

ACADEMY A – TECHNOLOGY

1. Each student should bring a flash drive to class (also known as disk on a key, USB thumb drive, memory stick, etc). This flash drive will be used to store all of your working files on so that you will be able to take them back with you.
2. Before coming to class, each student should create at least one Microsoft Excel spreadsheet (any version) as a base to start from and save it to their flash drive. Feel free to bring more than one spreadsheet for added benefit. The more examples we have the better value it will be to all. This file will be used to demonstrate various concepts in data management and it is important that it follow the specified criteria:
 - a. Nothing fancy, no formatting of text or boxes, just plain vanilla raw data.
 - b. No entirely blank rows or columns within the data set, especially at the left edge or the top.
 - c. Some blank cells are fine. For example, there may be pieces of information missing like no DOB or no Middle Name.
 - d. Row “1” should contain the column headings like First Name, Last Name, DOB, etc that match your data set.
 - e. The data set contained within the spreadsheet must be fictitious and contain absolutely no real PII (Personal Identifying Information).
 - f. You must have at least 250 rows of information within your dataset.
 - g. Each spreadsheet (again, more than one is fine) must contain information that only pertains to a single topic or listing (list of CDs, Contact List, Voter Registration List, Dog Licenses, Wine List, etc)
 - h. Please bring these spreadsheets to class on your flash drive and be prepared to show and explain your data sets to the class on day one.
3. You will receive an email in about a week requesting you to complete a “Skills Self-Assessment.” It will contain a link to an on-line survey at Survey Monkey. It will require **less than one minute of your time**, and we need you to complete it immediately upon receipt of our invitation by email.