

We're your best resource for hands-on training and consulting services in today's most powerful software applications.

Look inside for Intro thru Expert level courses in:

- Microsoft Office
- Crystal Reports
- Tableau
- SQL
- Visual Basic
- Microsoft Project
- Visio
- Adobe
 - Photoshop
 - Dreamweaver
 - Flash
 - Illustrator
 - InDesign
 - Acrobat
 - Captivate
- QuickBooks
- Publisher
- SharePoint
- XHTML Coding and more

Need a database solution, on-site training, custom written documentation, proprietary software training, or help with a specific project?

Call us for:

- Custom courses
- Large scale rollouts
- Executive coaching
- Skills assessment
- Trainer walk-around
- Help desk services
- Proprietary software documentation and training
- Database design & report writing services



Computer Training Schedule

June 2019 - November 2019



www.thefullcirclegroup.com

Questions? Ready to Schedule?
Call: 610-594-9510 or register at

www.thefullcirclegroup.com/resources-registration/registration-forms/registration/



Microsoft.
Small Business
Specialist

Full Circle delivers "360° Solutions • 360° Results"

Full Circle is a leading provider of talent management, computer and career training through local workforce development initiatives, open enrollment courses and corporate training initiatives. 1,500+ Corporate clients have been served over our history including some of the largest names in the country. Our clients range from some of America's best known companies to organizations with as few as five employees. We take pride in serving the very small or very large corporate firm with the same hard work and dedication.

At Full Circle, we know that the bar for staying competitive in any marketplace keeps rising no matter the size of your company. We understand that the training budget needs to show as much return on investment as your other business decisions. We help companies see tangible, measurable results by continuously upgrading the capabilities and skills of their most important assets with the most in-demand training solutions. Our computer training solutions have kept businesses, small and large, ahead of the technology curve for over 20 years. Whether your company is 5 or 5,000, Full Circle creates unique IT training, desktop software and professional development solutions that work!



Licensed, Certified & Respected

- Microsoft Office Specialist™ Authorized Testing and Training Center
- A Pennsylvania Private Licensed School
- Career training programs may qualify for GI Bill benefits
- NHA (National Healthcareer Association) Certified Medical Administrative Assistant Program
- PA Workforce Development approved training vendor
- CPE/CEU approved (Sponsor # PX177299) by PA Dept. of Professional and Occupational Affairs
- ACT 48 approved training vendors-offering continuing education credits for educators



Every student benefits from:

- Our unique, hands-on, workshop approach to learning
- Unsurpassed individual attention for each student
- Instructors who both technical experts and expert communicators
- Training delivered in our state of the art classrooms or at your location
- FREE refresher option - retake any course (same version) for up to 3 months
- FREE post training support for 90 days after the class via the web, email or phone
- Excellent materials - clear, concise, step-by-step training guides
- Continuing Education Units for each course



Did you know?

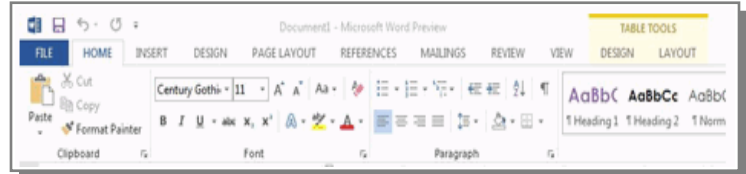
Our website has current training schedules, course outlines, and much more. Add www.thefullcirclegroup.com to your favorites and visit us often!

Look to us for creative solutions to your most challenging IT projects. We're here to help. **Consider us part of your team** when you need an extra set of hands, or a specialized skill-set to tackle tough, time sensitive projects.

Rely on our expert -- but always practical -- advice that respects your goals, your schedule, and your budget. **Leave the details to us and relax** while our trained professionals cross every "t" and dot every "i" to ensure that your project is a total success.



