

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

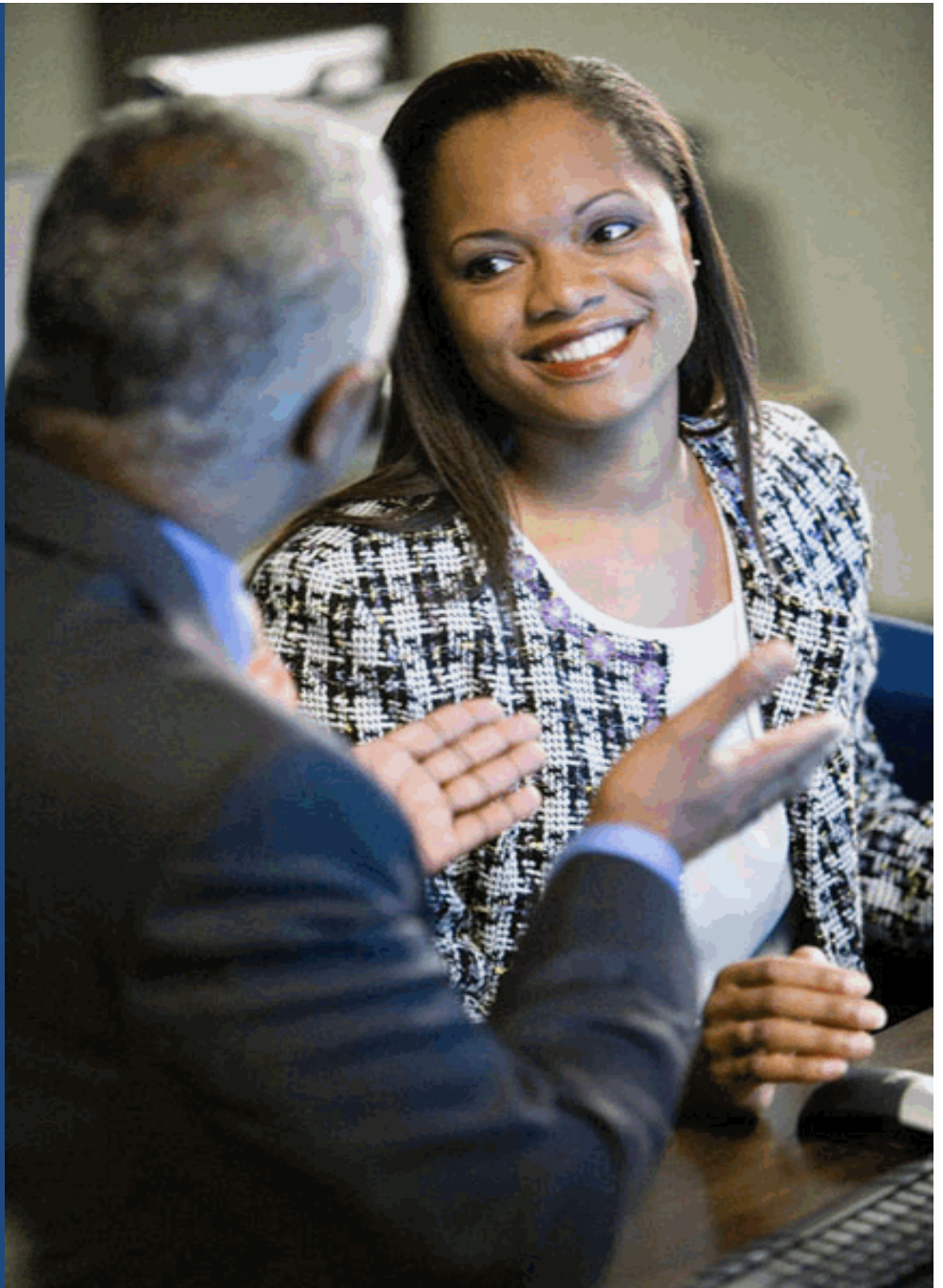
Need a database solution, on-site training, custom written documentation, proprietary software training, or help with a specific project?

