

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

Updated on 24 November 2010

Class Code	Course Name	Date	Time(s)	No. of Day(s)	Venue	Pre-requisite	Status
Standard Courses							
1. Basic Skills and Operating Systems							
BH01-10111K	Introduction to PC (電腦基礎課程)	01-Nov	0930-1715	1	Mongkok	None	
BI01-10111C	Introduction to Internet & IE (認識互聯網及IE瀏覽器)	08-Nov	0930-1715	1	Central	None	
BL02-10111K	Use of Lotus Notes 6.5 for End-users	05-Nov	0930-1715	1	Mongkok	None	Confirmed
BL03-10111C	Lotus Notes 7.0 for End-users	18-Nov	0930-1715	1	Central	None	
NO03-10111K	Microsoft Outlook 2003	9-Nov	0930-1715	1	Mongkok	Knowledge of Windows	
NO04-10111C	Microsoft Outlook 2007	24-Nov	0930-1715	1	Central	Knowledge of Windows	
WIN7-10111K	Microsoft Windows 7	26-Nov	0930-1715	1	Mongkok	Knowledge of Windows	
WIN7-10112C	Microsoft Windows 7	11-Nov	0930-1715	1	Central	Knowledge of Windows	
WVS-10111C	Microsoft Windows Vista	16-Nov	0930-1715	1	Central	Knowledge of Windows	
BU01-10111C	Introduction to Linux	23-Nov	0930-1715	1	Central	None	
2. Word Processing							
WW3I-10111C	MS Chinese Word 2003 for Beginners	1,2-Nov	0930-1715	2	Central	Knowledge of Windows	
WW3I-10112K	MS Chinese Word 2003 for Beginners	10,11-Nov	0930-1715	2	Mongkok	Knowledge of Windows	
WW3A-10111C	MS Chinese Word 2003 for Advanced Users	03-Nov	0930-1715	1	Central	Finished Word for Beginners or equivalent	
WW3A-10112K	MS Chinese Word 2003 for Advanced Users	12-Nov	0930-1715	1	Mongkok	Finished Word for Beginners or equivalent	
WW7I-10111K	MS Chinese Word 2007 for Beginners	16,17-Nov	0930-1715	2	Mongkok	Knowledge of Windows	
WW7I-10112C	MS Chinese Word 2007 for Beginners	22,23-Nov	0930-1715	2	Central	Knowledge of Windows	
WW7A-10111K	MS Chinese Word 2007 for Advanced Users	18-Nov	0930-1715	1	Mongkok	Finished Word for Beginners or equivalent	
WW7A-10112C	MS Chinese Word 2007 for Advanced Users	26-Nov	0930-1715	1	Central	Finished Word for Beginners or equivalent	
3. Spreadsheet							
SE3I-10111K	MS Chinese Excel 2003 for Beginners	3,4-Nov	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
SE3I-10112C	MS Chinese Excel 2003 for Beginners	8,9-Nov	0930-1715	2	Central	Knowledge of Windows	
SE3A-10111K	MS Chinese Excel 2003 for Advanced Users	05-Nov	0930-1715	1	Mongkok	Finished Excel for Beginners or equivalent	
SE3A-10112C	MS Chinese Excel 2003 for Advanced Users	10-Nov	0930-1715	1	Central	Finished Excel for Beginners or equivalent	
SE7I-10111K	MS Chinese Excel 2007 for Beginners	24,25-Nov	0930-1715	2	Mongkok	Knowledge of Windows	
SE7I-10112C	MS Chinese Excel 2007 for Beginners	15,16-Nov	0930-1715	2	Central	Knowledge of Windows	
SE7A-10111K	MS Chinese Excel 2007 for Advanced Users	26-Nov	0930-1715	1	Mongkok	Finished Excel for Beginners or equivalent	Confirmed
SE7A-10112C	MS Chinese Excel 2007 for Advanced Users	17-Nov	0930-1715	1	Central	Finished Excel for Beginners or equivalent	
4. Database Management							
DA3I-10111C	MS Chinese Access 2003 for Beginners	1,2-Nov	0930-1715	2	Central	Knowledge of Windows	