- Access 2016
- Excel 2016
- PowerPoint 2016



Microsoft Office Access 2016

Access Introduction	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$250	4 Tue 24 Mon	11 Thu 22 Mon	2 Fri 20 Tue	12 Thu 25 Wed	15 Tue 28 Mon	5 Tue 18 Mon
Access Intermediate	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$275	13 Thu 26 Wed	12 Fri 23 Tue	7 Wed 23 Fri	17 Tue 27 Fri	17 Thu 30 Wed	7 Thu 20 Wed
Access Advanced Form Design, Linked Data & Macros	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$325	14 Fri 27 Thu	15 Mon 30 Tue	9 Fri 26 Mon	19 Thu 30 Mon	18 Fri 31 Thu	15 Fri 25 Mon
Access - Automating Access with VBA	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
2 day course - select two sequential dates 9 am - 4 pm	\$1,295	21 Fri 24 Mon	22 Mon 23 Tue	27 Tue 28 Wed	19 Thu 20 Fri	29 Tue 30 Wed	20 Wed 21 Thu

Microsoft Office Excel 2016

Excel Introduction	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$250	3 Mon 20 Thu	3 Wed 12 Fri	5 Mon 20 Tue	3 Tue 16 Mon	2 Wed 15 Tue	5 Tue 18 Mon
Excel Intermediate	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$255	4 Tue 28 Fri	5 Fri 16 Tue	6 Tue 22 Thu	5 Thu 18 Wed	4 Fri 17 Thu	7 Thu 19 Tue
Excel Charts, Graphics & Data Presentation	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$275	6 Thu 21 Fri	10 Wed 18 Thu	7 Wed 23 Fri	10 Tue 20 Fri	9 Wed 22 Tue	8 Fri 20 Wed
Excel Pivot Tables, Importing, Managing & Filtering Data	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$325	7 Fri 25 Tue	18 Thu 29 Mon	8 Thu 26 Mon	12 Thu 23 Mon	11 Fri 24 Thu	12 Tue 22 Fri
Excel Functions, Macros, Templates & Linked Workbooks	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$325	11 Tue 26 Wed	17 Wed 30 Tue	9 Fri 28 Wed	19 Thu 30 Mon	16 Wed 31 Thu	14 Thu 27 Wed
Excel Power Pivot and Advanced Concepts in Functions	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$395	19 Wed 27 Thu	19 Fri 25 Thu	14 Wed 29 Thu	17 Tue 25 Wed	18 Fri 29 Tue	19 Tue 25 Mon
Excel - Automating Excel with VBA	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
2 day course - select two sequential dates 9 am - 4 pm	\$1,295	17 Mon 18 Tue	8 Mon 9 Tue	12 Mon 13 Tue	12 Thu 13 Fri	14 Mon 15 Tue	14 Thu 15 Fri

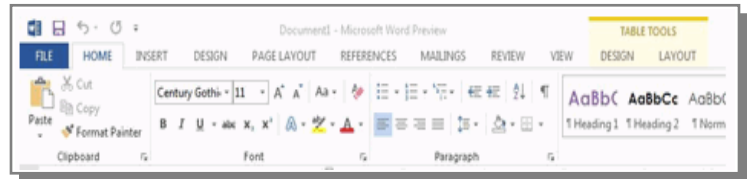
Full Circle specializes in customized on-site training with a variety of schedule and delivery options. Our expert level instructors can handle every possible training scenario from transition training for Microsoft Office version upgrades to high-end Excel, Access, SQL and Graphics training all delivered at the location of your choice.

For more information on the full range of on-site, online and customization options call us at 610-594-9510.





- Word 2016
- Outlook 2016
- Publisher 2016



Microsoft Office PowerPoint 2016

PowerPoint Introduction	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$250	4 Tue 17 Mon	3 Wed 17 Wed	8 Thu 19 Mon	3 Tue 16 Mon	1 Tue 16 Wed	12 Tue 25 Mon
PowerPoint Intermediate	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$255	5 Wed 18 Tue	8 Mon 19 Fri	13 Tue 28 Wed	5 Thu 18 Wed	3 Thu 18 Fri	13 Wed 26 Tue
PowerPoint Multimedia, Animation, Masters & Distribution	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$325	6 Thu 21 Fri	1 Mon 15 Mon	16 Fri 29 Thu	9 Mon 20 Fri	15 Tue 29 Tue	15 Fri 29 Fri

Microsoft Office Word 2016

Word Introduction	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$250	4 Tue 17 Mon	2 Tue 15 Mon	1 Thu 19 Mon	5 Thu 20 Fri	3 Thu 21 Mon	1 Fri 11 Mon
Word Intermediate	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$255	5 Wed 18 Tue	9 Tue 17 Wed	2 Fri 21 Wed	10 Tue 23 Mon	8 Tue 22 Tue	4 Mon 13 Wed
Word Styles, Layout, Graphics & Newsletter Features	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$275	6 Thu 21 Fri	10 Wed 19 Fri	6 Tue 22 Thu	12 Thu 25 Wed	10 Thu 23 Wed	5 Tue 19 Tue
Word Mail Merge, Macros & Forms	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$325	7 Fri 25 Tue	16 Tue 24 Wed	15 Thu 26 Mon	13 Fri 26 Thu	14 Mon 30 Wed	6 Wed 21 Thu
Word Mastering Long Documents & Tracking Revisions	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$325	12 Wed 28 Fri	17 Wed 29 Mon	16 Fri 27 Tue	16 Mon 27 Fri	15 Tue 31 Thu	12 Tue 27 Wed

