

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

Updated on 11 October 2010

Class Code	Course Name	Date	Time(s)	No. of Day(s)	Venue	Pre-requisite	Status
Standard Courses							
1. Basic Skills and Operating Systems							
BH01-10101C	Introduction to PC (電腦基礎課程)	04-Oct	0930-1715	1	Central	None	
BI01-10101K	Introduction to Internet & IE (認識互聯網及IE瀏覽器)	08-Oct	0930-1715	1	Mongkok	None	
BL02-10101C	Use of Lotus Notes 6.5 for End-users	11-Oct	0930-1715	1	Central	None	
BL03-10101K	Lotus Notes 7.0 for End-users	18-Oct	0930-1715	1	Mongkok	None	
NO03-10101C	Microsoft Outlook 2003	21-Oct	0930-1715	1	Central	Knowledge of Windows	
NO04-10101K	Microsoft Outlook 2007	27-Oct	0930-1715	1	Mongkok	Knowledge of Windows	
WVS-10101C	Microsoft Windows Vista	15-Oct	0930-1715	1	Central	Knowledge of Windows	
WVS-10102K	Microsoft Windows Vista	28-Oct	0930-1715	1	Mongkok	Knowledge of Windows	
WIN7-10101K	Microsoft Windows 7	15-Oct	0930-1715	1	Mongkok	Knowledge of Windows	Confirmed
BU01-10101K	Introduction to Linux	29-Oct	0930-1715	1	Mongkok	None	
2. Word Processing							
WW31-10101C	MS Chinese Word 2003 for Beginners	7,8-Oct	0930-1715	2	Central	Knowledge of Windows	Confirmed
WW31-10102K	MS Chinese Word 2003 for Beginners	19,20-Oct	0930-1715	2	Mongkok	Knowledge of Windows	
WW3A-10101C	MS Chinese Word 2003 for Advanced Users	11-Oct	0930-1715	1	Central	Finished Word for Beginners or equivalent	
WW3A-10102K	MS Chinese Word 2003 for Advanced Users	21-Oct	0930-1715	1	Mongkok	Finished Word for Beginners or equivalent	Confirmed
WW71-10101C	MS Chinese Word 2007 for Beginners	12,13-Oct	0930-1715	2	Central	Knowledge of Windows	
WW71-10102K	MS Chinese Word 2007 for Beginners	27,28-Oct	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
WW7A-10101C	MS Chinese Word 2007 for Advanced Users	14-Oct	0930-1715	1	Central	Finished Word for Beginners or equivalent	
WW7A-10102K	MS Chinese Word 2007 for Advanced Users	29-Oct	0930-1715	1	Mongkok	Finished Word for Beginners or equivalent	
3. Spreadsheet							
SE31-10101C	MS Chinese Excel 2003 for Beginners	4,5-Oct	0930-1715	2	Central	Knowledge of Windows	
SE31-10102K	MS Chinese Excel 2003 for Beginners	14,15-Oct	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
SE3A-10101C	MS Chinese Excel 2003 for Advanced Users	06-Oct	0930-1715	1	Central	Finished Excel for Beginners or equivalent	
SE3A-10102K	MS Chinese Excel 2003 for Advanced Users	18-Oct	0930-1715	1	Mongkok	Finished Excel for Beginners or equivalent	Confirmed
SE71-10101C	MS Chinese Excel 2007 for Beginners	19,20-Oct	0930-1715	2	Central	Knowledge of Windows	
SE71-10102K	MS Chinese Excel 2007 for Beginners	25,26-Oct	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
SE7A-10101C	MS Chinese Excel 2007 for Advanced Users	21-Oct	0930-1715	1	Central	Finished Excel for Beginners or equivalent	
SE7A-10102K	MS Chinese Excel 2007 for Advanced Users	27-Oct	0930-1715	1	Mongkok	Finished Excel for Beginners or equivalent	
4. Database Management							
