

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
- 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 2018 - November 2018



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?

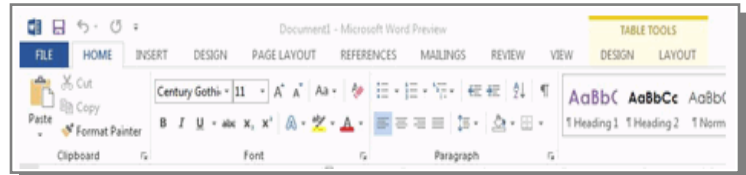
Our website has current training schedules, course outlines, and much more. Add www.thefullcirclegroup.com to your favorites and visit us often!

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 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$250	11 Mon 26 Tue	2 Mon 25 Wed	14 Tue 24 Fri	5 Wed 24 Mon	11 Thu 22 Mon	2 Fri 20 Tue
Access Intermediate	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$275	13 Wed 28 Thu	3 Tue 27 Fri	16 Thu 28 Tue	7 Fri 26 Wed	12 Fri 23 Tue	5 Mon 21 Wed
Access Advanced Form Design, Linked Data & Macros	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$325	15 Fri 27 Wed	6 Fri 20 Fri	3 Fri 29 Wed	14 Fri 25 Tue	15 Mon 30 Tue	2 Fri 26 Mon
Access - Automating Access with VBA	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
2 day course - select two sequential dates 9 am - 4 pm	\$1,295	20 Wed 21 Thu	30 Mon 31 Tue	20 Mon 21 Tue	21 Fri 24 Mon	22 Mon 23 Tue	5 Mon 6 Tue

Microsoft Office Excel 2016

Excel Introduction	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$250	5 Tue 15 Fri	3 Tue 23 Mon	14 Tue 28 Tue	12 Wed 24 Mon	10 Wed 26 Fri	6 Tue 19 Mon
Excel Intermediate	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$255	11 Mon 20 Wed	5 Thu 25 Wed	16 Thu 30 Thu	14 Fri 26 Wed	12 Fri 30 Tue	7 Wed 20 Tue
Excel Charts, Graphics & Data Presentation	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$275	11 Mon 26 Tue	6 Fri 30 Mon	21 Tue 31 Fri	6 Thu 19 Wed	16 Tue 31 Wed	8 Thu 21 Wed
Excel Pivot Tables, Importing, Managing & Filtering Data	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$325	11 Mon 18 Mon	13 Fri 30 Mon	7 Tue 23 Thu	10 Mon 21 Fri	3 Wed 18 Thu	14 Wed 26 Mon
Excel Functions, Macros, Templates & Linked Workbooks	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$325	20 Wed 29 Fri	16 Mon 31 Tue	8 Wed 24 Fri	12 Wed 26 Wed	11 Thu 23 Tue	16 Fri 27 Tue
Excel Power Pivot and Advanced Concepts in Functions	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$395	1 Fri 22 Fri	11 Wed 24 Tue	6 Mon 17 Fri	17 Mon 28 Fri	12 Fri 25 Thu	21 Wed 30 Fri
Excel - Automating Excel with VBA	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
2 day course - select two sequential dates 9 am - 4 pm	\$1,295	28 Thu 29 Fri	5 Thu 6 Fri	6 Mon 7 Tue	17 Mon 18 Tue	5 Fri 8 Mon	26 Mon 27 Tue

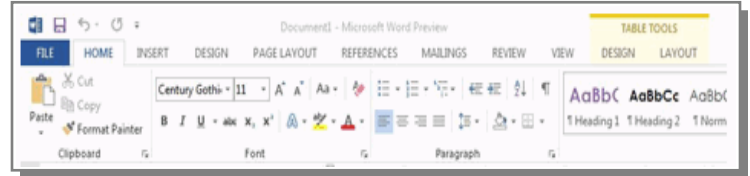
Full Circle specializes in customized on-site training with a variety of schedule and delivery options. Our expert level instructors can handle every possible training scenario from transition training for Microsoft Office version upgrades to high-end Excel, Access, SQL and Graphics training all delivered 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	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$250	12 Tue 25 Mon	16 Mon 24 Tue	2 Thu 23 Thu	4 Tue 17 Mon	1 Mon 17 Wed	7 Wed 27 Tue
PowerPoint Intermediate	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$255	13 Wed 26 Tue	19 Thu 27 Fri	3 Fri 20 Mon	5 Wed 18 Tue	2 Tue 19 Fri	9 Fri 29 Thu
PowerPoint Multimedia, Animation, Masters & Distribution	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$325	15 Fri 29 Fri	20 Fri 26 Thu	9 Thu 30 Thu	6 Thu 21 Fri	5 Fri 22 Mon	12 Mon 30 Fri

