

# acumen

## Training Schedule May - July, 2010

Location: AIT Training Facility | 1 Distribution Court, Suite A, Greer, SC | 864.271.9000

### OVERVIEW

#### Instructors

Our instructors have over 30 years of combined experience, instructing for large financial, manufacturing and service organizations.

#### Registration

Online course registration at <http://www.acumenit.com/training>.

#### Fees

**Total I.T.™ Customers**  
**No Charge**

**Non-Total I.T.™**  
**Each class \$69\***

Morning session 8:30am – 12 noon

Afternoon session 1:15pm – 4:45pm

Class size is limited 11 attendees.

Laminated Class Aides are available for \$5 each.

Payment can be made by cash, credit card, or billed to the company.

*\*Payment required in advance*

#### Refunds

**In order to receive a full refund, cancellations must be received at least 5 business days prior to the day of the class.**

**NOTICE: Training is Free to Total I.T. clients, but if a reservation is cancelled within 24 hours of the class, or does not show for class, the client will be charged \$69 for each reservation cancelled. Substitutions may be made.**

#### Directions to our Training Facility

From Greenville / Anderson:

- Take I-85 North
- Take Exit 54
- Turn right onto Pelham Road
- Travel approximately 1.6 miles
- At light, turn left onto S. Batesville Road
- Travel approximately 0.2 miles
- Turn right onto Distribution Court (about halfway down hill – there is a low sign which says "Acumen")
- Take an immediate left into our parking lot. We are in Suite A. (right end of bldg.)

From Spartanburg:

- Take I-85 South
- Take Exit 54
- Turn left onto Pelham Road
- Travel approximately 1.6 miles
- At light, turn left onto S. Batesville Road
- Travel approximately 0.2 miles
- Turn right onto Distribution Court (about halfway down hill – there is a low sign which says "Acumen")
- Take an immediate left into our parking lot. We are in Suite A. (right end of bldg.)

**Call your Customer Quality Manager at 864-271-9000 for course requests or other site training needs!**

**(schedule on reverse)**



# Training Schedule May - July, 2010

Location: AIT Training Facility | 1 Distribution Court, Suite A, Greer, SC | 864.271.9000

		Tuesday, May. 18	Wednesday, May. 19	Thursday, May. 20
May 18 - 20	8:30 am - Noon	<a href="#"><u>Excel Best Practices 1 Office 2003</u></a>	<a href="#"><u>Word Best Practices 1 Office 2007</u></a>	<a href="#"><u>Outlook Best Practices 1 Office 2007</u></a>
	1:15pm-4:45pm	<a href="#"><u>Excel Best Practices 2 Office 2003</u></a>	<a href="#"><u>Differences between Word, Excel, &amp; Outlook Office 2003, &amp; 2007</u></a>	<a href="#"><u>Word Best Practices 2 Office 2003</u></a>
		Tuesday, June 15	Wednesday, June 16	Thursday, June 17
June 15 - 17	8:30 am - Noon	THERE WILL BE NO CLASSES IN JUNE		
	1:15pm-4:45pm			
		Tuesday, July 13	Wednesday, July 14	Thursday, July 15
July 13 - 15	8:30 am - Noon	THERE WILL BE NO CLASSES IN JULY		
	1:15pm-4:45pm			

Register at <http://www.acumenit.com/training>