

Information Processing

Peace River High School
2011/2012
Information Processing Course Outline
Instructor: Mr. Pobuda

Objectives

Upon completion of this class, the student will have:

- Developed an awareness of the impact of computer technologies in our society and the ever-changing effects of these technologies.
- Developed skills learned in previous computer classes, such as keyboarding, spreadsheets, database, PowerPoint, and word-processing.
- Become more aware of self-education and, in the process, how to manage time in order to complete a task.
- Applied the knowledge learned in class to enhance work done in other courses, as well as outside the school environment.
- Explored possible career choices in a variety of areas including Information Processing as well as various Business oriented courses.



Students that have enrolled for the **first time** in this class will all participate in the following 5 modules as set by the teacher. Once these have been completed the student will be free to explore other areas in Information Processing, Business Education and CTS courses.

For any students who may **have previously taken Information Processing** and having completed any of the below listed modules, various modules are available to choose from in order for every student to complete a minimum of 5 credits/modules.


Mandatory Modules

- **Info 2020 Keyboarding:** Students enhance their occupational level keyboarding competence. Students enhance their occupational level keyboarding competence of all keystroke functions, using unedited, edited and straight copy material.
- **Info 1030 Word Processing I:** This module will extend previous learning. Students will learn to format and create a proper letter. They will be able to incorporate graphics into their word processing document. They will be able to create reports that include a proper title page. This module is also a prerequisite for many other modules in the Information Processing Strand.
- **Info 1060 Spreadsheet 1:** Students develop skills in the proper use of spreadsheet software through general data manipulation and personal recordkeeping.



- **Info 1070 Hypermedia:** Students will create and present to the class a well-written and creative PowerPoint Presentation. The students will learn how to create dynamic presentations that involve text, graphics, pictures, sounds, and animation. The use of the Internet in finding the information will be strongly suggested and emphasized. This module will help students create effective and meaningful presentations in their other high school courses.
- **Info 2050 Word Processing 2:** Students will develop their skills in the proper use of word processing software, including document creation, editing and printing of properly formatted documents.

Student Expectations

- Students are expected to make efficient use of class time to complete assigned projects and to maintain good attendance. The school attendance policy with respect to absences will be observed.
- Students will be made familiar with the rules of the computer lab and the provisions of the Peace River School Division Computer Use Agreement. These rules and policies will be enforced. 
- Students are responsible for backing up any saved information in case of data loss. Failure to observe proper backup procedures will result in loss of credit for unmarked projects in the event of data loss or corruption.
- Students removed from class for disruptive behaviour will be required to report to the office. Continued disruptive behaviour or serious violations of the computer lab rules and/or Computer User Agreement may result in suspension of computer privileges or removal from class.

If you have any questions regarding this course or concerns about your child's progress, please feel free to contact me at the school (624-4221) or via e-mail at pobudaj@prsd.ab.ca .