

Computer Literacy at Saint Barnabas Primary School Central Farm, Cayo District

February 24th – April 2nd, 2009



ESCI 375 – Applications of Sustainable Development

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Acknowledgements

Members of the Computer Literacy group would like to express a heartfelt thank you to Mrs. Shaw and the teachers of Saint Barnabas Primary School for making this project a success. The group truly appreciated the dedication and enthusiasm that everyone showed during the classes.

We would also like to thank Professor Jay Ashman and Ms. Kaela Gray for the laptops that were donated to the school as well as the feedback and support they gave our group. Without your valuable donation and support this project would not have been possible.

Finally, we would also like to thank Galen University staff for making the Applications of Sustainable Development class possible. The group would like to say a special thank you to Mr. Hiram Ochaeta for his technical assistance and advice given to the group.

Introduction

Having the basic knowledge of computer skills is very important in today's environment because everything is centered on technology. Computer literacy is also important because of the changing work environment. The workplace today is 95% computerized, "no matter where you find employment, there is a good chance a computer will be a basic tool you will have to use" (Mckay n.d.). Given these very important reasons it is only fitting that we try and equip our teachers with basic computer knowledge in order for them to use these skills in the classroom.

Saint Barnabas is an Anglican primary school located in Central Farm, Cayo District with a population of two hundred children and six teachers. With the help of our professor and project coordinator, members of the group embarked on a computer literacy project at the school. Using the ten Apple laptops that were donated to the school, our group members had the opportunity to apply our knowledge of computers through lessons planned and taught to the teachers.

The group met with the principal of the school, Mrs. Shaw, who is also the project partner. She informed the group that we would work first with 6 teachers and then proceed to work with children from Standards 3, 4, and 5; however, the group decided to only conduct classes for the teachers, due of time constraints. During our first meeting, Mrs. Shaw informed us that the teachers had limited or no computer skills, and our task was to teach them the best way possible to use the computer. This entailed the following:

- 1) learning how turn on/off the computer
- 2) developing Word documents
- 3) changing of font size
- 4) using the copy and paste function
- 5) using the spelling and grammar function
- 6) creating folders and find folders
- 7) inserting tables and bullets in Word documents
- 8) using Excel to find averages, maximum and minimum
- 9) doing basic research on the internet
- 10) saving information from the internet on a flash drive

Our group believes that it is highly important for teachers to develop basic knowledge of the computer. Ensuring that the teachers of this school possess knowledge of computers will enable them to improve their teaching skills in the classroom.

Findings of Project

After the group's initial meeting with the teachers of Saint Barnabas Primary School the following facts were found;

- Three out of seven teachers had some knowledge of computers.
- The school had five Dell desktop computers in the library, but the teachers did not possess the knowledge to use them.
- The computers in the library were not connected to the internet.
- The printer being used at school was outdated.
- The school does not have a scanner for the teachers to use.

Based on these findings, the group set out to address these issues with the help of the professor and technical staff from Galen University.

With respect to the four teachers that did not know how to use computers, the group formulated a curriculum that can be seen in more details under methodology (see page 4). With the use of this curriculum the teachers will then be able to use the laptops donated to the school as well as the desktops in the library.

With respect to the desktop computers in the library that are not connected to the internet, the group made a commitment to ensure that all computers are connected by the end of the spring semester. This will be done with the assistance of group members as well as technical staff from Galen University.

With respect to the printer that is outdated, the group has included a new printer in the project proposal (see appendix I). This printer will be donated to school at the end of the project. Also with respect to the scanner needed by the teachers, the group has made a decision to donate it to the school using finances gathered from each member.

Methodology

Curriculum

At the group's first meeting with the teachers, we conducted a short survey to find out their level of computer knowledge and skills. The results indicated that out of seven teachers, only three had some knowledge of computers. The group decided to formulate a curriculum that started from the beginning; i.e., how to turn on a computer. Every week the group set different goals to accomplish which ensured the progress of the project. These activities are listed below.