Microsoft Office Word 2016

Word Introduction	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$250	11 Mon 26 Tue	2 Mon 17 Tue	2 Thu 15 Wed	4 Tue 17 Mon	2 Tue 15 Mon	15 Thu 28 Wed
Word Intermediate	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$255	13 Wed 28 Thu	11 Wed 19 Thu	7 Tue 17 Fri	5 Wed 18 Tue	5 Fri 17 Wed	13 Tue 26 Mon
Word Styles, Layout, Graphics & Newsletter Features	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$275	4 Mon 19 Tue	13 Fri 23 Mon	9 Thu 20 Mon	6 Thu 21 Fri	9 Tue 19 Fri	8 Thu 19 Mon
Word Mail Merge, Macros & Forms	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$325	6 Wed 21 Thu	16 Mon 25 Wed	6 Mon 28 Tue	3 Mon 25 Tue	8 Mon 24 Wed	2 Fri 13 Tue
Word Mastering Long Documents & Tracking Revisions	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$325	12 Tue 27 Wed	19 Thu 27 Fri	8 Wed 30 Thu	12 Wed 26 Wed	10 Wed 29 Mon	5 Mon 19 Mon

Microsoft Office Outlook 2016

Outlook Introduction to Email, Contacts & Calendar	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$275	8 Fri 19 Tue	9 Mon 26 Thu	15 Wed 30 Thu	14 Fri 25 Tue	15 Mon 31 Wed	12 Mon 20 Tue
Outlook Advanced Meetings, Organizing & Efficiency	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$325	11 Mon 27 Wed	12 Thu 27 Fri	16 Thu 31 Fri	12 Wed 26 Wed	16 Tue 29 Mon	6 Tue 21 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 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$250	6 Wed	23 Mon	23 Thu	18 Tue	17 Wed	12 Mon
Windows 7 File Management & Desktop Control	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$250	8 Fri 19 Tue	12 Thu 25 Wed	8 Wed 24 Fri	10 Mon 21 Fri	8 Mon 24 Wed	2 Fri 13 Tue

Microsoft Publisher 2016 - Desktop Publishing

Publisher Introduction to Desktop Publishing	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$325	12 Tue 27 Wed	10 Tue 23 Mon	8 Wed 24 Fri	7 Fri 25 Tue	15 Mon 31 Wed	7 Wed 20 Tue

Microsoft Project 2010, 2013 & 2016

Project Introduction	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$395	8 Fri 14 Thu	5 Thu 16 Mon	1 Wed 20 Mon	7 Fri 17 Mon	2 Tue 17 Wed	1 Thu 21 Wed
Project Advanced	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$495	4 Mon 15 Fri	6 Fri 17 Tue	2 Thu 21 Tue	10 Mon 26 Wed	5 Fri 18 Thu	2 Fri 26 Mon



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 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
3 day course - select three sequential dates 9 am - 4 pm	\$1,595	11 Mon 12 Tue 13 Wed	25 Wed 26 Thu 27 Fri	22 Wed 23 Thu 24 Fri	10 Mon 11 Tue 12 Wed	15 Mon 16 Tue 17 Wed	14 Wed 15 Thu 16 Fri

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**



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.

- 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

We're the best value in Crystal training, allowing you to learn hands-on in a small group setting, with flexible schedule options. It's training that fits!

Need Onsite Training?

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

Crystal Reports - Covers versions 2008 and XI

Crystal Reports Introduction (2 days)	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
2 day course - select two sequential dates 9 am - 4 pm	\$850	4 Mon 5 Tue 18 Mon 19 Tue	9 Mon 10 Tue 30 Mon 31 Tue	7 Tue 8 Wed 27 Mon 28 Tue	11 Tue 12 Wed 24 Mon 25 Tue	9 Tue 10 Wed 18 Thu 19 Fri	7 Wed 8 Thu 27 Tue 28 Wed
Crystal Reports Advanced (2 days)	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
2 day course - select two sequential dates 9 am - 4 pm	\$895	7 Thu 8 Fri 18 Mon 19 Tue	11 Wed 12 Thu 26 Thu 27 Fri	9 Thu 10 Fri 29 Wed 30 Thu	13 Thu 14 Fri 25 Tue 26 Wed	11 Thu 12 Fri 23 Tue 24 Wed	9 Fri 12 Mon 29 Thu 30 Fri



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	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$325	20 Wed	19 Thu	13 Mon	7 Fri	3 Wed	1 Thu



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. In a single day of training you'll learn how to build your own site complete with document libraries, SharePoint Lists, Wikis, Blogs and more!

