



Computer Training Class Information

CTS Solutions, Inc. is a Microsoft Solutions Partner and employs Microsoft certified instructors to give you the best training experience possible. We offer a wide variety of classes in many applications and technologies. Scheduling is flexible and customized course development is available to meet client needs. For a listing of classes we regularly teach, please visit our website at www.ctss.com.

Class Logistics

- Classes are taught at our facility or yours.
- Class times are typically from 9:00 a.m. to 4:00 p.m. with a break for lunch.
- Course manuals, training files, certificates and quick reference guides are provided. These can be customized upon request.
- Class attire is casual (or dependent on your dress code policies).

Training Course Pricing

On-Site Training (your facility)

If your company has it's own training room and would like to hold classes in-house, the following fees apply:

Beginner/Intermediate Classes:

\$120 per person for the first 4 people, \$90 per person for more than 4 (up to 10-12 per class).

Advanced Classes:

\$150 per person for first 6 people, \$120 per person for more than 6 (up to 10-12 per class).

Specialty Classes:

Specialty classes include Microsoft Project, FrontPage, Visio, Photoshop, Flash, Visual Basic, etc.

\$175-300 per day—call for pricing

Training at CTS Facility

Beginner Classes:

\$150 per person for 1-4 people, \$135 for 5+ people

Intermediate Classes:

\$160 per person for 1-4 people, \$145 for 5+ people

Advanced Classes:

\$175 per person for 1-4 people, \$160 for 5+ people

Specialty Classes:

Specialty classes include Microsoft Project, FrontPage, Visio, Photoshop, Flash, Visual Basic, etc.

\$175-300 per day—call for pricing

Cancellation Policy:

If you are registered, but unable to attend a class, you may receive a full refund if you cancel 4 or more business days before the class. If you cancel more than 24 hours in advance, you will be charged 40% of the class fee. If you cancel within 24 hours, the full class fee will be charged.

Location Details for CTS Offices

CTS Solutions, Inc.'s offices are conveniently located right outside The Woodlands, TX. We are just west of the Southbound IH-45N feeder road. Our address is:

**210 Rye Street
Spring, TX 77380**



Course Outlines available at www.ctss.com/trainsrv.htm

For more information

Visit our Website at
www.ctss.com

Phone: (281) 367-5754

Email: ctsmail@ctss.com

One-on-One Training

Individual training is available at your offices or ours. The cost per hour is \$85 for most Microsoft Office products. Call for pricing.

Course Customization

CTS uses customizable training materials. Course content can be customized to include material from different levels of classes and/or with examples from your company or industry. Customization charges start at \$150 and depend on the extent of the customization.