DA31-10101K	MS Chinese Access 2003 for Beginners	4,5-Oct	0930-1715	2	Mongkok	Knowledge of Windows	
DA31-10102C	MS Chinese Access 2003 for Beginners	25,26-Oct	0930-1715	2	Central	Knowledge of Windows	Confirmed
DA3A-10101K	MS Chinese Access 2003 for Advanced Users	6,7-Oct	0930-1715	2	Mongkok	Finished Access for Beginners or equivalent	
DA3A-10102C	MS Chinese Access 2003 for Advanced Users	27,28-Oct	0930-1715	2	Central	Finished Access for Beginners or equivalent	
DA71-10101K	Microsoft Chinese Access 2007 for Beginners	12,13-Oct	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
DA71-10102C	Microsoft Chinese Access 2007 for Beginners	18,19-Oct	0930-1715	2	Central	Knowledge of Windows	Confirmed
DA7A-10101K	Microsoft Chinese Access 2007 for Advanced Users	14,15-Oct	0930-1715	2	Mongkok	Finished Access for Beginners or equivalent	
DA7A-10102C	Microsoft Chinese Access 2007 for Advanced Users	20,21-Oct	0930-1715	2	Central	Finished Access for Beginners or equivalent	
DF11-10101C	Microsoft Visual FoxPro 6/7 for Beginners	25,26-Oct	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	
DS21-10101K	Introduction to Microsoft SQL Server 2005	11,12-Oct	0930-1715	2	Mongkok	Knowledge of Windows Server	

DS2A-10101K	Administering Microsoft SQL Server 2005	18,19-Oct	0930-1715	2	Mongkok	Introduction Level	
5. Programming							
PA07-10101K	Microsoft Access 2007 Programming	6,7,8-Oct	0930-1715	3	Mongkok	Basic knowledge of Access	
PF01-	Microsoft Visual FoxPro 6/7 Programming	Nil	0930-1715	3	--	Knowledge of dBase or FoxPro	
PB01-10101K	Microsoft Visual Basic 6.0 Programming	20,21,22-Oct	0930-1715	3	Mongkok	Knowledge of Windows	
INET-10101C	Introduction to .NET Programming	4,5-Oct	0930-1715	2	Central	Basic knowledge of programming	
EMN2-10101C	Introduction to Microsoft Visual Basic.NET	18,19,20-Oct	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							
IND6-10101C	Adobe InDesign CS4	28,29-Oct	0930-1715	2	Central	Knowledge of Windows	Confirmed
EPP7-10101K	Desktop Publishing Using Microsoft Publisher 2007	06-Oct	0930-1715	1	Mongkok	Knowledge of Windows	
GC04-10101C	CorelDraw 14	11,12-Oct	0930-1715	2	Central	Knowledge of Windows	
GS05-10101K	Chinese Adobe Photoshop CS3	21,22-Oct	0930-1715	2	Mongkok	Knowledge of Windows	
GS06-10101C	Chinese Adobe Photoshop CS4	13,14-Oct	0930-1715	2	Central	Knowledge of Windows	
GS06-10102K	Chinese Adobe Photoshop CS4	25,26-Oct	0930-1715	2	Mongkok	Knowledge of Windows	
GV03-10101K	MS Visio 2003	4,5-Oct	0930-1715	2	Mongkok	Knowledge of Windows	
GV04-10101C	MS Visio 2007	18,19-Oct	0930-1715	2	Central	Knowledge of Windows	
GP3I-10101C	MS Chinese PowerPoint 2003 for Beginners	6,7-Oct	0930-1715	2	Central	Knowledge of Windows	
GP3I-10102K	MS Chinese PowerPoint 2003 for Beginners	11,12-Oct	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
GP3A-10101C	MS Chinese PowerPoint 2003 for Advanced Users	08-Oct	0930-1715	1	Central	Finished PowerPoint for Beginners or equivalent	
