

CAROLINA BIBLE COLLEGE
FAYETTEVILLE , NC

COURSE TITLE

GE 201 NS – Computer Skills

COURSE DESCRIPTION

This course provides students with basic instruction in computer operation, word processing, spreadsheets, desktop publishing, graphic presentation, and internet use.

TEXTBOOKS

None

INSTRUCTOR

Jeremy Mathis
Fall 2009

Contact your instructor

Cell: 910.494.0392

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blog: jmmath.wordpress.com

Course Objectives

Knowledge – Upon successful completion of this course, the student will learn the basics of computer operation, word processing, spreadsheets, desktop publishing, graphic presentation, and internet use.

Spiritual Progress – Upon successful completion of this course, the student will come to see that all of life is to be worship. This includes use of a morally neutral tool such as a computer.

Action – Upon successful completion of this course, the student will be equipped to use a personal computer for ministry purposes.

Christian worldview – Upon successful completion of this course, the student will cultivate a Christian worldview by comparing it to the other major worldviews and understanding that there is no acceptable alternative.

Course Requirements

Class hours per week 2.5

Quarter Credit hours 3

Prerequisites None

Grading Scale	
93 – 100	A
85 – 92	B
77 – 84	C
70 – 76	D
< 69	F

Grading Requirements

Grades will be calculated using the following formula:

Quizzes / assignments 20%

Class participation 20%

Vocabulary test 15%

Powerpoint project 25%

Internet project 20%

(The standard college grading scale will apply. See page 11 in the catalog or tinyurl.com/CBCgrades)

Attendance is necessary. Three tardies equals one absence, three absences results in failure.

There will be 3 quizzes/assignments randomly scheduled throughout the course.

There are 2 projects integrated in to this class. A project requiring internet usage and a project using a presentation program

Course Schedule

Week	Date	Assignment Due	Topic
1	Sep 17		Introductions, Syllabus, Hardware
2	Sep 24		Computer Vocabulary
3	Oct 1	Vocab. Test	Internet basics
4	Oct 8		Internet pt. 2
5	Oct 15		Word Processors & Spreadsheets
6	Oct 22	Internet Project	Powerpoint for ministry
7	Oct 29		Ministry software
8	Nov 5		Evaluating your church
9	Nov 12		Wild card week
10	Nov 19	Powerpoint Project	Wild card week 2

Upon completing the course you will receive a grade report in the following format:

Student: **Joe Student**

Assignment	Grade	Multiplier	Points
Quiz 1	75		
Quiz 2	100		
Quiz 3	100		
Quiz avg	91.66667	0.2	18.33333
Class Participation	100	0.2	20
Vocab. Test	90	0.15	13.5
Powerpoint Project	89	0.25	22.25
Internet Project	97	0.2	19.4

93.48333 Final Grade