

Training Services
OpenEMIS Core Administrator
(OESC07TS02 / TC-OE-FC02)

Description

This course provides an overview of all features under the administration module, equipping administrators with essential knowledge to manage OpenEMIS Core effectively. Participants will gain insights into the system's core functionalities, learning how to configure and manage various administrative elements.

Learning Outcome(s)

Knowledge and skills to manage an OpenEMIS Core environment efficiently.

Deliverable(s)

- Trained persons (maximum 5)
- Daily participant attendance sheets
- Course evaluation forms

Duration

The duration of this activity is 15 hours.

Location

The training is available both onsite and online.

Prerequisite(s)

Participants are expected to have a basic knowledge of education management and information systems. It is recommended that participants also complete the OpenEMIS Core Professional training course.

Assessment

The course participants are expected to engage in class discussion and complete practical exercises however they are not assessed.

Certification

Participants shall be issued a certificate of participation after attending the course.

Topics Covered:

The course will cover a number of topics including System Setup, Attendances, Localization, Profiles, Communications, Scholarships, Appraisals, Textbooks, Meals, Updates and Data Management