

COURSE INF1030: WORD PROCESSING 1

Level: Introductory

Prerequisite: None

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

Parameters: Access to a computer work station and word processing software.

Outcomes: The student will:

1. create and customize documents

- 1.1 create and format simple documents; e.g., letter, memorandum, report, correspondence and tables suitable for personal use applications by:
 - 1.1.1 creating/opening a document
 - 1.1.2 accessing help and online references
 - 1.1.3 navigating a document
 - 1.1.4 entering text in a document
 - 1.1.5 selecting, replacing and deleting text
 - 1.1.6 saving and editing a document
 - 1.1.7 printing a document
 - 1.1.8 closing a document
- 1.2 lay out documents by:
 - 1.2.1 using and changing margins and tabs
 - 1.2.2 aligning text
 - 1.2.3 inserting and modifying headers and footers

2. format content

- 2.1 format text and paragraphs by:
 - 2.1.1 modifying font, style, size and colour
 - 2.1.2 modifying paragraph spacing
 - 2.1.3 creating numbered and bulleted list
 - 2.1.4 setting indentations; e.g., first line, hanging indent, negative, both sides
- 2.2 manipulate text; e.g., cut, copy, paste
- 2.3 control pagination by:
 - 2.3.1 numbering pages
 - 2.3.2 inserting page breaks

3. work with visual content

- 3.1 insert illustration; e.g., pictures, clip art
- 3.2 format text graphically; e.g., word art
- 3.3 insert and modify text boxes

4. organize content

- 4.1 insert tables and lists to organize content
- 4.2 modify tables; e.g., merge/split cells, use shading, insert rows/columns

5. review documents

5.1 preview documents using:

5.1.1 scroll

5.1.2 zoom

5.2 use spell and grammar check

5.3 print preview documents

6. apply consistent and appropriate work station routines

6.1 demonstrate good health and safety; e.g., posture, positioning of hardware and furniture

6.2 employ practices that security for hardware, software, supplies and personal work

7. demonstrate basic competencies

7.1 demonstrate fundamental skills to:

7.1.1 communicate

7.1.2 manage information

7.1.3 use numbers

7.1.4 think and solve problems

7.2 demonstrate personal management skills to:

7.2.1 demonstrate positive attitudes and behaviours

7.2.2 be responsible

7.2.3 be adaptable

7.2.4 learn continuously

7.2.5 work safely

7.3 demonstrate teamwork skills to:

7.3.1 work with others

7.3.2 participate in projects and tasks

8. make personal connections to the cluster content and processes to inform possible pathway choices

8.1 complete/update a personal inventory; e.g., interests, values, beliefs, resources, prior learning and experiences

8.2 create a connection between a personal inventory and occupational choices

COURSE INF1050: DATABASE 1

Level: Introductory

Prerequisite: None

Description: 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.

Parameters: Access to appropriate computer equipment and a database management system with support materials.

Outcomes: The student will:

1. create and structure flat-file databases

- 1.1 create databases using a predefined template
- 1.2 define data needs and types by planning a database and identifying the key features needed for later entry; e.g., records, fields, layout
- 1.3 create a blank database
- 1.4 define and create a primary key
- 1.5 use help functions and references as appropriate

2. create and format database elements

- 2.1 identify the key features of a database system needed to create a simple table
- 2.2 create and modify tables
- 2.3 create fields and modify field properties using different methods of editing; e.g., design view, datasheet view, wizards
- 2.4 create forms from the fields identified
- 2.5 modify the form layout
- 2.6 create reports to meet different audiences
- 2.7 modify the report layout and page setup for presentation and printing

3. enter and modify data

- 3.1 enter, edit and delete records
- 3.2 navigate among records and fields
- 3.3 find and replace data
- 3.4 import data from other sources; e.g., spreadsheets
- 3.5 access data and define problems; e.g., manage information, make decisions

4. present and share data

- 4.1 create and modify queries
- 4.2 sort data in a variety of elements; e.g., tables, forms, queries
- 4.3 filter data
- 4.4 export data
- 4.5 split databases
- 4.6 save database objects as other file types
- 4.7 print database objects, including reports and queries
- 4.8 back up a database

