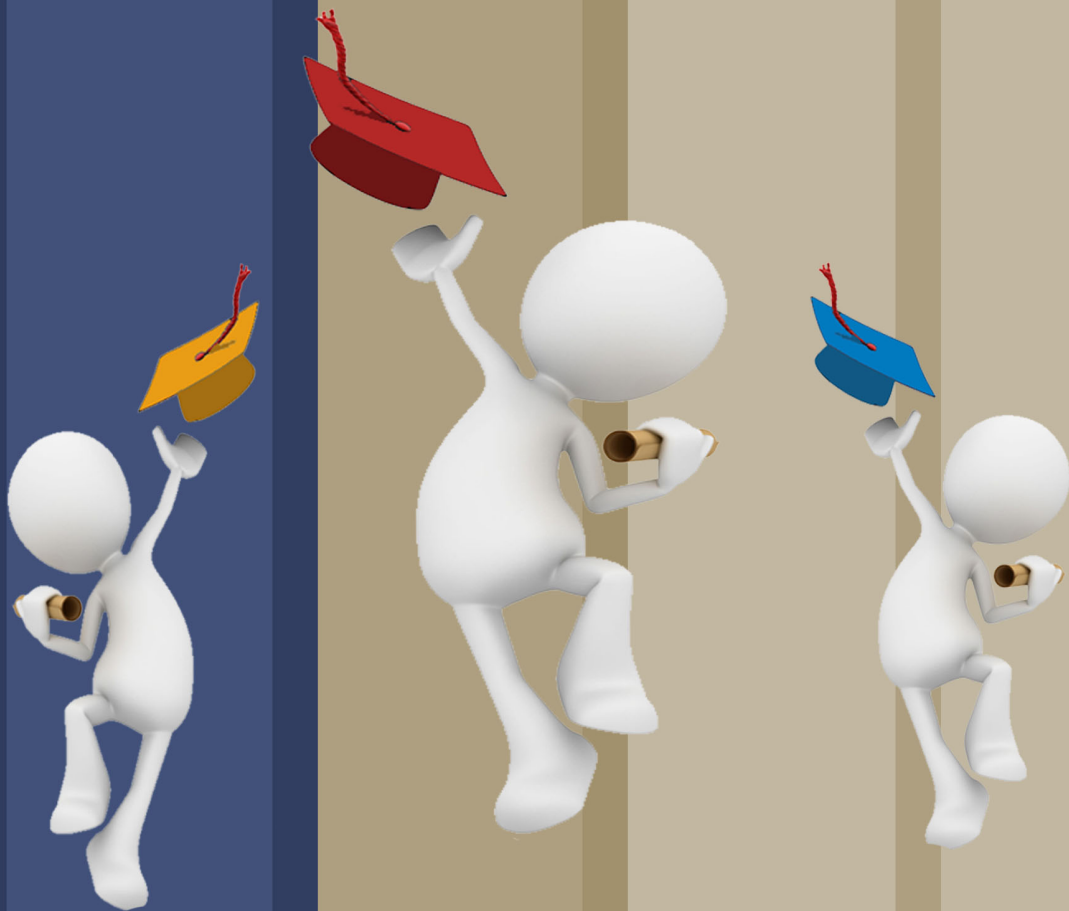


EPI-USE Training Centre Course Catalogue



EXPERT SOLUTIONS, EXCELLENT SERVICES, EVERY PROJECT, EVERY TIME



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Bridge the Gap - Master SAP

EPI-USE is well known for their abilities in the SAP™ HCM field. We now bring these abilities into the classroom. We utilize **Experienced Consultants** who work in the SAP™ HCM field daily. They offer much more than just the steps presented in the training material. The consultants bring with them a **wealth of knowledge** as they are **in touch** with what is happening **in the field**.

Target audience: Courses are presented at two levels:

- SAP System End users – end user courses focus on data capturing and transactional processing in SAP.
- SAP System Advanced users – these advanced courses are aimed at the more mature SAP system users

