SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: COMPUTERS IN CHILD CARE SETTINGS

CODE NUMBER: COM101   **SEMESTER:** ONE

PROGRAM: EARLY CHILDHOOD EDUCATION

AUTHOR: LYNN DEE EASON/SHEREE WRIGHT/OFFICE ADMIN.
FACULTY

DATE: AUGUST, 1996

**PREVIOUS OUTLINE
DATED:**   JULY, 1995

APPROVED: _____   96 08 21
            DEAN, SCHOOL OF BUSINESS &   DATE
                HOSPITALITY

Computers in Child Care Settings
Course Name

Total Credits: 3

Total Credit Hours: 34

Prerequisites: None

I. PHILOSOPHY/GOALS:

This course is designed to provide students with the level of computer literacy needed to function in today's child-care settings. Utilizing a hands-on approach, general computer concepts, the concepts of microcomputer operating systems (Windows), and word processing applications (using WordPerfect 6.1 for Windows) will be introduced. Students will also become familiar with computer usage within child-care settings, including exposure to a variety of early childhood software packages. A personal E-mail account will be introduced and used throughout the course to facilitate communications between students and faculty.

NOTE: Additional assignments may be given by the professor throughout the course to strengthen student skills.

II. STUDENT PERFORMANCE OBJECTIVES:

(1) · INTRODUCTION TO COMPUTERS (10% of course content)

Following completion of **Module 1 - INTRODUCTION TO COMPUTERS**, the student should be able to:

1. Describe the components of a computer and outline their functions.
2. Distinguish between system software and application software.
3. Function in the network environment at Sault College including accessing windows software and a personal E-mail account.
4. Understand the basic steps involved in purchasing, setting up, and maintaining a PC.

Resources:

Work Through: COM1-COM30
Prepare: Student Assignment 1, Student Assignment 2

Work Through: Professor Demonstration of the Network and E-mail system.
Prepare: Send three mail messages: one to the professor, one to a student in the class, and one to an address on another network (to be supplied by professor).

Read the messages received and either delete, print or store them as desired.

(2)   COMPUTERS IN EARLY CHILDHOOD SETTINGS (15% of course content)

Following completion of **Module 2, COMPUTERS IN EARLY CHILDHOOD SETTINGS**, the student should be able to:

1.   Describe the importance of a computer centre in the early childhood classroom.
2.   Describe the equipment required to set up a computer centre.
3.   Describe factors to consider when selecting early childhood software.
4.   Load, run, and use a minimum of six early childhood software programs.
5.   Instruct other students in the operation of at least six early childhood software programs.

Resources:

Work Through: Instructor's Handouts
Prepare: Software Evaluation Assignment

(3) INTRODUCTION TO WINDOWS (15% of course content)

Following completion of **Module 3 - INTRODUCTION TO WINDOWS**, the student should be able to:

Project 1 - Using Windows: a graphical user interface

1.   Identify the elements of a window.
2.   Perform the four basic mouse operations of pointing, clicking, double-clicking, and dragging.
3.   Correct errors made with the mouse.
4.   Understand the keyboard shortcut notation.
5.   Use the menu commands and dialogue boxes.

6.   Start and exit an application.
7.   Work with files including naming conventions, directory structures, and paths.
8.   Create, save, open, and print a document in Notepad.
9.   Open, maximize, and scroll a window.
10.   Obtain online Help while using an application.

Resources:

Work Through: WIN2 - WIN38
Prepare: Student Assignments 1 & 2; Lab Exercises 1, 2, & 4.

Project 2 - Exploring Program Manager

1.   Identify the applications that come with Microsoft Windows 3.11.
2.   Open, scroll, resize, move, activate, and close a group windows.
3.   Tile, cascade, maximize, and restore a group window.
4.   Create a new group.
5.   Copy program icons between group windows.
6.   Arrange item and group icons in their respective windows.
7.   Adjust the properties of an icon.
8.   Delete an item icon and a group window.

Resources: (optional at professor's discretion)

Work Through: Pages WIN48 - WIN90.
Prepare: Student Assignment 2; Lab Exercise 2

Project 4 - Disk and File Maintenance

1.   Start the File Manager program and identify the elements of its window.
2.   Display, collapse, and expand directories.
3.   Display all or partial file details.
4.   Sort the contents list.
5.   Search for a file or directory.
6.   Understand the concepts of diskette size, capacity and the possible need for formatting.
7.   Create a subdirectory.
8.   Open, move, and close a second directory window.
9.   Select and copy one file or a group of files.
10.   Change the current drive and current directory.

11.   Replace a file on disk.
12.   Rename or delete a file or directory.
13.   Create a backup diskette.

Resources:

Work Through: WIN165 - WIN217
Prepare: Student Assignment 1, 2, & 3; Lab Exercises 2 & 4.

