

COURSE DESCRIPTIONS

Course INF1020: Keyboarding 1

Students develop accurate touch keystroking of text and data appropriate to personal use and the application of efficient workstation procedures.

Course INF1030: Word Processing 1

Students develop skill in using basic commands and functions in word processing software, including document editing, and the formatting and printing of reports, correspondence and tables suitable for personal use applications.

Course INF1040: Graphics Tools

Students learn the basic commands and functions of computer graphics software, including bitmapped graphics (paint program) and vector graphics (draw program). Students also develop basic skills in manipulating existing graphics, as well as in producing their own graphics.

Course INF1050: Database 1

Students are introduced to the basic commands and functions of database software, and demonstrate how this software can be used as a personal tool in data and information management.

Course INF1060: Spreadsheet 1

Students have an opportunity to use basic functions and commands in spreadsheet software for general data manipulation and personal record keeping.

Course INF1070: Hypermedia Tools

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

Course INF1080: Programming 1

Students are introduced to computer programming languages and a structured programming environment, and they construct algorithms and code instructions to solve identified problems.

Course INF1210: Computer Science 1

Students are introduced to the nature, approaches and areas of interest of computer science and its relationship to areas, such as computer engineering and information technology. Students explore concepts associated with hardware, software and processes at an introductory level. There is an emphasis on sequential and structured programming approaches.

Course INF2010: Workstation Operations

Students learn computer workstation operations, including computer architecture, peripherals, configurations, operating system environments and platforms, utility software, diagnostic and protection software, hard drive file updating and maintenance, support resource application and troubleshooting activities.

Course INF2030: Keyboarding 2

Students enhance their personal use keyboarding competencies by increasing the rate of accurate touch keystroking of the alphabetic, numeric and selected punctuation keys.

Course INF2040: Keyboarding 3

Students enhance their keyboarding competencies, by increasing the rate of accurate touch keystroking of alphabetic, numeric and all punctuation keys to support personal use and limited, entry-level, workplace opportunities.

Course INF2050: Word Processing 2

Students expand their skills in using word processing software commands and functions to produce mailable reports and correspondence, including letters, memorandums and tables, all from rough draft copy.

Course INF2060: Electronic Publishing 1

Students develop skill, using electronic/desktop publishing software to create a variety of camera-ready documents.

Course INF2070: Database 2

Students use all the commands and functions of electronic database software that support effective and efficient database applications.

Course INF2080: Spreadsheet 2

Students demonstrate advanced level spreadsheet commands and functions to calculate and manipulate data and to prepare appropriate reports and printouts in text and graphic format.

Course INF2090: Correspondence

Students expand their rate of document production as they prepare various forms of correspondence in mailable form, using word processing software.

Course INF2100: Reports

Students expand their rate of production as they prepare various reports and manuscripts in mailable form.

Course INF2110: Tables/Forms

Students expand their rate of document production as they prepare various tables/forms in mailable form.

Course INF2120: Software Integration 1

Students develop document production skills requiring the integration of data, text and graphics.

Course INF2130: Multimedia Authoring 1

Students are introduced to multimedia software and provided with an opportunity to develop basic authoring competence, by accessing and integrating software resident text, video and audio clips.

Course INF2140: Process Control

Students develop skills in robotics/simulation software control by creating, modifying and using programs that incorporate computer-controlled movements and events in robotics/simulation activities and applications.

Course INF2150: Programming 2

Students increase their programming skills, by designing and generating programming code to handle decision making and repetitive processes.

Course INF2160: Programming 3

Students increase their programming skills, by using subprogram structures.

Course INF2170: Programming 4

Students increase their programming skills, by developing and using derived data types.

Course INF2180: Programming 5

Students increase their programming skills, by developing and using recursive, sorting and merging algorithms.

Course INF2190 Telecommunications 1

Students learn how to select and use various wired and wireless telecommunication systems. By using the Internet, they investigate how communication principles, bandwidth, telecommunication infrastructure and wave spectrum affects telecommunication systems.

Course INF2200: Information Highway 2

Students learn how to produce a web page for the Internet.

Course INF2220: Object-oriented Programming 1

Students are introduced to object-based programming (OBP) and object-oriented programming (OOP). They develop algorithms, using introductory object-oriented design techniques, and use these algorithms to write introductory object-based and object-oriented programs.