DA3I-10112K	MS Chinese Access 2003 for Beginners	18,19-Nov	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
DA3A-10111C	MS Chinese Access 2003 for Advanced Users	3,4-Nov	0930-1715	2	Central	Finished Access for Beginners or equivalent	Confirmed
DA3A-10112C	MS Chinese Access 2003 for Advanced Users	09,10-Nov	0930-1715	2	Central	Finished Access for Beginners or equivalent	Confirmed
DA3A-10112K	MS Chinese Access 2003 for Advanced Users	22,23-Nov	0930-1715	2	Mongkok	Finished Access for Beginners or equivalent	Confirmed
DA7I-10111C	Microsoft Chinese Access 2007 for Beginners	9,10-Nov	0930-1715	2	Central	Knowledge of Windows	
DA7A-10111C	Microsoft Chinese Access 2007 for Advanced Users	11,12-Nov	0930-1715	2	Central	Finished Access for Beginners or equivalent	
DF1I-10111K	Microsoft Visual FoxPro 6/7 for Beginners	15,16-Nov	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
DF1A-	Microsoft Visual FoxPro 6/7 for Advanced Users	Nil	0930-1715	2	--	Finished Visual FoxPro Beginners or equivalent	
DS2I-10111C	Introduction to Microsoft SQL Server 2005	24,25-Nov	0930-1715	2	Central	Knowledge of Windows Server	
DS2A-10111C	Administering Microsoft SQL Server 2005	29,30-Nov	0930-1715	2	Central	Introduction Level	

5. Programming							
PA03-10111C	Microsoft Access 2003 Programming	17,18,19-Nov	0930-1715	3	Central	Basic knowledge of Access	
PF01-10111C	Microsoft Visual FoxPro 6/7 Programming	24,25,26-Nov	0930-1715	3	Central	Knowledge of dBase or FoxPro	
PB01-	Microsoft Visual Basic 6.0 Programming	Nil	1130-1715	3	--	Knowledge of Windows	
INET-10111K	Introduction to .NET Programming	3,4-Nov	0930-1715	2	Mongkok	Basic knowledge of programming	
EMN2-10111K	Introduction to Microsoft Visual Basic.NET	8,9,10-Nov	0930-1715	3	Mongkok	Basic knowledge of Windows	
PC01-	Microsoft Visual C++ Programming	Nil	0930-1715	3	--	Basic knowledge of programming	
6. Graphics / Desktop Publishing / Presentation							
GM02-	Adobe PageMaker 7	Nil	0930-1715	2	--	Knowledge of Windows	
IND5-10111K	Adobe InDesign CS3	1,2-Nov	0930-1715	2	Mongkok	Knowledge of Windows	
EPP7-10111C	Desktop Publishing Using Microsoft Publisher 2007	05-Nov	0930-1715	1	Central	Knowledge of Windows	
GC04-10111K	CorelDraw 14	11,12-Nov	0930-1715	2	Mongkok	Knowledge of Windows	
GS05-10111C	Chinese Adobe Photoshop CS3	18,19-Nov	0930-1715	2	Central	Knowledge of Windows	
GS06-10111C	Chinese Adobe Photoshop CS4	29,30-Nov	0930-1715	2	Central	Knowledge of Windows	
GS06-10112K	Chinese Adobe Photoshop CS4	8,9-Nov	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
GV03-10111C	MS Visio 2003	22,23-Nov	0930-1715	2	Central	Knowledge of Windows	
GV04-10111K	MS Visio 2007	29,30-Nov	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
GP3I-10111K	MS Chinese PowerPoint 2003 for Beginners	2,3-Nov	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
GP3I-10112C	MS Chinese PowerPoint 2003 for Beginners	11,12-Nov	0930-1715	2	Central	Knowledge of Windows	
