

WE'RE YOUR RESOURCE FOR HANDS-ON TRAINING AND CONSULTING SERVICES IN TODAY'S MOST POWERFUL SOFTWARE APPLICATIONS.

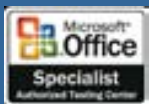
LOOK INSIDE FOR INTRO THRU EXPERT LEVEL COURSES IN:

- MICROSOFT OFFICE
- CRYSTAL REPORTS
- MICROSOFT PROJECT
- ADOBE CS4
 - PHOTOSHOP
 - DREAMWEAVER
 - FIREWORKS
 - FLASH
 - ILLUSTRATOR
 - INDESIGN
 - ACROBAT
 - CAPTIVATE
- QUICKBOOKS
- PUBLISHER
- EXPRESSION WEB
- 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



Microsoft.
Small Business
Specialist



COMPUTER TRAINING SCHEDULE FEBRUARY – JULY 2010



www.fullcirclecomputing.com

Full Circle Computing, Inc. • Whiteland Business Park • 740 Springdale Drive • Exton, PA 19341
Questions? Ready to Schedule?

Call: 610-594-9510 or register at www.fullcirclecomputing.com/registration.html

WHAT EXACTLY IS “TRAINING THAT FITS?”

“What’s so different about Full Circle Computing,” you ask? Well for one, we believe in our tag line **“Training that fits.”** We’re all about saving time and money, without cutting corners. Our **training solutions** minimize time away from your desk, and make the most of every class minute. You get practical training using **business relevant examples** and more course choices that let you **target specific skill sets**, start people in the right place, and finish with a person who is more valuable at the end of the day.

We believe in a **small group approach** that works (and we’ve got a 99.5% client satisfaction rating to prove it!). We believe that excellent technical training begins and ends with **expert communication** skills (get to know our rare breed of “techie” who can communicate too!). We understand that “love ‘em and leave ‘em” doesn’t work, and that **long term relationships** are the true measure of business success (check out our **free post training support** via email, web or phone).

Full Circle is a **turnkey solution** to your training needs from initial **skills assessments** to customized course content, to your choice of training formats (half-day, full-day, evening and weekend) at **our location or on-site** at yours. Just book it and rest easy while **we handle all the details**.

So if you’re looking for **hands-on business applications training** for everything from Microsoft Office to high-end Web and Graphics design to Project Management and Data Mining, Reporting and Database Development, Full Circle is the place to go.

Call us at 610-594-9510 and experience **computer training the way it should be**.



www.fullcirclecomputing.com

LICENSED, CERTIFIED & RESPECTED

- Microsoft Office Specialist™ Authorized Testing and Training Center
- A Pennsylvania Private Licensed School
- Career training programs approved by the PA Department of Education
- Career training programs approved for G.I. 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
- Member—American Society for Training & Development



EVERY STUDENT BENEFITS FROM:

- The smallest possible class sizes for more personal attention
- FREE refresher course option, excellent, step-by-step reference manual
- Flexible scheduling options: days, evenings, weekends, full-day or half-day formats
- Use of our state-of-the-art labs with digital displays of the instructor screen
- 30 days of our exclusive help desk support for questions after the class
- Flexible budgeting options from open enrollment discounts to group rates

DID YOU KNOW?

- You can receive our bi-weekly tip from the trainers—simply give us a call
- Our website has current training schedules, course outlines, and much more
- Add www.fullcirclecomputing.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.



Looking for ways to stretch your training dollar? Choose from one of the options below:

PowerPack* discounts - Mix and Match Courses & Levels - Bundle 3 or more courses and **SAVE!**

- When the same individual takes any **3** courses you **SAVE \$60 off your total**
- When the same individual takes any **4** courses you **SAVE \$80 off your total**
- When the same individual takes any **5** courses you **SAVE \$100 off your total**

Need to train 5 or more people?

- Consider a **private group session** at our site or yours
- Choose one of our standard courses - or create your own!
- Or try a **Training TenPack®** - discounted seats available in packs of ten.

The more you buy, the more you **SAVE!**

Larger groups? Organization-wide rollout? Want to create your own course?
Need a trainer Walk-Around Day to follow up your Training?

No Problem. We do all that!

Call 610-594-9510 to speak to a Training Specialist.



