



Documentation and Information Systems

Course Content:

Unit 1: Using Databases:

Unit 2: Presentation:

Unit 3: Collaboration Concepts:

Unit 4: IT Security:

Unit 5: Image Editing:

Unit 6: Business and IT strategy:

Unit 7: IT strategy:

Unit 8: Overview of IT project management

Unit 9: IT Process and Delivery:

Unit 10: Data Management Compliance and Security

Unit 11: Systems and IT Applications:

Unit 12: Principles of information security:

Unit 13: Identification and Authentication:

Unit 14: Computing Big Data:

Unit 15 Ensuring IT Quality Management and Measuring Success:

Unit 16: The Human Element

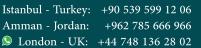
Unit 17: Ensuring IT Quality Management and Measuring

Success

Unit 18: Review of Excel Skills:

Unit 19: Entering, Editing and Formatting Data:

Unit 20: Formatting Numbers:





Unit 21: Managing Worksheets:

Unit 22: Modifying Rows and Columns:

Unit 23: Understanding Formulas:

Unit 24: Changing Views:

Unit 25: AutoFill and Custom Lists:

Unit 26: Conditional Formatting:

Unit 27: Tables:

Unit 28: Data Tools:

Unit 29: Referencing Formulas:

Unit 30: Ranges and Dates:

Unit 31: Lookups:

Unit 32: Conditional Logic:

Unit 33: Text Formulas:

Unit 34: Introduction to Charts:

Unit 35: Formatting Charts:

Unit 36: Adding Graphics to Spreadsheets

Unit 37: Outline, Sort, Filter, and Subtotal:

Unit 38: PivotTables:

Unit 39: Protecting Data:

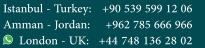
Unit 40: Institutional Excellence:

Unit 41: An Introduction to Artificial Intelligence:

Unit 42: Applying Artificial Intelligence in Organizational

Excellence:

Unit 43: Introduction to Innovation and Creativity:





Unit 44: Applying Innovation on Institutional Intelligence: