



December 2009 Course Calendar

Other Services at INTouch

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

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Migrating to Office 2007	2 Word 2007 Expert	3 PowerPoint 2007 Advanced	4 Mail Merge using Word AM
7 Excel 2007 Expert	8 Outlook 2007 Advanced	9 Customized Training	10-11 Quickbooks	
14 Customized Training	15-16 Simply Accounting		17 Access 2007 Advanced	18 Tables in Word AM
21 Word 2007 Fundamentals	22 Excel 2007 Fundamentals	23	24-25 School Closed	
28	29	30	31	30
School closed for Christmas				

NEW! Certified Business Professional Program (CBP)

Almost every job has a core set of technology and business components that requires the professional to develop information technology and business skills. These foundation skills are required by major institutions and organizations as a measure of competency. The Certified Business Professional Program is an international industry credential that validates and develops the business professional.

This program includes the following 5 courses:

- Business Communications
- Customer Service
- Sales
- Business Etiquette
- Leadership

Candidates are required to pass one of the CBP Professional exams to be accredited with the CBP Professional designation and all five exams are required to be accredited with the CBP Executive Professional designation.

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.