Weekly Activities

February 17th

The group conducted its first computer class and activities for that day were as follows:

- ✓ Teaching how to turn on/off the computer
- ✓ Teaching about the different features in Word and what they are used for.

At the end of this first class the teachers had a lot more knowledge of the different icons in Microsoft Word and their usage.

February 24th

- ✓ The teachers created their own word document with minimal assistance of group members.
- ✓ They also used the spelling and grammar function to correct errors found in the document.
- ✓ After the document was typed, the teachers had to change the font size.

At the end of this class five out of the six teachers understood how to create a document and to make the changes listed above. The other teacher said that she was afraid of the computer so the group decided that she needed someone individually assigned to her until she was confident enough to create the document.

February 26th

For this class the group gave the teachers a short assessment that tested what they learnt in the previous classes. *To view this assessment, see appendix IV.*

March 5th

- ✓ Teachers inserted bullets & numbers into the word document that was created February 24th.
- ✓ They also inserted tables into the same document.

In this session the teachers learned rather quickly, so the group was able to finish teaching the basics of Microsoft Word and move on to Microsoft Excel.

March 10th, 12th, 19th and 24th

In these classes the teachers were taught how to enter names and grades using Microsoft Excel. The teachers, using names of students, calculated the averages, maximum and minimum grade of each student. The teachers will be able to use Excel to enter the grades of the students in their classes, thus cutting down on the time it usually takes for them to calculate the grades. We designated four classes to cover these formulas in Excel, because we did not want to frustrate the teachers by quickly going through Excel. We gave them enough time to understand all the operations because Excel will be beneficial to them when it comes to grading in the future.



This picture shows members of the group writing out an Excel assessment on the board for the teachers. *To view this assessment see appendix V.*



Pictures above shows teachers doing Excel assessment given by the group.

March 26th

The wireless router was installed by Mr. Hiram Ochaeta, the network administrator at Galen University. He was assisted by two of the group members. After the router was installed the teachers were able access the internet using the wireless connection feature on laptops.

March 31st

Group members showed the teachers how to access different websites. They were also given the addresses of different search engines; e.g., Google. The teachers were also asked to find one website that contained information on computer literacy. They were also asked to share with others in the class the information found.



Teachers surfing the internet for the first time! This was an amazing day because the teachers were all excited.

April 2nd

April 2 was the last day of computer classes because the primary school will be out for the Easter holiday. To close off the classes, the group, with the help of the professor and project coordinator, gave each teacher a flash drive that they can use when working on the laptops or at home. The group members also showed the teachers how to save information from the internet onto their new flash drives.

Results

After five weeks of teaching computers classes and working at the school, the group has the following results to report.

- All teachers now possess the basic knowledge of using computers.
- They are now confident when using computers.
- They all have acquired basic knowledge in using Microsoft Word and Excel.
- They now know how to browse the internet to do effective research.
- A new printer will be donated to the school using funds from the service-learning budget for 2009.
- One wireless router was installed in the library. The other router, using CAT 5e cable, will be installed in one of the classrooms.
- USB flash drives were given to each teacher for them to save information on when working on the computers.
- The group members will donate a scanner along with some mouse pads to the school to show our appreciation for their participation in this project.
- The five Dell desktops and then ten Apple laptops will all be connected in the library so that the teachers and students have an adequate computer lab.
- At the end of the classes, the group asked the teachers to each write a short reflection of what they learnt during the five weeks and what their new found knowledge of computer means to them. To view these reflection/testimonials, *see appendix VI.*

Recommendations

The group has come to the end of this project which has been a success. It truly has been rewarding and fulfilling experience to work along with the teachers. The group would like to propose the following recommendations to the project partner as well as Galen University service-learning program.

- For more computers to be donated to the school to add to its computer lab.
- Continuation of the computer literacy project at the school focusing on teaching different programs such as Microsoft Access, PowerPoint, Publisher.
- Include the students in the computer literacy teaching program.
- Have educational computer programs that will assist the students in the classroom.
- Assist school in developing a resource center where children can go to do assignments.

