Sault College of Applied Arts & Technology

Sault Ste Marie, ON

Course Outline

Course Title:	**COMPUTING IN CHILD CARE SETTINGS**
Course No.:	**COM101**
Program:	**EARLY CHILDHOOD EDUCATION**
Semester:	**First (1)**
Author:	**LYNN DEE EASON**
Date:	**June 1998**

Approved:

Dean, School of Business & Hospitality   Date

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Total Credits:	3
Prerequisites:	None
Length of Course:	2 HOURS/WEEK FOR 16 WEEKS
Total Credit Hrs:	48

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I   PHILOSOPHY/GOALS:

This course is designed to provide students with the level of computer literacy needed to function in today's workplace. Utilizing a hands-on approach, general computer concepts, the concepts of microcomputer operating systems (Windows '95), Internet (Netscape Communicator) and word processing applications (MS Word '97) will be introduced. A personal E-mail account (Pegasus) will be introduced and used throughout the course to facilitate good communications between students and faculty and simulate the modern work environment. Students will also be exposed to a variety of early childhood software packages and their usage within child-care settings.

II   LEARNING OUTCOMES:

- Apply the knowledge of microcomputer hardware and operating system software concepts to home/work situations. (5% of course content)

- Demonstrate proficiency in using an up-to-date operating system for microcomputers. (10% of course content)

- Access and navigate the software required to browse the Internet and communicate with others using e-mail. (15% of course content)

- Demonstrate proficiency in operating a common word processing software package to prepare standard business documents. (55% of course content)

- Demonstrate proficiency in selecting and operating early childhood education software packages. (10% of course content)

- Set up a computer centre in an early childhood classroom. (5% of course content)

III.   ELEMENTS OF PERFORMANCE:

Following successful completion of this course, the student should be able to:

- Apply the knowledge of microcomputer hardware and operating system software concepts to home/work situations. (5% of course content)

  - Describe the main types of computers and their uses.
  - Identify and evaluate a computer in terms of its input, processing, storage, output, and communications components.
  - Explain the importance of system software and applications software and name some common types of each.

- Login to the network environment at Sault College.

■ Demonstrate proficiency in using an up-to-date operating system for microcomputers. (10% of course content)

  - Identify the elements of a window.
  - Perform the four basic mouse operations of pointing, clicking, double-clicking, and dragging.
  - Correct errors made with the mouse.
  - Understand the keyboard shortcut notation.
  - Use the menu commands and dialogue boxes.
  - Manipulate windows and icons.
  - Start and exit standard accessory applications.
  - Multitask within the Windows environment.
  - Work with files including naming conventions, directory structures, and paths.
  - Obtain online Help while using an application.
  - Identify the applications that come with Microsoft Windows 95.
  - Manage files, folders, and disks using appropriate naming conventions.
  - Create a backup diskette.
  - Follow correct backup practices to ensure data security.

■ Access and navigate the software required to browse the Internet and communicate with others using e-mail. (15% of course content)

  - Open and exit an Internet browser (Netscape Communicator).
  - Recognize and follow hyperlinks.
  - Input known addresses to reach specific web pages.
  - Print/save web pages.
  - Perform simple searches using a variety of search engines.
  - Set up and manipulate bookmarks.
  - Open an e-mail program (Pegasus mail).
  - Configure the program to reflect personal information.
  - Send messages to others on the same system and elsewhere.
  - View, store, sort, delete, or prin incoming messages.
  - Reply to or forward incoming messages.
  - Store commonly used addresses.

■ Demonstrate proficiency in operating a common word processing software package to prepare standard business documents. (55% of course content)

  - Both open and exit from MS Word 97.
  - Recognize the other applications in Office 97.

- Understand the basic capabilities of word processing software including easy access to the Internet.
- Name Word window parts and defaults.
- Access on-line help.
- Set up automatic features such as autocorrect, autoformat, spelling, and grammar.
- Create, format, name, save, retrieve, edit, and print a document.
- Insert clipart from a variety of sources.
- Change default formatting settings.
- Move efficiently through documents.
- Select text effectively.
- Use text-enhancing features such as bold, underline, italics, fonts, font size, highlight, colour, and animation.
- Change paragraph formats using indentation, alignment, line spacing and tab settings.
- Create bulleted and numbered lists.
- Work with multiple documents.
- Copy and move text within documents and between documents.
- Find and replace text.
- Use the Autotext, Spelling, Grammar Checker, and Thesaurus tools.
- Utilize the four views provided to create an efficient work area.
- Customize toolbars, page layout, and margins.
- Perform standard report formatting procedures such as preventing widows /orphans, inserting page numbers, and creating headers/footers.
- Use printing options including print preview.
- Use Word's file management commands to create a document inventory and to manage individual files.
- Use Wizards to increase productivity.
- Create, format, and edit tables within documents.
- Prepare a basic merge operation.

■ Demonstrate proficiency in selecting and operating early childhood education software packages. (10% of course content)

- Install, run, and use a minimum of six early childhood software programs.
- Describe factors to consider when selecting early childhood software.

■ Set up a computer centre in an early childhood classroom. (5% of course content)

- Describe the importance of a computer centre in the early childhood classroom.
- Describe the equipment required to set up a computer centre.

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.

BREAKDOWN OF FINAL GRADE:

ASSIGNMENTS: -   35%

    Windows (5%)
    E-mail/Internet (5%)
    Word Processing (10%)
    Software Evaluation Review (10%)
    Computers in the Classroom Report (5%)

TESTS: -   65%

    #1   Windows (10%)
         Computer Concepts (10%)
    #2   E-mail/Internet (10%)
    #3   Word Processing (10%)
    #4   Word Processing (25%)
                                              _____

TOTAL   100%

NOTES:

1. Students who are unable to keyboard with a touch typing technique are encouraged to use the typing tutor software located on the A-Wing network and in the Learning Assistance Centre, and in the Learning Resource Centre.

2. 100 percent completion of all assignments is expected. A zero will be assigned if not handed in on the due date. Students are advised to maintain at least one back-up of all files on diskette. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

3. A disk labelled with the student's, professor's, and course name MUST be available with the assignment. At the professor's discretion, disks will be checked.

4. All work must be labelled with the student's name and the project information in the upper right corner of each page.

5. If a student is unable to write a test, that student must contact the professor <u>PRIOR</u> to the end of the test. The test will then be written at a time set by the professor. If the student has contacted the professor but the reason given is not considered a legitimate emergency, the test will then be written at a time set by the professor with a 15% deduction.

6. If the student has not contacted the professor, the student will receive a mark of "0" on that test. A student arriving late but prior to any other student leaving the test will be allowed to write for the remainder of the class time.

7. During testing, the program's on-line help may be available. Tests will not be "open book". Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen...).

WARNING: Academic dishonesty will result in a grade of zero (0) on the assignment or test for all involved parties. Students are expected to keep their eyes on their own work. This may prove difficult in some computer rooms but the onus is on the student to do so. Talking with other students during the test will result in an automatic deduction of 5 marks per occasion.

IV.   **REQUIRED STUDENT RESOURCES:**

Course Technology's e-course. Four books including Computer Concepts, Windows 95, Navigator 4, and Word 97. Published by ITP Nelson as one package including cd-roms. ISBN *

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

One plastic disk container.

Two letter-sized file folders to hand in assignments and tests.

Two individual diskette pockets (one to be attached to inside of each file folder)

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.