



P.O. Box 715 Fiskdale MA, 01518 * Toll-free: (877) 798-3282 * (508) 347-2600

www.datavault.com

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Document Imaging 101 Course Overview

Intent

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

Course Description

DataVault, Inc. has developed a comprehensive educational training program for presenting the basics of document imaging. The 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. 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 prerequisite to taking the CompTIA CDIA+ Training course.

Training Materials

1. Approximately two hours of on-line training as a primer
2. Eight hours of instructor-led, classroom training with actual case studies
3. Bound copy of all training materials, including math handouts, worksheets and slide handouts

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 students' day-to-day jobs.

Prerequisites

- PC literacy
- Assessment

Who Should Take This Course

- Sales Representatives
- Major Account Representatives
- Sales Support Staff
- Technology Consultants
- Corporate Buyers
- Anyone looking to enter the DM/DI industry
- Project Managers
- Technical Support Professionals
- System Administrators
- Scanner Operators
- Supervisors



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About Our Instructor

My. Byron Aulick spent 15 years selling imaging systems to commercial and governmental institutions. In 1996, when The Computing Technology Industry Association announced a certification for imaging professionals, Byron rushed to become CDIA certified. he was then trained as an instructor and has taught hundreds of students since then to be more proficient and become CDIA+ certified themselves. All materials used in our training are authored by Mr. Aulick. Some of the companies that have trusted us with their training are: Hewlett Packard, DocuLabs, Toshiba, Danka, Lanier Worldwide, Ricoh-USA, Savin, Gestetner, Xerox, The National Institutes of Health, New York State of Education, Lehman Brothers, and many more.