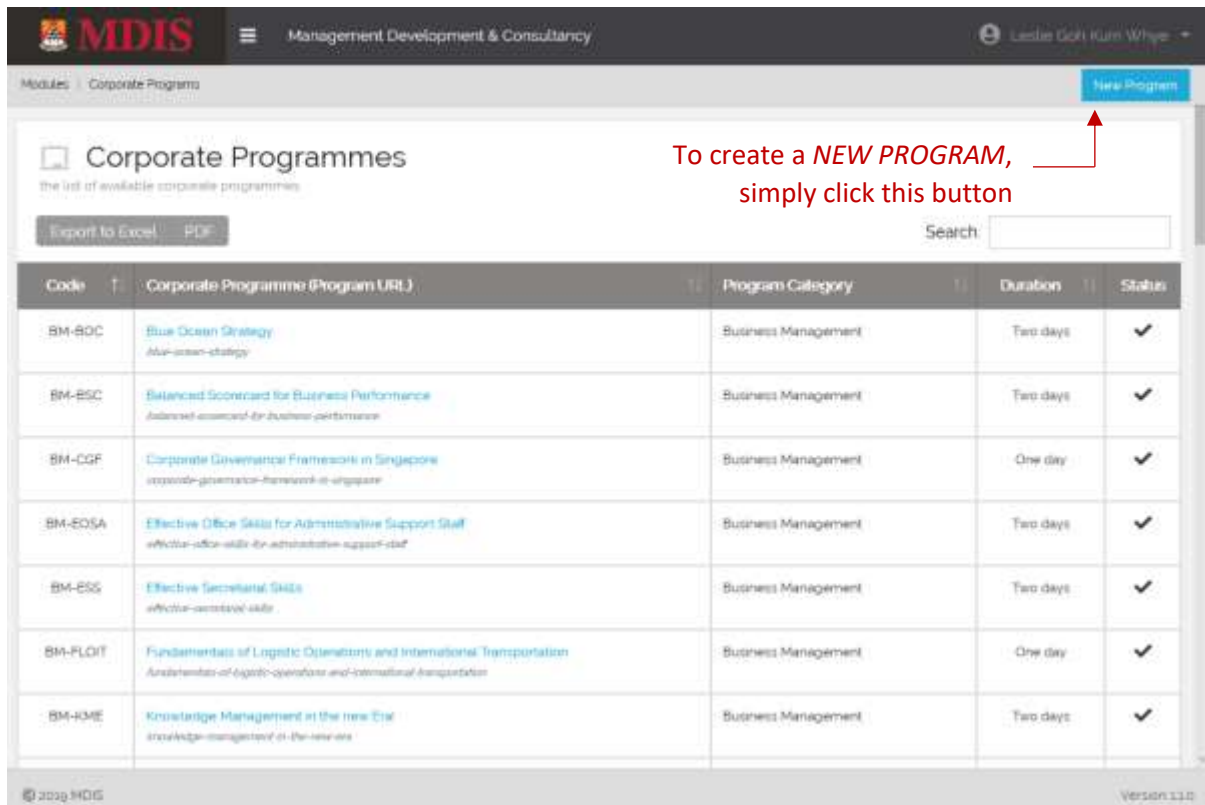


# Corporate Programs

The Corporate Programs page showcases all the available (and unavailable or teach-out) courses that the institute offers. To get to this page, simply navigate to

*MODULES > CORPORATE PROGRAMS > VIEW ALL PROGRAMS*



The screenshot displays the MDIS Management Development & Consultancy interface. The main heading is 'Corporate Programmes' with a sub-heading 'the list of available corporate programmes'. There are buttons for 'Export to Excel' and 'PDF', and a search bar. A table lists various programs, all under the 'Business Management' category. A red arrow points to the 'New Program' button in the top right corner, with the text 'To create a NEW PROGRAM, simply click this button' overlaid on the image.

