

## **Information Processing 10**

Designed to help students achieve Saskatchewan curricular outcomes in an individualized learning system, this resource includes two workbook units, score keys, tests, and test keys that are to be used with the text, ***Peter Norton's Introduction to Computers, 6<sup>th</sup> Edition***, 2006, from McGraw Hill.

These two workbooks, in conjunction with the text, introduce the student to the fundamentals of the computer. They provide a foundation upon which the other outcomes for this course can be achieved.

### **NOTE:**

In addition to these two workbooks, individual schools will need to develop their own materials/methods to ensure students gain the necessary language and typing skills as well as the proficiency in using Word and Excel that are required for course completion.

**Upon completion of this workbook set, the student should be able to:**

### **Units 1 & 2**

- ❖ identify, define, and describe the features and terminology related to computers, hardware, and software.
- ❖ explain the operations of the information processing cycle.
- ❖ demonstrate understanding of the terminology and skills necessary to operate a computer successfully.
- ❖ demonstrate the appropriate use and care of all hardware and software.
- ❖ apply the principles of ergonomics to his/her workspace.