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## BLUMEN 9.0 Training Registration Form (Orlando, FL)

Program Director \_\_\_\_\_

Program       TS                               EOC

University \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**Training Dates:**      **December 8<sup>th</sup> & 9<sup>th</sup>, 2010 (Wednesday & Thursday) for TS & EOC at Orlando, FL.**

**Training Cost:**      **\$ 699.00 per person**  
**(Includes continental breakfast and lunch)**

**Name/s of Trainee/s:**

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

- I understand that no refunds or credits will be issued for reservations, once a training seat has been confirmed by Compansol.
- Any cancellation must be requested in writing and must be received by COMPANSOL before Nov. 5<sup>th</sup>, 2010 for full refund.
- COMPANSOL reserves the right to cancel the training. In such an event you will be notified at least 5 Business days in advance and any payment for the training will be fully refunded.

**Payment: Check One**                              *(Make all checks payable to COMPANSOL)*

Total Amount: \_\_\_\_\_  Check Enclosed. Check # \_\_\_\_\_ PO # \_\_\_\_\_

Credit Card. Card# \_\_\_\_\_ Expires \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Note:      **Please reserve and confirm your training seat with COMPANSOL before you make any Travel Arrangements !**



**Training Schedule for 1<sup>st</sup> Day (Basic & Intermediate Session):**

<b>8:00am- 8:30am</b>	<b>Registration</b> (Sign-In and distribution of workbooks)
<b>8:30am-11:30am</b>	<b>1<sup>st</sup> Session</b>
<b>11:30am - 1:00pm</b>	<b>Lunch</b>
<b>1:00pm - 4:00pm</b>	<b>2<sup>nd</sup> Session</b>
<b>You will learn:</b>	<ul style="list-style-type: none"><li>◆ Navigating around BLUMEN</li><li>◆ Setting System Preferences</li><li>◆ Creating New User Accounts</li><li>◆ Browsing Student Data</li><li>◆ Adding New Student</li><li>◆ Adding Contact Log</li><li>◆ Customize User Choices</li><li>◆ Quick Change Wizard</li><li>◆ Adding End Status</li><li>◆ Change Social Security Number</li><li>◆ Running Reports, Labels, Graphs</li><li>◆ Generating the Annual Performance Report (APR)</li><li>◆ Upgrade to Next Fiscal Year</li><li>◆ Making a Backup of Data Files</li></ul>

**Training Schedule for 2<sup>nd</sup> Day (Advanced Session):**

<b>8:00am- 8:30am</b>	<b>Registration</b> (Sign-In and distribution of workbooks)
<b>8:30am-11:30am</b>	<b>1<sup>st</sup> Session</b>
<b>11:30am - 1:00pm</b>	<b>Lunch</b>
<b>1:00pm - 4:00pm</b>	<b>2<sup>nd</sup> Session</b>
<b>You will learn:</b>	<ul style="list-style-type: none"><li>◆ Setting User Rights (Access-level)</li><li>◆ Adding New Report / Label</li><li>◆ Adding New Excel Report</li><li>◆ Mail Merge with MS Word</li><li>◆ Adding Personalized Letters</li><li>◆ Mass E-mailing</li><li>◆ Managing Drop Down Lists</li><li>◆ Managing Activity/Services List</li><li>◆ Recalling a Deleted Student</li><li>◆ Quick Edit – Student Data</li><li>◆ Sending Message to Users</li><li>◆ Reading your messages</li><li>◆ Managing Calendar</li><li>◆ Time Clock Manager</li></ul>

**Training Locations & Address:** **Valencia Enterprises Training Facility**  
2411 Sand Lake Road  
Orlando FL 32809  
Phone: 1-407-582-6688 (For reservations, Call 1-800-597-8204)

