

Computers in Ministry

Dr. Larry K. Wilson, Sr., Instructor

WEEK	MONTH	DATE	TOPIC	ASSIGNMENT
1	August	15	Introduction: The Uses of Computers in Ministry	
2		22	Purchasing, Operating and Maintaining a PC	Bring Sunday Ads to Class
3		29	Introduction to Microsoft Windows	
4	September	5	File Organization and Back - up: Methods and Hardware	
5		12	Microsoft Word: Introduction to the Program	
6		19	Microsoft Word: Creating Sermons and Handouts	
7		26	Microsoft Word: Wrap-up	MS Word Projects Due
	October	3	Holiday	
8		10	Microsoft Excel: Uses in Ministry	
9		17	Microsoft Powerpoint	
10		24	Microsoft Powerpoint	Powerpoint Presentation
11		31	Using the Web in Ministry	
	November	7	WTBI Share-a-thon	
12		14	Introduction to Creating and Maintaining Web Sites	
13		21	Overview of Bible Software (Quickverse, Logos, PC Study Bible)	
		28	Thanksgiving Holiday	
14	December	5	Using Wordsearch 8 Bible Software	
15		12	Using Wordsearch 8 Bible Software	
16		19	Final Exam	Wordsearch 8 Project

Fall 2008

Contact:

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Homework:

All homework assignments are to be sent to the following email address:

hereismyhomework@charter.net

Assignments must be received by 4:00 p.m. on the date due. Late penalties apply.

Please use the following format to submit your work.

LASTNAME FIRSTNAME Chapter ?? .DOC