

# Correction Enterprises (NCCE) Computer Training Room Request Form

NCCE Computing Support can be reached at (919) 716-3600

Please fill out this form to reserve the NCCE Training Room.

Requests should be submitted at least two weeks prior to the training.

## CONTACT INFORMATION

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

## TRAINING DETAILS

Title of Course: \_\_\_\_\_  
Dates Room Needed: \_\_\_\_\_  
Time Needed: \_\_\_\_\_  
Number of Students: \_\_\_\_\_  
Number of Students Using Computers: \_\_\_\_\_  
Number of Instructors/Observers: \_\_\_\_\_

## TRAINING SUMMARY (please briefly describe your training program)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ADDITIONAL SOFTWARE

Correction Enterprises provides the following software in the Training Room:

If your training course requires specific software, the software and installation instructions **MUST BE** provided to NCCE Computing Support two (2) weeks before the training class will begin.

Microsoft Word  
Microsoft Excel  
Microsoft Access  
Microsoft PowerPoint  
Groupwise  
OPUS

## DIRECTIONS & POLICY

Please fill this form out completely and submit to NCCE Computing Support. Don't forget to read the **Training Room Policy Statement** for more information about the Training Room. If you have any questions, NCCE Computing Support can be reached at (919) 716-3600.

# Correction Enterprises (NCCE) Computer Training Room Policy Statement

NCCE Computing Support can be reached at (919) 716-3600

This document is the Policy Statement for scheduling and using the NCCE Computer Training room at 2020 Yonkers Road, Raleigh.

## REQUEST FOR TRAINING ROOM

Scheduling shall be accomplished through NC Correction Enterprises Computing Support Staff. All user requests will be evaluated for priority use, and to determine if the use is compatible with the intended function of the room. *The room is designed to support training programs in the use of computers and computer software.*

## USER REQUIREMENTS

- Training is conducted between the hours of 7:30 A.M. to 4:30 P.M., Monday – Friday. The facility is not available on State holidays.
- Training does not require removal of furniture and/or equipment from the training room, nor does it include the use of Enterprises copiers or printers.
- Training does not include activities that could be harmful to individuals or equipment and does not involve information that could be used to damage or compromise State IT security, or promote any illegal activity.
- Use does not involve participation that exceeds the room capacity with furniture of 15 persons (12 at computer stations and 3 instructors/observers).
- Program trains students in the use of computers and computing related software where students are required to interact with the software.
- User does not permit drinks, food, chewing gum, tobacco or other similar consumable products in the training room.

## USERS OF THE ENTERPRISES COMPUTER TRAINING ROOM

- Are responsible for equipment damaged during their use
- Will have use of the ceiling projector, PCs and smart board. Copying and printing is not available. *Note: Correction Enterprises attempts to keep its equipment in serviceable condition but, it is not responsible for ensuring that the equipment will function, or is not under repair during the intended date(s) of use. Correction Enterprises cannot provide technical assistance to users beyond initial setup.*
- If the user requires advance installation of their software by Correction Enterprises Support Staff, the user must provide the software at least two weeks in advance of the program date. The Support Staff will remove the software within two work days of the conclusion of the program.
- Users of the training room are responsible for insuring that their use of the equipment complies with all DOC and ITS network, e-mail, and Internet policies. You may contact Computing Support at 919.716.3600 for further information regarding the policies.

Priority for use of the NCCE Computer Training Room is as follows:

1. Computer training provided to and/or by Enterprises staff.
2. Computer training offered by DOC staff.
3. Training offered by non-DOC trainers to DOC employees in computing.
4. Other state agencies or local governments that offer computer training compatible with the equipment, function, and purpose of the room.