

Selecting Technology Training

1. Visit the [Technology Training](#) page on our website to get an idea of what is available
2. Review the options available: online-self-paced, instructor-led training (ILT)/classroom, etc.

Your Needs

- Assess level
- Identify scope
- Determine availability & budget

Online: Self-Paced

There are numerous options available online. To save time, start with the following steps:

Instructor-Led Training (ILT): Classroom

- Public / local
- Onsite at Rice

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1. You may consider a brief [self-assessment](#) to determine course level needed.
2. Identify if you only need to learn a few areas (e.g. Excel pivot tables) or if you need a more comprehensive training.
3. What will your **schedule** allow and what is your **budget**?

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1. Know what you will be using for training (e.g. Mac or PC) & what version of Microsoft if applicable.
2. For quick tutorials (at no cost):
 - Try **tutorials** available on Microsoft.com, YouTube, & our Video Library.
 - Check the **Digital Media Commons (DMC)** Short Course schedule. The DMC is housed in Fondren Library & offers courses like Excel occasionally.
 - If you have a Houston Public Library card, you can access courses on **Lynda.com** at no cost.
 - Online Vendors-see *page 2*

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Rice has partnered with a local training provider, CompuTrain, to provide access to a range of courses. Employees can attend a public course at the CompuTrain location OR a team/department can arrange for a class on campus. *Rice employees will receive a \$25 discount for these courses.*

Visit the [Rice/CompuTrain portal](#) for self-assessments, course schedules, pricing and registration details.

Online Technology Training Options

	UDEMY.COM	COURSERA.ORG	LYNDA.COM
Pros	<ul style="list-style-type: none"> • Low cost & course ratings available • Course options - numerous options, multiple levels, etc. 	<ul style="list-style-type: none"> • Course ratings available • College/University sponsored & facilitated 	<ul style="list-style-type: none"> • Free to access with Houston Public Library (HPL) card • Numerous course options
Cons	<ul style="list-style-type: none"> • With so many options it may take longer to narrow down 	<ul style="list-style-type: none"> • Less options available 	<ul style="list-style-type: none"> • If you do not have a HPL card the cost per course can vary
Course Search & Examples	<ul style="list-style-type: none"> • Search courses • Narrow by title (e.g. Office Productivity/Microsoft) • Read course description & syllabus for details (on-demand, lifetime access, schedule, etc.) <p>Examples of Course Categories:</p> <ol style="list-style-type: none"> 1. Office Productivity - Microsoft, Apple, Google, etc. 2. Business - Communication, Human Resources, Project Management, etc. 3. Personal Development - Leadership, Career Development, Stress Management, etc. 	<ul style="list-style-type: none"> • Search catalog (e.g. Microsoft Excel) • Narrow by title (e.g. Excel Skills for Business Essentials) • Read course description & syllabus for details regarding course time frame, assignments, etc. <p>Examples of Course Categories:</p> <ol style="list-style-type: none"> 1. Information Technology - Excel Skills for Business, Social Media Marketing, Moving to the Cloud, etc. 2. Business - Teamwork Skills, Leadership Toolkit for Managers, Strategic Leadership & Management, etc. 3. Personal Development - Graphic Design, Dynamic Public Speaking, Conflict Resolution, etc. 	<ul style="list-style-type: none"> • Access Lynda.com specifically through the HPL website (link above) • Create a profile on Lynda.com using your HPL card (MY LINK card) • Once you have a profile it will ask you to select topics that are of interest to you <p>Examples of Excel Courses:</p> <ul style="list-style-type: none"> • Excel Quick Tips • Working With Real-Time Data in Excel • Managing & Analyzing Data <p>Other Category Examples:</p> <ul style="list-style-type: none"> • Business • Management • Project Management