



vcc.ca

Course Name:

Data and Document Management Fundamentals

Effective Date:

September 2019

School/Centre:

Trades, Technology & Design

Department:

Computer Systems Technology (4702)

Banner Course Name:

Data & Doc. Mgmt. Fundamentals

Subject Code:

CSTP - Computer Systems Technology

Course Number

1103

Year of Study

1st Year Post-secondary

Credits:

3

Course Description:

Learners will be introduced to the basics of document management such as creating, modifying, formatting, displaying, and processing data as in a typical workplace. This includes both structured and unstructured data, mostly in text format. Learners will be familiarized with popular document management apps such as Microsoft Word, Spreadsheet, Google Doc, Google Sheets, Google Charts, XML formatting, and document versioning tools such as git.

Course Pre-Requisites (if applicable):

Admission to the Computer Systems Technology diploma program

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

Upon successful completion of this course, students will be able to:

- CLO #1 Use a personal information manager
- CLO #2 Create a spreadsheet
- CLO #3 Use application integration
- CLO #4 Manage spreadsheet data tables
- CLO #5 Automate tasks using macros and scripts
- CLO #6 Visualize data using charts and graphs
- CLO #7 Use SharePoint application and its features
- CLO #8 Manage document work-flow with SharePoint
- CLO #9 Use XML files for data management
- CLO #10 Use a common versioning system such as Git

Instructional Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System:

Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	50	
Midterm Exam	25	
Final Exam	25	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen, Studio, Simulation

30

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Document Management Systems
Spreadsheet
Application integration
Spreadsheet data tables and charts
XML file format
Macros
SharePoint apps
Document workflow with SharePoint
File versioning Systems

Program and course contents and descriptions, offerings and schedules are subject to change without notice.

Resource Material(s):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at <https://www.vcc.ca/about/governance--policies/policies>.

To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

Broadway campus

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Downtown campus

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