

## Course Management Training



This course is designed to give a full overview of the different training-related modules in AMOS.

### Course Objectives

Upon completion of this course, you will be able to:

- ✓ Create and administrate training courses
- ✓ Create different modules within a training as well as examinations
- ✓ Manage participant's lists including those participants on a waiting list
- ✓ Assign and update ToDo lists as a trainer for course preparation and completion
- ✓ Assign users to courses
- ✓ Move users from one course to another.
- ✓ Update qualifications for users directly without having to access the program Staff Management

### Course Topics

- Course Management
- Course Registration
- Default ToDo Setup
- ToDo Viewer

### Who should attend

Everybody who needs to create and manage training courses.

### Prerequisite

AMOS Basics WBT

### Skill

Beginner to medium

### Type

Classroom

### Duration

0.5 days

### Times

Please check our website <http://swiss-as.com/training.do> and/or your letter of invitation for the exact time.

**Training Costs**

See Pricelist

**Registration**

Please register your participant(s) via [www.swiss-as.com](http://www.swiss-as.com).