GP3A-10111K	MS Chinese PowerPoint 2003 for Advanced Users	04-Nov	0930-1715	1	Mongkok	Finished PowerPoint for Beginners or equivalent	
GP3A-10112C	MS Chinese PowerPoint 2003 for Advanced Users	15-Nov	0930-1715	1	Central	Finished PowerPoint for Beginners or equivalent	
GP7I-10111C	MS Chinese PowerPoint 2007 for Beginners	16,17-Nov	0930-1715	2	Central	Knowledge of Windows	
GP7I-10112K	MS Chinese PowerPoint 2007 for Beginners	23,24-Nov	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
GP7A-10111C	MS Chinese PowerPoint 2007 for Advanced Users	19-Nov	0930-1715	1	Central	Finished PowerPoint for Beginners or equivalent	
GP7A-10112K	MS Chinese PowerPoint 2007 for Advanced Users	25-Nov	0930-1715	1	Mongkok	Finished PowerPoint for Beginners or equivalent	
7. Chinese Input Methods							
IC01-10111C	Chinese Input Method - 倉頡	02-Nov	0930-1715	1	Central	None	
IC01-10112K	Chinese Input Method - 倉頡	12-Nov	0930-1715	1	Mongkok	None	
IQ01-10111C	Chinese Input Method - 速成	10-Nov	0930-1715	1	Central	None	
IU01-10111K	Chinese Input Method - 九方	03-Nov	0930-1245	0.5	Mongkok	None	
8. Systems Support and Administration							
NK3I-10111K	Introduction to MS Windows 2003 Server	26-Nov	0930-1715	1	Mongkok	Knowledge of Windows	
NK3A-10111K	Administering MS Windows 2003 Server	29,30-Nov	0930-1715	2	Mongkok	Basic knowledge of Windows 2000 Server	
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							
HH01-10111C	Introduction to HTML	05-Nov	0930-1715	1	Central	None	
HX01-10111K	Introduction to XML	19-Nov	0930-1715	1	Mongkok	Basic knowledge of HTML	Confirmed
EXWP-10111C	Web Page Design with Microsoft Expression Web	09-Nov	0930-1715	1	Central	Knowledge of Windows	
HD06-10111K	Adobe Dreamweaver CS3 Web Development	15,16-Nov	0930-1715	2	Mongkok	Knowledge of Windows	
HD07-10111C	Adobe Dreamweaver CS4 Web Development	4,5-Nov	0930-1715	2	Central	Knowledge of Windows	
HD07-10112K	Adobe Dreamweaver CS4 Web Development	22,23-Nov	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed

HF06-10111C	Adobe Flash CS3	8,9-Nov	0930-1715	2	Central	Knowledge of Windows	
HF07-10111C	Adobe Flash CS4	25,26-Nov	0930-1715	2	Central	Knowledge of Windows	
HF07-10112K	Adobe Flash CS4	29,30-Nov	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
HJ01-	Developing Dynamic Web Pages Using JavaScript	Nil	0930-1715	2	--	Knowledge of HTML	
HV01-	Introduction to Java Programming	Nil	0930-1715	3	--	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							
MP03-10111K	Microsoft Project 2003	01-Nov	0930-1715	1	Mongkok	Knowledge of Windows	
MP04-10111C	Microsoft Project 2007	12-Nov	0930-1715	1	Central	Knowledge of Windows	
MP04-10112K	Microsoft Project 2007	22-Nov	0930-1715	1	Mongkok	Knowledge of Windows	Confirmed
Non-Standard Courses							
Microsoft Office / Desktop Applications							
EAB4-10111C	Adobe Acrobat 9	01-Nov	0930-1715	1	Central	Knowledge of Windows	
EAB4-10112K	Adobe Acrobat 9	30-Nov	0930-1715	1	Mongkok	Knowledge of Windows	Confirmed
EAB3-10111K	Adobe Acrobat 8	25-Nov	0930-1715	1	Mongkok	Knowledge of Windows	Confirmed