Our powerful one day Intro teaches you to:

- ❖ 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

Our Advanced course teaches you how to build a SharePoint site from the ground up:

- ❖ 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 2013

SharePoint 2013 End Users	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	7 Thu 21 Thu	17 Tue 20 Fri	8 Wed 9 Thu	13 Thu 14 Fri	11 Thu 12 Fri	6 Tue 7 Wed

Microsoft Visio Introduction

Visio Introduction	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$395	13 Wed	3 Tue	2 Thu	17 Mon	17 Wed	12 Mon
Visio Advanced	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$395	19 Tue	18 Wed	24 Fri	20 Thu	23 Tue	27 Tue



XHTML Coding / Web Page Design (2 day course)

XML Introduction & Advanced Levels

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

XHTML Coding for Web Design

XHTML Introduction	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$395	4 Mon 13 Wed	5 Thu 20 Fri	6 Mon 22 Wed	6 Thu 17 Mon	3 Wed 15 Mon	6 Tue 16 Fri
XHTML Advanced Coding	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$445	5 Tue 14 Thu	6 Fri 23 Mon	7 Tue 23 Thu	7 Fri 18 Tue	5 Fri 17 Wed	8 Thu 19 Mon

XML Introduction & IT Professional (3 days)

XML Introduction & IT Professional (3 days)	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
3 day course - select three sequential dates 9 am - 4 pm	\$1,595	11 Mon 12 Tue 13 Wed	9 Mon 10 Tue 11 Wed	6 Mon 7 Tue 8 Wed	5 Wed 6 Thu 7 Fri	9 Tue 10 Wed 11 Thu	19 Mon 20 Tue 21 Wed



Web Design & E-Learning Tools



Dreamweaver



Flash



Captivate

Adobe Dreamweaver - Web Design

Dreamweaver Introduction	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$395	22 Fri	2 Mon	14 Tue	11 Tue	10 Wed	13 Tue
Dreamweaver Advanced (2 days)	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
2 day course - select two sequential dates 9 am - 4 pm	\$895	27 Wed 28 Thu	9 Mon 24 Tue	22 Wed 23 Thu	24 Mon 25 Tue	22 Mon 23 Tue	29 Thu 30 Fri

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

Adobe Flash - Web Animation & Multimedia

Flash Introduction (2 days)	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	18 Mon 19 Tue	17 Tue 18 Wed	13 Mon 14 Tue	6 Thu 7 Fri	15 Mon 16 Tue	19 Mon 20 Tue
Flash Advanced	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$445	20 Wed	19 Thu	15 Wed	20 Thu	17 Wed	21 Wed



Photo Editing, Graphics & Document Tools



Photoshop



Illustrator



InDesign



Acrobat

Adobe Photoshop - Photo Editing & Graphics

Photoshop Introduction	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$395	1 Fri 22 Fri	3 Tue 18 Wed	1 Wed 14 Tue	4 Tue 26 Wed	1 Mon 17 Wed	1 Thu 13 Tue
Photoshop Advanced - Vectors, Masking, Layers	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$445	8 Fri 25 Mon	10 Tue 26 Thu	2 Thu 17 Fri	5 Wed 25 Tue	2 Tue 18 Thu	12 Mon 26 Mon
Photoshop Web Prep, Layout & Animation	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$445	11 Mon 26 Tue	12 Thu 27 Fri	3 Fri 21 Tue	6 Thu 26 Wed	9 Tue 23 Tue	14 Wed 27 Tue

Adobe InDesign

Adobe InDesign Introduction (2 days)	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	25 Mon 26 Tue	24 Tue 25 Wed	28 Tue 29 Wed	25 Tue 26 Wed	8 Mon 9 Tue	15 Thu 16 Fri
Adobe InDesign Advanced	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$445	29 Fri	31 Tue	31 Fri	27 Thu	15 Mon	20 Tue

Adobe Illustrator

Adobe Illustrator Introduction (2 days)	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	7 Thu 8 Fri	25 Wed 26 Thu	22 Wed 23 Thu	25 Tue 26 Wed	18 Thu 19 Fri	28 Wed 29 Thu
Adobe Illustrator Advanced	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$445	27 Wed	31 Tue	23 Thu	25 Tue	23 Tue	30 Fri

Adobe Acrobat

Acrobat Introduction	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Single day course scheduled from 9 am - 4 pm	\$350	12 Tue	2 Mon	21 Tue	7 Fri	17 Wed	15 Thu

Adobe Captivate

Adobe Captivate (2 days)	Cost	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	18 Mon 20 Wed	13 Fri 16 Mon	16 Thu 17 Fri	21 Fri 24 Mon	29 Mon 30 Tue	26 Mon 27 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 and Crystal Reports Deal!

SAVE \$100* on a **SQL** three-day course or on the two-day **Visual Basic for Applications (VBA)**, **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. Maybe you'd like to learn **SQL** for end users -- we've got a fabulous three-day course that will help you get started.

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

