

# technology training services

*Knowledge when you need it!*

Tech Training Services offers classes in these topics — and more:

Fundamentals of Computing

Word Processing

Spreadsheets

Database Management

Presentations and Publications

Project Management

Email and Calendaring

Internet/Web

IT Professional Development

Security

**WHAT IS TECHNOLOGY TRAINING?** Technology Training is a department in IT Services that provides a variety of computer training with a variety of delivery methods for the Stanford community. Services include:

- Regularly scheduled hands-on and lecture classes,
- Special classes on demand for groups and departments,
- One-on-one personalized training,
- Self-paced, online computer-based training and reference books (TechPort),
- Free drop-in info sessions (Tech Express and Tech Briefings), and
- Facility rentals.

**WHY SHOULD I USE THE SERVICES OF TECHNOLOGY TRAINING?** Technology Training helps to make your professional and personal computing easier and more effective by providing training that is:

- *Convenient* — held on the Stanford campus. No wasted time in commuting offsite.
- *Flexible* — meets your computer training needs in a variety of ways and on a variety of topics.
- *Responsive* — tailored to your particular learning needs.

**WHAT DOES IT COST?** Fees vary depending on length and type of class. Some classes are free. For those with fees, STAP funds (University staff) and Tuition Assistance (Hospital staff) apply. For details on rates, see <http://techtraining.stanford.edu>.

**WHAT TOPICS DO THE CLASSES COVER?** Tech Training offers a wide range of classes, from *operating systems* (Mac OS X, Microsoft Windows) and *software applications* (MS Office, MS Project, Adobe Acrobat, InDesign, Photoshop), to *web design* (Dreamweaver, blogs, Flash, podcasts) and *IT professional development* (XML, PHP, JavaScript) — to give just a few examples. We offer introductory through advanced classes in many of these topics. Let us know what technical training you need, and we'll do our best to meet that need. Call us at 723-4391 and let us know.

**WHAT TOPICS ARE COVERED IN THE DROP-IN SESSIONS?** The wide range of general-interest, Stanford-specific topics includes: security in the Stanford computing environment, application tips and tricks, AFS storage, demonstrations of new software applications, and emerging technologies. Tech Express sessions are aimed at meeting the needs of end users. Tech Briefings are geared toward information technology staff. Both of these venues are open to staff, faculty, and students.

**HOW CAN I FIND OUT MORE?** To find out more about the offerings above, to request a special class, or to ask about computer lab rental, see the Technology Training web site at <http://techtraining.stanford.edu> or call 723-4391.

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