Appendix I: Project Proposal Form

1. Group Information: Who is in your group? What is their contact information and when do you plan on meeting?

Name	E-mail	Phone	Group Meeting times
1. Dylan Gart	dgart@galenu.edu.bz	625-0302	Every Mondays & Wednesdays at 3:00pm
2. Georgia Middleton	gjmiddleton@hotmail.com	824-3016/604-1625	
3. Inar Cayetano	Inar_cayetano@yahoo.com	627-9695	
4. Raul Martinez	militiafr@hotmail.com	601-9919/660-2466	

2. Project Description: Write a one-paragraph description of the problem. What is the nature of the problem? Why is it a problem? Computer Literacy at St. Barnabas Primary school

After meeting with Mrs. Shaw the principal of the school, she informed us that we will be working first with 6 teachers and then proceed to working with children from Standards 3, 4, and 5. The teachers and students have limited or no computer skills. Our task is to teach them the best way possible to use the computer, this entails:

- 1) learning how turn on/off the computer
- 2) developing Word documents
- 3) doing basic research on the internet
- 4) creating folders and finding folders
- 5) changing font size
- 6) using copy and paste function
- 7) using flash drive
- 8) using spelling and grammar function

Our group believes that it is highly important for teachers as well as students to have or develop basic knowledge of the computer. In today's world everything we do is linked back to technology mainly computers. Ensuring that the teachers and students of this school possess knowledge of computer will enable them to improve their teaching as well as learning abilities.

3. The Desired Ends

Briefly describe the desired ends. What does your group envision as the solution to your problem (goal)? How will your project contribute to realizing MDG objectives?

1. Eradicate extreme poverty and hunger
2. Achieve universal primary education
3. Promote gender equality and empower women
4. Reduce child mortality
5. Improve maternal health
6. Combat HIV/AIDS, malaria, and other diseases
7. Ensure environmental sustainability development
8. Develop a global partnership for

The desired end for our project would be for the teachers and students to learn how to use the computer to do basic Word documents and to do research on the internet without the aid of others. Computer literacy will not directly contribute to the MDGs but we believe that having knowledge of computer will open up many doors for the teachers and students. With computer skills they can conduct research on some of the social issues affecting Belize and look for possible solutions to these problems. They can learn with the help of the internet, what some of the sustainable issues affecting the world are and steps they can take to not further contribute to the problem. Computer Literacy will aid in making them aware of what is happening in and around the world.

4. Partner Information

Briefly describe your project partner and what its role will be.

Organization	Contact information (name of contact person, address, phone, e-mail address, etc.)
St. Barnabas Primary school	Mrs. Shaw

5. Timeline

Estimated date	Activity	How objectives will be met	Person(s) responsible	Complete?
Feb. 5	Project Proposal due	-Identify why it's a problem -Think of alternatives -Meet with group	Entire group	Yes
Feb. 10	Partnership Agreement due	-Meet with partner -Identify needs -Schedule meetings -Identify group liaison	Entire group	Yes
Feb. 17	Presenting computers To school and meet with all teachers	-Group members will take over computers to school - have meeting with teachers on what they want to get out of this project - document ideas and suggestion by teachers	Entire Group	Yes

Feb. 19	Teaching how turn on/off the computer and learning about the different features in Word and what they are use for	<ul style="list-style-type: none"> - each group member will be assign to one teacher - demonstrate to teachers basic operations - observe teachers as they work with computers 	Entire group	Yes
Feb. 24	Developing Word document, changing font size, using spell check	<ul style="list-style-type: none"> - teachers will be instruct to type simple paragraphs in word - group members will observing teachers to ensure that typing is done correctly -teachers will be asked to use spell check and change font size with the help of individual group member 	Entire Group	Yes
Feb. 26	<ul style="list-style-type: none"> - Creating and finding folders - Using copy & paste - highlighting importance of flash drive -how to save documents on false drive or other removable devices 	<ul style="list-style-type: none"> -group members will demonstrate to teachers how to create folders - teachers will then follow instructions given by members and create folders on their own - members will show teachers how to copy , cut & paste after which teachers will do the same with the assistance of the members - members will show teacher how to save documents on removable devices 	Entire Group	Yes

6. Proposed Budget

Identify anticipated expenses, including transportation, copying, purchases of materials and equipment, and possible contribution to project partner for continuation of project-related work.

