

PC-related Training Services to Various Government Departments
Course Schedule for the Month of December 2010
Contractor: Welkin Systems Limited
GLD Contract No.: C0188/2008

Updated on 23 December 2010

Class Code	Course Name	Date	Time(s)	No. of Day(s)	Venue	Pre-requisite	Status
Standard Courses							
1. Basic Skills and Operating Systems							
BH01-10121C	Introduction to PC (電腦基礎課程)	30-Dec	0930-1715	1	Central	None	
BI01-10121K	Introduction to Internet & IE (認識互聯網及IE瀏覽器)	01-Dec	0930-1715	1	Mongkok	None	
BL02-10121C	Use of Lotus Notes 6.5 for End-users	06-Dec	0930-1715	1	Central	None	
BL03-10121K	Lotus Notes 7.0 for End-users	15-Dec	0930-1715	1	Mongkok	None	
NO03-10121C	Microsoft Outlook 2003	21-Dec	0930-1715	1	Central	Knowledge of Windows	
NO04-10121K	Microsoft Outlook 2007	23-Dec	0930-1715	1	Mongkok	Knowledge of Windows	
WVS-10121C	Microsoft Windows Vista	29-Dec	0930-1715	1	Central	Knowledge of Windows	
WVS-10122K	Microsoft Windows Vista	03-Dec	0930-1715	1	Mongkok	Knowledge of Windows	
WIN7-10121K	Microsoft Windows 7	06-Dec	0930-1715	1	Mongkok	Knowledge of Windows	Confirmed
WIN7-10122K	Microsoft Windows 7	28-Dec	0930-1715	1	Mongkok	Knowledge of Windows	Confirmed
BU01-10121K	Introduction to Linux	09-Dec	0930-1715	1	Mongkok	None	
2. Word Processing							
WW3I-10121C	MS Chinese Word 2003 for Beginners	6,7-Dec	0930-1715	2	Central	Knowledge of Windows	
WW3I-10122K	MS Chinese Word 2003 for Beginners	15,16-Dec	0930-1715	2	Mongkok	Knowledge of Windows	
WW3A-10121C	MS Chinese Word 2003 for Advanced Users	08-Dec	0930-1715	1	Central	Finished Word for Beginners or equivalent	
WW3A-10122K	MS Chinese Word 2003 for Advanced Users	17-Dec	0930-1715	1	Mongkok	Finished Word for Beginners or equivalent	Confirmed
WW7I-10121C	MS Chinese Word 2007 for Beginners	20,21-Dec	0930-1715	2	Central	Knowledge of Windows	
WW7I-10122K	MS Chinese Word 2007 for Beginners	29,30-Dec	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
WW7A-10121C	MS Chinese Word 2007 for Advanced Users	22-Dec	0930-1715	1	Central	Finished Word for Beginners or equivalent	
WW7A-10122K	MS Chinese Word 2007 for Advanced Users	31-Dec	0930-1715	1	Mongkok	Finished Word for Beginners or equivalent	
