

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

Updated on 21 September 2010

Class Code	Course Name	Date	Time(s)	No. of Day(s)	Venue	Pre-requisite	Status
Standard Courses							
1. Basic Skills and Operating Systems							
BH01-10091K	Introduction to PC (電腦基礎課程)	03-Sep	0930-1715	1	Mongkok	None	
BI01-10091C	Introduction to Internet & IE (認識互聯網及IE瀏覽器)	08-Sep	0930-1715	1	Central	None	
BL02-10091K	Use of Lotus Notes 6.5 for End-users	17-Sep	0930-1715	1	Mongkok	None	
BL03-10091C	Lotus Notes 7.0 for End-users	30-Sep	0930-1715	1	Central	None	
NO03-10091K	Microsoft Outlook 2003	1-Sep	0930-1715	1	Mongkok	Knowledge of Windows	
NO04-10091C	Microsoft Outlook 2007	22-Sep	0930-1715	1	Central	Knowledge of Windows	
WIN7-10091K	Microsoft Windows 7	06-Sep	0930-1715	1	Mongkok	Knowledge of Windows	
WIN7-10092C	Microsoft Windows 7	24-Sep	0930-1715	1	Central	Knowledge of Windows	
WVS-10091C	Microsoft Windows Vista	15-Sep	0930-1715	1	Central	Knowledge of Windows	
BU01-10091C	Introduction to Linux	10-Sep	0930-1715	1	Central	None	
2. Word Processing							
WW3I-10091C	MS Chinese Word 2003 for Beginners	1,2-Sep	0930-1715	2	Central	Knowledge of Windows	
WW3I-10092K	MS Chinese Word 2003 for Beginners	13,14-Sep	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
WW3A-10091C	MS Chinese Word 2003 for Advanced Users	03-Sep	0930-1715	1	Central	Finished Word for Beginners or equivalent	
WW3A-10092K	MS Chinese Word 2003 for Advanced Users	15-Sep	0930-1715	1	Mongkok	Finished Word for Beginners or equivalent	Confirmed
WW7I-10091K	MS Chinese Word 2007 for Beginners	7,8-Sep	0930-1715	2	Mongkok	Knowledge of Windows	
WW7I-10092C	MS Chinese Word 2007 for Beginners	27,28-Sep	0930-1715	2	Central	Knowledge of Windows	
WW7A-10091K	MS Chinese Word 2007 for Advanced Users	09-Sep	0930-1715	1	Mongkok	Finished Word for Beginners or equivalent	
WW7A-10092K	MS Chinese Word 2007 for Advanced Users	10-Sep	0930-1715	1	Mongkok	Finished Word for Beginners or equivalent	Confirmed
WW7A-10092C	MS Chinese Word 2007 for Advanced Users	29-Sep	0930-1715	1	Central	Finished Word for Beginners or equivalent	Confirmed
3. Spreadsheet							
SE3I-10091K	MS Chinese Excel 2003 for Beginners	1,2-Sep	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
SE3I-10092C	MS Chinese Excel 2003 for Beginners	9,10-Sep	0930-1715	2	Central	Knowledge of Windows	
SE3A-10091K	MS Chinese Excel 2003 for Advanced Users	03-Sep	0930-1715	1	Mongkok	Finished Excel for Beginners or equivalent	Confirmed
SE3A-10092C	MS Chinese Excel 2003 for Advanced Users	13-Sep	0930-1715	1	Central	Finished Excel for Beginners or equivalent	
SE7I-10091K	MS Chinese Excel 2007 for Beginners	6,7-Sep	0930-1715	2	Mongkok	Knowledge of Windows	
SE7I-10092C	MS Chinese Excel 2007 for Beginners	20,21-Sep	0930-1715	2	Central	Knowledge of Windows	
SE7A-10091K	MS Chinese Excel 2007 for Advanced Users	08-Sep	0930-1715	1	Mongkok	Finished Excel for Beginners or equivalent	Confirmed
SE7A-10092C	MS Chinese Excel 2007 for Advanced Users	22-Sep	0930-1715	1	Central	Finished Excel for Beginners or equivalent	Confirmed