WEB DESIGN COURSES — Full Circle can teach you the fundamentals of HTML, the powerful mark-up language used to create web pages. We also offer a variety of classes in Adobe CS4's web design tools (Dreamweaver and Flash) and in Microsoft Expression Web. Click [here](#) to access course outlines. To enroll in one of our upcoming web courses, call 610-594-9510 or register online at www.fullcirclecomputing.com/registration.html.

Moving Up to



- Planning to bring your team over to Office 2007?
- We can deliver this course on site or at the location of your choice.
- Custom courses are affordable - call for more info!
- Create targeted training focused on the specific needs of your team
- We provide everything you need, trainer, materials & even PCs!

Microsoft Office 2007 - New Features

Office 2007 - New Features - Excel & Word	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$350	8 Mon 16 Tue	1 Mon 22 Mon	6 Tue 15 Thu	4 Tue 26 Wed	1 Tue 16 Wed	26 Mon
Office 2007 - New Features - PowerPoint & Outlook	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$350	9 Tue 17 Wed	3 Wed 24 Wed	7 Wed 16 Fri	5 Wed 28 Fri	3 Thu 18 Fri	2 Fri 30 Fri

NEW

- Access 2007
- Excel 2007
- PowerPoint 2007



Office 2007

Microsoft Office Access 2007

Access 2007 Introduction to Database & Forms Design	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$250	2 Tue 25 Thu	18 Thu	8 Thu 27 Tue	11 Tue 21 Fri	2 Wed 22 Tue	14 Wed 27 Tue
Access 2007 Intermediate - Managing Data, Queries & Reports	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$275	3 Wed 26 Fri	2 Tue 19 Fri	13 Tue 28 Wed	12 Wed 25 Tue	4 Fri 24 Thu	15 Thu 29 Thu
Access 2007 Adv Form & Report Design, Pivot Views & Macros	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325	4 Thu	4 Thu 29 Mon	15 Thu 29 Thu	13 Thu 27 Thu	8 Tue 29 Tue	16 Fri 30 Fri

Microsoft Office Excel 2007

Excel 2007 Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$250	4 Thu 15 Mon	1 Mon 23 Tue	2 Fri 12 Mon	10 Mon 25 Tue	8 Tue 23 Wed 28 Mon	2 Fri 20 Tue
Excel 2007 Intermediate	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$255	9 Tue 19 Fri	4 Thu 24 Wed	5 Mon 13 Tue	11 Tue 28 Fri	11 Fri 24 Thu	6 Tue
Excel 2007 Charts, Graphics & Data Presentation	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$275	5 Fri 17 Wed	9 Tue 25 Thu	14 Wed 29 Thu	12 Wed 27 Thu	25 Fri 30 Wed	8 Thu 23 Fri
Excel 2007 Pivot Tables, Importing, Managing & Filtering Data	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325	11 Thu 22 Mon	5 Fri 26 Fri	1 Thu 22 Thu	24 Mon	16 Wed 25 Fri	9 Fri 26 Mon
Excel 2007 Functions, Macros, Templates & Linked Workbooks	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325	16 Tue	12 Fri	6 Tue 30 Fri	26 Wed	18 Fri	11 Sun 28 Wed

Microsoft Office PowerPoint 2007

PowerPoint 2007 Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$250	8 Mon 25 Thu	8 Mon 29 Mon	5 Mon 21 Wed	4 Tue 17 Mon	1 Tue 15 Tue	2 Fri 19 Mon
PowerPoint 2007 Intermediate	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$255	10 Wed	10 Wed 30 Tue	7 Wed 22 Thu	5 Wed 19 Wed	2 Wed 17 Thu	7 Wed 21 Wed
PowerPoint 2007 Multimedia, Animation, Masters & Distribution	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325	12 Fri	31 Wed	12 Mon	25 Tue	22 Tue	22 Thu 23 Fri

