

Course Series: Management
Course Number: M-100
Course Title: Overview

Prerequisites:

Length: 2 Hours

Course Objectives:

During this course students will learn general information about IRMS that are important tools for management personnel. Desktop instructions such as; logging onto the system, navigating within master files and modules, how these are used for informational data and reporting materials. Students will also learn about inquiries and investigating skills for problem solving. This course also gives the beginning computer user important instructions for using Windows software.

This course will also give the student a look at all of the functional areas of IRMS. A brief description of each area will be covered along with the informational sources that are available within each area. During the courses to follow, general Rf functions and navigating will be demonstrated to familiarize the students, this will aid in the ability of the trainees to become the trainers.

The course serves as window to training courses which educate management or supervision within a specific area. Upon completing this course along with an additional functional area courses, prepares the student to become knowledgeable enough to train the users within the warehouse areas.

Topics Covered:

- **Navigation of Desktop**
- **Reporting Tools**
- **Modules**
- **Inquiries**
- **General Windows Software**
- **Rf Introduction**

Associated Courses:
M-201 through M-207

Costs:	
Per Student:	\$200
Block (1-6) students:	\$600
Additional Students:	\$100