End user Courses

Course Code	Course	Target Audience	Course Objective	Course Outline	Duration
EU000	Introduction to SAP HCM Core Modules(Navigation & Integration)	New users, Managers, Project Managers and Team members	The objective of this course is to introduce the learner to the basic concepts, definitions, navigation and functionalities of the four core SAP HCM modules: Organizational Management, Personnel Administration, Time (Leave) Management and Payroll. The course focuses on the integration and dependencies between these four modules and includes an introduction to Reporting. The emphasis will be on view and understanding integration between modules as well as the different system functions	<ul style="list-style-type: none"> • What is SAP ERP? • Accessing SAP ERP • The SAP ERP User Interface • Introduction to the following SAP ERP HCM modules (includes concepts and transactions): • Organisational Management <ul style="list-style-type: none"> ○ Personnel Administration ○ Time (Leave) Management ○ Payroll • Integration points between these HCM modules 	2 days
EU001	Organizational Management for End users	End-users	The objective of this course is to introduce the learner to maintain the company's organisational structure. This course focuses on OM concepts and using the, Organisation and Staffing interface. It includes an overview of Expert Mode.	<ul style="list-style-type: none"> • Introduction to SAP Organizational Management • OM objects and relationships • OM concepts (Validity and Relationship period, inheritance and infotypes) • Find and display OM objects using the Organisation & Staffing interface (PPOSE) • Maintain the organizational structure using the Organisation & Staffing interface (PPOME) • Overview of Expert Mode (Infotype Maintenance) (P010 and P013) • Explain the integration between OM and other HCM modules 	1 day

				(Core & On-premise Talent Management) <ul style="list-style-type: none"> • Use standard reports to display information 	
EU002	Personnel Administration for End users	Transactional user	The objective of this course is to enable the learner to manage all the Personnel Administration tasks in an effective and efficient manner. The emphasis will be on how to enter and process employee-related data within the company. The course will cover areas like actions, master data fast entry, dynamic actions and master data maintenance.	<ul style="list-style-type: none"> • Introduction to Personnel Administration functionalities and integration • Explanation of all the Personnel Administration structures and concepts • Introduction to personnel actions and performing the hiring actions • Maintain HR Master data using all the available functionalities • Introduction to Subsequent personnel actions and their purposes • Introduction to standard Personnel Administration reports 	2 days
EU003	Time (Leave) Management for End users	Transactional user	The objective of this course is to enable the learner to manage all the Leave Management tasks in an effective and efficient manner. The emphasis will be on how to enter and process leave data within the company. This course covers the time infotypes the time evaluation programme and a introduction to time reports.	<ul style="list-style-type: none"> • Introduction to Time Management, concepts and definitions • Overview of Time infotypes • Time evaluation • Maintain time data • Standard time reports 	1 day
EU004	Payroll for End users	Transactional user	The objective of this course is to enable the learner to perform system activities to calculate the payment for work performed by each employee. The emphasis will be on how to use the Payroll control record, to execute the Payroll process for the South African Payroll version.	<ul style="list-style-type: none"> • Introduction to Payroll Administration and integration with other modules • Explanation of the Payroll process, structures and concepts • Master data input for Payroll • The normal Payroll run • Subsequent Payroll activities • Closing Payroll activities • Tax and year end process 	1 day
EU005	Reporting for End users	Managers	The objective of this course is to enable the learner to generate, manipulate and interpret standard HCM reports.	<ul style="list-style-type: none"> • Introduction to SAP Reporting and information extracting functionalities • Reports in Organisational Management • Reports in Personnel Administration • Reports in Payroll • Ad Hoc Query 	1 day

Course Code	Course	Target Audience	Course Objective	Course Outline	Duration Cost (excl VAT)
EU006	SAP Learning Solution Administration for End users	Transactional user	The objective of this course is to enable the SAP Learning Solution Administrator to plan and schedule courses via the SAP back-end system. This course supports the learner from demand determination (pre-booking) and course scheduling through the administration of courses, participation and resources, through to billing and setting fees.	<ul style="list-style-type: none"> • Introduction to SAP Learning Solution • Create a training environment • Maintain master data catalog • Training demand (Pre-booking) • Course scheduling • Manage course participation • Post-training administration (Follow-up) • Reporting 	2 days

Advanced user Courses

Course Code	Course	Target Audience	Course Objective	Course Outline	Duration Cost (excl VAT)
AU001	Organisational Management for OM Specialist	Specialist or Experienced users	The objective of this course is to provide in depth knowledge of the Organisational Management module.	<ul style="list-style-type: none"> • Overview and different uses of the three OM interfaces (Organisation & Staffing, Simple Maintenance and Expert mode) • Individual and Mass Maintenance of objects and relationships • Create and maintain reporting relationships (Chief Positions and Direct Reporting) • Organizational Framework for Occupational Categories (OFO codes) tables • Overview of Integration reports with PersonneAdministration • Explain and use of OM audit reports 	1 day
AU002	Personnel Administration and Payroll for Advanced users	Specialist or Advanced users	The objective of this course is to introduce the learner to the set-up and maintenance of Payroll and Personnel Administration. This course is aimed at the more advanced user that will be responsible for the maintenance of tables and master data on the system.	<p>The course will enable the advanced user to :</p> <ul style="list-style-type: none"> • Understand the complete payroll process, concepts and definitions • Do master data maintenance • Maintain different components of the payroll run • Understand the subsequent activities 	3 days

