



## AMADEUS ON-SITE TRAINING COURSE REQUIREMENTS

### CUSTOMER RESPONSIBILITIES AND TRAINING ROOM REQUIREMENTS

- The room should be in a classroom style layout, a PC projection facility with the screen at the front of the class. Each attendee should be able to see the screen easily.
- Ideally each student would have a PC or terminal with access to customer licensed SAS software (please see table below) but one machine between 2 is acceptable.

Amadeus Course	Software Requirements
SAS Fundamentals and SAS Fundamentals CPD	Access to a PC with Base SAS software
Point and Click Analytics with SAS Enterprise Guide	Access to a PC with V4.3 Enterprise Guide installed. This PC will also need access to SAS either locally or on a server.
Enterprise Guide 4.3	Access to a PC with V4.3 Enterprise Guide installed. This PC will also need access to SAS either locally or on a server. SAS 9.2 or above will be required.
Enterprise Guide 4.1	Access to a PC with V4.1 Enterprise Guide installed. This PC will also need access to SAS either locally or on a server. SAS 9.1.3 or SAS 9.2 will be required.
SAS Programming and SAS Programming CPD	Access to a PC with Base SAS software
SAS Macro and SAS Macro CPD	Access to a PC with Base SAS software
SAS SQL	Access to a PC with Base SAS software
Advanced SAS Programming and Efficiencies	Access to a PC with Base SAS software
Fundamental Report Writing with SAS	Access to a PC with Base SAS software
Advanced Report Writing with SAS	Access to a PC with Base SAS software
Fundamental ODS Graphics	Access to a PC with Base SAS software. SAS 9.3 is required for this course.
Advanced ODS Graphics	Access to a PC with Base SAS software. SAS 9.3 is required for this course.
Fundamental and Advanced Business Statistics for SAS	Access to a PC with Base SAS, SAS/STAT software and SAS/GRAPH software. SAS 9.2 is recommended for this course.
Using SAS Graph software in the pharmaceutical industry	Access to a PC with Base SAS and SAS/GRAPH software up to SAS version 9.1.3 or above.

- The lighting in the room should be controllable and it should be possible to exclude sunlight for ease of viewing.
- Userids or logon names must be available for each attendee and also for the instructor if demonstrations are to be included.
- The Instructor may bring the course data with them on the day of the course; alternatively we will email you the course data. Please open the SAS program into the SAS System Program Editor and, after changing a few lines to suit your machine, submit the program. It should create the SAS data files and raw data files that are required for the course workshops.
- Attendees must be informed of the start time and end time of the course and should be encouraged to bring problems or SAS code to the class.

### Approx Course Timings:

09:30	Course Commences
10:45 – 11:00	Coffee Break
12:30 – 13:30	Lunch
14:45 – 15:00	Tea Break
16:30	Course Finishes

The course will be kept within the above timings as much as possible but it may be necessary to adjust the itinerary slightly according to the progress of the course.

### AMADEUS RESPONSIBILITIES:

- Amadeus will arrive at least 30 minutes before the class is due to begin for set-up of the course.
- Training manuals may be shipped to the course locations a few days beforehand, or your instructor may bring them on the day. This will be arranged with you prior to the course.
- Amadeus will email you the course data prior to the training course.

### Quality Checks

Amadeus requests the students to complete a course questionnaire at the end of the course, if you would like us to hand out your own questionnaire, please provide them either before or during the course. If you require further assessments such as 1-month post course assessments, please let us know.

