

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 2020 - November 2020



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?

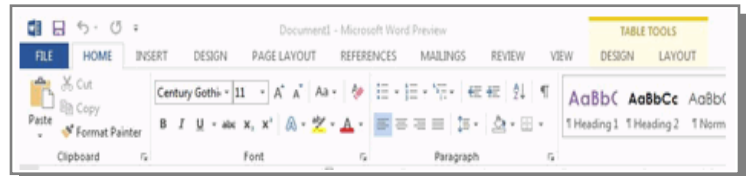
Our website has current training schedules, course outlines, and much more. Add www.thefullcirclegroup.com to your favorites and visit us often!

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 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$250	4 Thu 25 Thu	14 Tue 24 Fri	3 Mon 18 Tue	8 Tue 28 Mon	1 Thu 12 Mon	3 Tue 16 Mon
Access Intermediate	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$275	9 Tue 26 Fri	16 Thu 28 Tue	4 Tue 20 Thu	10 Thu 29 Tue	6 Tue 14 Wed	5 Thu 18 Wed
Access Advanced Form Design, Linked Data & Macros	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$325	19 Fri 30 Tue	17 Fri 29 Wed	5 Wed 21 Fri	15 Tue 30 Wed	8 Thu 16 Fri	9 Mon 19 Thu
Access - Automating Access with VBA	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
2 day course - select two sequential dates 9 am - 4 pm	\$1,295	15 Mon 16 Tue	20 Mon 21 Tue	20 Thu 21 Fri	21 Mon 22 Tue	19 Mon 20 Tue	19 Thu 20 Fri

Microsoft Office Excel 2016

Excel Introduction	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$250	2 Tue 12 Fri	2 Thu 13 Mon	4 Tue 17 Mon	2 Wed 14 Mon	1 Thu 19 Mon	2 Mon 17 Tue
Excel Intermediate	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$255	3 Wed 15 Mon	7 Tue 15 Wed	6 Thu 19 Wed	4 Fri 16 Wed	2 Fri 21 Wed	4 Wed 19 Thu
Excel Charts, Graphics & Data Presentation	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$275	4 Thu 17 Wed	9 Thu 20 Mon	7 Fri 24 Mon	8 Tue 21 Mon	8 Thu 23 Fri	9 Mon 20 Fri
Excel Pivot Tables, Importing, Managing & Filtering Data	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$325	1 Mon 24 Wed	14 Tue 22 Wed	11 Tue 26 Wed	10 Thu 23 Wed	9 Fri 27 Tue	11 Wed 24 Tue
Excel Functions, Macros, Templates & Linked Workbooks	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$325	10 Wed 26 Fri	16 Thu 27 Mon	13 Thu 28 Fri	15 Tue 28 Mon	12 Mon 29 Thu	13 Fri 25 Wed
Excel Power Pivot and Advanced Concepts in Functions	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$395	16 Tue 23 Tue	17 Fri 29 Wed	14 Fri 31 Mon	17 Thu 30 Wed	21 Wed 30 Fri	18 Wed 30 Mon
Excel - Automating Excel with VBA	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
2 day course - select two sequential dates 9 am - 4 pm	\$1,295	11 Thu 12 Fri	20 Mon 21 Tue	12 Wed 13 Thu	17 Thu 18 Fri	5 Mon 6 Tue	12 Thu 13 Fri

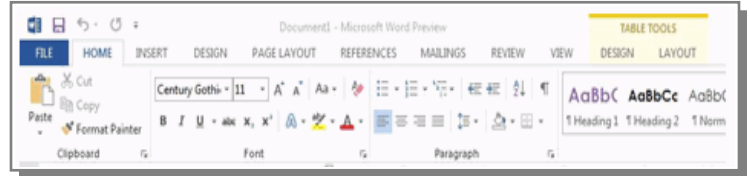
Full Circle specializes in customized on-site training with a variety of schedule and delivery options. Our expert level instructors can handle every possible training scenario from transition training for Microsoft Office version upgrades to high-end Excel, Access, SQL and Graphics training all delivered 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 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$250	9 Tue 22 Mon	2 Thu 27 Mon	6 Thu 18 Tue	2 Wed 22 Tue	13 Tue 28 Wed	3 Tue 16 Mon
PowerPoint Intermediate	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$255	11 Thu 24 Wed	7 Tue 30 Thu	14 Fri 20 Thu	4 Fri 24 Thu	14 Wed 29 Thu	5 Thu 18 Wed
PowerPoint Multimedia, Animation, Masters & Distribution	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$325	5 Fri 15 Mon	9 Thu 22 Wed	4 Tue 26 Wed	9 Wed 29 Tue	15 Thu 30 Fri	10 Tue 23 Mon

