

Courseware Management



MicroTek understands what it takes to execute training events all around the world, including the delivery of the right training materials. We know you are constantly dealing with issues such as last minute registrations and training manual revisions. With these challenges in mind, we developed our Courseware Management Service - providing you with all the student materials you need, delivered anywhere in the world. Four easy steps is all it takes to speed your training materials exactly where they need to be:

- **Upload and approve your courseware file**
- **Choose the number of attendees**
- **Place your order**
- **Track your shipment**

Our secure, web-based content management system allows you to upload new manuals or change existing ones at any time. And our automated confirmation notification tells you when your training materials arrive at their destination. From the beginning of the ordering process all the way through delivery, you know exactly where your course materials are. One system, one point of contact, one invoice and your training is delivered.

MicroTek will work with you to design and package a total courseware solution for your training materials, saving you time and cost from order through delivery. We can ship your manuals to any location where you are holding a class - whether it is a MicroTek location, a hotel conference room, or even your own office. You can rely on us to produce the number of copies of courseware you request and deliver them anywhere in the world when you need them. In fact, we can deliver your materials within 48 hours from the time of order so that you have them as soon as possible.

Courseware Management Service

Supply Chain Management

efficient
services to
distribute
courseware
worldwide





GLOBAL LEARNING SOLUTIONS

Duplication & Distribution

Do your training manuals have thousands of pages? Or do you have thousands of manuals with just a few pages each? Whatever your needs, MicroTek's Courseware Management Service gives you the flexibility you want with the global distribution capabilities you need. Whether you're delivering your training across the country or around the globe, MicroTek fulfills all your courseware needs including:



Print on demand:

Black & White

Full color

Lithographic Print

Finishing & Bindery

Personalization

Packaging

Warehousing & fulfillment

Kit collation

Media:

CD's

DVD's

Premium Items:

T-shirts

Pens

Mugs



800.207.9620
www.mclabs.com