



# September 2009 Course Calendar

### Other Services at INTouch

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

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4 Windows Vista
	Hosting			
7 <i>Labour Day</i>	8 Simply Accounting Expert	9 Walk About Training	10 PowerPoint 2007 Advanced	11 Word 2007 Fundamentals
14 Tables in Word PM	15 Excel 2007 Fundamentals	16	17	18 Word 2007 Advanced
Customized Training		Quickbooks		
21	22	23 PowerPoint 2007 Expert	24 Excel 2007 Advanced	25 Access 2007 Advanced
28 Excel 2007 Expert	29 Word 2007 Expert	30 Outlook 2007 Advanced		

### Internet Computing and Core Certification (IC<sup>3</sup>)

The Internet and Computing Core Certification program is a global, validated, standards-based training and certification program for basic computing and Internet knowledge and skills. Successful completion of IC3 ensures you have the knowledge and skills required for basic use of computer hardware, software, networks, and the Internet. IC3 is your gateway to advancement in education, employment and other certification programs.

In today's digital world, almost all jobs and academic institutions require basic computing knowledge and skills. IC3 certification will immediately identify you as someone who has what it takes to succeed as a student or employee.

INTouch Career College is an authorized IC3 preparation and testing centre.

### Microsoft Certified Application 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.

### Job Finding Club

A three week program that assists individuals in developing effective job search strategies including skills pertaining to resumes, cover letters, calling cards, interview techniques, networking, and the hidden labour market.