Course INF2210: Computer Science 2

Students extend their knowledge of the discipline of computer science by exploring the modular paradigm and its impact on algorithm development and implementation (programming). Students also add to their understanding by exploring the stylized von Neumann computer system at the machine level, and by examining the impact of computer science and computer technology on society.

Course INF3010: Hardware/Software Analysis

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

Course INF3020: Local Area Networks

Students learn about local area network (LAN) computer systems, including hardware and peripheral configurations, interface protocols and data transmission characteristics.

Course INF3030: Keyboarding 4

Students develop their text and data keyboarding skills to entry-level occupational expectations.

Course INF3040: Keyboarding 5

Students increase their occupational-level keyboarding competence of text, data and function/service keys, using straight copy and edited material.

Course INF3050: Keyboarding 6

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

Course INF3060: Word Processing 3

Students develop occupational-level competence in the use of word processing software commands and functions to produce mailable reports, correspondence and tables, including the importing and merging of text, data and graphics.

Course INF3070: Electronic Publishing 2

Students use the functions and commands of electronic/desktop publishing software as they integrate text composing, editing, typesetting, graphics generation and page layout functions to create customized, professional, quality documents.

Course INF3080: Information Management Tools

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

Course INF3090: Software Integration 3

Students develop high production rates as they process documents from unedited and unformatted copy, using numerous functions/commands to create, revise, format and print a wide range of mailable copy.

Course INF3100: Specialization 1

Students specialize in document preparation, terminology application and associated office routine expectations in a specific focus area, such as a medical, legal, petroleum, real estate, insurance, travel/tourism, forestry or agricultural environment.

Course INF3110: Specialization 2

Students develop workplace competence in a specific focus area, such as medical, legal, petroleum, real estate, insurance, travel/tourism, forestry or agricultural environment, by creating and completing appropriate documents that employ specialized communication skills and conform to workplace expectations and time constraints.

Course INF3120: Software Integration 2

Students expand their document production skills to workplace standards. Documents could require the importing and integration of word processing, spreadsheet, graphics and database files.

Course INF3130: Multimedia Authoring 2

Students learn to use a multimedia file or multimedia authoring software based on digitized input of text, video and audio clips.

Course INF3140: Expert Systems

Students acquire knowledge of expert systems, such as artificial intelligence and virtual reality. They gain competence, by developing or modifying programs that incorporate computer-controlled environments and multimedia interactive activities and applications.

Course INF3150: Programming Application 1

Students create programs that use external files.

Course INF3160: Programming Application 2

Students create a program, using a second programming language.

Course INF3170: Programming Application 3

Students enhance a program, using a second programming language.

Course INF3180: Telecommunications 2

Students demonstrate knowledge of telecommunication systems by designing a new system. They use the Internet in researching and developing their design and for comparing and contrasting various telecommunication initiatives. Students analyze the effect this is having on the individual and society.

Course INF3190: Information Highway 3

Students develop and maintain an Internet/intranet web site that makes use of advanced features.

Course INF3200: Internet Services

Students expand their skills from Information Highway 2, by learning how to operate, maintain and build an Internet/intranet site that may include computer bulletin boards, forums, electronic mail, Internet list servers, and/or moderated newsgroups. Proper use of hardware, software and liaison with users and clients is emphasized.

Course INF3220: Object-oriented Programming 2

Students extend their knowledge of object-oriented programming (OOP) concepts. They increase their expertise in object-oriented design and programming by developing algorithms and programs that use templated classes, containment and inheritance to promote reusability.

Course INF3230: Dynamic Data Structures 1

Students are formally introduced to dynamic data structures in general and to linked lists in particular.

Course INF3240: Dynamic Data Structures 2

Students add to their understanding of dynamic data structures by developing introductory algorithms and programs that use stacks, queues and trees.

Course INF3210: Computer Science 3

Students extend their knowledge of the core concepts of the discipline of computer science by exploring more advanced aspects of the modular programming paradigm and by beginning their examination of the object-oriented programming paradigm. Students also add to their understanding by manipulating a Turing machine and by analyzing the nature of the emerging information society.