Category of expense	Anticipated expense in \$BZ	Justification	Running Total
Printer	\$1,000.00	After completion of the project, group members want to donate a new printer to the school. The one presently being use is old and outdated.	
2 Power Strip	\$36.00 (\$18.00 ea.)	In the building where we will be teachings do not have sufficient power outlet. The power strip will ensure that everybody have access to individual laptop and can working at the same time	
New software for laptop	\$500.00	During the duration of the project we might find it necessary to upgrade the existing software on the laptop or we	

		might find the need to add new ones to meet the needs of the teachers. We also notice that the school has about five Dell PCs. We can find out about the software on those computers and upgrade them to the latest version of Microsoft office and Encarta.	
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Format drafted from "A Workbook For Problem-Based Learning," Farley, Erickson and Daly

Appendix II: Partnership Agreement

The partnership agreement is in hardcopy, so kindly see attached.

Appendix III: Literature Review

Inar Cayetano
Dylan Gart
Georgia Middleton
Raul Martinez
March 12th, 2009

Computer Literacy Literature Review

Importance of Computer Literacy

Because of the changing world environment that is starting to depend greatly on technology, it is very important that people possess the basic skills of operating a computer. According to a report by the Family Care Foundation (FCF), it is highly important that we “bridge the digital divide” because “more than 80% of people in the world have never ever heard a dial tone, surfed the web, let alone received computer training” (FCF 2004). The FCF's mission partners are working in developing countries to help change the situation with the people that have not use a computer or surf the internet.

For our project, many of the teachers and students have not worked with computers or surfed the net and, according to FCF, it is very important that people in developing countries learn about computers and the many things that can be accomplished with computers.

Computer literacy is also important because of the changing work environment. Everything use in the workplace today is 95% computerized, “no matter where you find employment, there is a good chance a computer will be a basic tool you will have to use” (Mckay n.d.).

One Laptop Per Child Association (OLPC) is a new non-profit organization aimed at “providing a means for learning, self-expression, and exploration to the nearly two billion children of the developing world with little or no access to education” (crunchbase.com). This initiative by OLPC is geared towards “giving children their very own connected XO laptop” (crunchbase.com). Children are eager to learn and once given the right tools and materials they can produced excellent work; however “many developing countries have insufficient resources to devote to education” (crunchbase.com). Helping children access computers will allow them to have a connection to the rest of the world. In Belize, our main problem is education for the younger generations. Many of the families in Belize live below the poverty line and cannot afford primary education for their children.

Worked Cited

Crunch Base. (21 Aug 2008). One laptop per child. Retrieved February 22, 2009 from <http://www.crunchbase.com/company/onelaptopperchild>
Family Care Foundation. (2004). Computer literacy. Retrieved February 22, 2009 from,

http://www.familycarefoundation.org/computer_literacy.html
Mckay, D.R. (n.d.). Computer literacy: an important skill. Retrieved February 23, 2009
from http://careerplanning.about.com/od/importantskills/a/comp_literacy.html

Guidelines for Teaching Computer Literacy

Before any teaching can be done in regard to computer literacy, there must be a clear set of guidelines set out that will be used to impart the information to the participants. Wikipedia.com highlights some very important guidelines, some of which are “1) ask them what they want to do, 2) find the simplest method of accomplishing the task, 3) try it a few times to simplify the process and organize your lesson, and 4) walk them through the lesson” (Wikipedia.com). “It is important to make the lessons interesting for the specific person, while keeping it simple enough to avoid frustration” (Wikipedia.com)

This will ensure that understand the lessons, thus making it easier to learn (Wikipedia.com) In teaching computer literacy, “getting straight to something useful is key to avoiding frustration” (Wikipedia.com). Also it is very important to “use consistent language, and find the easiest term to relate to” and “students will learn the synonyms later without even realizing they are learning” (Wikipedia.com). In the first few sessions “avoid button combinations of any kind. Using Ctrl C to copy is faster, and easier, but not for those new to computers” (Wikipedia.com).

