



INDIANA UNIVERSITY

UNIVERSITY INFORMATION TECHNOLOGY SERVICES

Information Technology Training & Education

# COMPUTER TRAINING MATERIALS

Now with  
Custom  
Bundles



IT Training & Education  
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# JUMPSTART YOUR COMPUTER TRAINING PROGRAM!

with award winning instructional materials

## THE PROBLEM

Developing or purchasing high quality computer training materials is an expensive undertaking, preventing many organizations from delivering the quality or quantity of training that they would like to provide to their user community.

## THE SOLUTION

Indiana University's UITS IT Training & Education group, which has been developing and delivering computer training for more than 15 years, makes its award winning materials available for your purchase. Our goal is to help educational institutions and non-profit agencies meet their need for high-quality materials to use in delivering hands-on instructor-led computer training workshops. For this reason, we keep our prices low and offer generous licensing terms. We are confident that we offer a unique value that can help you meet the training needs of your users.

## WHAT WE OFFER

We offer the materials and support resources needed to deliver more than 50 instructor-led hands-on workshops. Our award-winning materials blend conceptual explanation with step-by-step instructions and cover a broad range of applications, topics, and skill levels.

## Workshop Bundles

Materials can be purchased in discounted course bundles related to a topic, or you may purchase any three individual workshops for a special price. Available bundles include:

GETTING STARTED  
OVERVIEW OF MICROSOFT OFFICE  
MICROSOFT WORD  
EXCEL AND SPSS  
EXCEL ADVANCED TOPICS

WEB AUTHORIZING  
WEB GRAPHICS  
DESKTOP PUBLISHING  
ACCESS  
ADOBE BASICS

You can also order custom bundles combining 3 or more workshop topics.

## Flexible Formats and Licensing

Materials are available in lower cost PDF format or as editable FrameMaker files, and exercise and support files for each workshop are included at no additional charge. There is NO time limit on how long you may use the materials you purchase. New CDs with the most current bundles are released biannually, and substantial discounts are available for repeat customers.

## Materials that can be used for Classroom Instruction or Self-Study

IT Training's award winning materials can be used for delivering classroom instruction and by individuals who want to learn on their own. Each year approximately 1,000 individuals at Indiana University use IT Training materials in self-study mode, and several of the institutions that use our materials distribute them to their users to learn on their own as well. So whether you have a traditional classroom delivery program or need to help your participants learn on their own, our materials can help you meet your needs!

# ABOUT OUR COMPUTER TRAINING MATERIALS

## Award Winning

IT Training & Education has won multiple national awards for its computer training materials. A complete list of IT Training's most recent awards can be found at: <http://ittraining.iu.edu/ematerials/samples/>.

## Highly Rated

Every year, more than 12,000 Indiana University students, faculty and staff attend IT Training workshops, with approximately, 96% of the participants rating the workshop they attended as Very Good or Good, and 95% indicating that what they learned in the workshop would be useful to them in their career or academic work.

## And Widely Used

IT Training materials are used at all eight Indiana University campuses and more than a dozen other major colleges, universities and non-profit agencies.

## Want to Find Out More?

For complete information on current bundles, workshop descriptions, pricing, and licensing, or to place an order, please visit IT Training & Education's Web site at:

<http://ittraining.iu.edu/ematerials>



## Questions? Contact us!

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