 1 Exam Ch 1-5***
		Chapter 9 Networks & Communication Chapter 10 Privacy & Security Dangers of the Internet Workshop
		Research Project Safer Surfing (Due Week 5) ***Practical Project Documents and Spreadsheets (Due Week 5)***
Week 5:	**Jul 2**	Chapter 15 People, Changes & Technology Presentation Workshop Articles share with class
		Project Concept & Outline Due ***Practical Project Cloud Computing (Due Week 6)***
Week 6:	**Jul 9**	Technologies & Ministry Copyright Issues Handout Articles share with class Exam Review
		Research Project Mobile Computing (Due Week 7)
Week 7:	**Jul 16**	***Section 2 Exam Ch 6-10*** DIY Repairs & Upgrades Articles share with class Project Q&A
		Written Summary of Articles Due ***Research Project Open Source Tools (Due Week 8)***
Week 8:	**Jul 23**	Technology Shopping Day *Final Project Presentations*
		Practical Project Searching and Researching (Due Week 9)
Week 9:	**July 30**	*Final Project Presentations*