

INFORMATION PROCESSING COURSE SUMMARIES

INTRODUCTORY

INF1030: WORD PROCESSING 1

Students are introduced to the proper use of word processing software, including document creation, editing and printing of properly formatted documents.

Prerequisite: None

INF1050: DATABASE 1

Students develop skills in the proper use of a database management system by developing flat-file databases and demonstrating their use in personal and business applications.

Prerequisite: None

INF1060: SPREADSHEET 1

Students develop skills in the proper use of spreadsheet software through general data manipulation and personal recordkeeping.

Prerequisite: None

INF1070: DIGITAL PRESENTATION

Students develop skills with tools used for computerized presentations involving text, data, graphics, sound and animation.

Prerequisite: None

INF1910: INF PROJECT A

Students develop project design and management skills to extend and enhance competencies and skills in other CTS courses through contexts that are personally relevant.

Prerequisite: None

INTERMEDIATE

INF2020: KEYBOARDING

Students enhance their occupational level keyboarding competence of all keystroke functions, using unedited, edited and straight copy material.

Prerequisite: None

INF2050: WORD PROCESSING 2

Students develop their skills in the proper use of word processing software, including document creation, editing and printing of properly formatted documents.

Prerequisite: None

INF2070: DATABASE 2

Students expand their skills in the proper use of a database management system by developing relational databases and demonstrating their use in personal and business applications.

Prerequisite: None

INF2080: SPREADSHEET 2

Students develop skills in the proper use of spreadsheet software through advanced data manipulation and preparation of appropriate reports and printouts in text and graphic format.

Prerequisite: None

INF2090: CORRESPONDENCE

Students enhance their skills in document production as they prepare various forms of correspondence in publishable form, using word processing and e-mail software.

Prerequisite: None

INF2100: REPORTS

Students demonstrate efficient word processing skills to produce publishable reports in a variety of formats from formatted and unformatted copy under time constraints.

Prerequisite: None

INF2910: INF PROJECT B

Students develop project design and management skills to extend and enhance competencies and skills in other CTS courses through contexts that are personally relevant.

Prerequisite: None

INF2920: INF PROJECT C

Students develop project design and management skills to extend and enhance competencies and skills in other CTS courses through contexts that are personally relevant.

Prerequisite: None

INF2950: INF INTERMEDIATE PRACTICUM

Students apply prior learning and demonstrate the attitudes, skills and knowledge required by an external organization to achieve a credential/credentials or an articulation.

Prerequisite: None

ADVANCED**INF3010: HARDWARE & SOFTWARE ANALYSIS**

Students analyze, compare and evaluate hardware and software based on user requirements.

Prerequisite: None

INF3060: WORD PROCESSING 3

Students master their skills in the proper use of word processing software, including document creation, editing and printing of properly formatted documents.

Prerequisite: INF2050: Word Processing 2

INF3080: PROJECT MANAGEMENT TOOLS

Students develop competence in using information management systems software, such as project management, schedules and planners for either personal or workplace applications.

Prerequisite: None

INF3095: PRODUCTIVITY SOFTWARE INTEGRATION

Students enhance production skills by integrating data from a variety of sources into a finished product.

Prerequisites: INF3060: Word Processing 3

INF2070: Database 2

INF2080: Spreadsheet 2

INF1070: Digital Presentation

INF3910: INF PROJECT D

Students develop project design and management skills to extend and enhance competencies and skills in other CTS courses through contexts that are personally relevant.

Prerequisite: None

INF3920: INF PROJECT E

Students develop project design and management skills to extend and enhance competencies and skills in other CTS courses through contexts that are personally relevant.

Prerequisite: None

INF3950: INF ADVANCED PRACTICUM

Students apply prior learning and demonstrate the attitudes, skills and knowledge required by an external organization to achieve a credential/credentials or an articulation.

Prerequisite: None