

DATA MANAGEMENT 12

Course Outline & Learning Objectives Overview



Coquitlam Adult Learning Centre
104- 2748 Lougheed Hwy
Port Coquitlam, BC, V3B 6P2
Phone: (604) 945-4211

CLOC Course Outline

Course Name	<u>DATA MANAGEMENT 12</u>
Teacher	Chi Trinh
Course Format	Self-Paced *See 'CLOC Course Pacing and Completion Policies' below.
Teacher Contact Information and Schedule	ctrinh@sd43.bc.ca 604-945-4211 Monday 5:00 PM to 9:00 PM Wednesday 5:00 PM to 9:00 PM
Learning Center Hours	Monday-Thursday 10:00 AM to 2:00 PM Monday-Thursday 5:00 PM to 9:00 PM The Learning Center is closed on all statutory and school holidays.

INTRODUCTION

This computer course offers you the opportunity to demonstrate proficiency in using industry-standard software (including word processing, spreadsheet, database, desktop publishing, and presentation) to accomplish advanced business tasks, to prepare and use word processing, spreadsheet, and database software macros for repetitive office tasks, to use the Internet to plan, research, and develop a business project, and to explain implications of computer viruses

PRESCRIBED LEARNING OUTCOMES

Technology

Applications

It is expected that students will:

- demonstrate proficiency in using industry-standard software (including word processing, spreadsheet, database, desktop publishing, and presentation) to accomplish advanced business tasks
- analyze a variety of business situations to determine the appropriate software to solve business problems
- demonstrate proficiency in merging data between software applications to create business documents
- use the Internet to plan, research, and develop a business project
- demonstrate proficient use of e-mail software and its applications in

- business
- explain implications of computer viruses
- prepare and use word processing, spreadsheet, and database software macros

Solution Design

It is expected that students will:

- select, justify, and implement the technology needed to accomplish business tasks
- identify and analyze skills needed to manage information in a business operation
- identify and demonstrate ethical standards with respect to privacy, confidentiality, and personal behavior appropriate to business settings

Presentations

It is expected that students will:

- design and deliver integrated business presentations using presentation software
- prepare database and spreadsheet files and create various problem-solving reports using searches, sorts, and queries

LEARNING RESOURCES

<http://www.freetypinggame.net> to practice typing. Good typing skills help you complete your assignments in a reasonable amount of time.

<http://www.gcflearnfree.org>

This site shows *screen snapshots* of specific tasks performed within the four applications (Word, Excel, Access and PowerPoint).

Microsoft Office 2010 textbooks can also be used for quick review.

DATA MANAGEMENT 12 at CLOC

Data management 12 at CLOC is a self-paced, self-directed course. You will be expected to work independently and to manage your time effectively. If needed, we can help you online or face-to-face at CLOC. Successful students set a regular study schedule and stick to it.

EVALUATION

Assignments Test WORD		/20 /20	5% 5%
Assignments Test EXCEL		/20 /20	5% 5%
Project 1 Computer Viruses		/10	6%
Midterm (EXCEL)		/100	15%
Assignments Test ACCESS		/20 /20	5% 5%
Project 2 Macros		/10	9%
Project 3 Database		/10	10%
FINAL EXAM (WORD, EXCEL & ACCESS)		/100	30%
		FINAL MARK	100%

IMPORTANT TO REMEMBER

- All tests **must** be written at CLOC during the Learning Centre hours.
- There are **no rewrites** for the midterm test or the final exam.
- You may use a calculator or Excel, but **Internet** and **smartphones** are **not allowed** during all tests.
- You need to complete all your work and sign out 10 minutes before the closing time.

CLOC COURSE PACING AND COMPLETION POLICIES

- 1. Students are expected to complete all self-paced, flexible and online courses within a 10 month period.**
- 2. Students are expected to complete 10% of course material within the 1st month after registration.**
- 3. A final mark will be assigned to all students who complete at least 65% of the course requirements.***

Our teachers can help you determine a pace that works for you and fits within these expectations. Please discuss your course completion plan with them.

If you plan to take two self-paced courses, we recommend that you stagger the registration dates so that you get one course started before enrolling in the second course. We do not permit taking more than two courses at the same time without discussing this with our administrator.

If you have extenuating circumstances that make these timelines challenging, please have a conversation with your teacher, or our CLOC administrator, 604-945-5211.

**65% of course requirements do not include comprehensive final exams.*