

## Communications Management for CE/CU On-going Training

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<b>Date:</b>	March 27-29, 2012
<b>Time:</b>	9:00 AM to 4:00 PM – <b>Login 30 minutes before class start time</b>
<b>Location:</b>	via Webinar
<b>Instructors:</b>	Wayne Madry, SME/West – Continuing Education Ashley Davis, SME/West – Curriculum Education
<b>Target Audience:</b>	Continuing Education and Curriculum staff who use, or plan to use Communications Management.

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**Course Description:** This session introduces the Continuing Education and Curriculum Education staff to the Communications Management module. Within this module, the staff will understand how to organize a variety of communications into logical tracks. This session focuses on the process through the module to enable the end user to automatically generate appropriate letters and notices (hard copy and electronic) to a wide range of recipients. This module does interface with multiple word processors (particularly Microsoft Word) for document design, merging and printing controls.

**Course Objectives:** After completing this course, the participants will be able to

- Implement the Communications Management Module
- Define Document Codes
- Create document types to produce letters
- Define and set up a correspondence track
- Assign tracks individually and in groups
- Record received correspondence
- Process correspondence individually or in a batch

**Advanced Preparation:** Prior to class, print and bring Datatel Colleague® *Using Communications Management, Release 18.0*. This document will be on the CIS Training Materials webpage.  
[http://www.nccommunitycolleges.edu/CIS\\_Docs/Training/New%20Hire%20Training/Class\\_Material\\_New\\_Hire.htm](http://www.nccommunitycolleges.edu/CIS_Docs/Training/New%20Hire%20Training/Class_Material_New_Hire.htm)

This website is password protected. Contact your local System Administrator for the username and password, or call a member of College User Support Team at 919-807-7178.

This session requires access to your local test account.

**Joining Webinar Session:**

Join the Webinar session by using the meeting link and telephone bridge number provided to you via email.

This webinar session can be joined 30 minutes prior to the actual start time of the session. If more than one person from your college is participating, please have everyone in one location, with one computer with LCD projector for all to see the screen. Contact your system administrator if you need help with this.