

# People-Trak University

## Course Catalog

Course Title	Code	Style	Hours	Credits	Description
<b>Core Curriculum: Technology Series - 1000</b>					
Essential Technology	1001	Lecture/Lab	24	6	
Strategic Technology	1002	Lecture/Lab	16	4	
Self-Service Technology	1003	Lecture/Lab	8	3	
<b>Core Curriculum: Module Topic Series - 2000</b>					
Essential HR	2001	Lecture	6		
Attendance	2002	Lecture			
Benefits Administration	2003	Lecture			
Position Control and Applicant Tracking	2004	Lecture			
Training Administration	2005	Lecture			
<b>Core Curriculum: Self-Service Series - 3000</b>					
Self-Service Appraisals	3001	Lecture			
Self-Service ESS/MSS	3002	Lecture			
Self-Service Open Enrollment	3003	Lecture			
Self-Service Recruiting	3004	Lecture			
Self-Service Timesheets	3005	Lecture			
<b>Continuing Education: Basics Series - 4000</b>					
Alerts, Scheduler, and Alarms	4001	Lecture	1	1	This class demonstrates the basic process automation capabilities in Version 9. You will learn how to create a basic alarm to notify yourself or another user of an imminent event. You will also learn how to create alerts based on dates within a record. Finally, you will learn how to schedule reports and emails using the scheduler feature.
Auditing and Audit Setup	4002	Lecture	1	1	
Batch Processing	4003	Lecture	1	1	This class will demonstrate the basic features of batch processing as defined in Version 9. Then each of the batch processing programs in each of the modules will be explained and demonstrated.
Database Manager and Import	4004	Lecture	1	1	
Documents and Document Viewer	4005	Lecture	1	1	This class will demonstrate each of the document types available within Version 9 including SQL based Free-Form Reports, Emails, and graphs and charts. In addition, you will learn about all of the features in the document manager.

Email Basics	4006	Lecture	1	1	This class introduces the basic email capabilities within Version 9. You will learn how to send emails from within a record to that record or to a group. You will learn how to create group emails based on a query and you will learn how to schedule emails and to send emails from within an alert. You will also be introduced to email templates and email definitions.
Form Templates	4007	Lecture			
Introduction to People-Trak	4008	Lecture	1	1	
Lookup and Records	4009	Lecture	1	1	
Query and Reporting	4010	Lecture	3	3	
Notes, Attachments, and Tables	4011	Lecture	1	1	
Screen/Field Customization	4012	Lecture	1	1	
Templates	4013	Lecture	1	1	This class will show you how to create letter, label, and email templates using the template editor provided in Version 9. The editor is similar to MS Word, but provides some unique features and a powerful way to perform mail merge using any field within People-Trak modules. You will also learn how to create a custom label template, should a new or unique template be required.
<b>Continuing Education: Self-Service Series - 5000</b>					
Approvals	5001	Lecture	3	3	
Desktops	5002	Lecture	1	1	
Self-Service User Setup	5003	Lecture	1	1	
<b>Continuing Education: Setup Series - 6000</b>					
Desktop and User Setup	6001	Lecture	1	1	This class will demonstrate the Desktop Setup and User Setup programs with an emphasis on building desktop user interfaces, including the Organizer. You will also learn how to select and create unique color combinations.
Enterprise, Company, and Module Setup	6002	Lecture	1	1	This class will demonstrate how to use the Enterprise, Company, and Module Setup programs. These programs are normally used when you first deploy People-Trak, but additional features within Version 9 enable you to establish such features as pay rates, password security, default document settings, and logos for desktops.
Security Setup	6003	Lecture	1	1	This class will introduce the security features within Version 9. You will learn how to set overall security for each user which controls access to modules and companies. You will also learn how to set module level security which controls categories, screens, fields, menu options, documents, and more.

**Continuing Education: Strategic Series - 7000**

Introduction to Custom Screens	7001	Lecture	1	1	Version 9 provides very powerful capabilities to create your own data entry screens. This class provides an introduction to the custom screen features and will show you how to create a screen, add a background image (or form), and use the basic screen objects to create a variety of custom screens. In a subsequent class, you can learn more about advanced custom screen features such as buttons with triggers, pictures with triggers, and hyperlinks.
Custom Screens	7002	Lecture	1	1	
Derived Fields	7003	Lecture	2	2	
Document Management	7004	Lecture	2	2	
Triggers 1	7005	Lecture	1	1	
Triggers 2	7006	Lecture	1	1	
Workflows	7007	Lecture	1	1	This class will provide you with an overview of the basic Workflow features within Version 9. You will learn how to modify the standard workflow and to create your own workflows from scratch. You will see how to add powerful auditing capabilities and to generate audit notes each time a record is saved.
<b>Extension Courses - 9000</b>					
Version 9 - Enhancement Overview	9001	Webinar	6	0	
Version 9 - Essential User Interface	9002	Webinar	1	0	This class provides a complete overview of the new Version 9 user interface including the Organizer desktop and standard data entry techniques. Special emphasis is placed on showing how to customize all facets of the organizer using the new Desktop Setup program and changes to the existing User Setup program.
Version 9 - What's New in Documents and Reporting	9003	Webinar	1	0	This class provides details for all of the changes made in the documents and reporting features within Version 9. You will learn about a variety of new operators in the query capability and powerful new features in Adhoc Reports. The new Email Document type will be demonstrated and the new features in the document viewer will also be shown.
Version 9 - Help and Categories	9004	Webinar	1	0	Other than training guides provided for training classes, Version 9 is "document-less". This lesson will show you how to use the wide variety of help features that are just a few clicks away. You will also learn how module capabilities have been organized into categories and how to obtain help on topic within a category.
Version 9 - Introduction to Process Automation	9005	Webinar	1	0	This class provides an overview of the basic process automation features in Version 9. You will learn how to create simple alarms and complex alerts. In addition, you will learn to use the scheduler to schedule emails and documents to be sent over a variety of periods.
Version 9 - Notes, Attachments, and Document Management	9006	Webinar	1	0	This class will demonstrate how the notes and attachment features have been changed in Version 9. In addition, the new document management features will be demonstrated.