EFRM-10111K	Creating E-Forms with Microsoft Word, Excel and Adobe Acrobat	29-Nov	0930-1715	1	Mongkok	Knowledge of Windows	Confirmed
MS07-10111K	New Features of Microsoft Office 2007	04-Nov	0930-1715	1	Mongkok	Knowledge of MS Office	Confirmed
MS07-10112C	New Features of Microsoft Office 2007	04-Nov	0930-1715	1	Central	Knowledge of MS Office	
OFTT-10111C	Tips & Tricks in Word, Excel & PowerPoint 2007	15-Nov	0930-1715	1	Central	Knowledge of Office 2003	
ETPO-10111K	Office 2003 Troubleshooting & Tips (Office 2003 疑難排解及使用提示)	08-Nov	0930-1715	1	Mongkok	Knowledge of Excel	
PET7-10111K	Practical Excel 2007 Tips for Office Professionals	19-Nov	0930-1715	1	Mongkok	Knowledge of Excel	
SEF7-10111K	Using Excel 2007 Functions Effectively (Excel 2007 函數全面睇)	05-Nov	0930-1715	1	Mongkok	Knowledge of Excel	
SEF7-10112C	Using Excel 2007 Functions Effectively (Excel 2007 函數全面睇)	25-Nov	0930-1715	1	Central	Knowledge of Excel	
SEFC-10112K	Using Excel 2003 Functions Effectively (Excel 2003 函數全面睇)	22-Nov	0930-1715	1	Mongkok	Knowledge of Excel	
MPT7-10111C	Mastering Excel 2007 Pivot Tables	05-Nov	0930-1715	1	Central	Knowledge of Excel	
MPT7-10112K	Mastering Excel 2007 Pivot Tables	09-Nov	0930-1715	1	Mongkok	Knowledge of Excel	Confirmed
MPC-10111K	Mastering Excel 2003 Pivot Tables	23-Nov	0930-1715	1	Mongkok	Knowledge of Excel	
DMM7-10111K	Data Management with MS Excel 2007	12-Nov	0930-1715	1	Mongkok	Knowledge of Excel	
DMMC-10111C	Data Management with MS Excel 2003	24-Nov	0930-1715	1	Central	Knowledge of Excel	
DASE-10111K	Data Analysis with MS Excel 2003	05-Nov	0930-1715	1	Mongkok	Knowledge of Excel	
CPC-10111C	Building Professional Charts with MS Excel 2003	03-Nov	1400-1715	0.5	Central	Knowledge of Excel	
X3BI-10111C	Business Intelligence with Microsoft Excel	17-Nov	0930-1715	1	Central	Knowledge of Excel	
EEM3-10111C	Excel 2003 Macro Programming with VBA	11,12-Nov	0930-1715	2	Central	Knowledge of Excel	
EOV2-10111K	VBA for Microsoft Office 2003	17,18-Nov	0930-1715	2	Mongkok	Knowledge of MS Office	
DCWE-10111K	Data Collection from MS Word 2003 to MS Excel 2003 Using VBA	26-Nov	0930-1715	1	Mongkok	Knowledge of Word and Excel	Confirmed
WWBE-10111K	Practical Microsoft Word 2007 for Business Executives	24-Nov	0930-1715	1	Mongkok	Finished Word for Beginners or equivalent	
PTUW-10111K	Powerful Techniques in Using MS Word 2003	30-Nov	0930-1715	1	Mongkok	Basic knowledge of Word	
GDP7-10111K	Visual Design for PowerPoint Presentations 2007	10-Nov	0930-1715	1	Mongkok	Basic knowledge of PowerPoint	
EPPM-10111C	Enhancing PowerPoint 2003 Presentations with Multimedia Elements (善用 PowerPoint 多媒體工具建立簡報)	08-Nov	0930-1715	1	Central	Knowledge of Windows	
EEPP-10111K	Enhancing PowerPoint 2007 Presentations with Multimedia Elements (善用 PowerPoint 多媒體工具建立簡報)	15-Nov	0930-1715	1	Mongkok	Knowledge of Windows	Confirmed

CWEP-10111K	Collaboration between Word 2003, Excel 2003 and PowerPoint 2003	19-Nov	0930-1715	1	Mongkok	Knowledge of MS Office	
