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