In teaching computer literacy, there are certain fears from participants that must be overcome before teaching can begin. “Many teachers fear that computers are too complicated for them to learn to use” (Bennett n.d.) and having this kind of mindset can make teaching very difficult.

Worked Cited

Bennett, R. (n.d.). First step to computer literacy. *Calico Journal*. Retrieved February 21, 2009 from https://www.calico.org/html/article_141.pdf
Wikipedia Foundation. (11 Feb 2009). Teaching computer literacy from the beginning. *Wikibooks*. Retrieved February 25, 2009 from http://en.wikibooks.org/wiki/Teaching_Computer_Literacy_-_From_the_Beginning

Computer Literacy Program that have Succeeded

Computer literacy is a vital component in the development of children’s academic skills. In India, a computer literacy program was carried out in 2007 aimed at teaching children in the poorer areas of India basic computer skills that will enable them to get better jobs in the future, as well as giving them skills necessary to do well academically. The project’s overall objective was to “promote peace and international understanding through cross-cultural exchange via online communication with students from partnering schools” (Davis 100 Project for peace 2007). The project was a success because the computer education center is fully functioning and children have responded well to using the computers.

Work cited

Davis 100 Project for peace. (2007). Ashraya Initiative for Children Computer Education Center. Retrieved February 25, 2009 from <http://www.kwd100projectsforpeace.org/reports/64rep.pdf>

Problems with computer literacy

The problems of computer literacy in developing countries are numerous. Many people in developing country do not grow up using computers either at home or at school. A lot of teachers also do not have knowledge of computers. The maintenance of computers in developing countries needs to be taken into consideration because Windows computers might be easier to maintain over Apple computers (including desktops and laptops). There is a psychological element to this problem because some teachers may not trust computers or their ability to be used as tools. One goal of teaching computer literacy is to help teachers gain confidence in their ability to use computers as tools to reinforce their teaching. The teachers also can gain confidence in using computers to research a topic on the internet

Works Cited:

Gueye, M. (1989). Computers for EFL in developing countries: problem and solutions. *Calico Journal*. Retrieved February 24, 2009 from <https://www.calico.org/a-434-computers%20for%20EFL%20in%20Developing%20Countries%20Problem%20and%20Solutions.html>

International Federation for Information Processing. (2008). Social implications of computers in developing countries. Retrieved February 24, 2009 from <http://is2.lse.ac.uk/ifipwg94/>

Group Members

Inar Cayetano researched section on importance of computer literacy.

Raul Martinez researched section on guidelines for teaching computer literacy.

Georgia Middleton researched section on program that has succeeded.

Dylan Gart researched section on problems with computer literacy.

As a group we decided to have two persons do the writing and revision. Georgia and Dylan were responsible for the writing and revision.

Appendix IV: Microsoft Word Assessment

because of the changing world environment that is starting to depend solely on technology it is very important that people possess the basic skills of operating a computer. according to a report by the Family Care Foundation (FCF) it is highly important that we “bridge the digital divide” because “More than 80% of people in the world have never ever heard a dial tone, surfed the web, let alone received computer training” The FCF's mission partners are working in developing countries to help changes the situations with **the people that have not use a computer or surf the internet.**

computer literacy is a vital component in the development of children academic skills. In India a computer literacy program was carried out in 2007 aimed at teaching children in the poorer areas of India basic computer skills that will enable them to get better jobs in the future as well as giving them skills necessary to do well academically. The project overall objective was to promote peace and international understanding through cross-cultural exchange via online communication with students from partnering school The project was a *success because the computer education center is fully functioning and children have responded well to using the computers.*

The teachers had to type the two paragraphs with all the errors and then make the correction listed below;

- 1.) Fix spell check errors
- 2.) Fix grammatical errors
- 3.) Removed bold
- 4.) Change font size to 12
- 5.) Change style/name to Times New Roman
- 6.) Remove Italics
- 7.) Remove underline

The group gave one hour to complete this task because most of the teachers were still learning how to type.