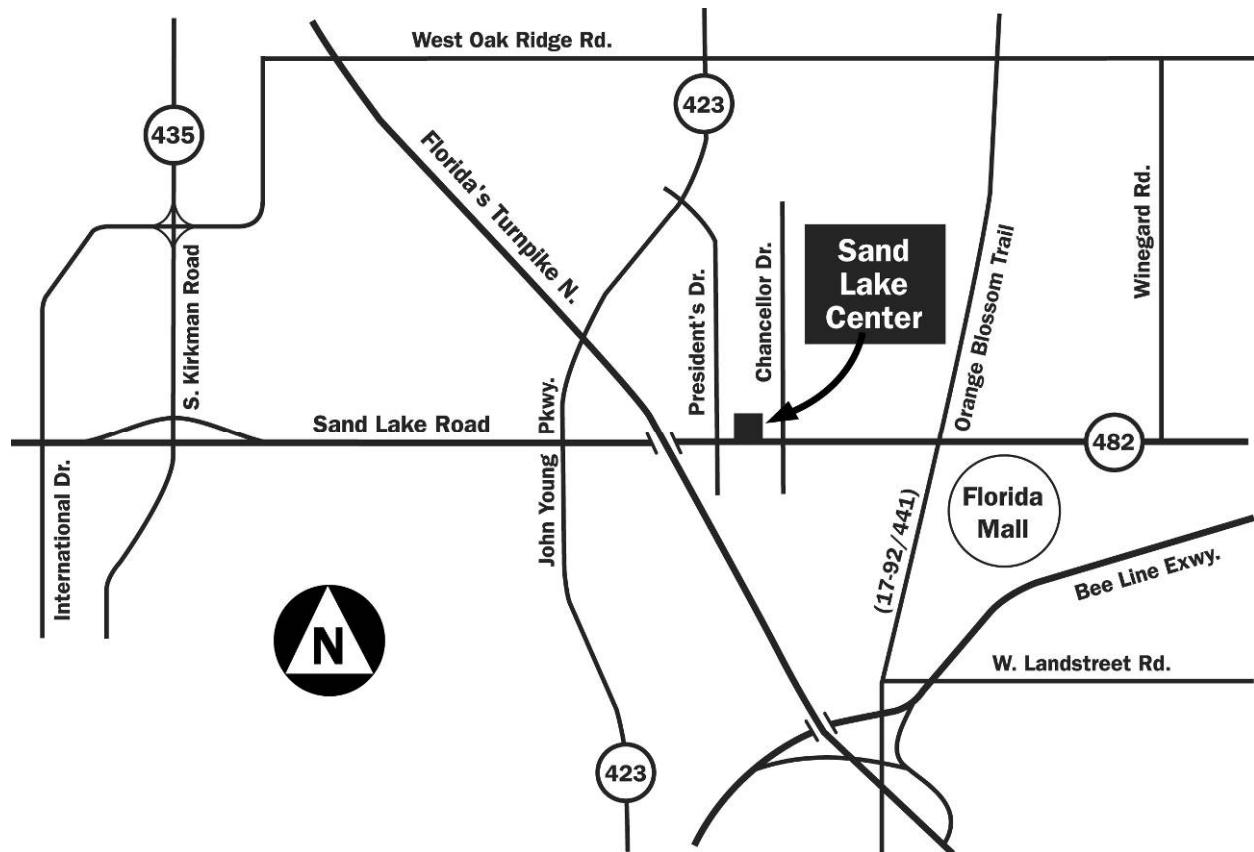
**Make all checks payable to:** **COMPANSOL**  
P.O. Box 821143  
Houston, Texas 77282

**Your class will be held at our affiliate at:**

**Valencia Enterprises  
2411 Sand Lake Road  
Orlando FL 32809  
407-582-6688**

**Standard lab photo:**





### Driving Directions:

#### From Orlando

- Take the East/West (408) Expressway to the John Young Parkway
- Exit south on the John Young Parkway – go 6.7 miles
- Turn left onto Sand Lake Road (FL-482) – go 0.7 miles
- Valencia Institute is on left after Presidents Drive

#### From North

- Take I-75 south to Florida's Turnpike South; exit onto the Turnpike towards Orlando (exit #328)
- Take the I-4 exit for Orlando/Tampa (exit #259)
- Merge on I-4 East towards Orlando
- Exit to the south on the John Young Parkway – go 6.7 miles
- Turn left onto Sand Lake Road (FL-482) – go 0.7 miles
- Valencia Institute is on left after Presidents Drive

