



October 2011 Course Calendar

Other Services at INTouch

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

Monday	Tuesday	Wednesday	Thursday	Friday
3 Customized Training	4 Word 2007 Fundamentals	5 Business Communications	6	7 Customized Training
10 Excel 2007 Advanced	11 Outlook	12 Mail Merging using Word PM	13 Hosting	14 Hosting
17 PowerPoint 2007 Expert	18 Customer Service	19	20 Windows Vista	21 Munch & Learn
24 Access Fundamentals	25 Customized Training	26 Manipulating Slides in PowerPoint AM	27 Word 2007 Advanced	28 Templates using Word
31 Importing & Exporting Data in Excel				

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.

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.

Microsoft Office Specialist Preparation

Certification provides employers with the proof that you have something exceptional to offer – fluency in the most commonly spoken language of the business community: Microsoft Office. INTouch is an authorized preparation and testing centre for the Microsoft Office Specialist certification.