3. Spreadsheet							
SE3I-10121C	MS Chinese Excel 2003 for Beginners	1,2-Dec	0930-1715	2	Central	Knowledge of Windows	
SE3I-10122K	MS Chinese Excel 2003 for Beginners	9,10-Dec	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
SE3A-10121C	MS Chinese Excel 2003 for Advanced Users	03-Dec	0930-1715	1	Central	Finished Excel for Beginners or equivalent	
SE3A-10122K	MS Chinese Excel 2003 for Advanced Users	13-Dec	0930-1715	1	Mongkok	Finished Excel for Beginners or equivalent	Confirmed
SE7I-10121C	MS Chinese Excel 2007 for Beginners	9,10-Dec	0930-1715	2	Central	Knowledge of Windows	
SE7I-10122K	MS Chinese Excel 2007 for Beginners	21, 22-Dec	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
SE7A-10121C	MS Chinese Excel 2007 for Advanced Users	13-Dec	0930-1715	1	Central	Finished Excel for Beginners or equivalent	
SE7A-10122K	MS Chinese Excel 2007 for Advanced Users	23-Dec	0930-1715	1	Mongkok	Finished Excel for Beginners or equivalent	Confirmed
4. Database Management							
DA3I-10121K	MS Chinese Access 2003 for Beginners	1,2-Dec	0930-1715	2	Mongkok	Knowledge of Windows	
DA3I-10122C	MS Chinese Access 2003 for Beginners	14,15-Dec	0930-1715	2	Central	Knowledge of Windows	
DA3A-10121K	MS Chinese Access 2003 for Advanced Users	6,7-Dec	0930-1715	2	Mongkok	Finished Access for Beginners or equivalent	
DA3A-10122C	MS Chinese Access 2003 for Advanced Users	16,17-Dec	0930-1715	2	Central	Finished Access for Beginners or equivalent	
DA7I-10121K	Microsoft Chinese Access 2007 for Beginners	8,9-Dec	0930-1715	2	Mongkok	Knowledge of Windows	
DA7I-10122C	Microsoft Chinese Access 2007 for Beginners	22,23-Dec	0930-1715	2	Central	Knowledge of Windows	
DA7A-10121K	Microsoft Chinese Access 2007 for Advanced Users	13,14-Dec	0930-1715	2	Mongkok	Finished Access for Beginners or equivalent	Confirmed
DA7A-10122C	Microsoft Chinese Access 2007 for Advanced Users	28,29-Dec	0930-1715	2	Central	Finished Access for Beginners or equivalent	
DF1I-10121C	Microsoft Visual FoxPro 6/7 for Beginners	30,31-Dec	0930-1715	2	Central	Knowledge of Windows	
DF1A-	Microsoft Visual FoxPro 6/7 for Advanced Users	Nil	0930-1715	2	--	Finished Visual FoxPro Beginners or equivalent	

