

February 22, 2000

MEMORANDUM

TO: System Administrators
Community College System

IMPORTANT

FROM: Philip G. Shepard, Associate Director
College Information Services

SUBJECT: IIPS Schedule of Training Classes

Attached is the schedule of training classes to be offered by the Community College System Office for those colleges utilizing the IIPS applications software package. This schedule is for January 1 through June 30, 2000.

The schedule reflects our best estimate of the needs of the colleges for training. To ensure that adequate training opportunities are being provided, we are requesting that colleges complete enrollment forms for each class they wish to attend. Based on your response, we will determine the need for classes and will change the schedule as appropriate to reflect the system-wide need for classes. Please return the class enrollment forms by **March 10, 2000**.

All training classes will be held in the System Office Training Center at the Caswell Building in Raleigh. There will be no charge for any of the classes being offered. Enrollment by class may be limited based on the number of colleges that wish to send personnel to a particular class. Additional information will be provided prior to each class regarding such items as class schedule, training center location, and any items to bring to class.

We look forward to hearing from you concerning the training schedule. Every effort will be made to meet the needs of the colleges for training and support.

Attachments

CC: Presidents

CC00-047
E-Mail

ADMISSIONS AND CURRICULUM REGISTRATION

OVERVIEW:	Course defines and examines the initial support files required for the admissions and registration functions. Data entry training for the PROSPECT file, transfer of information to APPLICANT file with additional data entry from the application form, and transfer of information to the STUDENT MASTER file are described. Processes and report capabilities of the REGISTRATION module are examined. Users will follow the process of building support files, input of Student Master file information, setting up Registration charges information to facilitate registration (with or without an Accounts Receivable and General Ledger interface), preparing reports for external and internal uses. Users will learn to produce student transcripts and grade mailers. Production of mailing labels from the ADMISSIONS and the REGISTRATION modules are also covered.
AUDIENCE:	Intended for supervisors and clerks in the Student Records area.
OBJECTIVES:	Upon successful completion, the class members should have the knowledge required to install and operate the Admissions and Registration modules.
LENGTH:	Three and a half days.
PREREQUISITES:	None.
CLASS DATES:	May 1-4

EXTENSION REGISTRATION AND RECORDS

- OVERVIEW:** This course defines the processes and files necessary to record, administer, and report the people and activities in the Continuing Education process for a Community College. The course will demonstrate support files maintenance, input of contracts and student information, registration and grading, state reports, and associated internal reports.
- AUDIENCE:** Intended for Continuing Education director, and/or their representatives, and clerks working in the extension records office.
- OBJECTIVES:** Upon successful completion of the class, members should be able to implement the Continuing Education module in a community college environment.
- LENGTH:** Two days.
- PREREQUISITES:** None.
- CLASS DATES:** March 15-16

STUDENT PROGRESS DATA SYSTEM
GRADUATION READINESS/GRADUATION PROGRESS

- OVERVIEW:** This class will provide instruction on the new version of the STUDENT PROGRESS DATA SYSTEM (also known as the Graduation Readiness or Graduation Progress system). It provides “hands-on” instruction on how to build catalogs for the system and assign the students to different catalogs. The use of the Graduation Readiness Report, Registration and Advising Form, and Remedial Processor are covered in detail.
- AUDIENCE:** Intended for persons who wish to use different components of the STUDENT PROGRESS DATA SYSTEM.
- OBJECTIVES:** To enable persons to use the different components of the STUDENT PROGRESS DATA SYSTEM.
- LENGTH:** One day.
- PREREQUISITES:** An understanding of the CURRICULUM REGISTRATION software.
- CLASS DATES:** March 30

STAFF INFORMATION

OVERVIEW:	This course will provide both an overview of how the Staff Information system works and a step-by-step review of the IIPS software process for reporting of Staff Information data.
AUDIENCE:	Intended for those persons who are responsible for the classification and reporting of the annual Staff Information data.
OBJECTIVES:	To enable those persons who are responsible for the Staff Information data to understand how the software system works and to be able to properly report the annual Staff Information data.
LENGTH:	One half day.
PREREQUISITES:	None.
CLASS DATES:	April 13