GP3A-10102K	MS Chinese PowerPoint 2003 for Advanced Users	13-Oct	0930-1715	1	Mongkok	Finished PowerPoint for Beginners or equivalent	
GP7I-10101K	MS Chinese PowerPoint 2007 for Beginners	18,19-Oct	0930-1715	2	Mongkok	Knowledge of Windows	
GP7I-10102C	MS Chinese PowerPoint 2007 for Beginners	27,28-Oct	0930-1715	2	Central	Knowledge of Windows	
GP7A-10101K	MS Chinese PowerPoint 2007 for Advanced Users	20-Oct	0930-1715	1	Mongkok	Finished PowerPoint for Beginners or equivalent	Confirmed
GP7A-10102C	MS Chinese PowerPoint 2007 for Advanced Users	29-Oct	0930-1715	1	Central	Finished PowerPoint for Beginners or equivalent	
7. Chinese Input Methods							
IC01-10101C	Chinese Input Method - 倉頡	22-Oct	0930-1715	1	Central	None	Confirmed
IC01-10102K	Chinese Input Method - 倉頡	07-Oct	0930-1715	1	Mongkok	None	
IC01-10103K	Chinese Input Method - 倉頡	22-Oct	0930-1715	1	Mongkok	None	Confirmed
IQ01-10101K	Chinese Input Method - 速成	14-Oct	0930-1715	1	Mongkok	None	Confirmed
IU01-10101C	Chinese Input Method - 九方	26-Oct	0930-1245	0.5	Central	None	
8. Systems Support and Administration							
NK3I-10101C	Introduction to MS Windows 2003 Server	06-Oct	0930-1715	1	Central	Knowledge of Windows	
NK3A-10101C	Administering MS Windows 2003 Server	7,8-Oct	0930-1715	2	Central	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							
HH01-10101K	Introduction to HTML	08-Oct	0930-1715	1	Mongkok	None	
HX01-10101C	Introduction to XML	15-Oct	0930-1715	1	Central	Basic knowledge of HTML	
EXWP-10101K	Web Page Design with Microsoft Expression Web	22-Oct	0930-1715	1	Mongkok	Knowledge of Windows	
HD06-10101C	Adobe Dreamweaver CS3 Web Development	6,7-Oct	0930-1715	2	Central	Knowledge of Windows	
HD07-10101K	Adobe Dreamweaver CS4 Web Development	11,12-Oct	0930-1715	2	Mongkok	Knowledge of Windows	

HD07-10101C	Adobe Dreamweaver CS4 Web Development	21,22-Oct	0930-1715	2	Central	Knowledge of Windows	
HF06-10101K	Adobe Flash CS3	25,26-Oct	0930-1715	2	Mongkok	Knowledge of Windows	
HF07-10101C	Adobe Flash CS4	13,14-Oct	0930-1715	2	Central	Knowledge of Windows	
HF07-10102K	Adobe Flash CS4	28,29-Oct	0930-1715	2	Mongkok	Knowledge of Windows	
HJ01-	Developing Dynamic Web Pages Using JavaScript	Nil	0930-1715	2	--	Knowledge of HTML	
HV01-10101K	Introduction to Java Programming	13,14,15-Oct	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							
MP03-10101C	Microsoft Project 2003	22-Oct	0930-1715	1	Central	Knowledge of Windows	
MP04-10101K	Microsoft Project 2007	25-Oct	0930-1715	1	Mongkok	Knowledge of Windows	
MP04-10102C	Microsoft Project 2007	29-Oct	0930-1715	1	Central	Knowledge of Windows	
Non-Standard Courses							
Microsoft Office / Desktop Applications							
EAB4-10101K	Adobe Acrobat 9	11-Oct	0930-1715	1	Mongkok	Knowledge of Windows	
EAB3-10101C	Adobe Acrobat 8	05-Oct	0930-1715	1	Central	Knowledge of Windows	Confirmed
EFRM-10101C	Creating E-Forms with Microsoft Word, Excel and Adobe Acrobat	12-Oct	0930-1715	1	Central	Knowledge of Windows	
MS07-10101C	New Features of Microsoft Office 2007	15-Oct	0930-1715	1	Central	Knowledge of MS Office	