DS2I-10121K	Introduction to Microsoft SQL Server 2005	2,3-Dec	0930-1715	2	Mongkok	Knowledge of Windows Server	
DS2A-10121K	Administering Microsoft SQL Server 2005	20,21-Dec	0930-1715	2	Mongkok	Introduction Level	
5. Programming							
PA03-10122C	Microsoft Access 2003 Programming	1,2,3-Dec	0930-1715	3	Central	Basic knowledge of Access	Confirmed
PA07-10121K	Microsoft Access 2007 Programming	28,29,30-Dec	0930-1715	3	Mongkok	Basic knowledge of Access	
PF01-	Microsoft Visual FoxPro 6/7 Programming	Nil	0930-1715	3	--	Knowledge of dBase or FoxPro	
PB01-10121K	Microsoft Visual Basic 6.0 Programming	6,7,8-Dec	0930-1715	3	Mongkok	Knowledge of Windows	
INET-10121C	Introduction to .NET Programming	1,2-Dec	0930-1715	2	Central	Basic knowledge of programming	
EMN2-10121C	Introduction to Microsoft Visual Basic.NET	14,15,16-Dec	0930-1715	3	Central	Basic knowledge of Windows	
PC01-	Microsoft Visual C++ Programming	Nil	0930-1715	3	--	Basic knowledge of programming	
6. Graphics / Desktop Publishing / Presentation							
IND6-10121C	Adobe InDesign CS4	6,7-Dec	0930-1715	2	Central	Knowledge of Windows	
EPP7-10121K	Desktop Publishing Using Microsoft Publisher 2007	03-Dec	0930-1715	1	Mongkok	Knowledge of Windows	
GC04-10121C	CorelDraw 14	20,21-Dec	0930-1715	2	Central	Knowledge of Windows	
GS05-10121K	Chinese Adobe Photoshop CS3	30,31-Dec	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
GS06-10121C	Chinese Adobe Photoshop CS4	8,9-Dec	0930-1715	2	Central	Knowledge of Windows	
GS06-10122K	Chinese Adobe Photoshop CS4	16,17-Dec	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
GV03-10121K	MS Visio 2003	28,29-Dec	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
GV04-10121C	MS Visio 2007	13,14-Dec	0930-1715	2	Central	Knowledge of Windows	
GP3I-10121C	MS Chinese PowerPoint 2003 for Beginners	1,2-Dec	0930-1715	2	Central	Knowledge of Windows	
GP3I-10122K	MS Chinese PowerPoint 2003 for Beginners	15,16-Dec	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
GP3A-10121C	MS Chinese PowerPoint 2003 for Advanced Users	03-Dec	0930-1715	1	Central	Finished PowerPoint for Beginners or equivalent	
GP3A-10122K	MS Chinese PowerPoint 2003 for Advanced Users	17-Dec	0930-1715	1	Mongkok	Finished PowerPoint for Beginners or equivalent	Confirmed
GP7I-10121K	MS Chinese PowerPoint 2007 for Beginners	6,7-Dec	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
GP7I-10122K	MS Chinese PowerPoint 2007 for Beginners	15,16-Dec	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
GP7I-10122C	MS Chinese PowerPoint 2007 for Beginners	22,23-Dec	0930-1715	2	Central	Knowledge of Windows	
GP7A-10121K	MS Chinese PowerPoint 2007 for Advanced Users	08-Dec	0930-1715	1	Mongkok	Finished PowerPoint for Beginners or equivalent	
GP7A-10122C	MS Chinese PowerPoint 2007 for Advanced Users	28-Dec	0930-1715	1	Central	Finished PowerPoint for Beginners or equivalent	
7. Chinese Input Methods							
IC01-10121C	Chinese Input Method - 倉頡	31-Dec	0930-1715	1	Central	None	
IC01-10122K	Chinese Input Method - 倉頡	02-Dec	0930-1715	1	Mongkok	None	
IQ01-10121K	Chinese Input Method - 速成	07-Dec	0930-1715	1	Mongkok	None	Confirmed
IU01-10121C	Chinese Input Method - 九方	16-Dec	0930-1245	0.5	Central	None	
8. Systems Support and Administration							
NK3I-10121C	Introduction to MS Windows 2003 Server	08-Dec	0930-1715	1	Central	Knowledge of Windows	
NK3I-10121K	Introduction to MS Windows 2003 Server	10-Dec	0930-1715	1	Mongkok	Knowledge of Windows	Confirmed
NK3A-10121C	Administering MS Windows 2003 Server	9,10-Dec	0930-1715	2	Central	Basic knowledge of Windows 2000 Server	
NK3A-10121K	Administering MS Windows 2003 Server	30,31-Dec	0930-1715	2	Mongkok	Basic knowledge of Windows 2000 Server	Confirmed
NN2I-	Introduction to Lotus Notes Domino Server 6.5	Nil	0930-1715	1	--	Knowledge of Windows	
NN2A-	Administering Lotus Notes Domino Server 6.5	Nil	0930-1715	2	--	Basic knowledge of Lotus Notes Domino Server	
NX2I-	Introduction to MS Exchange Server 2003	Nil	0930-1715	1	--	Knowledge of Windows	
NX2A-	Administering MS Exchange Server 2003	Nil	0930-1715	2	--	Basic knowledge of MS Exchange Server	
9. Intranet/Web Applications							

