

X-15.12-POLICY ON INFORMATION TECHNOLOGY TRAINING

I. POLICY AND PURPOSE

This policy is designed to ensure that faculty/staff avail themselves of training, that they gain a basic level of proficiency in the use of various technology applications, and that they demonstrate strategic utilization of technology to enhance their job functionality.

II. APPLICABILITY

- A. Scope: Training will be provided on the introductory, intermediate, and advanced levels.
- B. Eligibility: Training will be available to all faculty and staff of the University.
- C. Responsibility: OIT, in collaboration with the Vice Presidents, Deans, and the Office of Academic Affairs, will be responsible for the identification, implementation, documentation of training needed and provided to support the University's agendas.

III. GUIDELINES AND STANDARDS

- A. Training classes shall be published on the Office of Information Technology's World Wide Web ("WWW") site, as well as transmitted to all BSU faculty and staff electronic mail boxes.
- B. Training schedules shall be updated bi-monthly and current class offerings include:

Introduction to Personal Computers; Windows 95; MS Office 95 (Access, Word, Excel, PowerPoint); MS Office integration; Group Wise; Internet and the World Wide Web; and Hypertext Markup Language ("HTML").

All classes are available for Introduction, Intermediate, and Advanced levels.
- C. Reference books (and computer diskettes) shall be distributed to participants which can be used for practice and reinforcement of newly learned technology skills. Detailed reference books and support materials shall also be distributed to departments, which materials can be used to extend participants' application of technology.
- D. Attendance shall be maintained, by the Office of Information Technology, as participants progress through the acquiring of their technology skills.

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IV. RESULTS/REQUIREMENTS

- A. BSU faculty/staff, who have direct access to BSU-owned equipment, should have the following minimum competencies:

<u>Technology Classes</u>	<u>Competency Level</u>
Windows 95	Intermediate
MS Office 95 (Access, Word, Excel, PowerPoint)	Intermediate
MS Office Integration	Intermediate
Group Wise	Intermediate
Internet and the World Wide Web	Intermediate
Hypertext Markup Language (HTML)	Intermediate

- V. EXCEPTIONS AND DEVIATIONS:** None

- VI. DEFINITIONS:** None