MS07-10102K	New Features of Microsoft Office 2007	19-Oct	0930-1715	1	Mongkok	Knowledge of MS Office	
ETPO-10101C	Office 2003 Troubleshooting & Tips (Office 2003疑難排解及使用提示)	08-Oct	0930-1715	1	Central	Knowledge of Office 2003	
PET7-10101K	Practical Excel 2007 Tips for Office Professionals	11-Oct	0930-1715	1	Mongkok	Knowledge of Excel	Confirmed
PET7-10102C	Practical Excel 2007 Tips for Office Professionals	20-Oct	0930-1715	1	Central	Knowledge of Excel	
SEF7-10101C	Using Excel 2007 Functions Effectively (Excel 2007函數全面睇)	05-Oct	0930-1715	1	Central	Knowledge of Excel	
SEF7-10102K	Using Excel 2007 Functions Effectively (Excel 2007函數全面睇)	13-Oct	0930-1715	1	Mongkok	Knowledge of Excel	Confirmed
SEFC-10102K	Using Excel 2003 Functions Effectively (Excel 2003函數全面睇)	26-Oct	0930-1715	1	Mongkok	Knowledge of Excel	Confirmed
MPT7-10101K	Mastering Excel 2007 Pivot Tables	07-Oct	0930-1715	1	Mongkok	Knowledge of Excel	
MPT7-10102C	Mastering Excel 2007 Pivot Tables	15-Oct	0930-1715	1	Central	Knowledge of Excel	
MPC-10102K	Mastering Excel 2003 Pivot Tables	25-Oct	0930-1715	1	Mongkok	Knowledge of Excel	
DMM7-10101C	Data Management with MS Excel 2007	22-Oct	0930-1715	1	Central	Knowledge of Excel	
DMM7-10102K	Data Management with MS Excel 2007	04-Oct	0930-1715	1	Mongkok	Knowledge of Excel	
DMMC-10101K	Data Management with MS Excel 2003	13-Oct	0930-1715	1	Mongkok	Knowledge of Excel	
DASE-10101C	Data Analysis with MS Excel 2003	18-Oct	0930-1715	1	Central	Knowledge of Excel	
DASE-10102K	Data Analysis with MS Excel 2003	20-Oct	0930-1715	1	Mongkok	Knowledge of Excel	
CPC-10101K	Building Professional Charts with MS Excel 2003	06-Oct	1400-1715	0.5	Mongkok	Knowledge of Excel	
X3BI-10101K	Business Intelligence with Microsoft Excel	12-Oct	0930-1715	1	Mongkok	Knowledge of Excel	
EEM7-10101K	Excel 2007 Macro Programming with VBA	28,29-Oct	0930-1715	2	Mongkok	Knowledge of Excel	
EOV2-10101C	VBA for Microsoft Office 2003	11,12-Oct	0930-1715	2	Central	Knowledge of MS Office	
DCWE-10101C	Data Collection from MS Word 2003 to MS Excel 2003 Using VBA	25-Oct	0930-1715	1	Central	Knowledge of Word and Excel	
WWBE-10101C	Practical Microsoft Word 2007 for Business Executives	27-Oct	0930-1715	1	Central	Finished Word for Beginners or equivalent	
PTUW-10101C	Powerful Techniques in Using MS Word 2003	08-Oct	0930-1715	1	Central	Basic knowledge of Word	
GDP7-10101C	Visual Design for PowerPoint Presentations 2007	14-Oct	0930-1715	1	Central	Basic knowledge of PowerPoint	

EEPM-10102K	Enhancing PowerPoint 2003 Presentations with Multimedia Elements (善用PowerPoint 多媒體工具建立簡報)	21-Oct	0930-1715	1	Mongkok	Knowledge of Windows	
EEPP-10101C	Enhancing PowerPoint 2007 Presentations with Multimedia Elements (善用PowerPoint 多媒體工具建立簡報)	18-Oct	0930-1715	1	Central	Basic knowledge of Word	
CWEP-10101C	Collaboration between Word 2003, Excel 2003 and PowerPoint 2003	15-Oct	0930-1715	1	Central	Knowledge of MS Office	Confirmed
RCVB-10101C	Report Creation Using VBA	22-Oct	0930-1715	1	Central	Knowledge of MS Office	