HH01-10121K	Introduction to HTML	08-Dec	0930-1715	1	Mongkok	None	
HX01-10121C	Introduction to XML	01-Dec	0930-1715	1	Central	Basic knowledge of HTML	
EXWP-10121K	Web Page Design with Microsoft Expression Web	10-Dec	0930-1715	1	Mongkok	Knowledge of Windows	
HD06-10121C	Adobe Dreamweaver CS3 Web Development	6,7-Dec	0930-1715	2	Central	Knowledge of Windows	
HD07-10121K	Adobe Dreamweaver CS4 Web Development	9,10-Dec	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
HD07-10121C	Adobe Dreamweaver CS4 Web Development	20,21-Dec	0930-1715	2	Central	Knowledge of Windows	
HF06-10121K	Adobe Flash CS3	22, 23-Dec	0930-1715	2	Mongkok	Knowledge of Windows	
HF07-10121C	Adobe Flash CS4	15,16-Dec	0930-1715	2	Central	Knowledge of Windows	
HF07-10122K	Adobe Flash CS4	30,31-Dec	0930-1715	2	Mongkok	Knowledge of Windows	
HJ01-	Developing Dynamic Web Pages Using JavaScript	Nil	0930-1715	2	--	Knowledge of HTML	
HV01-10121K	Introduction to Java Programming	21,22,23-Dec	0930-1715	3	Mongkok	Basic knowledge of programming	
HS01-	Building Web Applications with Active Server Pages	Nil	0930-1715	3	--	Knowledge of Windows and HTML	
10. Other Utilities Software							
MP03-10121C	Microsoft Project 2003	02-Dec	0930-1715	1	Central	Knowledge of Windows	
MP04-10121K	Microsoft Project 2007	16-Dec	0930-1715	1	Mongkok	Knowledge of Windows	
MP04-10122C	Microsoft Project 2007	22-Dec	0930-1715	1	Central	Knowledge of Windows	
Non-Standard Courses							
Microsoft Office / Desktop Applications							
EAB4-10121K	Adobe Acrobat 9	13-Dec	0930-1715	1	Mongkok	Knowledge of Windows	Confirmed
EAB4-10123K	Adobe Acrobat 9	20-Dec	0930-1715	1	Mongkok	Knowledge of Windows	Confirmed
EAB3-10121C	Adobe Acrobat 8	15-Dec	0930-1715	1	Central	Knowledge of Windows	
EFRM-10121C	Creating E-Forms with Microsoft Word, Excel and Adobe Acrobat	13-Dec	0930-1715	1	Central	Knowledge of Windows	
MS07-10121C	New Features of Microsoft Office 2007	23-Dec	0930-1715	1	Central	Knowledge of MS Office	
MS07-10122K	New Features of Microsoft Office 2007	28-Dec	0930-1715	1	Mongkok	Knowledge of MS Office	
ETPO-10121C	Office 2003 Troubleshooting & Tips (Office 2003疑難排解及使用提示)	14-Dec	0930-1715	1	Central	Knowledge of Office 2003	
PET7-10121K	Practical Excel 2007 Tips for Office Professionals	31-Dec	0930-1715	1	Mongkok	Knowledge of Excel	
PET7-10122C	Practical Excel 2007 Tips for Office Professionals	03-Dec	0930-1715	1	Central	Knowledge of Excel	
SEF7-10121C	Using Excel 2007 Functions Effectively (Excel 2007函數全面聯)	17-Dec	0930-1715	1	Central	Knowledge of Excel	
SEF7-10122K	Using Excel 2007 Functions Effectively (Excel 2007函數全面聯)	31-Dec	0930-1715	1	Mongkok	Knowledge of Excel	Confirmed
SEFC-10122K	Using Excel 2003 Functions Effectively (Excel 2003函數全面聯)	01-Dec	0930-1715	1	Mongkok	Knowledge of Excel	Confirmed
MPT7-10121K	Mastering Excel 2007 Pivot Tables	20-Dec	0930-1715	1	Mongkok	Knowledge of Excel	Confirmed
MPT7-10122C	Mastering Excel 2007 Pivot Tables	07-Dec	0930-1715	1	Central	Knowledge of Excel	
MPC-10122K	Mastering Excel 2003 Pivot Tables	15-Dec	0930-1715	1	Mongkok	Knowledge of Excel	
DMM7-10121C	Data Management with MS Excel 2007	29-Dec	0930-1715	1	Central	Knowledge of Excel	
DMM7-10122K	Data Management with MS Excel 2007	29-Dec	0930-1715	1	Mongkok	Knowledge of Excel	
DMMC-10121K	Data Management with MS Excel 2003	14-Dec	0930-1715	1	Mongkok	Knowledge of Excel	
DASE-10121C	Data Analysis with MS Excel 2003	10-Dec	0930-1715	1	Central	Knowledge of Excel	Confirmed
DASE-10122K	Data Analysis with MS Excel 2003	17-Dec	0930-1715	1	Mongkok	Knowledge of Excel	Confirmed
CPC-10121K	Building Professional Charts with MS Excel 2003	23-Dec	1400-1715	0.5	Mongkok	Knowledge of Excel	
X3BI-10121K	Business Intelligence with Microsoft Excel	21-Dec	0930-1715	1	Mongkok	Knowledge of Excel	
EEM4-10121K	Excel 2007 Macro Programming with VBA	14,15-Dec	0930-1715	2	Mongkok	Knowledge of Excel	Confirmed
EOV2-10121C	VBA for Microsoft Office 2003	28,29-Dec	0930-1715	2	Central	Knowledge of MS Office	
DCWE-10121C	Data Collection from MS Word 2003 to MS Excel 2003 Using VBA	21-Dec	0930-1715	1	Central	Knowledge of Word and Excel	