Code	Corporate Programme (Program URL)	Program Category	Duration	Status
BM-BOC	<a href="#">Blue Ocean Strategy</a> <i>Blue-ocean-strategy</i>	Business Management	Two days	✓
BM-BSC	<a href="#">Balanced Scorecard for Business Performance</a> <i>Balanced-scorecard-for-business-performance</i>	Business Management	Two days	✓
BM-CGF	<a href="#">Corporate Governance Framework in Singapore</a> <i>corporate-governance-framework-in-singapore</i>	Business Management	One day	✓
BM-EOSA	<a href="#">Effective Office Skills for Administrative Support Staff</a> <i>effective-office-skills-for-administrative-support-staff</i>	Business Management	Two days	✓
BM-ESS	<a href="#">Effective Secretarial Skills</a> <i>effective-secretarial-skills</i>	Business Management	Two days	✓
BM-FLOIT	<a href="#">Fundamentals of Logistic Operations and International Transportation</a> <i>Fundamentals-of-logic-operations-and-international-transportation</i>	Business Management	One day	✓
BM-KME	<a href="#">Knowledge Management in the new Era</a> <i>knowledge-management-in-the-new-era</i>	Business Management	Two days	✓

## Creating A New Corporate Program

Creating a new Corporate Program consists of a few steps. To begin, simply click the *NEW PROGRAM* button on the View All Programs page or the *CREATE A NEW PROGRAM* link in the sidebar.

The screenshot shows the 'New Programme' form in the MDIS web management system. The form is titled '+ New Programme' and includes a note: 'additional fields will be available once the programme is created'. The form contains the following fields:

- Name of Corporate Programme\***: A text input field.
- Programme URL 📄\***: A text input field with a tooltip that says 'A unique alphanumeric identifier without spaces'.
- Programme Code\***: A text input field.
- Program Category**: A dropdown menu currently showing 'Business Management'.
- Current Status**: A dropdown menu currently showing 'Unpublished'.
- Duration**: A dropdown menu currently showing '-'.
- COURSE SUMMARY**: A section with the subtext 'some quick information about this course' and a text area for 'A brief summary of this programme'.

The form is part of a larger interface with a top navigation bar showing 'MDIS Management Development & Consultancy' and a user profile for 'Leslie Goh Kum Whye'. The bottom of the page shows '© 2019 MDIS' and 'Version 1.1.0'.

Name of Corporate Program	The name of the Corporate Program
Programme URL	A unique URL reference of your corporate program. This URL will be used to create the corresponding Corporate Programme page. Only alphanumeric characters are allowed and remember to remove any spaces between words.
Programme Code	A unique code given to this Program
Program Category	The Category this Program falls under
Current Status	<p>Sets the status of this current program. There are currently five available status to select from:</p> <ul style="list-style-type: none"> <li>• Unpublished</li> <li>• Teach Out</li> <li>• Live</li> <li>• Live (New)</li> <li>• Live (Inactive)</li> </ul>

Duration	The duration (one day, two days) of this Program
Course Summary	Allows the user to create a brief summary of the Course. Pertinent information will include things like Duration of Course, Award etc.

Upon creating the Course, a corresponding Web Page will also be created in the Site Directory and the Course information will be published on the page. Please note that this new Web Page will be unassigned, and it needs to be assigned manually to the site hierarchy.

Additional Course information such as Course Dates, Key Information and Programme Details will only be available once the initial Course Details are filled up and the new Course is created.

## Course Dates

Course Dates can be added once the new Course has been created.

Course Dates can be accessed from the General Details page by clicking on this icon and selecting the option from the dropdown

Management Development & Consultancy

Course Dates

Create Delete Return

### Course Dates [BMG-BOS]

the different run dates of the programme

✓	Start Date	End Date	Action
<input type="checkbox"/>	01 Nov 2019 9:00am	03 Nov 2019 6:00pm	Edit
<input type="checkbox"/>	01 Mar 2020 9:00am	03 Mar 2020 6:00pm	Edit
<input type="checkbox"/>	01 May 2020 9:00am	03 May 2020 6:00pm	Edit

General Details Course Dates Key Information Programme Details

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### Course Run Details

Edit the details of this run

Course Start Date: 1 Mar 2020

Start Time: 9:00 AM

Course End Date: 3 Mar 2020

End Time: 6:00 PM

Save Changes Close

Please note that Course Dates will be shown on the Registration Forms (self & company sponsored) in the frontend and applicants will be able to select the course date(s) to attend.

## Adding Additional Course Content

Other additional Course information can also be added once the new Course has been created.

Additional Course information can be accessed by clicking this icon

Click this icon to pull up the Program Template window to insert your previously created content templates

Remember to *SAVE CHANGES* once the additional content has been uploaded.

## Editing Course Content

Editing Course content follows almost the same process as creating a new Course and has the same functions. To edit a Course, simply click on the Course Name in the View All Programs page.

## Course Contact Information

As the Course Contact Information is common for all Courses, its content is found under Additional Settings.

