

## Course Parameters for Information Processing

### Facilities

CTS programs centred around Information Processing should include courses that link with facilities that are readily available in the school and the community. When selecting or planning a facility for Information Processing, ensure:

- adequate space for instruction
- adequate services to run the equipment
- hardware and software appropriate for program, especially for courses selected at the advanced level
- a resource centre that includes storage for print and audio-visual materials.

Courses that require access to facilities in addition to those present in a typical classroom setting are identified in the Course Parameters. For more information, see the corresponding course in Sections D, E and F of the *Guide to Standards and Implementation*.

### Equipment

A recommended equipment list is provided in the Course Parameters chart. Though not exhaustive, the list identifies equipment recommended as necessary to meet the course outcomes. Specific makes and models of equipment are to be determined at the local level.

Equipment for courses in Information Processing can be obtained through a combination of purchasing, borrowing, renting, improvising and constructing. When choosing a suitable option for obtaining equipment, give consideration to:

- adequacy of budgets for purchase
- capabilities regarding in-school maintenance and storage
- the logistics and cost of renting
- potential for loan from industry, government or post-secondary agencies
- joint purchases with other organizations in the community
- opportunities for improvising or constructing.

Teachers may find it desirable to develop a list of additional materials and supplies required for specific learning activities planned within each course.

### Instructional Qualifications

Responsibility for instructional planning and delivery of courses in Information Processing can be assumed by Alberta Certified Teachers having instructional expertise in classroom and laboratory environments. Business and industry training or experience is an asset in delivering Information Processing courses, particularly at the intermediate and advanced levels. Teachers may find it desirable to form partnerships with local businesses.

### Credentialling Opportunities

No credentialling opportunities have been identified for the Information Processing courses.

## Course Parameters

### LEVEL

- 1 – Introductory
- 2 – Intermediate
- 3 – Advanced

### THEME

- A. System Operations
- B. Text/Data Input
- C. Productivity Software
- D. Applied Processing
- E. Dynamic Environment
- F. Programming

### EQUIPMENT

- ✓ Recommended in order to meet course outcomes
- Optional in providing access to supportive learning environments

## INFORMATION PROCESSING

LEVEL	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
THEME	A	B	C	C	C	C	E	F	E	A	B	B	C	C	C	C	D	D	D	D	E	E	F	F	F	F	A	E
INSTRUCTIONAL QUALIFICATIONS																												
INSTRUCTIONAL FACILITIES	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
CREDENTIALLING OPPORTUNITIES																												
EQUIPMENT	Computer Operations	Keyboarding 1	Word Processing 1	Graphics Tools	Database 1	Spreadsheet 1	Hypermedia Tools	Programming 1	Information Highway 1	Workstation Operations	Keyboarding 2	Keyboarding 3	Word Processing 2	Electronic Publishing 1	Database 2	Spreadsheet 2	Correspondence	Reports	Tables/Forms	Software Integration 1	Multimedia Authoring 1	Process Control	Programming 2	Programming 3	Programming 4	Programming 5	Telecommunications 1	Information Highway 2
	1010	1020	1030	1040	1050	1060	1070	1080	1090	2010	2030	2040	2050	2060	2070	2080	2090	2100	2110	2120	2130	2140	2150	2160	2170	2180	2190	2200
CDROMs	○									○																		
Computer station CPU keyboard monitors, related software, ratio 1:1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Computer station furniture (table, chair, copy stand)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Internet access									✓	○											○						✓	✓
Laptops										○																		
Network capability									✓	○											○	○						
Printer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Scanner										○											○							
Voice input capabilities										○											○						○	○

\* Refer to specific 1-credit courses listed in Sections D, E and F of the corresponding *Guide to Standards and Implementation* for additional information.

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### EQUIPMENT

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## INFORMATION PROCESSING

LEVEL	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
THEME	A	A	B	B	B	C	C	C	D	D	D	D	E	E	F	F	F	A	E	E
INSTRUCTIONAL QUALIFICATIONS																				
INSTRUCTIONAL FACILITIES	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
CREDENTIALLING OPPORTUNITIES																				
EQUIPMENT	Hardware/Software Analysis	Local Area Networks	Keyboarding 4	Keyboarding 5	Keyboarding 6	Word Processing 3	Electronic Publishing 2	Information Management Tools	Software Integration 3	Specialization 1	Specialization 2	Software Integration 2	Multimedia Authoring 2	Expert Systems	Programming Application 1	Programming Application 2	Programming Application 3	Telecommunications 2	Information Highway 3	Internet Services
	3010	3020	3030	3040	3050	3060	3070	3080	3090	3100	3110	3120	3130	3140	3150	3160	3170	3180	3190	3200
CDROMs	○	○																		
Computer station CPU keyboard monitors, related software, ratio 1:1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Computer station furniture (table, chair, copy stand)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Internet access	○	○																✓	✓	✓
Laptops	○	○																		
Network capability		✓										○	○	○			○	✓	✓	✓
Printer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Scanner	○	○				✓	○							○	○					
Voice input capabilities	○	○												○						

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