# IT TRAINING

## PURPOSE
This policy establishes guidelines for training provided to employees by Edison State Community College's IT Department.

## POLICY STATEMENT
The College's IT department endeavors at all times to provide up-to-date training to its employees on those software products licensed College-wide and most often used in the execution of day-to-day tasks. These include Ellucian's Colleague and MyESCC, the Microsoft Suite of products, and Blackboard. Other, third-party software products are accommodated as usage demands and as training may become available.

Departmental-specific and task-specific software products are best supported by the Help Desks and Training arms of their respective software companies, and should be negotiated as part of the purchased licensing agreement. The College's IT Trainer cannot be responsible for a working knowledge of all such software products.

## PERSONS AFFECTED
All Edison State Community College employees.