Microsoft Office Word 2016

Word Introduction	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$250	5 Fri 25 Thu	2 Thu 15 Wed	4 Tue 17 Mon	2 Wed 18 Fri	9 Fri 27 Tue	13 Fri 23 Mon
Word Intermediate	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$255	8 Mon 26 Fri	6 Mon 17 Fri	6 Thu 19 Wed	9 Wed 22 Tue	12 Mon 29 Thu	16 Mon 24 Tue
Word Styles, Layout, Graphics & Newsletter Features	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$275	11 Thu 29 Mon	8 Wed 20 Mon	11 Tue 24 Mon	11 Fri 24 Thu	16 Fri 30 Fri	4 Wed 30 Mon
Word Mail Merge, Macros & Forms	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$325	8 Mon 18 Thu	9 Thu 28 Tue	13 Thu 26 Wed	14 Mon 25 Fri	7 Wed 20 Tue	9 Mon 20 Fri
Word Mastering Long Documents & Tracking Revisions	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$325	10 Wed 23 Tue	13 Mon 30 Thu	14 Fri 31 Mon	16 Wed 29 Tue	9 Fri 22 Thu	11 Wed 24 Tue

Microsoft Office Outlook 2016

Outlook Introduction to Email, Contacts & Calendar	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$275	10 Wed 22 Mon	2 Thu 30 Thu	11 Tue 27 Thu	10 Thu 21 Mon	7 Wed 20 Tue	17 Tue 30 Mon
Outlook Advanced Meetings, Organizing & Efficiency	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$325	11 Thu 23 Tue	7 Tue 31 Fri	17 Mon 28 Fri	11 Fri 23 Wed	8 Thu 23 Fri	6 Fri 18 Wed

Microsoft Publisher 2016 - Desktop Publishing

Publisher Introduction to Desktop Publishing	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$325	2 Tue 24 Wed	6 Mon 24 Fri	4 Tue 17 Mon	3 Thu 23 Wed	14 Wed 29 Thu	6 Fri 19 Thu



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 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$250	1 Mon	23 Thu	17 Mon	4 Fri	20 Tue	20 Fri
Windows 7 File Management & Desktop Control	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$250	23 Tue	6 Mon	6 Thu	15 Tue	7 Wed	4 Wed



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 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
3 day course - select three sequential dates 9 am - 4 pm	\$1,595	17 Wed 18 Thu 19 Fri	28 Tue 29 Wed 30 Thu	12 Wed 13 Thu 14 Fri	8 Tue 9 Wed 10 Thu	7 Wed 8 Thu 9 Fri	16 Mon 17 Tue 18 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 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$395	9 Tue 29 Mon	8 Wed 30 Thu	3 Mon 18 Tue	4 Fri 16 Wed	1 Thu 21 Wed	9 Mon 24 Tue
Project Advanced	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$495	10 Wed 30 Tue	9 Thu 24 Fri	4 Tue 19 Wed	10 Thu 28 Mon	2 Fri 22 Thu	10 Tue 25 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 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$395	17 Wed	14 Tue	3 Mon	11 Fri	12 Mon	13 Fri
Visio Advanced	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$395	18 Thu	13 Mon	19 Wed	14 Mon	14 Wed	26 Thu



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 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
2 day course - select two sequential dates 9 am - 4 pm	\$850	2 Tue 3 Wed 15 Mon 16 Tue	7 Tue 8 Wed 27 Mon 28 Tue	10 Mon 11 Tue 25 Tue 26 Wed	8 Tue 9 Wed 21 Mon 22 Tue	12 Mon 13 Tue 26 Mon 27 Tue	3 Tue 4 Wed 16 Mon 17 Tue
Crystal Reports Advanced (2 days)	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
2 day course - select two sequential dates 9 am - 4 pm	\$895	4 Thu 5 Fri 24 Wed 25 Thu	9 Thu 10 Fri 29 Wed 30 Thu	13 Thu 14 Fri 27 Thu 28 Fri	10 Thu 11 Fri 23 Wed 24 Thu	15 Thu 16 Fri 29 Thu 30 Fri	5 Thu 6 Fri 18 Wed 19 Thu
Tableau Desktop 2018	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
2 day course - select two sequential dates 9 am - 4 pm	\$895	22 Mon 23 Tue	21 Tue 22 Wed	11 Tue 12 Wed	17 Thu 18 Fri	7 Wed 9 Fri	11 Wed 12 Thu



QUICKBOOKS

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

Quickbooks Accounting Software

QuickBooks Desktop 2018 Level 1	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$395	12 Fri	13 Mon	21 Fri	9 Wed	5 Mon	9 Mon
QuickBooks Desktop 2018 Level 2	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$445	19 Fri	29 Wed	24 Mon	24 Thu	20 Tue	18 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!

