

Data Literacy Bootcamp

Admission Requirements: Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

Program Description: Become a Data Professional in less than 3 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as a Data Specialist — and land the rewarding position you deserve.

Prerequisites: To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

Objectives:

- Conduct queries about data and look for trends, patterns and anomalies within it.
- Help businesses apply Data concepts and strategies
- Ensure the quality and accuracy of that data, then process, design, and present it in ways to help people, businesses, and organizations make better decisions.
- Data testing, create data policies and practices.

Program Outline:

CIP Number: 52.0407

Code	Course	Lecture	Lab	Total Hours
DLB	Data Literacy Bootcamp	288		288
Total Hours		288		288
Associated Industry Certifications*: MO-200: Microsoft Excel				

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

Program Fee*:	\$3,500.00
----------------------	-------------------

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

Cost Per Single Subject*:	N/A
----------------------------------	------------

Class Schedule: The time required to complete this course is 12 weeks. The program is offered as instructor-led virtual sessions that run 4 hours weekly from 8:00 am to 12:00 pm, Monday through Friday via 2x2 hour mentor led sessions (includes 20-25 minutes of scheduled breaks at the discretion of the instructor). During your class, you will be able to ask questions, get instant feedback from the instructor. In addition to classroom instruction, students are expected to spend 10 to 15 hours weekly on mini projects and the capstone practicum.

Instructional Methods: Virtual Live Instruction

Class Dates: Based on Cohort Schedule

Cohort 1: 2/20/23 – 5/29/23

Cohort 2: 4/10/23 – 7/31/23

Cohort 3: 5/29/23 – 9/4/23

See the school catalog for student technology requirements for online participation and school holidays and office hours.

DLB: Data Literacy Bootcamp Syllabus

Subject Description: Become a Data Professional in less than 3 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as a Data Specialist — and land the rewarding position you deserve.

Subject Hours:

	Data Literacy Bootcamp
Prep Work	20
Lecture	68
Reading Material	50
Assignments/Quiz	70
Capstone Projects	80
Labs	0
Total Hours	288

Prerequisites: To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts.

Objectives:

- Conduct queries about data and look for trends, patterns and anomalies within it.
- Help businesses apply Data concepts and strategies
- Ensure the quality and accuracy of that data, then process, design, and present it in ways to help people, businesses, and organizations make better decisions.
- Data testing, create data policies and practices.

Required textbook(s): N/A

Instructional Methods:

- Live instruction delivered virtually
- Projects assigned as out-of-class homework
- Capstone assigned as out-of-class homework

Student/Instructional Ratios: 10:1

Materials and Media Refences: N/A

Content Outline:

Week 1	Course 01: Introduction to data
Week 2	Course 02: Microsoft Office
Week 3-4	Course 03: Excel

Week 5	Course 04: "Soft Skills", Presenting & Writing Reports
Week 6-7	Course 05: "Soft Skills", Research
Week 8	Course 06: Basic Mathematics (with Excel)
Week 9-10	Course 07: Advanced Excel
Week 11-12	Course 08: Advanced Excel 2

Grading and Certificate of Completion: Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+	A – Excellent
80-89.9%	B – Good
70-79.9%	C – Satisfactory
60-69.9%	D – Below Average
Below 60%	F – Very Poor/Fail
	I – Incomplete

- Attendance = 70% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 15% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

See the school catalog for student technology requirements for online participation and school holidays and office hours.