Course Code	Course	Target Audience	Course Objective	Course Outline	Duration Cost (excl VAT)
AU003	Payroll Schemas and Rules for Advanced users (To attend this course you first need to attend the Personnel Administration and Payroll for Advanced users course AU002)	Specialist or Advanced users	The objective of this course is to focus only on the Payroll Schema and Rules functionality. The course is aimed at the more advanced user who will be responsible for problem solving and basic editing of the payroll schema and rules.	The course will enable the advanced user to: <ul style="list-style-type: none"> • Understand the structure of the standard SAP Schema • Understand the characteristics of wage types • Know how Schemas and Rules fit into the Payroll Process • Amend existing rules and develop new rules • Use the Payroll Log to search for and solve errors using the Schema and Rules functionality 	3 days
AU004	Leave for Advanced users)	Specialist or Advanced users	The objective of this course is to provide the learner with advanced information on Leave Management and Time Evaluation without clocks	The course will enable the advanced user to: <ul style="list-style-type: none"> • Understand the relationship between the Public Holiday calendar, Work Schedule Rules and Absences • Explain the SAP Public Holiday calendar • Maintain Work Schedule Rules for Leave • Maintain absence types without quotas • Explain Quota Compensation • Maintain attendance types without cost implications • Explain Substitutions • Explain the logic of the Time Evaluation schema • Explain Time Management integration with Payroll • Perform Leave Management problem solving including master data errors • Perform and interpret the Time Evaluation process • Perform and interpret the Time Evaluation Log • Identify and solve Absence and Attendance collision checks • Explain the Negative Time Evaluation method 	2 days

Course Code	Course	Target Audience	Course Objective	Course Outline	Duration Cost (excl VAT)
AU005	Time for Advanced users	Specialist or Advanced users	The objective of this course is to provide the learner with an overview of SAP Time Management with Clocks	<p>The course will enable the advanced user to:</p> <ul style="list-style-type: none"> • Understand Time Evaluation with clocks overview • Maintain Work Schedule Rules for Time Evaluation with Clocks • Maintain and understand different Time Management statuses • Set up collision checks for Time Management infotypes • Understand and explain the HR-PDC process and integration • Maintain attendance types, substitutions types and availability types • Understand and explain processing in Time Manager's Workplace • Understand and explain the difference between the Negative Time Management and Positive Time Management methods • Understand and explain the B2 time cluster results and integration to payroll • Perform problem solving for Time Evaluation with clocks and use the log to search and solve errors • Understand and explain the structure of the standard SAP schema • Understand and explain table V_T510S generation of wage types in Time Evaluation 	2 days
AU006	HR Authorisations for Advanced users	Specialist or Advanced users	The objective of this course is to guide the learner from the beginner level of understanding authorisations to be able to maintain authorisations on the SAP HCM system.	<p>The course will enable the advanced user to:</p> <ul style="list-style-type: none"> • Explain concepts • Perform simple maintenance of users • Maintain authorization profiles • Update user information system • Explain Integration with Personnel Administration 	2 days
AU007	SAP Talent Management - Catalogues, Objects and Integration	Specialist or Advanced users	The objective of this course is to provide the advanced Talent Management user the information to create and maintain master data	<p>The course will enable the advanced user to:</p> <ul style="list-style-type: none"> • Explain what Catalog Maintenance is • Identify and describe objects 	1 day

			for the different Integrated Talent Management Structures	involved, <ul style="list-style-type: none"> • To create, maintain and apply catalogs, • Explain the Talent Integration Model • Create and maintain the following catalogs: • Qualification Catalog • LSO Master Data Catalog • Task Catalog • Appraisals Template Catalog • Development Plans Catalog • Job Architecture Structure (HRTMC_PPOM) 	
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e-Learning courses

Course Code	Course	Target Audience	Course Objective	Course Outline	Duration Cost (excl VAT)
EE001	e-Learning for Decision Makers	Managers, Learning and Development decision makers	The purpose of the course is to provide management with a general understanding of e-Learning and of the ADDIE process followed by Instructional Designers.	<u>Learning outcomes for the course</u> On completion of this course you should be able to: <ul style="list-style-type: none"> • Discuss the different terminologies used in learning. • Describe the current trends and buzzwords used in the e-Learning industry. • Describe the different phases of the ADDIE instructional design model. • Discuss the tasks and deliverables of the ADDIE instructional design model. • Discuss the roles and responsibilities for each phase of the ADDIE model. • Explain what educational sound training material entails. • Discuss what a rapid authoring tool means. • Explain how to implement an e-Learning course on a Learning Management System. • Explain how to evaluate an e-Learning course. 	1 day
EE002	Analysis and Design of e-Learning	Instructional Designers, Content Developers, Training and Development experts	The purpose of this course is to equip Instructional Designers with the necessary knowledge and skills to analyse and design educational sound training material that will cater for the learners of today.	<u>Learning outcomes for module 1</u> On completion of this module you should be able to: <ul style="list-style-type: none"> • Explain the different terminologies used for learning. • Discuss the current trends and buzzwords used in the e-Learning industry. • Discuss the 15 e-Learning 	3 days

