

## OFFICE TECHNOLOGY FOR SUPERVISORS PROGRAM

### ENHANCE YOUR MANAGEMENT EXPERIENCE WITH TECHNOLOGY SKILLS

### BUILD YOUR OWN PROGRAM BASED ON YOUR EXPERIENCE & GOALS

In today's competitive workplace, supervisory positions demand both experience and computer skills. Full Circle's Office Technology for Supervisors program helps you gain the computer skills necessary to supervise and lead a successful team with the effectiveness expected in the corporate world. Pre-entrance consultation with a program specialist will ensure that you start at the appropriate course level, and finish right where you need to be.

This comprehensive training program includes powerful training modules focusing on Microsoft Office, Project Management, Data Management and Reporting, or Graphics Technology for Print and Web.



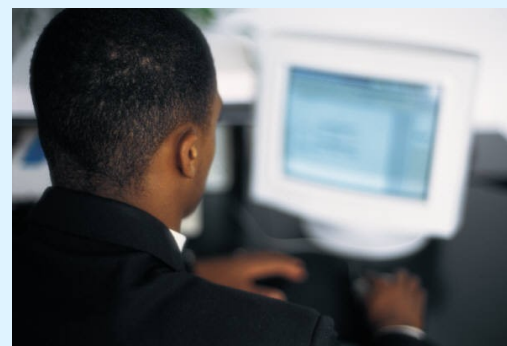
### CUSTOMIZE YOUR TRAINING PROGRAM WITH EXCITING CERTIFICATION OPTIONS

At Full Circle we recognize and respect the individual, and meet with you individually to determine your career goals, and create a training program that is targeted to your specific needs, prior experience and personal talents. You can choose from a variety of certifications to meet your individual career goals and potential. Microsoft Certification is the only globally recognized certification designed to prove desktop computer skills and productivity in business programs used the world over. Your program can include two or more individual Microsoft Office Specialist Certifications.

### WHY CHOOSE FULL CIRCLE COMPUTING?

At Full Circle we have a unique combination of technical expertise and personal communication skills that combine to make each of our training programs a complete success. When you train at Full Circle you benefit from:

- The smallest possible class sizes
- Unsurpassed, individual attention from instructors who care about your success
- Flexible scheduling options
- Bright, comfortable environment
- Hands on training
- State of the art labs with individual student workstations
- Microsoft Certification
- Clear, concise training materials
- Career coaching, resume writing and interviewing skills workshops
- Central location at Business 30 & Ship Road, ½ mile east of the Exton Mall, easily accessible from Route 202, the PA Turnpike, Route 100, and public transportation
- State approved career training programs approved by the PA Department of Education
- Career training programs approved for G.I. Bill benefits



Open enrollment for this program is going on now!  
Call **610 594 9510** to speak to a career specialist today!



[fullcirclecomputing.com](http://fullcirclecomputing.com)

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