LITERACY EDUCATION INFORMATION SYSTEM

- OVERVIEW:** This course provides instruction on the LITERACY EDUCATION INFORMATION SYSTEM. This course provides “hands-on” instruction on how to enter literacy student information, scanning literacy forms, ad-hoc report inquiry, and Federal reporting. The interface between LEIS and Continuing Education is covered in detail.
- AUDIENCE:** Intended for persons who wish to use the LITERACY EDUCATION INFORMATION SYSTEM.
- OBJECTIVES:** To enable persons to use the different components of the LITERACY EDUCATION INFORMATION SYSTEM.
- LENGTH:** One and a half days.
- PREREQUISITES:** An understanding of the Continuing Education software is not required but would be helpful.
- CLASS DATES:** March 21-22

BASIC INFORM FOR LITERACY

OVERVIEW:	This course provides an introduction to the capabilities of the Inform report generation tool. Students will learn how to use Inform to create a wide range of in-house, on-demand management reports. This class will be specifically tailored to the database used with the Literacy Education Information System (LEIS).
AUDIENCE:	All users of the LEIS system who have a need to use Inform for generation of reports.
OBJECTIVES:	Upon successful completion, students should be able to understand the basics of how data is organized in the LEIS module; create Inform reports; use the following verbs: List, Sort, Select, Sum, Count; use boolean operators in Inform; understand the concepts of dictionaries; use the sentence stack and dot commands.
LENGTH:	One and a half days.
PREREQUISITES:	None.
CLASS DATES:	May 17-18

STUDENT FINANCIAL AID APPLICATION

OVERVIEW:	This course discusses the functionality of the Financial Aid module. It defines and examines the applicant file, award file, and the standard reports available in the Financial Aid module. It provides data entry training for the applicant file, award file, and support files. It includes posting status maintenance for the interface to Accounts Receivable and an introduction to customized reporting through Inform.
AUDIENCE:	Intended for operators and managers of the Financial Aid office.
OBJECTIVES:	Upon successful completion, participants should be able to install and operate the Financial Aid system at their respective institutions. This will include day-to-day assimilation of student financial aid information, as well as processing standard reports.
LENGTH:	Two days.
PREREQUISITES:	None required.
CLASS DATES:	May 15-16

STUDENT ACCOUNTS RECEIVABLE

- OVERVIEW:** This course defines and examines support file maintenance, data entry training for the ARMASTER file, and the invoicing and cash receipts processes. Interfaces from the Registration, Financial Aid, and Accounts Payable modules and the interface to the General Ledger module are covered. Periodic processing and reporting capabilities are demonstrated.
- AUDIENCE:** Intended for Business Office personnel.
- OBJECTIVES:** Upon successful completion, the course participants should be able to install and operate the Accounts Receivable module.
- LENGTH:** Two and a half days.
- PREREQUISITES:** None.
- CLASS DATES:** May 22-24

GENERAL LEDGER

OVERVIEW:	This course provides instruction on how to build and maintain the General Ledger module of the IIPS software package. This class will also cover the purpose of this module in the financial system and its interaction with the other financial modules.
AUDIENCE:	Intended for Business Office personnel who need to understand and work with the General Ledger module.
OBJECTIVES:	To enable Business Office personnel to understand the function of the General Ledger module.
LENGTH:	One and a half days.
PREREQUISITES:	None.
CLASS DATES:	May 25-26

ACCOUNTS PAYABLE AND PURCHASING

OVERVIEW:	This course provides instruction on how to build, maintain, and operate the Accounts Payable and Purchasing modules of the IIPS software package. This class will provide both lecture and “hands-on” instruction on the use of these modules.
AUDIENCE:	Intended for Business Office personnel who work with these modules or who have a need to understand the operation of these modules.
OBJECTIVES:	To enable Business Office personnel to understand the purpose and operation of these two modules.
LENGTH:	Two and a half days.
PREREQUISITES:	None.
CLASS DATES:	March 7-9

