

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

March 2020 - August 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?

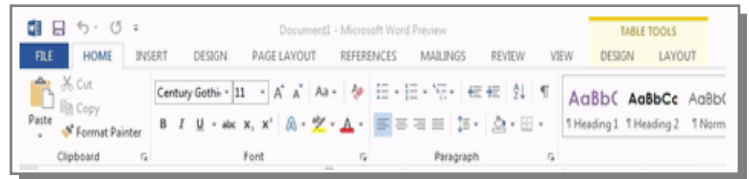
Our website has current training schedules, course outlines, and much more.

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	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$250	2 Mon 17 Tue	2 Thu 8 Wed	11 Mon 26 Tue	12 Fri 25 Thu	14 Tue 24 Fri	3 Mon 18 Tue
Access Intermediate	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$275	3 Tue 19 Thu	3 Fri 13 Mon	12 Tue 28 Thu	15 Mon 26 Fri	16 Thu 28 Tue	4 Tue 20 Thu
Access Advanced Form Design, Linked Data & Macros	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$325	6 Fri 20 Fri	9 Thu 15 Wed	13 Wed 29 Fri	19 Fri 30 Tue	17 Fri 29 Wed	5 Wed 21 Fri
Access - Automating Access with VBA	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
2 day course - select two sequential dates 9 am - 4 pm	\$1,295	30 Mon 31 Tue	20 Mon 21 Tue	14 Thu 15 Fri	15 Mon 16 Tue	20 Mon 21 Tue	20 Thu 21 Fri

Microsoft Office Excel 2016

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

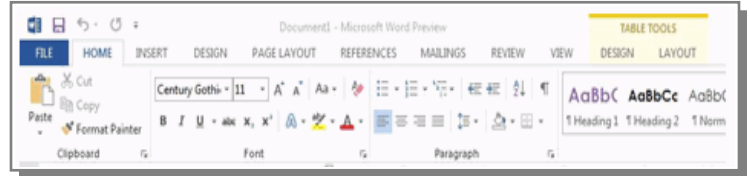
Full Circle specializes in customized on-site training with a variety of schedule and delivery options. Our expert level instructors can handle every possible training scenario from transition training for Microsoft Office version upgrades to high-end Excel, Access, SQL and Graphics training all delivered 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	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$250	11 Wed 24 Tue	14 Tue 21 Tue	12 Tue 22 Fri	9 Tue 22 Mon	2 Thu 17 Fri	6 Thu 18 Tue
PowerPoint Intermediate	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$255	12 Thu 27 Fri	16 Thu 28 Tue	14 Thu 27 Wed	11 Thu 24 Wed	7 Tue 20 Mon	14 Fri 20 Thu
PowerPoint Multimedia, Animation, Masters & Distribution	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$325	18 Wed 30 Mon	17 Fri 30 Thu	4 Mon 12 Tue	5 Fri 15 Mon	9 Thu 22 Wed	17 Mon 26 Wed

Microsoft Office Word 2016

Word Introduction	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$250	2 Mon 17 Tue	10 Fri 28 Tue	4 Mon 21 Thu	5 Fri 25 Thu	2 Thu 15 Wed	4 Tue 17 Mon
Word Intermediate	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$255	6 Fri 19 Thu	13 Mon 30 Thu	6 Wed 22 Fri	8 Mon 26 Fri	6 Mon 17 Fri	6 Thu 19 Wed
Word Styles, Layout, Graphics & Newsletter Features	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$275	10 Tue 23 Mon	16 Thu 30 Thu	13 Wed 29 Fri	11 Thu 29 Mon	8 Wed 20 Mon	11 Tue 24 Mon
Word Mail Merge, Macros & Forms	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$325	12 Thu 25 Wed	1 Wed 17 Fri	6 Wed 22 Fri	8 Mon 18 Thu	10 Fri 28 Tue	13 Thu 26 Wed
Word Mastering Long Documents & Tracking Revisions	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$325	13 Fri 27 Fri	2 Thu 27 Mon	7 Thu 29 Fri	10 Wed 23 Tue	13 Mon 30 Thu	14 Fri 31 Mon

Microsoft Office Outlook 2016

Outlook Introduction to Email, Contacts & Calendar	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$275	3 Tue 26 Thu	15 Wed 28 Tue	4 Mon 28 Thu	10 Wed 29 Mon	15 Wed 30 Thu	11 Tue 27 Thu
Outlook Advanced Meetings, Organizing & Efficiency	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$325	5 Thu 27 Fri	16 Thu 29 Wed	6 Wed 29 Fri	11 Thu 30 Tue	16 Thu 31 Fri	17 Mon 28 Fri

Microsoft Publisher 2016 - Desktop Publishing

Publisher Introduction to Desktop Publishing	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$325	13 Fri 23 Mon	2 Thu 23 Thu	1 Fri 21 Thu	2 Tue 24 Wed	6 Mon 24 Fri	4 Tue 17 Mon



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	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$250	23 Mon	22 Wed	22 Fri	1 Mon	23 Thu	17 Mon
Windows 7 File Management & Desktop Control	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$250	12 Thu	8 Wed	1 Fri	23 Tue	6 Mon	6 Thu