- | | |
|---|--|
| <ul style="list-style-type: none"> ❖ 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 | <ul style="list-style-type: none"> ❖ 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 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$495	11 Thu	7 Tue	13 Thu	2 Wed	13 Tue	19 Thu
SharePoint Site Owner	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$595	16 Tue	14 Tue	14 Fri	22 Tue	28 Wed	20 Fri

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

 Web Design & E-Learning Tools		 Dreamweaver	 Flash	 Captivate				
Adobe Dreamweaver - Web Design								
Dreamweaver Introduction	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	
Single day course scheduled from 9 am - 4 pm	\$395	1 Mon	7 Tue	12 Wed	8 Tue	15 Thu	4 Wed	
Dreamweaver Advanced (2 days)	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	
2 day course - select two sequential dates 9 am - 4 pm	\$895	4 Thu 5 Fri	9 Thu 10 Fri	13 Thu 26 Wed	17 Thu 18 Fri	21 Wed 22 Thu	10 Tue 11 Wed	
Adobe Flash - Web Animation & Multimedia								
Flash Introduction (2 days)	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	23 Tue 24 Wed	13 Mon 14 Tue	17 Mon 18 Tue	15 Tue 16 Wed	15 Thu 16 Fri	17 Tue 18 Wed	
Flash Advanced	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	
Single day course scheduled from 9 am - 4 pm	\$445	25 Thu	15 Wed	19 Wed	24 Thu	19 Mon	19 Thu	
 Photo Editing, Graphics & Document Tools		 Photoshop	 Illustrator	 InDesign	 Acrobat			
Adobe Photoshop - Photo Editing & Graphics								
Photoshop Introduction	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	
Single day course scheduled from 9 am - 4 pm	\$395	2 Tue 22 Mon	2 Thu 14 Tue	3 Mon 19 Wed	1 Tue 16 Wed	1 Thu 13 Tue	4 Wed 16 Mon	
Photoshop Advanced	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	
Single day course scheduled from 9 am - 4 pm	\$445	3 Wed 24 Wed	6 Mon 17 Fri	4 Tue 27 Thu	2 Wed 22 Tue	2 Fri 14 Wed	5 Thu 17 Tue	
Adobe InDesign								
Adobe InDesign Introduction (2 days)	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	22 Mon 23 Tue	22 Wed 23 Thu	13 Thu 14 Fri	10 Thu 11 Fri	20 Tue 21 Wed	24 Tue 25 Wed	
Adobe InDesign Advanced	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	
Single day course scheduled from 9 am - 4 pm	\$445	25 Thu	31 Fri	18 Tue	24 Thu	26 Mon	30 Mon	
Adobe Illustrator								
Adobe Illustrator Introduction (2 days)	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	8 Mon 9 Tue	7 Tue 8 Wed	27 Thu 28 Fri	22 Tue 23 Wed	23 Fri 26 Mon	10 Tue 11 Wed	
Adobe Illustrator Advanced	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	
Single day course scheduled from 9 am - 4 pm	\$445	15 Mon	14 Tue	31 Mon	28 Mon	28 Wed	13 Fri	
Adobe Acrobat								
Acrobat Introduction	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	
Single day course scheduled from 9 am - 4 pm	\$350	8 Mon	21 Tue	11 Tue	17 Thu	12 Mon	13 Fri	
Adobe Captivate								
Adobe Captivate (2 days)	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	11 Thu 12 Fri	6 Mon 7 Tue	20 Thu 21 Fri	29 Tue 30 Wed	29 Thu 30 Fri	23 Mon 24 Tue	
Registration, course outlines, driving directions and more are available on the web at www.thefullcirclegroup.com								



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 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$395	4 Thu 23 Tue	6 Mon 22 Wed	5 Wed 20 Thu	3 Thu 21 Mon	6 Tue 22 Thu	9 Mon 25 Wed
XHTML Advanced Coding	Cost	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020
Single day course scheduled from 9 am - 4 pm	\$445	5 Fri 25 Thu	2 Thu 23 Thu	6 Thu 21 Fri	9 Wed 25 Fri	7 Wed 26 Mon	10 Tue 30 Mon

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.)