



**WORD PROCESSING 1**

INF1030

1 Credit Course

<b>Course Overview</b>	Students are introduced to the proper use of word processing software, including document creation, editing and printing of properly formatted documents										
<b>Prerequisite</b>	<i>Please refer to Alberta Education’s Provincially Authorized Senior High School Courses and Course Codes Document</i>										
<b>Required Materials &amp; Resources</b>	<ul style="list-style-type: none"> <li>• A Computer compatible with Google Chrome and / or Internet Explorer</li> <li>• and / or Microsoft Office</li> <li>• Access to a district email account</li> </ul>										
<b>Learning Outcomes</b>	<p><b>The student will:</b></p> <ul style="list-style-type: none"> <li>A. Create and Customize Documents</li> <li>B. Format Content</li> <li>C. Work with Visual Content</li> <li>D. Organize Content</li> <li>E. Review Documents</li> <li>F. Apply Consistent and Appropriate Workspace Routines</li> <li>G. Demonstrate Basic Competencies</li> <li>H. Make Personal Connections to the Cluster Content and Process to Inform Possible Pathways.</li> </ul>										
<b>Note</b>	<b><i>Within Alternative Education all teachers are required to follow a common course outline and gradebook set up.</i></b>										
<b>Assessment</b>	<p>The student’s grade is determined by the knowledge the student has acquired based on the program of studies and the skills the student is able to show in articulating his or her knowledge.</p> <p>The student’s grade will be calculated based on the following:</p> <p><b>Coursework – 100%</b></p> <p><i>*There is no final exam for this course</i></p>										
<b>Topics of Study</b>	<table border="1"> <thead> <tr> <th>THEME</th> <th>TITLE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><i>Creating &amp; Customizing a Document</i></td> </tr> <tr> <td>2</td> <td><i>Organizing Visual and Textual Content</i></td> </tr> <tr> <td>3</td> <td><i>Reviewing and Editing</i></td> </tr> <tr> <td>4</td> <td><i>Personal Connections</i></td> </tr> </tbody> </table>	THEME	TITLE	1	<i>Creating &amp; Customizing a Document</i>	2	<i>Organizing Visual and Textual Content</i>	3	<i>Reviewing and Editing</i>	4	<i>Personal Connections</i>
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<b>An Important Note About Assessment</b>	A wide range of assessment information is used in the development of a student’s final grade. Within Alternative Education, individualized assessments provide specific information regarding student progress and overall performance in the course. Student assessments may vary from student to student to adapt to differences in student needs, learning styles, preferences and paces. The teacher will apply best teaching practices to determine appropriate assessment.										

**TEACHER’S CONTACT INFORMATION:**

<b>Teacher’s Name:</b>	
<b>Teacher’s Phone Number:</b>	
<b>Teacher’s Email Address:</b>	