Microsoft Office Outlook 2016

Outlook Introduction to Email, Contacts & Calendar	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$275	14 Fri 25 Tue	1 Mon 15 Mon	1 Thu 26 Mon	4 Wed 17 Tue	15 Tue 30 Wed	8 Fri 19 Tue
Outlook Advanced Meetings, Organizing & Efficiency	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$325	17 Mon 26 Wed	2 Tue 18 Thu	2 Fri 29 Thu	6 Fri 18 Wed	16 Wed 31 Thu	11 Mon 27 Wed

Microsoft Publisher 2016 - Desktop Publishing

Publisher Introduction to Desktop Publishing	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$325	7 Fri 25 Tue	15 Mon 31 Wed	7 Wed 28 Wed	12 Thu 24 Tue	17 Thu 30 Wed	12 Tue 27 Wed



Windows Operating Systems

- Manage files and folders
- Understand menus, icons and file types
- Customize window views for efficiency

Microsoft Windows Operating Systems

Windows 10 File Management & Desktop Control	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$250	18 Tue	17 Wed	12 Mon	17 Tue	28 Mon	19 Tue
Windows 7 File Management & Desktop Control	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$250	21 Fri	8 Mon	9 Fri	23 Mon	11 Fri	8 Fri

Registration, course outlines, driving directions and more are available on the web at www.thefullcirclegroup.com



SQL Databases & Queries

- You don't have to be a programmer to use this powerful data tool!
- Understand SQL databases, query data, produce data views & more

SQL Databases & Queries

Introduction to SQL Databases and Queries	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
3 day course - select three sequential dates 9 am - 4 pm	\$1,595	19 Wed 20 Thu 21 Fri	15 Mon 16 Tue 17 Wed	20 Tue 21 Wed 22 Thu	16 Mon 17 Tue 18 Wed	16 Wed 17 Thu 18 Fri	11 Mon 12 Tue 13 Wed

Re-invent yourself!! Is just a class or two standing between you and your next position? In very little time, you could learn valuable Adobe or Microsoft applications that make you competitive in today's employment landscape. Need SQL, Visual Basic or SharePoint? Let our talented instructors equip you with the technology skills you need. Give Full Circle a call to discuss valuable training options. **Book 3 or more courses and SAVE with PowerPack discounts!**



MICROSOFT PROJECT

Microsoft Project is a powerful project management tool that helps you set realistic schedule and budget goals, and keep on track to meet those goals. Acquire a brand new skill set, or brush up on your current project management skills. Learn how to:

- Manage projects more efficiently and effectively
- Control project work, schedules, and finances
- View and manage critical path tasks proactively

Need to train your team in Microsoft Project?

Call us today to find out more about private group sessions. We can deliver a custom-tailored, private group course at your location or ours -- often at a per-head cost that is less than our standard open enrollment rates.

Need Onsite Training?

Ask us about having any of these courses delivered onsite at your location!

Microsoft Project 2016

Project Introduction	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$395	6 Thu 19 Wed	17 Wed 30 Tue	5 Mon 22 Thu	9 Mon 24 Tue	2 Wed 22 Tue	1 Fri 26 Tue
Project Advanced	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$495	10 Mon 21 Fri	18 Thu 31 Wed	8 Thu 28 Wed	10 Tue 25 Wed	7 Mon 24 Thu	4 Mon 27 Wed

Need a new look for your website or marketing materials? Spend a day with us to learn exciting graphics and web design tools like Adobe Dreamweaver and Flash, InDesign, and Illustrator, and see how easy it is to build fabulous websites and dynamic print and online marketing materials.

- Build and manage your brand in print and online
- Develop in-house expertise, saving time and money
- Understand and leverage the latest web technologies



Microsoft Visio

- Learn the Visio basics as well as how to customize shapes, use advanced stencil techniques, styles & layers
- Share your work via OLE objects for databases & web pages.