5. apply consistent and appropriate work station routines

- 5.1 demonstrate good health and safety; e.g., posture, positioning of hardware and furniture
- 5.2 employ practices that security for hardware, software, supplies and personal work

6. demonstrate basic competencies

- 6.1 demonstrate fundamental skills to:
 - 6.1.1 communicate
 - 6.1.2 manage information
 - 6.1.3 use numbers
 - 6.1.4 think and solve problems
- 6.2 demonstrate personal management skills to:
 - 6.2.1 demonstrate positive attitudes and behaviours
 - 6.2.2 be responsible
 - 6.2.3 be adaptable
 - 6.2.4 learn continuously
 - 6.2.5 work safely
- 6.3 demonstrate teamwork skills to:
 - 6.3.1 work with others
 - 6.3.2 participate in projects and tasks

7. make personal connections to the cluster content and processes to inform possible pathway choices

- 7.1 complete/update a personal inventory; e.g., interests, values, beliefs, resources, prior learning and experiences
- 7.2 create a connection between a personal inventory and occupational choices

COURSE INF1060: SPREADSHEET 1

Level: Introductory

Prerequisite: None

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

Parameters: Access to an appropriate computer work station and spreadsheet software.

Outcomes: The student will:

1. demonstrate basic electronic spreadsheet software competence

- 1.1 describe key features of the spreadsheet software
- 1.2 use help functions and references as appropriate

2. create and manipulate data

- 2.1 insert data using fill such as:
 - 2.1.1 cut, copy and paste cells
- 2.2 modify cell contents and formulas by:
 - 2.2.1 changing font, font size and style
 - 2.2.2 applying borders and copying cell contents
- 2.3 change worksheet views
- 2.4 manage worksheets including:
 - 2.4.1 rename a worksheet
 - 2.4.2 hide and unhide a worksheet

3. format data and content

- 3.1 format worksheets including:
 - 3.1.1 hide and show gridlines
 - 3.1.2 create, rename and duplicate worksheets
 - 3.1.3 add backgrounds
- 3.2 insert and modify rows and columns by:
 - 3.2.1 deleting and inserting rows and columns
 - 3.2.2 inserting and deleting cells
- 3.3 format cells and cell content including:
 - 3.3.1 edit, move and clear cell contents
 - 3.3.2 find and replace cell contents
 - 3.3.3 insert and edit hyperlinks
 - 3.3.4 convert text to columns
- 3.4 format data and tables by:
 - 3.4.1 applying table styles
 - 3.4.2 modifying and editing tables

4. create and modify formulas

- 4.1 reference data in formulas including:
 - 4.1.1 key and edit basic formulas
 - 4.1.2 use functions to create formulas
 - 4.1.3 copy and move formulas
 - 4.1.4 use relative, absolute and mixed references
 - 4.1.5 enter a range into a formula by dragging
- 4.2 summarize data using subtotals with various techniques; e.g., autosum, cell referencing
- 4.3 display and print formulas

- 5. present data visually**
 - 5.1 create and format charts and diagrams
 - 5.2 modify and position chart elements
 - 5.3 insert and modify illustrations by:
 - 5.3.1 inserting, moving and sizing graphics
 - 5.4 sort and filter data using:
 - 5.4.1 simple sorts and filter sorts
- 6. collaborate and secure data**
 - 6.1 save and print workbooks including:
 - 6.1.1 use print preview
 - 6.1.2 change page orientation
 - 6.1.3 set print area
 - 6.1.4 create headers and footers
 - 6.1.5 set print options
 - 6.1.6 print workbook and selections
- 7. apply consistent and appropriate work station routines**
 - 7.1 demonstrate good health and safety; e.g., posture, positioning of hardware and furniture
 - 7.2 employ practices that security for hardware, software, supplies and personal work
- 8. demonstrate basic competencies**
 - 8.1 demonstrate fundamental skills to:
 - 8.1.1 communicate
 - 8.1.2 manage information
 - 8.1.3 use numbers
 - 8.1.4 think and solve problems
 - 8.2 demonstrate personal management skills to:
 - 8.2.1 demonstrate positive attitudes and behaviours
 - 8.2.2 be responsible
 - 8.2.3 be adaptable
 - 8.2.4 learn continuously
 - 8.2.5 work safely
 - 8.3 demonstrate teamwork skills to:
 - 8.3.1 work with others
 - 8.3.2 participate in projects and tasks
- 9. make personal connections to the cluster content and processes to inform possible pathway choices**
 - 9.1 complete/update a personal inventory; e.g., interests, values, beliefs, resources, prior learning and experiences
 - 9.2 create a connection between a personal inventory and occupational choices