4. Database Management							
DA3I-10091C	MS Chinese Access 2003 for Beginners	6,7-Sep	0930-1715	2	Central	Knowledge of Windows	
DA3I-10092K	MS Chinese Access 2003 for Beginners	16,17-Sep	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
DA3A-10091C	MS Chinese Access 2003 for Advanced Users	8,9-Sep	0930-1715	2	Central	Finished Access for Beginners or equivalent	
DA3A-10092K	MS Chinese Access 2003 for Advanced Users	20,21-Sep	0930-1715	2	Mongkok	Finished Access for Beginners or equivalent	
DA7I-10091C	Microsoft Chinese Access 2007 for Beginners	13,14-Sep	0930-1715	2	Central	Knowledge of Windows	
DA7A-10091C	Microsoft Chinese Access 2007 for Advanced Users	16,17-Sep	0930-1715	2	Central	Finished Access for Beginners or equivalent	
DF1I-10091K	Microsoft Visual FoxPro 6/7 for Beginners	27,28-Sep	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-10091C	Introduction to Microsoft SQL Server 2005	1,2-Sep	0930-1715	2	Central	Knowledge of Windows Server	
DS2A-10091C	Administering Microsoft SQL Server 2005	9,10-Sep	0930-1715	2	Central	Introduction Level	

5. Programming							
PA03-10091C	Microsoft Access 2003 Programming	15,16,17-Sep	0930-1715	3	Central	Basic knowledge of Access	Confirmed
PF01-10091C	Microsoft Visual FoxPro 6/7 Programming	6,7,8-Sep	0930-1715	3	Central	Knowledge of dBase or FoxPro	
PB01-	Microsoft Visual Basic 6.0 Programming	Nil	0930-1715	3	--	Knowledge of Windows	
INET-10091K	Introduction to .NET Programming	9,10-Sep	0930-1715	2	Mongkok	Basic knowledge of programming	
EMN2-10091K	Introduction to Microsoft Visual Basic.NET	27,28,29-Sep	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	
IND5-10091K	Adobe InDesign CS3	13,14-Sep	0930-1715	2	Mongkok	Knowledge of Windows	
EPP7-10091C	Desktop Publishing Using Microsoft Publisher 2007	03-Sep	0930-1715	1	Central	Knowledge of Windows	
GC04-10091K	CorelDraw 14	20,21-Sep	0930-1715	2	Mongkok	Knowledge of Windows	
GS05-10091C	Chinese Adobe Photoshop CS3	6,7-Sep	0930-1715	2	Central	Knowledge of Windows	
GS06-10091C	Chinese Adobe Photoshop CS4	13,14-Sep	0930-1715	2	Central	Knowledge of Windows	Confirmed
GS06-10092K	Chinese Adobe Photoshop CS4	16,17-Sep	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
GV03-10091C	MS Visio 2003	29,30-Sep	0930-1715	2	Central	Knowledge of Windows	
GV04-10091K	MS Visio 2007	21,22-Sep	0930-1715	2	Mongkok	Knowledge of Windows	
GP3I-10091K	MS Chinese PowerPoint 2003 for Beginners	6,7-Sep	0930-1715	2	Mongkok	Knowledge of Windows	Confirmed
GP3I-10092C	MS Chinese PowerPoint 2003 for Beginners	20,21-Sep	0930-1715	2	Central	Knowledge of Windows	
GP3A-10091K	MS Chinese PowerPoint 2003 for Advanced Users	08-Sep	0930-1715	1	Mongkok	Finished PowerPoint for Beginners or equivalent	
GP3A-10092C	MS Chinese PowerPoint 2003 for Advanced Users	22-Sep	0930-1715	1	Central	Finished PowerPoint for Beginners or equivalent	
GP7I-10091C	MS Chinese PowerPoint 2007 for Beginners	13,14-Sep	0930-1715	2	Central	Knowledge of Windows	
GP7I-10092K	MS Chinese PowerPoint 2007 for Beginners	28,29-Sep	0930-1715	2	Mongkok	Knowledge of Windows	
