

Material Covered:

The Data Management 12 course is divided into six major parts:

1. Improving keyboarding skills
2. Extending word processing skills with Microsoft Office Word 2003
3. Extending spreadsheet skills with Microsoft Office Excel 2003
4. Extending database skills with Microsoft Office Access 2003
5. Extending presentation skills with Microsoft Office PowerPoint 2003
6. Researching and presenting a report on ethical computer use

After the first three units and the next two units there are Proficiency Tests where your newly honed skills are put to work producing various documents.

Software & Textbooks:

The course is based on *Microsoft Windows XP, Microsoft Office 2003* and uses *All The Right Type* typing tutorial software.

The course uses the following manuals from CCI Learning Solutions:

<i>Microsoft Office Word 2003 Level 2 Courseware 6251-1</i>	<i>ISBN 1-55332-059-X</i>
<i>Microsoft Office Excel 2003 Level 2 Courseware 6254-1</i>	<i>ISBN 1-55332-063-8</i>
<i>Microsoft Office Access 2003 Level 1 Courseware 6256-1</i>	<i>ISBN 1-55332-042-5</i>
<i>Microsoft Office PowerPoint 2003 Level 2 Courseware 6259-1</i>	<i>ISBN 1-55332-068-9</i>

Portfolio:

Your best work should be put into a portfolio. This contains *only* your best work, and is invaluable to show a prospective employer your capabilities.

Evaluation:

This course works on a mastery system. You must pass the mastery tests in each unit to the 80% level before you can go on. In addition, there are proficiency tests from time to time. These can only be undertaken once, so it is essential to do your best work on them. Your final mark for the course is based 60% on mastery tests and 40% on the proficiency tests.