DATA MANAGEMENT TRAINING

PRE-REQUISITE TRAINING FOR DMT | NEW HIRE DMT TRAINING |

- **DMT Pre-requisite course to become a DMT -** The learner will familiarize themselves with the general navigation of FOCUS/SIS as related to the job knowledge requirements of the Data Management Technician position. There will be an emphasis on general navigation, student search, scheduling and reporting. Required to be hired as a new DMT or Senior DMT. (This course may be used for C.O.D.)

- **New Hire DMT, Training -** <u>A course for the newly hired DMT to complete the necessary requirements of the DMT or Senior position.</u> This training is to be completed within six (6) months of hire. (This course may be used for C.O.D.)

DMT TRAINING OPTIONS	DATES	FORMAT	LOCATION	SECTION #
DMT Pre-requisite course to become a DMT	Ongoing	Online	Online	TBD
New Hire DMT Training	Fall 2024 – September Winter 2024 – November-December Spring 2025 - April	5 days Face to face 8 am to noon	Admin Building Room B103	By invitation only