



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 (for an additional fee).
- 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:

\$140 per person for the first 4 people, \$120 per person for more than 4 (up to 10-12 per class).

Advanced Classes:

\$150 per person for first 6 people, \$130 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:

\$175 per person for 1-4 people, \$155 for 5+ people

Intermediate Classes:

\$185 per person for 1-4 people, \$165 for 5+ people

Advanced Classes:

\$200 per person for 1-4 people, \$185 for 5+ people

Specialty Classes:

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

\$225-350 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 2 business days in advance, you will be charged 50% of the class fee. If you cancel within 48 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 \$95 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.

