

What ELSE do I need to know?

CTS Information Processing courses strongly support what you learn in:

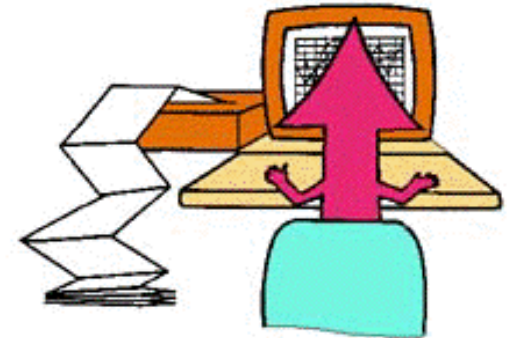
- English Language Arts
- Mathematics
- Science
- Social Studies
- CTS Career Transitions
- CTS Communication Technology
- CTS Design Studies
- CTS Enterprise and Innovation
- CTS Financial Management
- CTS Foods
- CTS Management and Marketing
- CTS Tourism Studies.

FOR FURTHER INFORMATION ABOUT CTS:

- visit the Alberta Education Web site at <http://www.education.gov.ab.ca/k_12/curriculum/bySubject/cts/>
- contact the Program Manager, Career and Technology Studies, Curriculum Branch, Alberta Education, telephone 780-427-2984, fax 780-422-3745. Inside Alberta, dial 310-0000 to be connected toll free.

School systems/schools please contact the CTS Program Coordinator for your jurisdiction.

Career and Technology Studies



INFORMATION PROCESSING

(Revised 2005)

WHAT'S it all ABOUT?

Accurate, timely information is the basis for sound decision making and effective communication. In the CTS Information Processing strand, you study electronic information technologies as they apply to personal use and the business environment.

The CTS Information Processing strand provides an opportunity for you to explore:

- system operations
- text/data input
- productivity software
- applied processing
- dynamic environments
- programming.

What will I LEARN in Information Processing?

At the introductory level, you study:

- word processing
- graphics tools
- media tools
- programming.

At the intermediate and advanced levels, you study:

- hardware/software analysis
- telecommunications
- local area networks
- electronic publishing
- expert systems
- word processing applications
- Internet services
- programming applications.

Information Processing Courses

Introductory

- Keyboarding 1
- Word Processing 1
- Graphics Tools
- Database 1
- Spreadsheet 1
- Hypermedia Tools
- Programming 1
- Computer Science 1

Intermediate

- Workstation Operations
- Telecommunications 1
- Keyboarding 2 and 3
- Word Processing 2
- Electronic Publishing 1
- Database 2
- Spreadsheet 2
- Multimedia Authoring 1
- Correspondence
- Reports
- Tables/Forms
- Software Integration 1
- Information Highway 2
- Process Control
- Programming 2, 3, 4 and 5
- Object-oriented Programming 1
- Computer Science 2

Advanced

- Hardware/Software Analysis
- Local Area Networks
- Telecommunications 2
- Keyboarding 4, 5 and 6
- Word Processing 3
- Electronic Publishing 2
- Information Management Tools
- Multimedia Authoring 2
- Specialization 1 and 2
- Software Integration 2 and 3
- Information Highway 3
- Internet Services
- Expert Systems

- Programming Application 1, 2 and 3
- Object-oriented Programming 2
- Dynamic Data Structures 1 and 2
- Computer Science 3

WHERE can this TAKE me?

Jobs! Today, electronic technologies are crucial for managing information efficiently. Skills and knowledge acquired in the area of information processing can be used in a wide variety of occupations. These include:

- administrative officers
- computer engineers
- computer programmers
- demographers
- desktop publishing specialists
- economists
- health record administrators
- information systems consultants
- librarians
- secretaries
- survey interviewers and statistical clerks.

Post-secondary Education! About two-thirds of the careers in information processing require some form of post-secondary education. In Alberta, almost every college and university offers programs in this area.

See your counsellor for more information.