WWBE-10121C	Practical Microsoft Word 2007 for Business Executives	28-Dec	0930-1715	1	Central	Finished Word for Beginners or equivalent	
PTUW-10121C	Powerful Techniques in Using MS Word 2003	31-Dec	0930-1715	1	Central	Basic knowledge of Word	
GDP7-10121C	Visual Design for PowerPoint Presentations 2007	20-Dec	0930-1715	1	Central	Basic knowledge of PowerPoint	
EPEM-10122K	Enhancing PowerPoint 2003 Presentations with Multimedia Elements (善用PowerPoint 多媒體工具建立簡報)	30-Dec	0930-1715	1	Mongkok	Knowledge of Windows	
EPEP-10121C	Enhancing PowerPoint 2007 Presentations with Multimedia Elements (善用PowerPoint 多媒體工具建立簡報)	28-Dec	0930-1715	1	Central	Basic knowledge of Word	
CWEP-10121C	Collaboration between Word 2003, Excel 2003 and PowerPoint 2003	29-Dec	0930-1715	1	Central	Knowledge of MS Office	Confirmed
RCVB-10121C	Report Creation Using VBA	17-Dec	0930-1715	1	Central	Knowledge of MS Office	
PQM7-10121K	Powerful Queries Using MS Access 2007	01-Dec	0930-1715	1	Mongkok	Knowledge of Access database	Confirmed
Security / System Skills							
ESP0-10121C	Solving Common PC Problems (電腦疑難排解工作坊)	28-Dec	0930-1715	1	Central	Knowledge of basic PC operations	
ECDP-10121C	Induction/Foundation Course on Computer Data Protection in Government	09-Dec	1400-1715	0.5	Central	Knowledge of basic PC operations	
ECDP-10122K	Induction/Foundation Course on Computer Data Protection in Government	09-Dec	0930-1245	0.5	Mongkok	Knowledge of basic PC operations	
EPD1-10121C	Preventing Data Leakage (I)	30-Dec	1400-1715	0.5	Central	Knowledge of basic PC operations	
EPD1-10122K	Preventing Data Leakage (I)	21-Dec	0930-1245	0.5	Mongkok	Knowledge of basic PC operations	
EPD2-10121C	Preventing Data Leakage (II)	30-Dec	0930-1245	0.5	Central	Knowledge of basic PC operations	
EPD2-10122K	Preventing Data Leakage (II)	21-Dec	1400-1715	0.5	Mongkok	Knowledge of basic PC operations	
ENS1-10121K	Introduction to PC & Network Security (電腦及網路保安基礎課程)	07-Dec	0930-1715	1	Mongkok	Knowledge of Windows	Confirmed
EISG-10121C	Information Protection and Security for General Computer Users	17-Dec	0930-1715	1	Central	Knowledge of basic PC operations	
EISM-10121K	Information Security Management	28-Dec	0930-1715	1	Mongkok	Knowledge of basic PC operations	
EN01-10121K	Workshop on Networking Fundamentals	1,2-Dec	0930-1715	2	Mongkok	Knowledge of basic PC operations	
Multimedia Design / CAD							
WDES-10121C	Web Design Essentials	03-Dec	0930-1715	1	Central	Knowledge of Windows	
EHDF-10121C	Web Page Design with Dreamweaver and Flash	22,23-Dec	0930-1715	2	Central	Knowledge of Windows	
CDWS-10121K	Creating Dynamic Web Sites	13,14-Dec	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
EM01-10121C	Workshop on Multimedia Basics (多媒體基礎工作坊)	13-Dec	0930-1715	1	Central	Knowledge of Windows	
EM03-10121C	Multimedia Production Using Flash, Photoshop, PowerPoint & VideoStudio	30,31-Dec	0930-1715	2	Central	Knowledge of Windows	Confirmed
EM02-10121K	Workshop on Retouching Images and Creating Special Visual Effects using Photoshop (Photoshop相片修輯及特別視效工作坊)	9,10-Dec	0930-1715	2	Mongkok	Knowledge of Windows	
EPI6-10121K	Image Editing Using PhotolImpact 13	03-Dec	0930-1715	1	Mongkok	Knowledge of Windows	
EVS5-10121K	Video Editing Using VideoStudio 11 (會聲會影)	10-Dec	0930-1715	1	Mongkok	Knowledge of Windows	
EIL5-10121K	Adobe Illustrator CS3	20,21-Dec	0930-1715	2	Mongkok	Knowledge of Windows	
EIL6-10121C	Adobe Illustrator CS4	7,8-Dec	0930-1715	2	Central	Knowledge of Windows	
EIL6-10122K	Adobe Illustrator CS4	22,23-Dec	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
EA9I-10121K	2D Drawing Using Autodesk AutoCAD 2009	20,21,22-Dec	0930-1715	3	Mongkok	Knowledge of Windows	

Remarks:
Training Venues

Central: 2/F & 10/F, Chinachem Tower, 34-37 Connaught Road Central, Hong Kong (中環干諾道中34-37號華懋大廈2樓)

Mongkok: 3/F & 18/F, Righteous Centre, 585 Nathan Road, Mongkok, Kowloon (旺角彌敦道585號富時中心3樓)

Time for Training Sessions

Morning session = 9.30 a.m. to 12.45 p.m.

Afternoon session = 2.00 p.m to 5.15 p.m.

General Enquiries

Ms Michelle WONG (Tel. No. 3605 3332)

Custom-built Course Enquiries

Ms Kitty LUK (Tel. No.: 3605 3325)

Administration Office

Tel No.: 3605 3322

Fax No. 3605 3399

Address: 2/F, Chinachem Tower, 34-37 Connaught Road Central, Hong Kong