



Document Imaging 101 - Online Class Overview

Intent

This course is designed to introduce students to the concepts and terminology of document imaging prior to intensive CDIA+ training.

Course Description

My Tech Guru has adopted a comprehensive educational training program for presenting the basics of document imaging. This course was designed to give professionals the necessary skills to get started in the document-imaging field and develop an understanding of imaging concepts.

This course is vendor-neutral, allowing students to learn without any hidden sales pressure from the manufacturers. When students have finished this course they will have a solid understanding of document imaging systems: what they are, how they work, why they are needed, and the terminology involved. They will also clearly understand the basics and standards of imaging and can then go on to take advanced training in document imaging technologies. This training is a suggested prerequisite to taking the CompTIA CDIA+ Exam Training course.

Our experience tells us that this is the most effective way for students to gain the knowledge necessary to advance to higher levels of training. The practical and real-world information shared in this course will also be highly applicable to student's day-to-day jobs.

Prerequisites for the Document Imaging-101 Training Course

- PC literacy
- Willingness to learn new technical technology

The majority of our students are people who fall into one of these categories:

<ul style="list-style-type: none">• Sales Representatives• Major Account Reps• Sales Support Staff• Technology Consultants• Corporate Buyers• Project Managers	<ul style="list-style-type: none">• Anyone looking to enter the DM/DI industry• Technical Support Professionals• System Administrators• Scanner Operators• Supervisors
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The training course is presented in text and graphic form with some interaction to accommodate all of our student's access speeds. If you prefer training that is not self-paced, we offer an instructor-led classroom format.

This online course is only **\$247.00** and the value far exceeds that!



Instructor-led Training Classes for Document Imaging-101

Document Imaging-101 Training Course

Document Imaging-101 is designed to introduce students to the fundamental concepts and terminology of document imaging prior to CDIA+ training.

My Tech Guru has adopted a comprehensive educational training program for presenting the fundamentals of document imaging. The course was designed to give professionals the skills they need to be more effective in the document-imaging field by providing a solid understanding of the full spectrum of document imaging concepts.

This course is vendor-neutral, allowing students to learn without any sales agenda from the manufacturers.

When students complete this course, they will have a thorough understanding of document imaging systems: what they are, how they work, why they are needed, and the terminology involved. They will also clearly understand the fundamentals and standards of imaging and can then go on to take in the CDIA+ course. This training is a prerequisite to taking the CompTIA CDIA+ Exam Training course for individuals with less than two years experience at designing EDMS.

Course details also include: the history of imaging, where it is now, where the industry is going, types of imaging applications, system design, input and output devices, storage types, networking infrastructures, COLD, OCR and ICR, the importance of performing needs assessments, Internet imaging applications and specific uses, workflow management and case studies.

Training Locations:	Check 'Available Dates' for training locations. For client site requests please call 1 (972) 791-8001.
Length of Course:	1 Day
Enrollment Fee:	\$567.00
Who should attend:	Anyone wanting a fundamental understanding of the Electronic Document Management & Imaging industry, from the viewpoint of sales, consultation, technical and management.
Prerequisites:	None



Provided Resources:	<ul style="list-style-type: none">• Print-out of instructor's PowerPoint slides• Assessment questions• Worksheet handout• Math handout• Print of Excel spreadsheets• Glossary of terms• Personnel-In-class• E-mail and telephone support• Practice Exam given in Class• Post Training Online Practice Simulator
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About The Document Imaging-101 Instructor

Byron Aulick is our senior CDIA+ instructor and has authored the training materials for many of our courses, which we have seen much success. Mr. Aulick has been involved in the document imaging and management industry for 23 years, having hands-on expertise in all aspects of the field. He travels worldwide teaching classes and consulting for major clients.