

Hillsdale Free Will Baptist College

PO Box 7208 Moore OK 73153 • (405) 912-9000
www.hc.edu



Computers in Ministry (CSCI 3003)

ABLE Degree Completion Program

Spring 2003 Course Syllabus

INSTRUCTOR INFORMATION:

Course Meeting time: M 6-10 PM (4/7, 4/14, 4/21, 4/28, 5/5)
Course Meeting place Room: LRC 101
Instructor: Chuck Louviere
ABLE Phone # 912-9020
My Email (the best way to contact me): prof@holywordcafe.com
Web Site (created for my students): www.holywordcafe.com/courses

COURSE DESCRIPTION: (Taken from college catalog)

In this course students explore the world of computing as it relates to various areas of ministry and church administration. Topics covered include desktop publishing, use of the Internet, database management, computer networks, on-line services, information resources, and contact management.

COURSE MATERIALS: (Please bring appropriate materials to every class)

Textbooks:

Baker, Jason D. *Christian Cyberspace Companion: A Guide to the Internet and Christian Online Resources. Second Edition.* Grand Rapids, MI: Baker Books, 1997. (ISBN: 0-8010-57.8-8)

Louviere, Chuck. *Computers in Ministry. Student Guide.* Franklin, TN: JKO Publishing, 1999.

MacQueen, Neil. *Computers, Kids, and Christian Education.* Minneapolis, MN: Augsburg Fortress, 1998. (ISBN: 0-8066-3638-6)

Supplemental Material(s):



1. At least 2 (two) 3.5" High Density (1.44 MB) floppy diskettes
2. Various Handouts given by Instructor throughout the semester

COURSE REQUIREMENTS:

Homework: Overall, homework is a very important part of this course. Homework assignments are due at the beginning of the next class period after they are assigned. Class does not begin when you arrive. If you are late, your assignment is late.

PLEASE NOTE: I give 50% credit for late homework. After two weeks I do not accept late work. No late work is accepted after the last week of class (other than the class journal and the take home final). It is *your* responsibility to keep up with or obtain information (handouts, etc.) from the professor or classmates in the event of *your* absence.

Attendance: Students need to attend class regularly to achieve an acceptable level of competence. I do not distinguish between *excused* and *unexcused* absences. Three (3) tardies constitute one (1) absence. Leaving early before class is concluded is also unacceptable and will be recorded. A student may be withdrawn from a class if the student has missed more than **25%** of the class periods. This class meets once a week, which means that there are 5 meetings. If you miss one class it counts as 20% (you may not miss more than 1 class session). Exceeding the allowed absences in any amount beyond 25% will result in lowering the student's final course grade by one letter grade per absence exceeded

GRADING SCALE:

This course is presented in five weeks. Course grades are obtained by completing weekly papers (**10 %**), Class Participation (**20%**), Notes from readings (**10%**), Research Projects (**10%**), Presentations (**25**), a Class Journal (**5%**), and a Take Home Final (**15%**). These grades will be averaged for your course grade.

A	(90% -100%)	Accomplished Course Objectives with Excellence:
B	(80% - 89%)	Accomplished Course Objectives with Merit:
C	(70% - 79%)	Accomplished Course Objectives with Competence:
D	(60% - 69%)	Accomplished Course Objectives with Acceptance:
F	(below 60%)	Course Objectives below Minimum Acceptance:

DISCLAIMER:

The assignments, course schedule, and point values presented in this syllabus are subject to and may change in the event of extenuating circumstances or as deemed necessary by the professor.

COMPUTER LAB HOURS

The Computer Lab is available for Hillsdale students to use in the completion of work associated with enrolled courses. Lab hours vary from semester to semester. Please check the listed hours (normally posted outside this classroom) or with the ABLE office.

QUICK REFERENCE ASSIGNMENT VALUES

Here is a quick reference list for the various assignments as they reflect on each week. This gives you a good idea of the big picture as to how each week will progress with associated course values. Percent values are added to a possible total of 100%.

WEEK 1

Turn in paper [Individual] on Magazine Article out of a possible **2%** _____
 Class Participation out of a possible **4%** _____
 Turn in notes from reading *Computers, Kids, and Christian Education* . out of a possible **5%** _____

WEEK 2

Turn in paper [Individual] on Magazine Article out of a possible **2%** _____
 Class Participation out of a possible **4%** _____
 Turn in notes from reading *Christian Cyberspace Companion* out of a possible **5%** _____

WEEK 3

Turn in paper [Individual] on Magazine Article out of a possible **2%** _____
 Class Participation out of a possible **4%** _____
 Turn in notes [Individual] on Research Project #1 out of a possible **5%** _____
 Turn in notes [Individual] on Research Project #2 out of a possible **5%** _____
 Turn in paper [Individual] on influence of computers on ministry out of a possible **5%** _____