RCVB-10111K	Report Creation Using VBA	11-Nov	0930-1715	1	Mongkok	Knowledge of MS Office	
PQMA-10111C	Powerful Queries Using MS Access 2003	03-Nov	0930-1715	1	Central	Knowledge of Access database	
PQMA-10112C	Powerful Queries Using MS Access 2003	16-Nov	0930-1715	1	Central	Knowledge of Access database	Confirmed
Security / System Skills							
ESP0-10111K	Solving Common PC Problems (電腦疑難排解工作坊)	08-Nov	0930-1715	1	Mongkok	Knowledge of basic PC operations	Confirmed
ECDP-10111C	Induction/Foundation Course on Computer Data Protection in Government	01-Nov	0930-1245	0.5	Central	Knowledge of basic PC operations	
ECDP-10112K	Induction/Foundation Course on Computer Data Protection in Government	16-Nov	1400-1715	0.5	Mongkok	Knowledge of basic PC operations	
EPD1-10111C	Preventing Data Leakage (I)	04-Nov	0930-1245	0.5	Central	Knowledge of basic PC operations	
EPD1-10112K	Preventing Data Leakage (I)	16-Nov	0930-1245	0.5	Mongkok	Knowledge of basic PC operations	
EPD2-10111C	Preventing Data Leakage (II)	01-Nov	1400-1715	0.5	Central	Knowledge of basic PC operations	
EPD2-10112K	Preventing Data Leakage (II)	26-Nov	1400-1715	0.5	Mongkok	Knowledge of basic PC operations	
ENS1-10111C	Introduction to PC & Network Security (電腦及網路保安基礎課程)	22-Nov	0930-1715	1	Central	Knowledge of Windows	
EISG-10111K	Information Protection and Security for General Computer Users	17-Nov	0930-1715	1	Mongkok	Knowledge of basic PC operations	Confirmed
EISM-10111C	Information Security Management	10-Nov	0930-1715	1	Central	Knowledge of basic PC operations	
EN01-10111C	Workshop on Networking Fundamentals	2,3-Nov	0930-1715	2	Central	Knowledge of basic PC operations	
Multimedia Design / CAD							
WDES-10111K	Web Design Essentials	02-Nov	0930-1715	1	Mongkok	Knowledge of Windows	
EHDF-10111K	Web Page Design with Dreamweaver and Flash	10,11-Nov	0930-1715	2	Mongkok	Knowledge of Windows	
CDWS-10111C	Creating Dynamic Web Sites	15,16-Nov	0930-1715	2	Central	Knowledge of Windows	
EM01-10111K	Workshop on Multimedia Basics (多媒體基礎工作坊)	15-Nov	0930-1715	1	Mongkok	Knowledge of Windows	
EM03-10111K	Multimedia Production Using Flash, Photoshop, PowerPoint & VideoStudio	24,25-Nov	0930-1715	2	Mongkok	Knowledge of Windows	
EM02-10111C	Workshop on Retouching Images and Creating Special Visual Effects using Photoshop (Photoshop相片修輯及特別視效工作坊)	22,23-Nov	0930-1715	2	Central	Knowledge of Windows	
EPI6-10111C	Image Editing Using PhotoImpact 13	18-Nov	0930-1715	1	Central	Knowledge of Windows	
EVS5-10111C	Video Editing Using VideoStudio 11 (會聲會影)	19-Nov	0930-1715	1	Central	Knowledge of Windows	
EIL5-10111C	Adobe Illustrator CS3	1,2-Nov	0930-1715	2	Central	Knowledge of Windows	
EIL6-10111K	Adobe Illustrator CS4	17,18-Nov	0930-1715	2	Mongkok	Knowledge of Windows	
EIL6-10112C	Adobe Illustrator CS4	29,30-Nov	0930-1715	2	Central	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

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Custom-built Course Enquiries

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