



# November 2009 Course Calendar

### Other Services at INTouch

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

Monday	Tuesday	Wednesday	Thursday	Friday
2 Excel 2007 Fundamentals	3 Hosting	4	5 PowerPoint 2007 Advanced	6 Customized Training
9 Access 2007 Advanced	10 Customized Training	11 <b>Remembrance Day</b>	12 Business Communications	13
16 Outlook 2007 Advanced	17 Quickbooks	18	19 Excel 2007 Advanced	20 CPR Refresher
23 Migrating to Office 2007	24 Mail Merging using Word PM	25 Business Etiquette and Professionalism	26	27 WHMIS
30 Windows Vista				

### **NEW!** 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 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.