



## Documentation and Information Systems



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### **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:**



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## **Unit 44: Applying Innovation on Institutional Intelligence:**