COURSE INF1070: DIGITAL PRESENTATION

Level: Introductory

Prerequisite: None

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

Parameters: Access to appropriate computer equipment, presentation software and support materials.

Outcomes: The student will:

1. design, create and format digital presentations

- 1.1 create new presentations including:
 - 1.1.1 create new presentations from templates
 - 1.1.2 create and edit a new custom presentation/show
- 1.2 customize slides by:
 - 1.2.1 using a slide master
 - 1.2.2 customizing backgrounds
- 1.3 add elements to slides including:
 - 1.3.1 graphics
 - 1.3.2 footers and headers
- 1.4 create and change presentation elements by:
 - 1.4.1 applying transition effects
 - 1.4.2 selecting slides on a show
 - 1.4.3 setting up and running a slide show
- 1.5 arrange slides to improve flow by:
 - 1.5.1 using normal and slide view to arrange slides
 - 1.5.2 adding, deleting and rearranging slides

2. create and format slide content

- 2.1 insert and format text and text boxes including:
 - 2.1.1 add and delete text on a slide
 - 2.1.2 edit text on a slide
 - 2.1.3 size and format text boxes
 - 2.1.4 insert text from another source
- 2.2 manipulate text in the following ways:
 - 2.2.1 copy, cut and paste text
 - 2.2.2 promote and demote text
 - 2.2.3 add and modify text art on a slide; e.g., word art
 - 2.2.4 modify fonts and font styles
 - 2.2.5 modify font size and colour
 - 2.2.6 align text and change line spacing
 - 2.2.7 format text using an alternative source; e.g., painter
 - 2.2.8 add and modify bulleted lists
 - 2.2.9 add and modify numbered lists
- 2.3 add and link existing content to a presentation by:
 - 2.3.1 copying and pasting elements from one slide to another
 - 2.3.2 copying and pasting elements between presentations
 - 2.3.3 copying and pasting slides between presentations

- 2.3.4 adding hyperlinks to a presentation
- 2.3.5 inserting media clips into slides
- 2.4 apply, customize, modify and remove animations including:
 - 2.4.1 add animation and effects to a graphic, text box or photo
 - 2.4.2 create and modify custom animations
- 3. work with visual content**
 - 3.1 insert illustrations and shapes by:
 - 3.1.1 adding clip art to a slide
 - 3.1.2 creating a diagram; e.g., SmartArt
 - 3.1.3 applying styles to diagram
 - 3.1.4 adding a picture to a slide
 - 3.1.5 adding shapes to slides
 - 3.2 modify illustrations including:
 - 3.2.1 change the size and colour of a graphic
 - 3.2.2 format and add an effect to a shape
 - 3.2.3 rotate, resize and recolour a photo
 - 3.3 arrange illustrations and other content including:
 - 3.3.1 place illustrations in order
 - 3.3.2 align and connect pictures
 - 3.3.3 rotate and align shapes and graphics
 - 3.3.4 display grids and guides
 - 3.4 insert and modify charts including:
 - 3.4.1 create and apply styles to a chart
 - 3.5 insert and modify tables including:
 - 3.5.1 create and apply styles to a table
- 4. collaborate on and deliver presentations**
 - 4.1 review presentations including:
 - 4.1.1 add, edit and delete comments
 - 4.2 secure and share presentations by:
 - 4.2.1 using document inspector to remove information
 - 4.2.2 saving presentations and slide shows
 - 4.3 prepare printed materials including:
 - 4.3.1 print outlines and speaker notes
 - 4.3.2 use pens, highlighters and arrows
 - 4.3.3 rehearse and save timings
 - 4.4 prepare for and rehearse presentation delivery by:
 - 4.4.1 adding action buttons
 - 4.4.2 hiding slides
 - 4.4.3 navigating through the slide show
 - 4.4.4 rehearsing timings
 - 4.4.5 packaging and storing presentations
 - 4.4.6 exporting a presentation to another program
- 5. apply consistent and appropriate work station routines**
 - 5.1 demonstrate good health and safety; e.g., posture, positioning of hardware and furniture
 - 5.2 employ practices that security for hardware, software, supplies and personal work
- 6. demonstrate basic competencies**
 - 6.1 demonstrate fundamental skills to:
 - 6.1.1 communicate
 - 6.1.2 manage information
 - 6.1.3 use numbers
 - 6.1.4 think and solve problems