Microsoft Visio 2016

Visio Introduction	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$395	17 Mon	17 Wed	5 Mon	13 Fri	17 Thu	13 Wed
Visio Advanced	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$395	20 Thu	19 Fri	6 Tue	24 Tue	21 Mon	19 Tue



DATA ANALYSIS TOOLS

Crystal Reports Courses / Tableau Training

Design flexible, feature-rich reports with these powerful data analysis and reporting tools. **Crystal Reports** allows you to connect to virtually any data source.

- Create reports that sort, group and subtotal with drill-down functionality
- Allow users to enter filtering criteria each time they open the report
- Combine charts, graphics and the numbers for presentation ready data

And **Tableau** can't be beat for Visualizations and Dashboards!!

Data Analysis Tools

Crystal Reports Introduction (2 days)	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
2 day course - select two sequential dates 9 am - 4 pm	\$850	5 Wed 7 Fri 17 Mon 18 Tue	9 Tue 10 Wed 18 Thu 19 Fri	1 Thu 2 Fri 12 Mon 13 Tue	10 Tue 11 Wed 23 Mon 24 Tue	7 Mon 8 Tue 21 Mon 22 Tue	5 Tue 6 Wed 18 Mon 19 Tue
Crystal Reports Advanced (2 days)	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
2 day course - select two sequential dates 9 am - 4 pm	\$895	6 Thu 7 Fri 19 Wed 20 Thu	11 Thu 12 Fri 23 Tue 24 Wed	5 Mon 6 Tue 15 Thu 16 Fri	12 Thu 13 Fri 26 Thu 27 Fri	9 Wed 10 Thu 23 Wed 24 Thu	7 Thu 8 Fri 25 Mon 26 Tue
Tableau Desktop 2018	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
2 day course - select two sequential dates 9 am - 4 pm	\$895	17 Mon 18 Tue	18 Thu 19 Fri	12 Mon 13 Tue	17 Tue 18 Wed	24 Thu 25 Fri	12 Tue 13 Wed



QUICKBOOKS

- Explore this leading small-business accounting software
- No accounting knowledge required
- Set up a company file, create customer invoices
- Track recievables, control expenses & much more

Quickbooks Accounting Software

QuickBooks Desktop 2018 Level 1	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$395	7 Fri	9 Tue	7 Wed	4 Wed	10 Thu	4 Mon
QuickBooks Desktop 2018 Level 2	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$445	11 Tue	18 Thu	27 Tue	6 Fri	14 Mon	20 Wed



Microsoft SharePoint







You don't have to be an IT expert to build and manage a SharePoint team site . Learn how to leverage this powerful communication, sharing, and collaboration tool. Learn how to build your own site complete with document libraries, SharePoint Lists, Wikis, Blogs and more!

- ❖ Navigate SharePoint Sites quickly & effectively
- ❖ Work with Lists, Libraries, Blogs, Wikis
- ❖ Upload key documents and images for sharing
- ❖ Set notifications for when docs are updated
- ❖ Create personal views of SharePoint data
- ❖ Create sites, sub-sites, and specialty pages
- ❖ Create Lists, Libraries, Blogs, Surveys and more
- ❖ Modify site navigation, control user permissions
- ❖ Control document versioning, check-in / check-out
- ❖ Create and manage three-state workflows

SharePoint 2016

SharePoint Site User	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$495	11 Tue	11 Thu	6 Tue	19 Thu	21 Mon	20 Wed
SharePoint Site Owner	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$595	12 Wed	12 Fri	14 Wed	20 Fri	22 Tue	21 Thu

Registration, course outlines, driving directions and more are available on the web at www.thefullcirclegroup.com

