



# Excelcess Development and Advancement Training Center

PRC ACCREDITATION # 2019-251

ID 29-30 Rm 4i Amos Building, Km. 6, La Trinidad, Benguet  
Email: excelcess.dtac@gmail.com



January 14, 2020

**RE: CPD Seminar and Workshop  
"DIGITAL LITERACY CUM  
EFFECTIVE DATA MANAGEMENT" (14 CPD Units)**

**MARIE CAROLYN B. VERANO**  
Schools Division Superintendent  
Baguio City

**Dear Ma'am:**

Greetings!

May we invite you and your constituents to attend our **CPD Seminar and Workshop on DIGITAL LITERACY CUM EFFECTIVE DATA MANAGEMENT (14 CPD Units)** to be held at Rm. 4i Amos Bldg., Km. 6 La Trinidad, Benguet on February 1-2, 2020, Saturday - Sunday. It is a CPD seminar and workshop designed specifically for educators to increase their awareness about digital literacy and apply such in the profession.

The two-day training fee is priced at P2,500.00 for early registration (until January 25, 2020 only) and on-site registration (February 1, 2020) is priced at P2,950.00. The fee is inclusive of materials, meals (am & pm snacks and lunch) and certificate with 14 PRC Accredited CPD Units.

Attached herewith are the specific course objectives of this training for your reference.

For queries and registration, kindly contact us through 0938.564.6359/0917.855.9639 or through our FB Page: Excelcess Datc or email us at excelcess.dtac@gmail.com.

We hope to see you in this event. God bless you!

Sincerely yours,

*Florence Baguilat*  
Florence Baguilat  
President - Excelcess DATC

To: All School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)  
**FOR YOUR INFORMATION & APPROPRIATE ACTION**  
*Marie Carolyn B. Verano*  
**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent

CPD Seminar and Workshop on DIGITAL LITERACY CUM  
EFFECTIVE DATA MANAGEMENT (14 Units)

**SPECIFIC COURSE OBJECTIVES**

At the end of the two-day training, the participants are able to:

1. Acclimate with technology and particularly being able to:
  - a. Define digital literacy;
  - b. Discuss the scopes of digital literacy and its relevance to teaching;
  - c. Enumerate and discuss the processes associated with digital literacy;
  - d. Identify digital tools that can be incorporated in the classroom;
  - e. Develop lesson plan that incorporates appropriate digital tools; and
  - f. Assess the impact of digital literacy to contemporary schooling.
  
2. Appreciate the process of Data Management and particularly being able to:
  - a. State the importance of data management;
  - b. Discuss an effective or relevant way of managing data in connection to their profession;
  - c. Manipulate basic and advance excel functions; and
  - d. Application of simple data protection.

