



MOBILE COMPUTER TRAINING

MICROSOFT OFFICE 2007 AND 2003

COMPUTER TRAINING –

MS Windows Vista/XP - Level I, II

MS Word - Level I, II, III

MS Excel - Level I, II, III

MS Outlook - Level I, II

MS Access - Level I, II, III

MS PowerPoint - Level I, II

MS Publisher – Level I, II

COMPUTERIZED

ACCOUNTING PROGRAM

QuickBooks Level I, II

Our Program includes:

- Hands on Skills
- Instructor Led
- Small Groups
- Daytime and Evening Classes
- Great value for your time and money

We train people in the skills necessary to be productive and competitive in today's workforce. We are able to facilitate and prepare users for tomorrow's workforce today. We are looking for individuals who need skills in a particular application, whether word processing, spreadsheet, data, Internet, graphic arts, email...

ITEC specializes in facilitating technology computer training sessions, where each participant in the room is provided with a laptop computer to accommodate their training needs. With the use of a LCD Projector, we can make your hands-on learning experience enjoyable, fun and most importantly effective.

SERVICES

In an effort to re-evaluate employment a review of recent research was conducted to identify the most valued skills in today's workforce. Among the abilities desired by today's employers are:

- (1) knowing how to learn;*
- (2) competence in reading, writing, and computation;*
- (3) effective listening and oral communication skills;*
- (4) adaptability through creative thinking and problem solving;*
- (5) personal management with strong self esteem and initiative;*
- (6) interpersonal skills; and*
- (7) leadership effectiveness.*

This comprehensive skill set, once required only of managers but now applying to all levels of employment, appeared in several employer surveys, with an additional emphasis on communication and computer/technical skills. (Extracted from the Internet)

Integrated Technical Solutions, Inc

ITEC Mobile Computer Training Center

Tel: 404.512.8428 Fax: 845.230.8700

Email: info@itsmillions.com Website: www.itsmillions.com
