



November 2011 Course Calendar

Other Services at INTouch

- Hosting
- Customized courses
- One-on-one instruction

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Business Communications	2	3	4 Customized Training
7 Excel 2007 Advanced	8 Outlook	9 Mail Merging using Word PM	10 Hosting	11 Hosting
14 PowerPoint 2007 Expert	15 Customer Service	16	17 Windows Vista	18 Munch & Learn
21 Access Fundamentals	22 Customized Training	23 Manipulating Slides in PowerPoint AM	24 Word 2007 Advanced	25 Templates using Word
28 Importing & Exporting Data in Excel	29 Word 2007 Fundamentals	30 Customized Training		

CPR/First Aid Level C

This 24 hour program offered over 5 days certifies individuals with Standard First Aid and CPR Level C as recognized by St. John Ambulance.

Munch & Learn

Gather up a group of people, bring your lunches, and learn a trick or two about the software you are using. Topics could include: Mail Merge, Macros, Charts or Tables.

Tailored Desktop Training.....

We all know that time is at a premium, and the last thing you want to do is waste your valuable training dollars on sessions that either revisit topics and functions you already know, or spend too much time on ones you will never even use!

How do you sort through all the training needs and wants to determine who should attend training and to which classes they should go? Take heart, because help is on the way!

Here at INTouch, we specialize in narrowing the focus of our classes and seminars to meet your specific needs. We will work closely with you to tailor a training program that identifies the knowledge gaps within your team, and then we will recommend a course of action for delivery of the training that fits your timeframe and business requirements.