Appendix V: Microsoft Excel Assessment

Name	Quiz 1	Quiz 2	Quiz 3	Quiz 4	Average
	40	49	55	78	
	45	52	56	61	
	51	44	53	75	

Instruction:

- 1.) In the name column type in the name of three students. This can be anyone you choose.
- 2.) Type in the grades for the four quizzes exactly as they appear above.
- 3.) Find the averages for each of the three students with the grade given.
- 4.) Using the averages, state which student is likely to rank in first place using the formula for maximum.
- 5.) Using the averages, state which student is likely to rank in last place using the formula for Minimum.

Appendix VI: Testimonials

Below are testimonials given to the group by the teachers who participated in the computer classes.

Hurray!!! I have done it!!! Technology is so important in today's world. Without its knowledge life can be so frustrating and at time impossible.

I feel so honored and proud of myself, that I have gotten a chance to have learnt so much in so little time about using computer. It is a feeling that is so hard for me to explain. Therefore, I will settle with excited and overjoyed.

This program comes as a blessing to me. I have benefited a vast amount of knowledge from it. I am now equipped with knowledge that will assist me and likewise my students. My teaching career will be a whole lot easier and more productive.

I will be able to:

- Record and store my student's grade; find their averages quickly and easily
- File important information to be used later
- Surf the internet to find important information on teaching and other current affairs; find lesson plans; ways how to deal with problems in the classroom; how to make appropriate and beautiful charts etc.
- Surprising! Even open and email account.

This program was very exciting, interesting, challenging and at times even nerve wracking. At times I got stuck, wanting to go forward but could not.

Thanks to my very good tutors! I would like to say a great heartfelt Thank you to all four of my patient and understanding tutors. You all were so inspiring and helpful to me. You all made a dream come through for me. Thanks a million!!!

Written by

Mrs. Ursula Gray

For the past six weeks, the teachers of St. Barnabas began participating in a computer literacy program offered by some students of Galen University.

It has been a pleasure... I had a little knowledge of computer, so for me it was very refreshing. I also learned a few pointers that will be very helpful to me in the future. I learned a few shortcuts that I am grateful for. I plan to use all that I have learnt in the lessons I will plan for my class.

I can use Microsoft Word to make charts, posters and for exam, bold, underline, italics, change font size and style. I can use bullets to list ideas.

With Excel I can use spreadsheets to record my students' grades, averages, sum, and list names in alphabetical order. My personal favorite is the internet for research and ideas which will make

my lesson plan so much easier. For personal use I can create email account and copy information to a disk or flash drive.

It has been a blast to be in the company of the students/teachers. I would like to take this opportunity to thank them. Thank you!

Forever Grateful,

Keisha Spain

Infant I teacher, St. Barnabas School

It gives me great pleasure to reveal the secret that I was given by few of Galen's students. I don't know if they were God's angels but surely I have gone one step forward to new technology. There are not enough words to explain my joy that is within me for the things that I have learnt. I am as proud as a peacock to share with you what I have learnt in these sessions given. Please lend me your ears to hear the wonderful things.

As for me I had never dreamed of learning to use computer, but with these angels I was conveyed by them. On the first day that I went to the computer room I went with a hungry mind ready to devour as much as I could. I was surprised and astonished with what I had learnt the first day. From there on I looked forward for computer lessons.

There are many things that I have learnt and I do not regret any moment of computer classes. I have learnt how to use the Microsoft Word which includes the change of font size and styles, bold, underline, italics and bullets.

Secondly I have learnt about Excel which includes the spreadsheet, formulas minimum, maximum and averages. I have also learnt to arrange names in alphabetical order. Thirdly and most important of all I have learnt to go on the internet to research information, copy and paste and also create and email account.

Now with my little knowledge it will be much easier to retrieve information and ideas to impart to my children. My children will be more advance. Thanks to you all and may God richly bless you.

Written by

Mrs. Arnold

At the commencement of the program I felt challenged and nervous around a computer. I felt that this technology would be beyond my grasp and I would always have someone do my work for me when it came to this area.

