

Computerized system CGA module Training

- ✓ **Courses:** Identification of the courses provided by the company to its employees.
- ✓ **Trainers:** Controls data of personnel in charge of giving the courses, considering the employees as they receive the training.
- ✓ **Master training list:** Allows to easily input the courses to be taken by each employee according to their positions.
- ✓ **Annual training Plan:** Maintains a record of the courses in plan to be given to the employees during the fiscal year, based on the master training list, grouped by course and as per required by the Mexican Working Ministry.
- ✓ **Record of attendance to the course:** Controls employees attendance to the courses, keeping records by employee, by trainer and by dates.
- ✓ **Employees:** The module directly gets the employee's data from the Human Resources module and includes an option to manually enter this data and work by itself without the other module. Also for the rest of the entities which allow to maintain the integrity of the catalog of employees such as categories, departments, shifts, supervisors, etc
- ✓ **Apprentices:** Allows to maintain a record of the employees which work in the plant as apprentices including their educational background and completion dates of their school.
- ✓ **Program of support for scholarships:** Includes the record of the employees which have a scholarship sponsored by the company, keeps data of classes taken, school, periods of courses, starting and ending dates, as well as the cost.
- ✓ **Reports:** Includes more than 20 reports of the different concepts indicated above which are generated in less than 10 sec., includes the option to download them to a text format and then have access to them through any electronic sheet such as Excel, Lotus, etc. Ie.: Formats DC3 and DC4, courses by employee, by date, by trainer, comparative of courses pending as per the Master Training list of the annual training plan, among others.
- ✓ **Technical characteristics:** Operative systems: Windows NT or higher, Data Base Microsoft SQL Client Server, programming Visual Dbase. Multi-user and multi-company unlimited.