NEW

- Word 2007
- Outlook 2007
- Publisher 2007



Microsoft Office Word 2007

Word 2007 Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$250	8 Mon 16 Tue	1 Mon 22 Mon	6 Tue 15 Thu	4 Tue 26 Wed	1 Tue 16 Wed	1 Thu 20 Tue
Word 2007 Intermediate	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$255	10 Wed 18 Thu	3 Wed 24 Wed	9 Fri 20 Tue	6 Thu 27 Thu	2 Wed 21 Mon	6 Tue 22 Thu
Word 2007 Styles, Layout, Graphics & Newsletter Features	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$275	1 Mon 23 Tue	15 Mon 31 Wed	14 Wed 23 Fri	13 Thu 28 Fri	9 Wed 25 Fri	14 Wed 28 Wed
Word 2007 Mail Merge, Macros & Forms	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325	24 Wed	16 Tue	16 Fri 26 Mon	18 Tue	11 Fri 30 Wed	9 Fri 30 Fri
Word 2007 Mastering Long Documents & Tracking Revisions	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325	26 Fri	24 Wed	29 Thu	21 Fri	14 Mon	12 Mon

Microsoft Office Outlook 2007

Outlook Introduction to Email, Contacts & Calendar	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$275	4 Thu 15 Mon	2 Tue 26 Fri	1 Thu 21 Wed	5 Wed 19 Wed	7 Mon 21 Mon	13 Tue 30 Fri
Outlook Advanced Meetings, Organizing & Efficiency	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325	17 Wed	30 Tue	27 Tue	20 Thu	22 Tue	15 Thu

Microsoft Publisher - Desktop Publishing

Publisher Introduction to Desktop Publishing	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325	9 Tue	18 Thu	2 Fri 30 Fri	10 Mon	8 Tue	1 Thu
Publisher Adv Desktop Publishing Techniques	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$395	18 Thu	22 Mon	12 Mon	11 Tue	18 Fri	8 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 Intro to Business Accounting	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325	2 Tue	11 Thu	19 Mon	3 Mon	3 Thu	2 Fri 29 Thu



Windows XP

- Manage files and folders
- Create shortcuts to critical documents
- Understand menus, icons and file types
- Customize window views for efficiency

Microsoft Windows Operating System

Windows XP File Management & Desktop Control	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$240	3 Wed	9 Tue 25 Thu	8 Thu 27 Tue	7 Fri 24 Mon	10 Thu 29 Tue	16 Fri 28 Wed



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.

Microsoft Project - Versions 2007, 2003 & Prior

Project Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$395	23 Tue	16 Tue	1 Thu 20 Tue	18 Tue	9 Wed 28 Mon	8 Thu 21 Wed
Project Baseline Management & Data Tracking	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$445	24 Wed	17 Wed	2 Fri 21 Wed	19 Wed	10 Thu 29 Tue	9 Fri 22 Thu
Project Managing and Controlling Ongoing Projects	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$495	25 Thu	18 Thu	22 Thu	20 Thu	11 Fri 30 Wed	10 Sat 23 Fri

CRYSTAL REPORTS

Design flexible, feature-rich reports with this powerful data analysis and reporting tool. Crystal Reports allows you to connect to virtually any data source. Let our skilled Crystal instructors guide you through real-world examples and learn how to:

- 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
- Plus all the tips, tricks and timesavers you need to get the job done!

We're the best value in Crystal training, allowing you to learn hands-on in a small group setting. Our flexible schedule options allow you to choose from our two-day intro and two-day advanced courses, with time between for practice; or schedule your classes back-to-back for a 4-day boot camp approach. Either way, it's targeted training that's the perfect fit!



Crystal Reports - Version 11 (XI) & Prior

Crystal Reports Introduction (2 days)	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
2 day course - select two sequential dates 9 am - 4 pm	\$850	9 Tue 10 Wed	9 Tue 10 Wed 23 Tue 24 Wed	8 Thu 9 Fri 26 Mon 27 Tue	4 Tue 5 Wed 24 Mon 25 Tue	7 Mon 8 Tue 22 Tue 23 Wed	6 Tue 7 Wed 19 Mon 20 Tue
Crystal Reports Advanced (2 days)	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
2 day course - select two sequential dates 9 am - 4 pm	\$895	25 Thu 26 Fri	11 Thu 12 Fri 25 Thu 26 Fri	12 Mon 13 Tue 28 Wed 29 Thu	6 Thu 7 Fri 26 Wed 27 Thu	14 Mon 15 Tue 24 Thu 25 Fri	8 Thu 9 Fri 21 Wed 22 Thu



Need a new look for your website or marketing materials?

Spend a day with us to learn exciting web design tools like Adobe Dreamweaver and Flash, and Microsoft Expression Web, and see how easy it is to build fabulous websites and dynamic print and online marketing materials.