(4) WORD PROCESSING USING WORDPERFECT 6.1 (60% of course content)

Learning Activities:

Following completion of **Module 4 - WORD PROCESSING USING WORDPERFECT 6.1**, the student should be able to:

Project 1 - Creating and Editing a Document

1.   Both open and exit from WordPerfect 6.1 for Windows.
2.   Name the WordPerfect window parts and defaults.
3.   Create, format, name, save, retrieve, edit, and print a document.
4.   Use the reveal codes feature to locate text and codes.
5.   Select text to bold or center.
6.   Change font face and size.
7.   Use reveal codes to locate and delete unwanted text and/or codes.
8.   Insert, move, and size clip art.
9.   Use the zoom and spellcheck features.
10.   Save and edited document.
11.   Preview and print a completed document.
12.   Delete, insert, overtype, and recover text.
13.   Use the online help system.

Resources:

Work Through: WP1-WP62
Prepare: Student Assignments 1, 2, & 4; Lab Exercises 2 & 3; Lab
               Assignment 2.

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Project 2 - Creating a Business Letter and Resume

1. Change screen defaults and margins.
2. Add horizontal lines.
3. Create a letterhead.
4. Insert the date automatically.
5. Type a standard business letter format.
6. Create hanging indent paragraphs.
7. Work with two open document windows.
8. Format a two-column resume.

Resources:

Work Through: WP75 -WP128
Prepare: Student Assignments 2 & 3; Lab Exercise 3; Lab Assignment 3. (If
                  students have required information for their own resume, they may
                  choose to prepare that in place of Lab Assignment 3 at professor's
                  discretion)

Project 3 - Creating a Research Report With & Without a Template

1. Use formatting standards for a Research Report.
2. Use a supplied template.
3. Set up headers/footers.
4. Set up foot/end notes, citations, and a works-cited page.
5. Move, copy, cut and paste, and search text.
6. Use the thesaurus.
7. Set line spacing.
8. Use indent.
9. Use soft/hard page breaks.

Resources:

Work Through: WP142 - WP195
Prepare: Student Assignments 1, 2, 4, & 6; Lab Exercises 1, 2, & 3; Lab
                  Assignment 3.

Project 4 - Creating a Table

NOTE: This project will be added as time permits at the discretion of the professor.

1.   Create and format a table.
2.   Enter text and formulas into a table.
3.   Select cells in a table.

Resources:

Work Through: WP231 - WP246
Prepare: Student Assignments 4, 5, & 6; Lab Exercise 1.

III.   **METHODS OF EVALUATION:**

Mid-Term Reporting

S   Satisfactory Progress
U   Unsatisfactory Progress
R   Repeat (objectives have not been met)
NR   Grade not reported to Registrar's Office.

Final Grade Reporting

A+   90% - 100%   Consistently Outstanding
A   80% - 89%   Outstanding Achievement
B   70% - 79%   Consistently Above Average
C   60% - 69%   Average
R   Below 60%   Repeat - Objectives of this course have not been achieved
                     and the course must be repeated for credit.

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BREAKDOWN OF FINAL GRADE:

ASSIGNMENTS: 35%
    Windows   (3%)
    WordPerfect (10%)
    E-mail (2%)
    Software Evaluation (20%)

TESTS: 65%
    Computers
    #1   Windows (10%)
          Computer Concepts (5%)

    WordPerfect
    #2   Project 1 (10%)
    #3   Projects 1- 2 (20%)
    #4   Projects 1- 3 (20%)
                                          ——
TOTAL   100%

4.   If a student is not able to write a test because of illness or a legitimate emergency, that student must contact the professor prior to the test or as soon as possible and provide an explanation which is acceptable to the professor (medical certificate or other appropriate proof may be required). In cases where the student has contacted the professor and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C." In cases where the student has not contacted the professor, the student will receive a mark of "0" on that test. **There will be no rewrites on tests**.

WARNING: Academic dishonesty will result in a grade of zero (0) on the assignment or test for all involved parties.

IV.   REQUIRED STUDENT RESOURCES:

1.   Learning to Use Windows Applications by Shelly and Cashman

Includes the following modules:
1) Introduction to Computers
2) Introduction to Windows
3) WordPerfect 6.1 for Windows.

2.   3 Disks - 3 1/2" high density pre-formatted 1.44 MB.

3.   One plastic disk container.

V.   SPECIAL NOTES:

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the professor.

Your professor reserves the right to modify the course as deemed necessary to meet the needs of students.

4.   If a student is not able to write a test because of illness or a legitimate emergency, that student must contact the professor prior to the test or as soon as possible and provide an explanation which is acceptable to the professor (medical certificate or other appropriate proof may be required). In cases where the student has contacted the professor and where the reason is not classified as an emergency i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the professor, the student will receive a mark of "0" on that test. There will be no rewrites on tests.

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