



Information Technology Center  
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## **Information Technology Training Center Procedures**

The Information Technology Training Center (ITTC), located in Room 163 of Jacob T. Stewart, provides hands-on training for various microcomputer and Banner applications to all University faculty/staff. All sessions are conducted in an interactive classroom environment in an instructor-led format that ensures close interaction between instructor and participant.

Classes on microcomputer and Banner applications are offered each semester. Schedules of training are e-mailed to faculty and staff as well as published to the GSU Website. Upon request, members of the Grambling-Ruston community can receive a copy of the training calendar.

### ***Registration***

One may register simply by registering online or calling extension 6147. Registration logs of attendance are maintained for all course offerings.

### ***Documentation***

Documentation and other training materials are provided for all workshops. Participants are allowed to keep the documentation. Each participant is assigned a computer and performs all class exercises. If so desired, participants may save exercises on a storage device (USB, floppy disk, CD) or email them to their email accounts.

### ***Additional Resources***

Faculty and staff have access to (training materials, training tapes, videos, cds), during open lab hours.

