

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form.

MOODY DISTANCE LEARNING

Course Number, Name, and Credit Hours

GSU1113 Intermediate Computer Skills, 3 credit hours

Course Description

This course is an introduction to computers that focuses on the primary computer skills needed by all college students such as using MS Word, PowerPoint, Excel; manipulating digital images; using search engines to find information on the Internet; searching college library databases; recognizing security problems such as computer viruses and SPAM; and understanding issues related to copyright, fair use, and file sharing on the Internet. The course includes discussion questions that students respond to. Assignments will use SimNet and MS Office products. The student is required to have Microsoft Word, PowerPoint, and Excel. Microsoft Office 2007 is preferred, but submissions will be accepted in Microsoft Office 2003. All SimNet and textbook materials will be presented in MS Office 2007.

Prerequisite(s): Basic ability to work and maneuver within the computer environment along with the basic skills of creating, saving, and sending documents.

This course is **NOT** a beginning computer course. Basic ability to work and maneuver within the computer environment along with the basic skills of creating, saving, and sending documents is required. If you do not have these basic skills, consider taking an introduction to computers and basic word processing skills class at your local community college or reading books on basic computing.

For brushing up on your Operating System skills and on File Management, see the textbook's introductory section on Windows, pages xx-xli.

Course Goals

After completing this course the learners will:

- Understand the computer environment and how to use it effectively
- Know how to create Word documents, PowerPoint presentations, and Excel spreadsheets and integrate each one into comprehensive projects
- Understand the use of peripheral devices within the computer environment
- Understand the effectiveness of modern computer technology within the education experience

Course Objectives

After completing this course the learners should be able to:

- Define common terms used in computer technology
- Explain how to protect a PC from viruses, spam, spyware, and adware
- Perform intermediate word processing functions (set options, use major toolbars, know and use shortcuts, be able to complete word processing projects at the intermediate level including formatting professional papers and reports) using Microsoft Office
- Create a professional looking presentation using Microsoft PowerPoint
- Create an Excel spreadsheet using various functions and formulas
- Perform search functions on the Web and in library databases (Boolean searches, using different search engines, library searches through the Internet) and evaluating the credibility of information
- Use peripheral devices such as a flash memory device or a digital camera

Course Textbook(s) and/or Supplemental Information

Textbook

Required textbooks for all Moody Online classes can be found on the [Required Textbooks](#) section of the Moody website.

Class instruction for PowerPoint and Excel will be presented in SimNet and also through online websites rather than through the textbook. See all reading and viewing instructions in the **Course Resources** section found in Blackboard.

Assignments

• ASSIGNMENTS

- **Reading & Skills Assignments** – The completion of the course reading is an important part of the course. You are expected to complete the reading as scheduled. You are also expected to complete skills based assignments as described in the next bullet point.
 - **Submissions created in Word, PowerPoint, and Excel** – Various assignments will be included to demonstrate the skills learned in Word, PowerPoint, and Excel throughout the course. All assignments will be submitted to the Assignment Manager or the Discussion thread as assigned. You are expected to turn in all assignments as Office 2007 documents.
 - **SimNet Exercises** – SimNet is an interactive Web site which allows you to learn and perform tasks in each of the Microsoft programs and then complete assignments. SimNet then downloads your results immediately to SimNet's database for immediate recording. All Word, PowerPoint, and Excel assignments will be done in SimNet. Also, all Exams will be administered in SimNet.
- **DISCUSSION BOARDS** – A significant presence in the discussion board is required. You are expected to participate during the week within the discussion. The posting of your discussion on the last night is not acceptable participation. Many of the discussion topics will require input from each other in order to create and complete a particular assigned task. Your participation is imperative in order to work effectively as teams. Week 2 – 6 will take assigned group participation to complete a task. These tasks will eventually be used for your Final Packet submission so it is imperative that you participate.
- **EXAMS** – Three Exams will be administered in SimNet.
- **FINAL PACKET PROJECT** – The **Final Packet** will incorporate and integrate Word, PowerPoint, and Excel. The Final Packet will begin in Week 2 and progress throughout the course. This progressive assignment will accrue to four documents in the Final Packet: a Habakkuk document, a missionary newsletter, a ministry presentation in PowerPoint, and an Excel worksheet depicting a particular country people's groups. It is imperative to stay on track with weekly assignments and discussion boards. Though many of these aspects of the Final Packet will be begun in the Discussion threads, they will need to be completed for the Final Packet. You will submit a completed packet. The entire Project will be submitted midweek of Week 8.

Assessments

Your grade for this course will consist of:

Reading & Skills Assignments	10 %
SimNet	22%
Class Participation (Discussion Board)	15%
Exams	16%
Projects	37%
Total	100%

Letter grades are determined by the following scale:

Letter Grade	Percentage Equivalent	Letter Grade	Percentage Equivalent
A	96% or higher	C	73 - 76.9%
A-	90 - 95.9%	C-	70 - 72.9%
B+	87 - 89.9%	D+	67 - 69.9%
B	83 - 86.9%	D	63- 66.9%
B-	80 - 82.9%	D-	60 - 62.9%
C+	77 - 79.9%	F	Below 60%

Course Resources

- Online students have access to the Moody Library. Though students may wish to check out books via inter-library loan, the online database has a number of articles and reviews available for download. You can access the online database by logging into your account at my.moody.edu. If you have not previously accessed the library database you may wish to complete the database tutorial at <http://mmm.moody.edu/GenMoody/default.asp?sectionID=69C97E398A6249D9AC3859B4CBF81926>
- In addition to the resources available at the Moody Library, you may wish to visit <http://www.biblicalstudies.org.uk> or www.bible.org. These sites contain content on various topics written by competent biblical scholars. A free version of the NET Bible is located at www.bible.org.
- Many tutorials are available for Word, PowerPoint, and Excel throughout the Internet. Microsoft has excellent video and written tutorials which can be located at:
 - Training that Works, Microsoft Office Online. 17 Nov. 2007. BrainStorm Inc. 17 Sept. 2007. <<http://www.brainstorminc.com/cbt/microsoft/index.html> >.
 - 2007 Office System Training Courses. 9 March 2007. Microsoft Office Offline. 17 Nov. 2007. <<http://office.microsoft.com/en-us/training/HA102255331033.aspx>>.
 - Other such resources are available through online searches.

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Course Bibliography

Etheridge, Denise. *Excel 2007 Top 100 Simplified*. Hoboken: Wiley Pub., 2007.

Hinkle, Deborah, Kathleen Stewart, Jon Juarez, John Carter, Amie Mayhall, Pat R. Graves. *Microsoft Office 2007: A Professional Approach*. ISBN: 0073373516.

Training that Works, Microsoft Office Online. 17 Nov. 2007. BrainStorm Inc. 17 Sept. 2007.

<<http://www.brainstorminc.com/cbt/microsoft/index.html> >.

Shoup, Kate. *Office 2007 Top 100 Simplified*. Hoboken: Wiley Pub., 2008.

2007 Office System Training Courses. 9 March 2007. Microsoft Office Offline. 17 Nov. 2007.

<<http://office.microsoft.com/en-us/training/HA102255331033.aspx> >.

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