However, with the areas I've learnt in this program it has given me more independence and opened my curiosity in terms of computers and what can be gotten from it. I now know how to open, start and manipulate the cursor and to click when necessary. So it has given me more confidence in this area.

This program has also given me an insight into how to bold letters, underline and how to change the font size. It has also given me an idea into how to save my material in the hard drive as well as the flash drive.

It has benefited me greatly especially in the area of email and I can see now why the general population enjoy going into this area. I am really appreciative of this program and I am definitely grateful for all it's done for me.

Thanks to all Galen Students.

Written by

Mariana Gonzalez

Q: How has this computer class benefited me?

A: Computer is one of the fastest growing means of technology in today's world. As the world evolves computers are being used more practical, for example; students in schools are using computers, and jobs require that a person seeking a position is literate in computer. We are often face with many questions about computers for example; is it important to know computer? Or how will it help?

Before this computer class I already had a vast knowledge of how to manipulate a computer. While doing his course it made me realize more about how important computers are. This class taught me the basics of computer for example; saving information, copy and paste, how to bold, italicize and underline, format page, create tables' folders among other things. He World Wide Web was also introduced where we learn to copy and paste information from the internet o Microsoft word. This class was a refreshing course for me and the facilitators made the fun and exciting. This class has indeed benefited me even though I had knowledge already. I will be sure to continue explore and learn what this machine can do once manipulated.

Written by

Joyce Jones

Over the past six weeks I was given the opportunity to participate in an organized computer literacy course which was headed by students of Galen University. The course could be described as being interesting and very much informative. I had become knowledgeable about the Microsoft Office programs such as Microsoft Word and Microsoft Excel. I also learned various functions of the programs such as, saving information, changing font sizes, copy and paste, create tables, and create folders, copy and paste from the internet to Microsoft Word and also create an email address.

I am very appreciative of the Galen Students for taking the time out of their busy schedules to foster learning to the teachers within the primary school. This computer literacy course will definitely assist me with the various administrative functions encountered on a daily, weekly and monthly basis, such as data entry for the purpose of grades, admission and financial data from sales. My enhanced knowledge will definitely enable me to work "smarter" and not "harder"

since I have the appropriate tools to ensure that the school's information is kept well organized and updated.

I will ensure that I pass on the wealth of knowledge obtained from this course to the students of St. Barnabas School and also to new staff members. I can definitely say that the computer literacy course was fun-filled and I enjoyed every moment with the students of Galen University and the teachers of St. Barnabas Anglican School. It is also a great pleasure knowing that Galen University has been continuously building a strong relationship with St. Barnabas by becoming involved and promoting learning at the primary level, which will contribute greatly to the growth and development of both institutions.

***Written by
Mrs. Joyce Shaw***

About eight to ten weeks ago Galen University donated ten laptop computers to St. Barnabas Anglican School. Immediately after these computers were donated an intermediate program started by four of their own students. We were taught various skills by these students, such as Microsoft Word, Microsoft Excel as well as surfing the web (internet). It was a well put together and enjoyable program.

Under the Microsoft program, we learnt to insert bullets within a passage, to copy and paste materials from one document to another. We also learnt to create tables and insert information within a table, how to select the number of columns and rows in a table. Under Microsoft we also learn to change the size of letters, to bold, underline and italicize words or group of words.

Another useful skill which we learnt that will be used in the classroom is how to find average of grades. We were taught how to create formulas to calculate grades. This skill will become very useful and makes working on grades less stressful.

Gaining access to the internet and learning how to use internet makes preparing lessons easier as one can surf the internet for ideas on how to plan lesson. The internet also has useful sites where teachers can find games, puzzle, worksheets etc. to make learning fun in an interesting way for the children whose lives we mold. We were also taught how to create our own email address, how to compose and send mails and also how to check for new mails.

With all this I need to say thanks to Galen University and the students for having so much patience and understanding, it was indeed a pleasure and honor in gaining more experiences and exposure.

***Written by
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