 Web Design & E-Learning Tools  Dw Dreamweaver  FL Flash  Cp Captivate							
Adobe Dreamweaver - Web Design							
Dreamweaver Introduction	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$395	11 Tue	10 Wed	13 Tue	5 Thu	10 Thu	6 Wed
Dreamweaver Advanced (2 days)	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
2 day course - select two sequential dates 9 am - 4 pm	\$895	24 Mon 25 Tue	25 Thu 26 Fri	20 Tue 21 Wed	18 Wed 19 Thu	22 Tue 23 Wed	13 Wed 14 Thu
Adobe Flash - Web Animation & Multimedia							
Flash Introduction (2 days)	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	18 Tue 19 Wed	15 Mon 16 Tue	22 Thu 23 Fri	17 Tue 18 Wed	14 Mon 15 Tue	18 Mon 19 Tue
Flash Advanced	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$445	20 Thu	17 Wed	30 Fri	19 Thu	18 Fri	20 Wed
 Photo Editing, Graphics & Document Tools  Ps Photoshop  Ai Illustrator  ID InDesign  Acrobat							
Adobe Photoshop - Photo Editing & Graphics							
Photoshop Introduction	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$395	4 Tue 26 Wed	1 Mon 17 Wed	1 Thu 19 Mon	4 Wed 16 Mon	1 Tue 16 Wed	1 Fri 12 Tue
Photoshop Advanced	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$445	5 Wed 28 Fri	2 Tue 18 Thu	5 Mon 21 Wed	9 Mon 17 Tue	2 Wed 18 Fri	5 Tue 19 Tue
Adobe InDesign							
Adobe InDesign Introduction (2 days)	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	13 Thu 14 Fri	22 Mon 23 Tue	22 Thu 23 Fri	24 Tue 25 Wed	24 Thu 25 Fri	11 Mon 12 Tue
Adobe InDesign Advanced	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$445	19 Wed	29 Mon	27 Tue	30 Mon	29 Tue	25 Mon
Adobe Illustrator							
Adobe Illustrator Introduction (2 days)	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	25 Tue 26 Wed	18 Thu 19 Fri	14 Wed 15 Thu	10 Tue 11 Wed	10 Thu 11 Fri	7 Thu 8 Fri
Adobe Illustrator Advanced	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$445	28 Fri	23 Tue	21 Wed	13 Fri	14 Mon	27 Wed
Adobe Acrobat							
Acrobat Introduction	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$350	7 Fri	17 Wed	5 Mon	13 Fri	17 Thu	12 Tue
Adobe Captivate							
Adobe Captivate (2 days)	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	17 Mon 18 Tue	29 Mon 30 Tue	5 Mon 6 Tue	27 Fri 30 Mon	30 Wed 31 Thu	21 Thu 22 Fri



XHTML Coding / CSS
(2 levels of coding)

- XHTML coding from the ground up
- Best practices for effective website design
- Hyperlinking, and Tables
- Image and graphics control

XHTML Coding for Web Design

XHTML Introduction	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$395	6 Thu 17 Mon	5 Fri 15 Mon	9 Fri 22 Thu	9 Mon 25 Wed	8 Tue 24 Thu	4 Mon 20 Wed
XHTML Advanced Coding	Cost	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019
Single day course scheduled from 9 am - 4 pm	\$445	7 Fri 18 Tue	9 Tue 17 Wed	12 Mon 23 Fri	10 Tue 27 Fri	9 Wed 25 Fri	5 Tue 21 Thu

One Size Does Not Fit All!

Look to us for creative solutions to your most challenging projects. We're here to help-and in the rare event that we can't, we're happy to recommend a resource who will. Consider Full Circle for:

- Customized Courses** Training for your in-house, proprietary applications, including custom written manuals, and optional web-based help and tutorials.
- Large Scale Rollouts** Initial skills assessments, post training help desk support, and customized courseware, with prices and flexible scheduling options to fit both your schedule and your budget.
- Deskside Executive Support** One-on-one custom sessions for your management team, minimizing time away from the desk and targeting critical skills.
- Trainer Walk-About** A Full Circle expert level instructor on-site at your office providing desk-side support, tackling challenges and providing one-on-one solutions in real-time.
- Outplacement Programs** Outplacement seminars and state-approved career-retraining programs for downsizing and reorganization situations.

Take Your Skills Full Circle and Benefit From:

- The smallest possible class sizes for unsurpassed, individual attention
- Flexible training formats: full-day, half-day, evening & Saturday scheduling options
- Bright, comfortable, state-of-the-art learning environment
- Expert level instructors who understand your needs and know how to communicate
- FREE refresher option - retake any course for up to 3 months (same version)
- FREE post training support for 30 days after the class
- Clear, concise, step-by-step manuals to take back to your desk
- Easy-to-get-to training locations in Exton, PA and Philadelphia, PA
- Licensed by the Pennsylvania Department of Education, CEU's available
- Microsoft Office Specialist™ Authorized Testing and Training Center



Save on Microsoft Office Training!

Enroll one person for 5 days of Microsoft Office training for \$1095 and save up to \$200!
That's like getting an advanced level class for **FREE**.

Choose from **Access, Excel, Outlook, PowerPoint and/or Word courses** -- any levels of training with a **total value up to \$1,295.00**. Take advantage of this great offer. **You have six months from purchase date** to use your 5 Microsoft Office class days.

(Not valid with training vouchers, PowerPacks, previously booked courses or other discounts.)