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CSTP 1103: Data and Document Management Fundamentals

EFFECTIVE DATE

September 2019

DEPARTMENT

Computer Systems Tech Diploma

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.

CREDITS

3.0

YEAR OF STUDY

1st Year Post-secondary

PREREQUISITES

Admission to the Computer Systems Technology diploma program

COREQUISITES

None

COURSE LEARNING OUTCOMES

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

- Use a personal information manager
- Create a spreadsheet
- Use application integration
- Manage spreadsheet data tables
- Automate tasks using macros and scripts
- Visualize data using charts and graphs
- Use SharePoint application and its features
- Manage document work-flow with SharePoint

- Use XML files for data management
- Use a common versioning system such as Git

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lecture: 30

Lab: 30

INSTRUCTIONAL STRATEGIES

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

GRADING SYSTEM

Letter Grade (A-F)

PASSING GRADE

C

EVALUATION PLAN

Type	Percentage	Assessment activity
Assignments	50	
Midterm Exam	25	
Final Exam	25	

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

LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website 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

250 West Pender Street
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Annacis Island campus

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