WEEK 4

Turn in paper [Individual] on Magazine Article out of a possible **2%** _____
 Class Participation out of a possible **4%** _____
 Presentation [Group] BOM (Bill of Materials) out of a possible **5%** _____
 Presentation [Group] Desktop Publishing (Bulletin or Newsletter) out of a possible **5%** _____

WEEK 5

Turn in paper [Individual] on Magazine Article out of a possible **2%** _____
 Class Participation out of a possible **4%** _____
 Presentation [Group] on "Building a Computer Classroom" out of a possible **10%** _____
 Presentation [Group] Bible Software out of a possible **5%** _____

ONE WEEK AFTER CLASS

Class Journal out of a possible **5%** _____
 Take Home Final out of a possible **15%** _____

ONLINE FREE WILL BAPTIST SITES

Denominational Web Sites

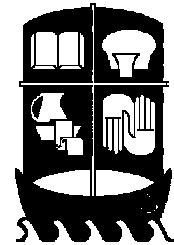
<http://www.olaburitis.com/cultosb/batista.htm> Free Will Baptists in Belo, Brazil
<http://www.internet.com.uy/jlancast/> Free Will Baptist Missions in Uruguay
<http://www.mexicofwb.org/> Free Will Baptist Missions in Mexico
<http://www.nafwb.org/exec/ExecutiveFrameset.html> Free Will Baptist Executive Offices
<http://www.randallhouse.com> Randall House Publications
<http://www.nafwb.org> National Association of Free Will Baptists
<http://www.ifofwbc.org> International Fellowship of Free Will Baptist Churches
<http://www.nafwb.org/fm/> Free Will Baptist Foreign Missions
<http://www.nafwb.org/hm/> Free Will Baptist Home Missions
<http://www.fwbfbm.com> Free Will Baptist Family Ministries
<http://www.nafwb.org/bor/> Free Will Baptist Board of Retirement
<http://www.nafwb.org/mm/> Free Will Baptist Master's Men
<http://www.nafwb.org/wnac/> FWB Women Nationally Active for Christ

Denominational College Web Sites

<http://www.hc.edu> Hillsdale Free Will Baptist College (Oklahoma)
<http://www.fwbcc.edu> Free Will Baptist Bible College (Tennessee)
<http://www.sfwbc.edu> Southeastern Free Will Baptist College (North Carolina)
<http://www.calchristiancollege.org/> California Christian College (California)
<http://www.mexicofwb.org/school/school.shtml> Seminary of the Cross (Mexico)

Other Free Will Baptist Web Sites

<http://www.holywordcafe.com/fwb> The FWB Web Site
<http://www.holywordcafe.com/fwb/treatise.html> FWB On-Line Treatise
<http://www.holywordcafe.com/fwb/fwbjobs.html> FWB Ministry Job Postings
<http://www.holywordcafe.com/fwb/fwbchurches.html> FWB Church List
<http://www.holywordcafe.com/fwb/fwbassoc.html> FWB State/Association List
<http://www.holywordcafe.com/fwb/fwblogosframes.html> FWB Logos
<http://www.holywordcafe.com/fwb/fwbemail.html> FWB E-mail List



ONLINE HANDY WEB LIST

INTERNET ADDRESS	NAME/TYPE OF SITE
1	
2	
3	
4	
5	
6	
7	
8	

STUDENT INFORMATION SHEET

All information on this sheet is provided on a voluntary basis and in no way will affect a student's course status or grade.

NAME: _____ MAJOR: (DEGREE) _____
COLLEGE: _____ SEMESTER: _____ YEAR: _____
HM. PHONE: _____ EMAIL: _____
EMPLOYER: _____ POSITION/TITLE: _____
WK. PHONE: _____ PAGER/OTHER: _____
WK. DUTIES _____

PREVIOUS COMPUTER EXPERIENCE or COURSES: _____

HARDWARE USED: _____

SOFTWARE USED: _____

CERTIFICATIONS: _____

DO YOU HAVE A PC AT HOME? _____ AT WORK? _____ ELSEWHERE? _____

INTERNET ACCESS AT HOME? _____ AT WORK? _____ ELSEWHERE? _____

WHY ARE YOU TAKING THIS COURSE? _____

EXPECTATION(S) FROM CLASS: _____

HOW DOES THIS COURSE FIT INTO YOUR CAREER GOALS? _____

WHAT COUNTRY ARE YOU FROM? _____

SOMETHING INTERESTING ABOUT YOURSELF: _____

READ CAREFULLY BEFORE SIGNING: I have received in print and read the **COURSE SYLLABUS** for this course. I have also been made aware of: the required materials for the course; the course description and requirements; the course objectives; special needs accommodations; the college's networking policy; instructor's office hours and location; my **PROFESSOR'S POLICIES** regarding **homework**, **testing**, **grading criteria**, and **attendance** (*excessive absences will effect my final grade in the course*). I am also particularly aware that in the event of an actual **emergency** I am able to contact my instructor as soon as possible by email or during office hours (if applicable) to discuss my situation.

Student signature

Date

Please return this page to your professor