#### From East:

- Take SR-528-Toll West towards Orlando
- Take the SR-482 West exit towards Orlando; continue on McCoy Road
- McCoy Road turns into Sand Lake Road after Orange Avenue
- Continue on Sand Lake Road across Orange Blossom Trail (past Florida Mall)
- Valencia Institute is located on the right, shortly after the Exchange Drive intersection

### **From Kissimmee**

- Take Orange Blossom Trail (441) north to Orlando – go approx. 9 miles
- Turn left on Sand Lake Road – go 0.9 mile
- Valencia Institute is located on the right, shortly after the Exchange Drive intersection

### **From South**

- Take Florida's Turnpike North (towards Orlando)
- Take the SR-528/US-17/US-441/US-92 exit towards Orlando South (exit #254)
- Continue towards Orlando
- Continue on S. Orange Blossom Trail – go 1.2 miles
- Turn left on Sand Lake Road – go 0.9 mile
- Valencia Institute is located on the right, shortly after the Exchange Drive intersection

### **From West**

- Take I-4 East towards Orlando
- Take SR-528-Toll East towards International Airport (exit #72) for 3.3 miles
- Take SR-423 North (exit 3B) for 0.3 mile
- Bear right on S. John Young Parkway, go 2.0 miles
- Turn right on Sand Lake Road, go 0.7 mile
- Valencia Institute is on the left after Presidents Drive intersection

For questions regarding driving directions please call (407) 582-6688 ext. 0 Monday through Friday 8am-5pm.

## **Hotels near the Valencia's Sand Lake Center**

### **Residence Inn by Marriott Orlando International Drive**

7975 Canada Avenue  
Orlando , FL 32819  
Tel: 407-345-0117

**\$109** + 12.5% Tax – Negotiated Rate for Valencia Enterprises

3.5 miles [www.orlandoresidenceinn.com](http://www.orlandoresidenceinn.com)

All Suite hotel with Suites that are 50% larger than rooms in comparable Orlando Hotels.

- Complimentary Hot Buffet Breakfast daily
- Full size fully equipped kitchens
- Complimentary High Speed Internet Access
- Within walking distance to restaurants and shopping
- Earn Marriott Reward Points with us!

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**Courtyard by Marriott**  
**Orlando International Drive**  
8600 Austrian Court  
Orlando , FL 32819  
**Tel: 407-351-2244**

**\$99** + 12.5% Tax – Negotiated Rate for Valencia Enterprises

4.5 miles [www.internationaldrivecourtyard.com](http://www.internationaldrivecourtyard.com)

Courtyard's rooms that work are perfect for the Business Traveler, Conveniently located 1 block off International Drive.

- 151 The Room that Works Guest rooms
- Featuring Large Work Desk area
- Complimentary High Speed Internet Access
- 24/7 Business Center
- Earn Marriott Reward Points with us!

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**Florida Mall Hotel**  
1500 Sand Lake Rd.,  
Orlando, FL, 32809  
**Tel: 407-859-1500**

**\$119** + 12.5% (Must mention Valencia to get corporate rate)  
0.5 mile

Florida Mall Hotel is a deluxe hotel attached to a large shopping mall. In rooms:

- Complimentary high-speed internet
- coffee maker
- hairdryer
- Complimentary fitness center
- Restaurant & lounge in Hotel

A multitude of restaurant choices within easy walking or driving distance  
From Valencia's Sand Lake Center, turn Left onto Sand Lake Rd. Go to Orange Blossom Trail and turn Right. Got to the first traffic light and turn left into the Florida Mall. Follow the road around to the right and you will see the hotel on your left

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**Comfort Inn**

6101 Sand Lake Road

Orlando, FL

1.5 miles

**Tel: 407-363-7886**

- most furnished with microwave and refrigerator
- game room
- meeting rooms
- outdoor pool
- kiddie pool
- gift shop