GP7A-10091C	MS Chinese PowerPoint 2007 for Advanced Users	15-Sep	0930-1715	1	Central	Finished PowerPoint for Beginners or equivalent	
GP7A-10092K	MS Chinese PowerPoint 2007 for Advanced Users	30-Sep	0930-1715	1	Mongkok	Finished PowerPoint for Beginners or equivalent	Confirmed
7. Chinese Input Methods							
IC01-10091C	Chinese Input Method - 倉頡	09-Sep	0930-1715	1	Central	None	Confirmed
IC01-10092K	Chinese Input Method - 倉頡	22-Sep	0930-1715	1	Mongkok	None	
IQ01-10091C	Chinese Input Method - 速成	24-Sep	0930-1715	1	Central	None	Confirmed
IU01-10091K	Chinese Input Method - 九方	27-Sep	0930-1245	0.5	Mongkok	None	
8. Systems Support and Administration							
NK3I-10091K	Introduction to MS Windows 2003 Server	27-Sep	0930-1715	1	Mongkok	Knowledge of Windows	
NK3A-10091K	Administering MS Windows 2003 Server	28,29-Sep	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							
HH01-10091C	Introduction to HTML	03-Sep	0930-1715	1	Central	None	Confirmed
HX01-10091K	Introduction to XML	10-Sep	0930-1715	1	Mongkok	Basic knowledge of HTML	
EXWP-10091C	Web Page Design with Microsoft Expression Web	21-Sep	0930-1715	1	Central	Knowledge of Windows	
HD06-10091K	Adobe Dreamweaver CS3 Web Development	2,3-Sep	0930-1715	2	Mongkok	Knowledge of Windows	
HD07-10091C	Adobe Dreamweaver CS4 Web Development	16,17-Sep	0930-1715	2	Central	Knowledge of Windows	
HD07-10092K	Adobe Dreamweaver CS4 Web Development	21,22-Sep	0930-1715	2	Mongkok	Knowledge of Windows	

HF06-10091C	Adobe Flash CS3	6,7-Sep	0930-1715	2	Central	Knowledge of Windows	
HF07-10091C	Adobe Flash CS4	14,15-Sep	0930-1715	2	Central	Knowledge of Windows	
HF07-10092K	Adobe Flash CS4	29,30-Sep	0930-1715	2	Mongkok	Knowledge of Windows	
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							
MP03-10091K	Microsoft Project 2003	24-Sep	0930-1715	1	Mongkok	Knowledge of Windows	
MP04-10091C	Microsoft Project 2007	16-Sep	0930-1715	1	Central	Knowledge of Windows	
MP04-10092K	Microsoft Project 2007	20-Sep	0930-1715	1	Mongkok	Knowledge of Windows	
Non-Standard Courses							
Microsoft Office / Desktop Applications							
EAB4-10091C	Adobe Acrobat 9	30-Sep	0930-1715	1	Central	Knowledge of Windows	Confirmed
EAB3-10091K	Adobe Acrobat 8	24-Sep	0930-1715	1	Mongkok	Knowledge of Windows	
EFRM-10091K	Creating E-Forms with Microsoft Word, Excel and Adobe Acrobat	01-Sep	0930-1715	1	Mongkok	Knowledge of Windows	
MS07-10091K	New Features of Microsoft Office 2007	09-Sep	0930-1715	1	Mongkok	Knowledge of MS Office	
MS07-10092C	New Features of Microsoft Office 2007	15-Sep	0930-1715	1	Central	Knowledge of MS Office	
OFTT-10091C	Tips & Tricks in Word, Excel & PowerPoint 2007	22-Sep	0930-1715	1	Central	Knowledge of Office 2003	
ETPO-10091K	Office 2003 Troubleshooting & Tips (Office 2003疑難排解及使用提示)	30-Sep	0930-1715	1	Mongkok	Knowledge of Excel	
PET7-10091K	Practical Excel 2007 Tips for Office Professionals	02-Sep	0930-1715	1	Mongkok	Knowledge of Excel	
SEF7-10091K	Using Excel 2007 Functions Effectively (Excel 2007函數全面睇)	10-Sep	0930-1715	1	Mongkok	Knowledge of Excel	Confirmed