These training days are packed with best practices, techniques and time saving tips to help you:

- Add dynamic interactive effects to your existing site
- Build and manage your brand in print and online
- Develop in-house expertise, saving time and money
- Understand and leverage the latest web technologies



**XHTML Coding / Web Page Design
(2 day course)**

- XHTML Coding from the ground up
- Best practices for effective website design
- Hyperlinking, Forms, and Tables
- Introduction to GUI editors
- Image and graphics control

XHTML Coding for Web Design

XHTML Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$395	6 Sat 17 Wed	9 Tue 13 Sat	5 Mon 17 Sat	3 Mon 15 Sat	5 Sat 21 Mon	6 Tue 17 Sat
XHTML Advanced Coding	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$445	13 Sat 26 Fri	11 Thu 20 Sat	6 Tue 24 Sat	4 Tue 29 Sat	12 Sat 22 Tue	7 Wed 24 Sat



Microsoft Expression Web










- The tool of choice for editing SharePoint sites
- An integral part of the Visual Studio Suite
- Powerful new web editing features leveraging .net technology

Microsoft Expression Web

Expression Web Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$395	22 Mon	25 Thu	14 Wed	27 Thu	7 Mon	26 Mon
Expression Web Advanced	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$445	24 Wed	26 Fri	16 Fri	28 Fri	8 Tue	27 Tue

Have a question? Call us at 610-594-9510 - we're happy to tell you about our full range of training options:

- Custom group training at our site or yours
- Targeted half-day, full-day, evening options
- Microsoft Project consultants by the day
- Crystal Reports consultants by the day
- Training Ten-Packs - discounted open enrollment seats that save!
- Large scale roll-outs - train your entire team for less!
- Trainer Walkabout Days - deskside support to target specific needs
- Office 2007 "Moving Up" courses delivered at your site or ours

 Web Design & E-Learning Tools  Dreamweaver  Flash  Captivate							
Adobe Dreamweaver - Web Design (CS4 & Prior)							
Dreamweaver Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$395	10 Wed	18 Thu	8 Thu	13 Thu	28 Mon	22 Thu
Dreamweaver Advanced	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$445	12 Fri	19 Fri	9 Fri	14 Fri	29 Tue	23 Fri
Adobe Flash - Web Animation & Multimedia (CS4 & Prior)							
Flash Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$395	15 Mon	22 Mon	15 Thu	26 Wed	17 Thu	29 Thu
Flash Advanced	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$445	16 Tue	24 Wed	20 Tue	27 Thu	18 Fri	30 Fri
Adobe Captivate							
Adobe Captivate (2 days)	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	20 Sat 27 Sat	29 Mon 31 Wed	22 Thu 23 Fri	10 Mon 11 Tue	3 Thu 4 Fri	14 Wed 15 Thu
 Photo Editing, Graphics & Document Tools  Photoshop  Illustrator  InDesign  Acrobat							
Adobe Photoshop - Photo Editing & Graphics (CS4 & Prior)							
Photoshop Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$350	9 Tue	6 Sat	28 Wed	22 Sat	9 Wed	20 Tue
Photoshop Artistic Photo Effects & Restoration	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$350	11 Thu		29 Thu		19 Sat	
Photoshop Web Prep, Layout & Animation	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$350	15 Mon		30 Fri		26 Sat	
Adobe InDesign (CS4 & Prior)							
Adobe InDesign (2days)	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	17 Wed 18 Thu	15 Mon 16 Tue	1 Thu 2 Fri	20 Thu 21 Fri	23 Wed 24 Thu	1 Thu 2 Fri
Adobe Illustrator (CS4 & Prior)							
Adobe Illustrator Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$395	23 Tue	22 Mon	12 Mon	8 Sat	1 Tue	12 Mon
Adobe Illustrator Advanced	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$445	24 Wed	24 Wed	14 Wed	15 Sat	2 Wed	13 Tue
Adobe Acrobat							
Acrobat Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$350	19 Fri	5 Fri	24 Sat	25 Tue	14 Mon	30 Fri



Microsoft Office 2003 & Prior

- Access 2003
- Excel 2003
- PowerPoint 2003
- Word 2003

Did you know there's a new version of Microsoft Office?
Consider taking an Office 2007 course to learn about the latest new features and benefits of this powerful software.