On Sand Lake Road near Universal Studios. Turn right onto Sand Lake Rd from Valencia's Sand Lake Center-go about 1.5 miles and the hotel will be on your right

**Off-site lunch options Valencia:**

<i>.3 mile from Valencia in the Wal-Mart/Lowes Home Improvement Plaza</i>	
Logan's Steak House	Burger King
Jockamo's New Orleans Style	CiCi's Pizza
Boston Market	McDonald's –inside Wal-Mart
Denny's	Wendy's
Dunkin' Donuts / TOGOs	Quizno's Subs
E & L Caribbean	

<i>.3 – .5 mile from Valencia near the Florida Mall</i>	
Olive Garden	Firehouse Subs
Orlando Ale House	Barnie's Coffe & Tea
Camille's Sidewalk Cafe	Sobik's Subs
Chipotle Mexican Grill	Subway
Outback	Pollo Tropical
Smokey Bones	Quizno's Subs
Chile's	Starbucks

Red Lobster	Panera
Steak 'n Shake	Backyard Burgers
Bennigan's	Taco Bell
I-Hop	Chick-Fil-A
Sonny's Barbecue	KFC/Pizza Hut

### Area Hotels

<p><b>Florida Mall Hotel</b> (0.5 mile) 1500 Sand Lake Rd., Orlando, FL, 32809  <i>(Ask for corporate rate for Valencia Community College)</i></p>	<p><b>407-859-1500</b> Florida Mall Hotel is a deluxe hotel attached to a large shopping mall. In rooms: Complimentary high-speed internet, coffee maker, hairdryer. Complimentary fitness center. Restaurant and lounge in Hotel</p>	<p>A multitude of restaurant choices within easy walking or driving distance</p>
<p><b>Comfort Inn</b> (1.5 miles) 6101 Sand Lake Road Orlando, FL</p>	<p><b>407-363-7886</b> most furnished with microwave and refrigerator, a game room, meeting rooms, outdoor pool, kiddie pool, and gift shop.</p>	<p>On Sand Lake Road near Universal Studios</p>
<p><b>Homestead Studio Suites Hotel</b> (1.2 miles) 4101 Equity Row Orlando, FL 32819</p>	<p><b>407-352-5577</b></p> <ul style="list-style-type: none"> <li>• Refrigerator</li> <li>• Microwave Oven</li> <li>• Telephone (Voicemail)</li> <li>• Kitchen/Kitchenette</li> </ul>	<p>From Valencia's Sand Lake Center - turn right onto Sand Lake Road, travel 0.8 miles. Turn left (south) on John Young Pkwy (FL-423), travel 0.4 miles. Turn right on Equity Row, go 0.1 miles to destination.</p>
<p><b>Extended Stay America</b> (1.2 miles) 8687 Commodity Circle Orlando, FL 32819 <i>(Ask for corporate rate for Valencia Community College)</i></p>	<p><b>(407) 248-8010</b></p> <ul style="list-style-type: none"> <li>• Refrigerator</li> <li>• Telephone (free local)</li> <li>• Kitchen w/ Utensils</li> </ul>	<p>From Valencia's Sand Lake Center - turn right onto Sand Lake Road, travel 0.8 miles. Turn left onto John Young Pkwy (FL-423), travel 0.5 miles. Turn right onto Commodity Circle, travel 0.5 miles.</p>



LaQuinta Inn (International Drive South)  
8300 Jamaican Court  
Orlando, Fl. 328198  
407-351-1660  
800-332-1660 hotel toll free  
[www.lq.com](http://www.lq.com)

- Newly renovated
- Spacious rooms/ comfy beds
- Large heated pool & spa
- Free Hi Speed internet
- Casual poolside bar
- Complimentary deluxe continental breakfast

Rates from \$59.00/night to \$79.00/night

1.8 miles from Valencia's Sand Lake Center

Turn R onto Sandlake from Valencia's Sand Lake Center, go to International Dr & turn Left, 1st Right is Jamaican Court, hotel is 3rd on Right. View photos at <https://923.lq.com>