PQM7-10101K	Powerful Queries Using MS Access 2007	27-Oct	0930-1715	1	Mongkok	Knowledge of Access database	
Security / System Skills							
ESP0-10101C	Solving Common PC Problems (電腦疑難排解工作坊)	27-Oct	0930-1715	1	Central	Knowledge of basic PC operations	
ECDP-10101C	Induction/Foundation Course on Computer Data Protection in Government	29-Oct	1400-1715	0.5	Central	Knowledge of basic PC operations	
ECDP-10102K	Induction/Foundation Course on Computer Data Protection in Government	05-Oct	0930-1245	0.5	Mongkok	Knowledge of basic PC operations	
EPD1-10101C	Preventing Data Leakage (I)	12-Oct	1400-1715	0.5	Central	Knowledge of basic PC operations	
EPD1-10102K	Preventing Data Leakage (I)	12-Oct	0930-1245	0.5	Mongkok	Knowledge of basic PC operations	
EPD2-10101C	Preventing Data Leakage (II)	29-Oct	0930-1245	0.5	Central	Knowledge of basic PC operations	
EPD2-10102K	Preventing Data Leakage (II)	05-Oct	1400-1715	0.5	Mongkok	Knowledge of basic PC operations	
ENS1-10101K	Introduction to PC & Network Security (電腦及網路保安基礎課程)	15-Oct	0930-1715	1	Mongkok	Knowledge of Windows	
EISG-10101C	Information Protection and Security for General Computer Users	28-Oct	0930-1715	1	Central	Knowledge of basic PC operations	
EISM-10101K	Information Security Management	18-Oct	0930-1715	1	Mongkok	Knowledge of basic PC operations	
EN01-10101K	Workshop on Networking Fundamentals	26,27-Oct	0930-1715	2	Mongkok	Knowledge of basic PC operations	
Multimedia Design / CAD							
WDES-10101C	Web Design Essentials	29-Oct	0930-1715	1	Central	Knowledge of Windows	
EHDF-10101C	Web Page Design with Dreamweaver and Flash	4,5-Oct	0930-1715	2	Central	Knowledge of Windows	
CDWS-10101K	Creating Dynamic Web Sites	7,8-Oct	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
CDWS-10102K	Creating Dynamic Web Sites	14,15-Oct	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
EM01-10101C	Workshop on Multimedia Basics (多媒體基礎工作坊)	26-Oct	0930-1715	1	Central	Knowledge of Windows	
EM03-10101C	Multimedia Production Using Flash, Photoshop, PowerPoint & VideoStudio	13,14-Oct	0930-1715	2	Central	Knowledge of Windows	
EM02-10101K	Workshop on Retouching Images and Creating Special Visual Effects using Photoshop (Photoshop相片修輯及特別視效工作坊)	21,22-Oct	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
EPI6-10101K	Image Editing Using PhotoImpact 13	28-Oct	0930-1715	1	Mongkok	Knowledge of Windows	
EVS5-10101K	Video Editing Using VideoStudio 11 (會聲會影)	29-Oct	0930-1715	1	Mongkok	Knowledge of Windows	
EIL5-10101K	Adobe Illustrator CS3	4,5-Oct	0930-1715	2	Mongkok	Knowledge of Windows	
EIL6-10101C	Adobe Illustrator CS4	25,26-Oct	0930-1715	2	Central	Knowledge of Windows	
EIL6-10102K	Adobe Illustrator CS4	19,20-Oct	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
EA9I-10101K	2D Drawing Using Autodesk AutoCAD 2009	4,5,6-Oct	0930-1715	3	Mongkok	Knowledge of Windows	Confirmed

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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