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



Microsoft.  
Small Business  
Specialist



## Computer Training Schedule

January 2019 - June 2019



[www.thefullcirclegroup.com](http://www.thefullcirclegroup.com)

Questions? Ready to Schedule?

Call: 610-594-9510 or register at

[www.thefullcirclegroup.com/resources-registration/registration-forms/registration/](http://www.thefullcirclegroup.com/resources-registration/registration-forms/registration/)

## 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?

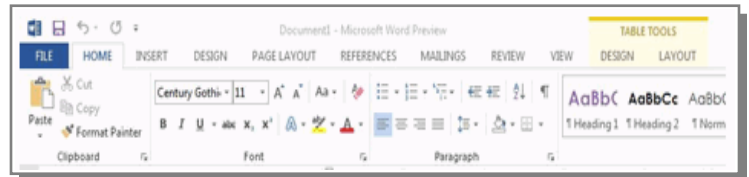
Our website has current training schedules, course outlines, and much more. Add [www.thefullcirclegroup.com](http://www.thefullcirclegroup.com) to your favorites and visit us often!

**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	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$250	4 Fri 23 Wed	12 Tue 25 Mon	11 Mon 26 Tue	12 Fri 25 Thu	14 Tue 24 Fri	4 Tue 24 Mon
Access Intermediate	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$275	7 Mon 25 Fri	14 Thu 27 Wed	12 Tue 28 Thu	15 Mon 26 Fri	16 Thu 28 Tue	13 Thu 26 Wed
Access Advanced Form Design, Linked Data & Macros	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$325	3 Thu 28 Mon	4 Mon 20 Wed	13 Wed 29 Fri	19 Fri 30 Tue	17 Fri 29 Wed	14 Fri 25 Tue
Access - Automating Access with VBA	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
2 day course - select two sequential dates 9 am - 4 pm	\$1,295	29 Tue 30 Wed	14 Thu 15 Fri	14 Thu 15 Fri	15 Mon 16 Tue	20 Mon 21 Tue	21 Fri 24 Mon

**Microsoft Office Excel 2016**

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

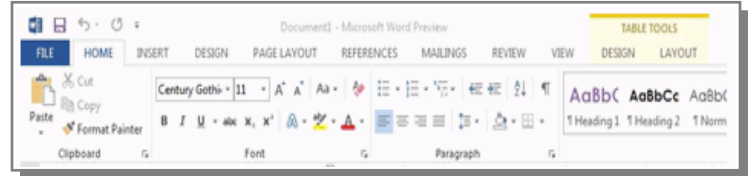
*Full Circle specializes in customized on-site training with a variety of schedule and delivery options. Our expert level instructors can handle every possible training scenario from transition training for Microsoft Office version upgrades to high-end Excel, Access, SQL and Graphics training all delivered 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	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$250	15 Tue 28 Mon	4 Mon 26 Tue	12 Tue 25 Mon	9 Tue 22 Mon	2 Thu 23 Thu	4 Tue 17 Mon
PowerPoint Intermediate	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$255	17 Thu 30 Wed	6 Wed 28 Thu	14 Thu 27 Wed	11 Thu 24 Wed	3 Fri 20 Mon	5 Wed 18 Tue
PowerPoint Multimedia, Animation, Masters & Distribution	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$325	18 Fri 31 Thu	13 Wed 28 Thu	4 Mon 12 Tue	5 Fri 15 Mon	9 Thu 22 Wed	6 Thu 21 Fri

**Microsoft Office Word 2016**

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

**Microsoft Office Outlook 2016**

Outlook Introduction to Email, Contacts & Calendar	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$275	15 Tue 28 Mon	4 Mon 28 Thu	4 Mon 28 Thu	10 Wed 29 Mon	15 Wed 30 Thu	14 Fri 25 Tue
Outlook Advanced Meetings, Organizing & Efficiency	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$325	16 Wed 31 Thu	6 Wed 28 Thu	6 Wed 29 Fri	11 Thu 30 Tue	16 Thu 31 Fri	10 Mon 26 Wed