- 6.2 demonstrate personal management skills to:
 - 6.2.1 demonstrate positive attitudes and behaviours
 - 6.2.2 be responsible
 - 6.2.3 be adaptable
 - 6.2.4 learn continuously
 - 6.2.5 work safely
- 6.3 demonstrate teamwork skills to:
 - 6.3.1 work with others
 - 6.3.2 participate in projects and tasks
- 7. make personal connections to the cluster content and processes to inform possible pathway choices**
 - 7.1 complete/update a personal inventory; e.g., interests, values, beliefs, resources, prior learning and experiences
 - 7.2 create a connection between a personal inventory and occupational choices

COURSE FIN1910: FIN PROJECT A

Level: Introductory

Prerequisite: None

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

Parameters: Introductory project courses must connect with a minimum of two CTS courses, one of which must be at the introductory level and be in the same occupational area as the project course. The other CTS course(s) can be either at the same level or at the intermediate level from any occupational area.

Project courses cannot be connected to other project courses or practicum courses.

All projects and/or performances, whether teacher- or student-led, must include a course outline or student proposal.

Outcomes:

The teacher/student will:

- 1. identify the connection between this project course and two or more CTS courses**
 - 1.1 identify the outcome(s) from each identified CTS course that support the project and/or performance deliverables
 - 1.2 explain how these outcomes are being connected to the project and/or performance deliverables
- 2. propose the project and/or performance**
 - 2.1 identify the project and/or performance by:
 - 2.1.1 preparing a plan
 - 2.1.2 clarifying the purposes
 - 2.1.3 defining the deliverables
 - 2.1.4 specifying time lines
 - 2.1.5 explaining terminology, tools and processes
 - 2.1.6 defining resources; e.g., materials, costs, staffing
 - 2.2 identify and comply with all related health and safety standards
 - 2.3 define assessment standards (indicators for success)
 - 2.4 present the proposal and obtain necessary approvals

The student will:

- 3. meet goals as defined within the plan**
 - 3.1 complete the project and/or performance as outlined
 - 3.2 monitor the project and/or performance and make necessary adjustments
 - 3.3 present the project and/or performance, indicating the:
 - 3.3.1 outcomes attained
 - 3.3.2 relationship of outcomes to goals originally set

- 3.4 evaluate the project and/or performance, indicating the:
 - 3.4.1 processes and strategies used
 - 3.4.2 recommendations on how the project and/or performance could have been improved
- 4. demonstrate basic competencies**
 - 4.1 demonstrate fundamental skills to:
 - 4.1.1 communicate
 - 4.1.2 manage information
 - 4.1.3 use numbers
 - 4.1.4 think and solve problems
 - 4.2 demonstrate personal management skills to:
 - 4.2.1 demonstrate positive attitudes and behaviours
 - 4.2.2 be responsible
 - 4.2.3 be adaptable
 - 4.2.4 learn continuously
 - 4.2.5 work safely
 - 4.3 demonstrate teamwork skills to:
 - 4.3.1 work with others
 - 4.3.2 participate in projects and tasks
- 5. make personal connections to the cluster content and processes to inform possible pathway choices**
 - 5.1 complete/update a personal inventory; e.g., interests, values, beliefs, resources, prior learning and experiences
 - 5.2 create a connection between a personal inventory and occupational choices