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	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
3 day course - select three sequential dates 9 am - 4 pm	\$1,595	25 Wed 26 Thu 27 Fri	22 Wed 23 Thu 24 Fri	18 Mon 19 Tue 20 Wed	17 Wed 18 Thu 19 Fri	28 Tue 29 Wed 30 Thu	12 Wed 13 Thu 14 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 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	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$395	5 Thu 16 Mon	2 Thu 24 Fri	14 Thu 26 Tue	9 Tue 29 Mon	8 Wed 23 Thu	3 Mon 18 Tue
Project Advanced	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$495	6 Fri 17 Tue	7 Tue 28 Tue	15 Fri 27 Wed	10 Wed 30 Tue	9 Thu 24 Fri	4 Tue 19 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	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$395	3 Tue	2 Thu	1 Fri	17 Wed	9 Thu	3 Mon
Visio Advanced	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$395	18 Wed	24 Fri	28 Thu	18 Thu	13 Mon	19 Wed



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	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
2 day course - select two sequential dates 9 am - 4 pm	\$850	9 Mon 10 Tue 24 Tue 25 Wed	7 Tue 8 Wed 27 Mon 28 Tue	4 Mon 5 Tue 18 Mon 19 Tue	2 Tue 3 Wed 15 Mon 16 Tue	7 Tue 8 Wed 27 Mon 28 Tue	10 Mon 11 Tue 25 Tue 26 Wed
Crystal Reports Advanced (2 days)	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
2 day course - select two sequential dates 9 am - 4 pm	\$895	11 Wed 12 Thu 26 Thu 27 Fri	9 Thu 10 Fri 29 Wed 30 Thu	6 Wed 7 Thu 21 Thu 22 Fri	4 Thu 5 Fri 24 Wed 25 Thu	9 Thu 10 Fri 29 Wed 30 Thu	13 Thu 14 Fri 27 Thu 28 Fri
Tableau Desktop 2018	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
2 day course - select two sequential dates 9 am - 4 pm	\$895	12 Thu 13 Fri	20 Mon 22 Wed	13 Wed 14 Thu	22 Mon 23 Tue	16 Thu 17 Fri	11 Tue 12 Wed



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	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$395	24 Tue	15 Wed	21 Thu	12 Fri	13 Mon	21 Fri
QuickBooks Desktop 2018 Level 2	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$445	25 Wed	23 Thu	26 Tue	19 Fri	29 Wed	24 Mon



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!

- ❖ 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
- ❖ 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	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$495	19 Thu	10 Fri	6 Wed	8 Mon	7 Tue	13 Thu
SharePoint Site Owner	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$595	10 Tue	15 Wed	7 Thu	9 Tue	14 Tue	14 Fri

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

 Web Design & E-Learning Tools  Dw Dreamweaver  Fl Flash  Cp Captivate							
Adobe Dreamweaver - Web Design							
Dreamweaver Introduction	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$395	11 Wed	17 Fri	11 Mon	1 Mon	7 Tue	12 Wed 21 Fri
Dreamweaver Advanced (2 days)	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
2 day course - select two sequential dates 9 am - 4 pm	\$895	12 Thu 13 Fri	20 Mon 21 Tue	12 Tue 13 Wed	4 Thu 5 Fri	9 Thu 10 Fri	13 Thu 26 Wed
Adobe Flash - Web Animation & Multimedia							
Flash Introduction (2 days)	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	17 Tue 18 Wed	13 Mon 14 Tue	14 Thu 15 Fri	23 Tue 24 Wed	13 Mon 14 Tue	17 Mon 18 Tue
Flash Advanced	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$445	19 Thu	15 Wed	18 Mon	25 Thu	15 Wed	19 Wed
 Photo Editing, Graphics & Document Tools  Ps Photoshop  Ai Illustrator  ID InDesign  Acrobat							
Adobe Photoshop - Photo Editing & Graphics							
Photoshop Introduction	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$395	3 Tue 18 Wed	1 Wed 22 Wed	4 Mon 19 Tue	2 Tue 22 Mon	2 Thu 14 Tue	3 Mon 19 Wed
Photoshop Advanced	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$445	10 Tue 26 Thu	2 Thu 17 Fri	6 Wed 22 Fri	3 Wed 24 Wed	6 Mon 17 Fri	4 Tue 27 Thu
Adobe InDesign							
Adobe InDesign Introduction (2 days)	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	26 Thu 27 Fri	9 Thu 10 Fri	18 Mon 20 Wed	22 Mon 23 Tue	22 Wed 23 Thu	13 Thu 14 Fri
Adobe InDesign Advanced	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$445	31 Tue	3 Fri	22 Fri	25 Thu	31 Fri	18 Tue
Adobe Illustrator							
Adobe Illustrator Introduction (2 days)	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	25 Wed 26 Thu	22 Wed 23 Thu	11 Mon 13 Wed	8 Mon 9 Tue	7 Tue 8 Wed	27 Thu 28 Fri
Adobe Illustrator Advanced	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$445	31 Tue	27 Mon	29 Fri	15 Mon	14 Tue	31 Mon
Adobe Acrobat							
Acrobat Introduction	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$350	2 Mon	21 Tue	26 Tue	8 Mon	21 Tue	11 Tue
Adobe Captivate							
Adobe Captivate (2 days)	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
2 day course - select two sequential dates 9 am - 4 pm	\$1,095	18 Wed 19 Thu	20 Mon 21 Tue	27 Wed 28 Thu	11 Thu 12 Fri	6 Mon 7 Tue	20 Thu 21 Fri



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	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$395	5 Thu 20 Fri	6 Mon 22 Wed	5 Tue 27 Wed	4 Thu 23 Tue	6 Mon 22 Wed	5 Wed 20 Thu
XHTML Advanced Coding	Cost	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Single day course scheduled from 9 am - 4 pm	\$445	6 Fri 23 Mon	7 Tue 23 Thu	6 Wed 29 Fri	5 Fri 25 Thu	2 Thu 23 Thu	6 Thu 21 Fri

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.)