



October 2009 Course Calendar

Other Services at INTouch

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

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Excel 2007 Fundamentals	2 CPR Recertification
5 Templates Using Word 2007	6 Windows Vista	7 Excel 2007 Advanced	8 Word 2007 Fundamentals	9 Mail Merge using Word AM
12 Migrating to Office 2007	13 Simply Accounting	14	15 Word 2007 Advanced	16 Tables in Word AM
19 Word 2007 Expert	20 PowerPoint 2007 Advanced	21 Customized Training	22	23 Excel 2007 Advanced
26 Quickbooks	27	28 Windows Vista	29 Hosting	30

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 your are using. Topics could include: Mail Merge, Macros, Charts or Tables.