**Microsoft Publisher 2016 - Desktop Publishing**

Publisher Introduction to Desktop Publishing	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$325	17 Thu 30 Wed	6 Wed 21 Thu	1 Fri 21 Thu	2 Tue 24 Wed	2 Thu 24 Fri	7 Fri 25 Tue



**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	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$250	9 Wed	18 Mon	22 Fri	25 Thu	23 Thu	18 Tue
Windows 7 File Management & Desktop Control	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$250	18 Fri	19 Tue	18 Mon	23 Tue	24 Fri	21 Fri



**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	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
3 day course - select three sequential dates 9 am - 4 pm	\$1,595	29 Tue 30 Wed 31 Thu	18 Mon 19 Tue 20 Wed	19 Tue 20 Wed 21 Thu	17 Wed 18 Thu 19 Fri	22 Wed 23 Thu 24 Fri	10 Mon 11 Tue 12 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	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$395	2 Wed 14 Mon	12 Tue 25 Mon	14 Thu 25 Mon	9 Tue 29 Mon	15 Wed 24 Fri	6 Thu 19 Wed
Project Advanced	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$495	3 Thu 15 Tue	13 Wed 27 Wed	15 Fri 27 Wed	10 Wed 30 Tue	16 Thu 29 Wed	10 Mon 21 Fri

**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	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$395	17 Thu	5 Tue	13 Wed	17 Wed	2 Thu	17 Mon
Visio Advanced	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$395	21 Mon	15 Fri	28 Thu	18 Thu	24 Fri	20 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	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
2 day course - select two sequential dates 9 am - 4 pm	\$850	7 Mon 8 Tue 29 Tue 30 Wed	4 Mon 5 Tue 18 Mon 19 Tue	5 Tue 6 Wed 18 Mon 19 Tue	2 Tue 3 Wed 15 Mon 16 Tue	7 Tue 8 Wed 28 Tue 29 Wed	11 Tue 12 Wed 24 Mon 25 Tue
Crystal Reports Advanced (2 days)	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
2 day course - select two sequential dates 9 am - 4 pm	\$895	17 Thu 18 Fri 30 Wed 31 Thu	6 Wed 7 Thu 21 Thu 22 Fri	6 Wed 7 Thu 21 Thu 22 Fri	4 Thu 5 Fri 24 Wed 25 Thu	9 Thu 10 Fri 30 Thu 31 Fri	13 Thu 14 Fri 25 Tue 26 Wed
Tableau Desktop 2018	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
2 day course - select two sequential dates 9 am - 4 pm	\$895	22 Tue 23 Wed	11 Mon 12 Tue	21 Thu 22 Fri	9 Tue 11 Thu	8 Wed 9 Thu	17 Mon 18 Tue



**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	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$395	16 Wed	5 Tue	25 Mon	17 Wed	13 Mon	7 Fri
QuickBooks Desktop 2018 Level 2	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$445	25 Fri	6 Wed	27 Wed	18 Thu	24 Fri	11 Tue



**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"> <li>❖ Navigate SharePoint Sites quickly &amp; effectively</li> <li>❖ Work with Lists, Libraries, Blogs, Wikis</li> <li>❖ Upload key documents and images for sharing</li> <li>❖ Set notifications for when docs are updated</li> <li>❖ Create personal views of SharePoint data</li> </ul> | <ul style="list-style-type: none"> <li>❖ Create sites, sub-sites, and specialty pages</li> <li>❖ Create Lists, Libraries, Blogs, Surveys and more</li> <li>❖ Modify site navigation, control user permissions</li> <li>❖ Control document versioning, check-in / check-out</li> <li>❖ Create and manage three-state workflows</li> </ul> |
|---|--|

**SharePoint 2016**

SharePoint Site User	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$495	28 Mon	6 Wed	7 Thu	8 Mon 9 Tue	15 Wed 28 Tue	13 Thu 14 Fri
SharePoint Site Owner	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$595	29 Tue	7 Thu	11 Mon	9 Tue 12 Fri	14 Tue 29 Wed	12 Wed 14 Fri