			<p>This course covers four modules:</p> <ol style="list-style-type: none"> 1. Introduction to e-Learning. 2. Learning Theories and Instructional Design. 3. Analysis of e-Learning. 4. Design of e-Learning. 	<p>statistics for 2015.</p> <ul style="list-style-type: none"> • Describe the skills learners require for the 21st Century. Discuss the movement from e-Learning to We-learning. <p><u>Learning outcomes for module 2</u> On completion of this module you should be able to:</p> <ul style="list-style-type: none"> • Explain how a variety of learning theories impact on the development of e-Learning. • Define the concept of Instructional Design. • Discuss Kolb's Adult learning cycle. • Explain Honey and Mumford's learning style theory. • Discuss the different phases of the ADDIE instructional design model. • Explain what is meant by rapid prototyping. <p><u>Learning outcomes for module 3</u> On completion of this module you should be able to conduct an e-Learning training needs analysis.</p> <p><u>Learning outcomes for module 4</u> On completion of this module you should be able to:</p> <ul style="list-style-type: none"> • Apply the 'best practice' instructional design model for e-Learning. • Apply the principles of design that originate from the cognitive theory of multimedia learning. • Apply design principles for the different instructional elements covered in the module. • Create a prototype for e-Learning. • Design a storyboard for e-Learning. 	
EE003	Development of e-Learning	Instructional Designers, Content Developers, Training and Development experts	The purpose of this course is to empower developers/content authors with the basic skills needed to develop effective e-Learning courses using Articulate Storyline 2.	<p><u>Learning outcomes for the course</u> On completion of this course you should be able to:</p> <ul style="list-style-type: none"> • Describe the basic functionalities of Articulate Storyline 2. • Demonstrate how to use the basic functionalities of Articulate Storyline 2. • Develop an e-Learning course using the basic functionalities of Articulate Storyline 2. • Develop a variety of e-Learning assessments. • Package an e-Learning course in a SCORM compliant format. 	3 days

Course Code	Course	Target Audience	Course Objective	Course Outline	Duration Cost (excl VAT)
EE004	Development of advanced e-Learning	Instructional Designers, Content Developers, Training and Development experts	The purpose of this course is to equip developers/content authors with the advanced skills needed to develop effective e-Learning courses using Articulate Storyline 2.	<ul style="list-style-type: none"> • Deploy courses to a Learning Management System. <p>Learning outcomes for the course At the end of the course the learner will be able to:</p> <ul style="list-style-type: none"> • Develop an e-Learning course using the advanced features of Articulate Storyline 2. 	2 days

Other courses

Course Code	Course	Target Audience	Course Objective	Course Outline	Duration Cost (excl VAT)
FL001	Facilitation of Learning	Facilitators	<p>The purpose of this course is to equip facilitators with the necessary knowledge and skills to facilitate learning</p> <p>This course covers eight modules:</p> <ul style="list-style-type: none"> • Apply adult learning theory to facilitation • Develop an effective lesson • Design interactive learning aids • Facilitate classroom training • Facilitate systems training • Facilitate e-Learning • Manage difficult learners • Prepare for training 	<p>Learning outcomes for the course</p> <ul style="list-style-type: none"> • Apply adult learning theory to enhance facilitation. • Prepare a professionally facilitated session. • Facilitate classroom training. • Facilitate systems training. • Facilitate e-Learning. • Manage the learning environment. 	3 days
PM001	Best Practise Performance Management	Managers	The purpose of this course is to describe the best practice performance management process; underpinned by the behaviours that help to support this process.	<ul style="list-style-type: none"> • Introduction to Performance Management • Describe the best practice Performance Management process • Customise the best practice Performance Management process to suit your organisation's needs • Integrate effective Performance Management behaviours to support the Performance Management process in your organisation 	2 days

Feedback from our clients

“It was wonderful training and it opened up my mind in not to be limited in my space, but to understand how my module fits with other modules”

“Our team enjoyed it very much. They are very enthusiastic to provide feedback to our Line Manager as well as presenting their new skills.”

“The presenter added some extra to the course by sharing his implementation experiences – what works better – this added a lot of value to this course.”

“The presenter makes use of great examples. For a technical subject, he actually managed to make it fun.”

“The training was very well received. The trainers thoroughly enjoyed it and the trainer was very professional and a joy as a facilitator”

“One of the best presented SAP courses I have attended. The presenter knows the business and has the skill and experience to bring the theory into practice.”

Contact Information

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