BASIC INFORM

- OVERVIEW:** This course provides an introduction to the capabilities of Inform. Students will learn how to use Inform to create a wide range of in-house, on-demand management reports. Inform is the inquiry and report generator used with our Unix computers. This inquiry language is easy for non-programmers to use and does not destroy or change any of your data.
- AUDIENCE:** All community college personnel who need to retrieve data from system files.
- OBJECTIVES:** Upon successful completion, the course participants should be able to:
- Understand the basics of how data is organized on the Unix system
 - Understand and use the VOC file
 - Create Inform reports
 - Master the use of LIST and SORT verbs
 - Use SELECT, SUM, and COUNT Inform verbs
 - Use boolean operators in Inform statements
 - Understand the concept of dictionaries
 - Use the sentence stack and dot commands
- LENGTH:** One and a half days.
- PREREQUISITES:** None.
- CLASS DATES:** March 13-14, April 11-12, May 9-10, June 6-7

ADVANCED INFORM

- OVERVIEW:** This course deals with the more advanced features of Inform. Intensive instruction and use of I-types/I-descriptors, SELECT, SAVE.LIST, stored sentences, and paragraphs.
- AUDIENCE:** All community college personnel using Inform.
- OBJECTIVES:** Upon successful completion, the course participants should be able to:
- Understand and modify file dictionaries
 - Create Inform reports using reports and output options
 - Master the use of HEADINGS and FOOTINGS
 - Customize the SETPTR command
 - Select, store, and retrieve lists of records from a file
 - Store sentences and paragraphs
 - Create and use I-types
 - TRANSLATE
 - CONCATENATE
 - EXTRACT
 - STRING HANDLING
 - EVAL
 - Produce counts and totals for any appropriate field using BREAK.ON/BREAK.SUP and their options
- LENGTH:** One and a half days.
- PREREQUISITES:** Basic Inform
- CLASS DATES:** March 28-29, April 25-26

PAYROLL OVERVIEW CLASS

OVERVIEW:	A review of the payroll module that is geared towards the employee that is new to the payroll process. This is a beginning class, but may be beneficial to the less experienced current user. All facets of setting up and maintaining the payroll will be covered in the course.
AUDIENCE:	Intended for supervisors and clerks in the Business Office that are involved in Payroll/Personnel.
OBJECTIVES:	Upon completion of the course, class members should have a better understanding of the payroll process.
LENGTH:	Two and a half days.
PREREQUISITES:	None.
CLASS DATES:	April 5-7

PART-TIME CONTRACTS CLASS

OVERVIEW:	A review of the processing cycle associated with part-time curriculum and staff contracts that begins with the contract's initial entry on the computer and concludes with the final payment. The class is intended for those colleges that will not be using the encumbrance system. Part-time contracts are also covered during the encumbrance class. Any college that wishes to use the encumbrance system should sign up for the Payroll Encumbrance class.
AUDIENCE:	Supervisors and clerks in the Business Office that are involved in Payroll/Personnel and any employee who would be responsible for entering the contract (Note: Curriculum contracts can be entered in the Business Office or in the Curriculum Office).
OBJECTIVES:	Upon completion of the course, class members should have a better understanding of the steps involved in inputting, printing, and paying a contract.
LENGTH:	One day.
PREREQUISITES:	None.
CLASS DATES:	March 23

PAYROLL ENCUMBRANCE CLASS

- OVERVIEW:** A review of the Payroll Encumbrance subsystem and its relationship to Payroll, Continuing Education, Student Records, and General Ledger. This class is intended for anyone planning to utilize the Payroll Encumbrance system.
- AUDIENCE:** Experienced payroll clerks and budget officers.
- OBJECTIVES:** Upon completion of the course, students should be able to begin implementing the Payroll Encumbrance system.
- LENGTH:** One and a half days.
- PREREQUISITES:** Students must have a thorough knowledge of Payroll and General Ledger.
- CLASS DATES:** May 11-12

COMMUNITY COLLEGE SYSTEM

IIPS Class Enrollment Form

Name of College: _____

Name of Class: _____

Date(s) of Class: _____

Number of Seats Requested in Class: _____

Name of Student(s): _____

Contact Person at the College: _____

Please return the IIPS Class Enrollment Form to:

Philip G. Shepard, Associate Director
College Information Services
Community Colleges System
200 West Jones Street
5009 Mail Service Center
Raleigh, NC 27699-5009

Courier # 56-50-00

E-Mail Address: shepardp@ncccs.cc.nc.us