**Registration, course outlines, driving directions and more are available on the web at [www.thefullcirclegroup.com](http://www.thefullcirclegroup.com)**

 <b>Web Design &amp; E-Learning Tools</b>		 <b>Dreamweaver</b>	 <b>Flash</b>	 <b>Captivate</b>			
<b>Adobe Dreamweaver - Web Design</b>							
<b>Dreamweaver Introduction</b>	<b>Cost</b>	<b>Jan 2019</b>	<b>Feb 2019</b>	<b>Mar 2019</b>	<b>Apr 2019</b>	<b>May 2019</b>	<b>Jun 2019</b>
Single day course scheduled from 9 am - 4 pm	\$395	10 Thu	12 Tue	12 Tue	12 Fri	10 Fri	11 Tue
<b>Dreamweaver Advanced (2 days)</b>	<b>Cost</b>	<b>Jan 2019</b>	<b>Feb 2019</b>	<b>Mar 2019</b>	<b>Apr 2019</b>	<b>May 2019</b>	<b>Jun 2019</b>
2 day course - select two sequential dates 9 am - 4 pm	\$895	16 Wed 17 Thu	19 Tue 20 Wed	20 Wed 21 Thu	29 Mon 30 Tue	23 Thu 24 Fri	24 Mon 25 Tue
<b>Adobe Flash - Web Animation &amp; Multimedia</b>							
<b>Flash Introduction (2 days)</b>	<b>Cost</b>	<b>Jan 2019</b>	<b>Feb 2019</b>	<b>Mar 2019</b>	<b>Apr 2019</b>	<b>May 2019</b>	<b>Jun 2019</b>
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	15 Tue 16 Wed	14 Thu 15 Fri	12 Tue 13 Wed	23 Tue 24 Wed	13 Mon 14 Tue	18 Tue 19 Wed
<b>Flash Advanced</b>	<b>Cost</b>	<b>Jan 2019</b>	<b>Feb 2019</b>	<b>Mar 2019</b>	<b>Apr 2019</b>	<b>May 2019</b>	<b>Jun 2019</b>
Single day course scheduled from 9 am - 4 pm	\$445	18 Fri	18 Mon	18 Mon	25 Thu	15 Wed	20 Thu
 <b>Photo Editing, Graphics &amp; Document Tools</b>		 <b>Photoshop</b>	 <b>Illustrator</b>	 <b>InDesign</b>	 <b>Acrobat</b>		
<b>Adobe Photoshop - Photo Editing &amp; Graphics</b>							
<b>Photoshop Introduction</b>	<b>Cost</b>	<b>Jan 2019</b>	<b>Feb 2019</b>	<b>Mar 2019</b>	<b>Apr 2019</b>	<b>May 2019</b>	<b>Jun 2019</b>
Single day course scheduled from 9 am - 4 pm	\$395	9 Wed 22 Tue	4 Mon 19 Tue	4 Mon 19 Tue	2 Tue 22 Mon	1 Wed 14 Tue	4 Tue 26 Wed
<b>Photoshop Advanced</b>	<b>Cost</b>	<b>Jan 2019</b>	<b>Feb 2019</b>	<b>Mar 2019</b>	<b>Apr 2019</b>	<b>May 2019</b>	<b>Jun 2019</b>
Single day course scheduled from 9 am - 4 pm	\$445	2 Wed 18 Fri	11 Mon 22 Fri	11 Mon 22 Fri	3 Wed 24 Wed	2 Thu 17 Fri	5 Wed 25 Tue
<b>Adobe InDesign</b>							
<b>Adobe InDesign Introduction (2 days)</b>	<b>Cost</b>	<b>Jan 2019</b>	<b>Feb 2019</b>	<b>Mar 2019</b>	<b>Apr 2019</b>	<b>May 2019</b>	<b>Jun 2019</b>
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	28 Mon 30 Wed	21 Thu 22 Fri	19 Tue 20 Wed	18 Thu 19 Fri	13 Mon 14 Tue	25 Tue 26 Wed
<b>Adobe InDesign Advanced</b>	<b>Cost</b>	<b>Jan 2019</b>	<b>Feb 2019</b>	<b>Mar 2019</b>	<b>Apr 2019</b>	<b>May 2019</b>	<b>Jun 2019</b>
Single day course scheduled from 9 am - 4 pm	\$445	31 Thu	25 Mon	26 Tue	30 Tue	22 Wed	28 Fri
<b>Adobe Illustrator</b>							
<b>Adobe Illustrator Introduction (2 days)</b>	<b>Cost</b>	<b>Jan 2019</b>	<b>Feb 2019</b>	<b>Mar 2019</b>	<b>Apr 2019</b>	<b>May 2019</b>	<b>Jun 2019</b>
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	10 Thu 11 Fri	27 Wed 28 Thu	27 Wed 28 Thu	8 Mon 9 Tue	22 Wed 23 Thu	25 Tue 26 Wed
<b>Adobe Illustrator Advanced</b>	<b>Cost</b>	<b>Jan 2019</b>	<b>Feb 2019</b>	<b>Mar 2019</b>	<b>Apr 2019</b>	<b>May 2019</b>	<b>Jun 2019</b>
Single day course scheduled from 9 am - 4 pm	\$445	14 Mon	28 Thu	29 Fri	15 Mon	31 Fri	25 Tue
<b>Adobe Acrobat</b>							
<b>Acrobat Introduction</b>	<b>Cost</b>	<b>Jan 2019</b>	<b>Feb 2019</b>	<b>Mar 2019</b>	<b>Apr 2019</b>	<b>May 2019</b>	<b>Jun 2019</b>
Single day course scheduled from 9 am - 4 pm	\$350	17 Thu	26 Tue	26 Tue	8 Mon	21 Tue	7 Fri
<b>Adobe Captivate</b>							
<b>Adobe Captivate (2 days)</b>	<b>Cost</b>	<b>Jan 2019</b>	<b>Feb 2019</b>	<b>Mar 2019</b>	<b>Apr 2019</b>	<b>May 2019</b>	<b>Jun 2019</b>
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	30 Wed 31 Thu	21 Thu 22 Fri	18 Mon 19 Tue	11 Thu 12 Fri	14 Tue 15 Wed	24 Mon 25 Tue
<b>Registration, course outlines, driving directions and more are available on the web at <a href="http://www.thefullcirclegroup.com">www.thefullcirclegroup.com</a></b>							