Microsoft Access - Version 2003 & Prior

Access Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$240	8 Mon	8 Mon 29 Mon	5 Mon 21 Wed	4 Tue 17 Mon	1 Tue 15 Tue	2 Fri 19 Mon
Access Intermediate	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$255	10 Wed	10 Wed 30 Tue	7 Wed 22 Thu	5 Wed 19 Wed	2 Wed 17 Thu	7 Wed 21 Wed
Access Adv. Queries	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325		17 Wed	12 Mon	25 Tue	18 Fri	22 Thu

Microsoft Excel - Version 2003 & Prior

Excel Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$240	8 Mon 16 Tue	1 Mon 22 Mon	6 Tue 15 Thu	4 Tue 26 Wed	1 Tue 16 Wed	1 Thu 20 Tue 26 Mon 30 Fri
Excel Intermediate	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$255	10 Wed 18 Thu	3 Wed 24 Wed	9 Fri 20 Tue	6 Thu	2 Wed 21 Mon	6 Tue 27 Tue
Excel Charting, Templates & Formatting	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$275	12 Fri 23 Tue	15 Mon 31 Wed	14 Wed 23 Fri	13 Thu	9 Wed 25 Fri	14 Wed 28 Wed
Excel Pivot Tables & Database Features	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325	24 Wed	16 Tue	16 Fri 26 Mon	18 Tue	11 Fri 30 Wed	9 Fri 30 Fri
Excel Adv. Functions, Macros & Scenarios	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325	26 Fri	29 Mon	27 Tue	20 Thu	14 Mon	12 Mon

Microsoft PowerPoint - Version 2003 & Prior

PowerPoint Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$240	2 Tue 25 Thu	18 Thu	8 Thu 27 Tue	11 Tue 21 Fri	2 Wed 22 Tue	14 Wed 27 Tue
PowerPoint Intermediate	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$255	3 Wed 26 Fri	2 Tue 19 Fri	13 Tue 28 Wed	12 Wed 25 Tue	4 Fri 24 Thu	15 Thu 29 Thu
PowerPoint Advanced Presenting	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325	4 Thu	4 Thu 29 Mon	15 Thu 29 Thu	13 Thu 27 Thu	8 Tue 29 Tue	16 Fri 30 Fri

Microsoft Word - Version 2003 & Prior

Word Introduction	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$240	4 Thu 15 Mon	1 Mon 23 Tue	2 Fri 12 Mon	10 Mon	8 Tue 23 Wed	2 Fri 20 Tue
Word Intermediate	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$255	5 Fri 16 Tue	4 Thu 24 Wed	5 Mon 13 Tue	11 Tue	11 Fri 24 Thu	6 Tue 22 Thu
Word Desktop Publishing & Forms	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$275	9 Tue 17 Wed	5 Fri	14 Wed	12 Wed	15 Tue 25 Fri	8 Thu
Word Mail Merge, Macros & Auto Features	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325	11 Thu 22 Mon	9 Tue	1 Thu 22 Thu	24 Mon	16 Wed 28 Mon	9 Fri
Word Adv Editing & Complex Docs	Cost	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010
Single day course scheduled from 9 am - 4 pm	\$325	19 Fri	12 Fri	30 Fri	26 Wed	18 Fri	9 Fri

WE'RE A REGIONAL TRAINING CENTER EASY TO GET TO — FROM *WHEREVER YOU ARE*:

- Wilmington, DE —22 miles
- Philadelphia, PA—30 miles
- Princeton/Trenton —48 miles
- Harrisburg, PA—65 miles
- Atlantic City, NJ—75 miles
- Baltimore/DC —120 miles
- New York City—120 miles
- Alexandria, VA—120 miles
- Pittsburgh, PA—225 miles
- Rochester, NY—230 miles
- Greenfield, MA—245 miles
- Cleveland, OH— 410 miles

We are just 15 minutes off Exit 312 of the PA Turnpike, 40 minutes from Philadelphia International Airport, and just 10 minutes from the Amtrak/SEPTA train station. Need help with travel arrangements?

Give us a call at **610-594-9510** and we'll be happy to assist with hotels, driving directions or to arrange train station or airport pickup.



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
- Central location at Business 30 & Ship Road, ½ mile east of the Exton Mall, easily accessible from Route 202, the PA Turnpike & Route 100
- Licensed by the Pennsylvania Department of Education, CEU's available
- Microsoft Office Specialist™ Authorized Testing and Training Center



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 Computing 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.