**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	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$395	8 Tue 25 Fri	5 Tue 20 Wed	5 Tue 20 Wed	4 Thu 23 Tue	6 Mon 22 Wed	6 Thu 17 Mon
XHTML Advanced Coding	Cost	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Single day course scheduled from 9 am - 4 pm	\$445	9 Wed 21 Mon	4 Mon 25 Mon	6 Wed 25 Mon	5 Fri 25 Thu	7 Tue 23 Thu	7 Fri 18 Tue

**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



**SQL, VBA, Tableau, and Crystal Reports Deal!**

**SAVE \$100\*** on a **SQL** three-day course or on the two-day **Visual Basic for Applications (VBA)**, **Tableau Desktop**, **Crystal Reports Intro** or **Crystal Reports Advanced** courses

**Ready for advanced level training?** Dive into a two-day **Visual Basic for Applications (VBA)** course in Microsoft Excel or Microsoft Access. How about creating drill-down analyses in **Crystal Reports?** -- we've got introductory and advanced levels, each two-day classes. Looking to learn about data visualizations and dashboards? Let Full Circle get you started in **Tableau**. Maybe you'd like to learn **SQL** for end users -- we've got a fabulous three-day course that will help you with querying data.

\*Select dates through December 2018  
(Not valid with training vouchers, PowerPacks, previously booked courses or other discounts.)