SEF7-10092C	Using Excel 2007 Functions Effectively (Excel 2007函數全面睇)	17-Sep	0930-1715	1	Central	Knowledge of Excel	
SEFC-10092K	Using Excel 2003 Functions Effectively (Excel 2003函數全面睇)	20-Sep	0930-1715	1	Mongkok	Knowledge of Excel	Confirmed
MPT7-10091C	Mastering Excel 2007 Pivot Tables	27-Sep	0930-1715	1	Central	Knowledge of Excel	
MPT7-10092K	Mastering Excel 2007 Pivot Tables	24-Sep	0930-1715	1	Mongkok	Knowledge of Excel	Confirmed
MPT7-10093K	Mastering Excel 2007 Pivot Tables	15-Sep	0930-1715	1	Mongkok	Knowledge of Excel	Confirmed
MPC-10091K	Mastering Excel 2003 Pivot Tables	29-Sep	0930-1715	1	Mongkok	Knowledge of Excel	
DMM7-10091K	Data Management with MS Excel 2007	03-Sep	0930-1715	1	Mongkok	Knowledge of Excel	
DMMC-10091C	Data Management with MS Excel 2003	08-Sep	0930-1715	1	Central	Knowledge of Excel	
DASE-10091K	Data Analysis with MS Excel 2003	13-Sep	0930-1715	1	Mongkok	Knowledge of Excel	Confirmed
CPC-10091C	Building Professional Charts with MS Excel 2003	03-Sep	1400-1715	0.5	Central	Knowledge of Excel	
X3BI-10091C	Business Intelligence with Microsoft Excel	02-Sep	0930-1715	1	Central	Knowledge of Excel	
EEM3-10091C	Excel 2003 Macro Programming with VBA	27,28-Sep	0930-1715	2	Central	Knowledge of Excel	
EOV2-10091K	VBA for Microsoft Office 2003	2,3-Sep	0930-1715	2	Mongkok	Knowledge of MS Office	
DCWE-10091K	Data Collection from MS Word 2003 to MS Excel 2003 Using VBA	10-Sep	0930-1715	1	Mongkok	Knowledge of Word and Excel	
WWBE-10091K	Practical Microsoft Word 2007 for Business Executives	14-Sep	0930-1715	1	Mongkok	Finished Word for Beginners or equivalent	
PTUW-10091K	Powerful Techniques in Using MS Word 2003	22-Sep	0930-1715	1	Mongkok	Basic knowledge of Word	
GDP7-10091K	Visual Design for PowerPoint Presentations 2007	24-Sep	0930-1715	1	Mongkok	Basic knowledge of PowerPoint	
EPPM-10091C	Enhancing PowerPoint 2003 Presentations with Multimedia Elements (善用PowerPoint 多媒體工具建立簡報)	01-Sep	0930-1715	1	Central	Knowledge of Windows	Confirmed
EEPP-10091K	Enhancing PowerPoint 2007 Presentations with Multimedia Elements (善用PowerPoint 多媒體工具建立簡報)	03-Sep	0930-1715	1	Mongkok	Knowledge of Windows	

CWEP-10091K	Collaboration between Word 2003, Excel 2003 and PowerPoint 2003	06-Sep	0930-1715	1	Mongkok	Knowledge of MS Office	Confirmed
RCVB-10091K	Report Creation Using VBA	14-Sep	0930-1715	1	Mongkok	Knowledge of MS Office	
PQMA-10091C	Powerful Queries Using MS Access 2003	24-Sep	0930-1715	1	Central	Knowledge of Access database	
Security / System Skills							
ESP0-10091K	Solving Common PC Problems (電腦疑難排解工作坊)	22-Sep	0930-1715	1	Mongkok	Knowledge of basic PC operations	
ECDP-10091C	Induction/Foundation Course on Computer Data Protection in Government	24-Sep	0930-1245	0.5	Central	Knowledge of basic PC operations	
ECDP-10092K	Induction/Foundation Course on Computer Data Protection in Government	15-Sep	1400-1715	0.5	Mongkok	Knowledge of basic PC operations	
EPD1-10091C	Preventing Data Leakage (I)	30-Sep	0930-1245	0.5	Central	Knowledge of basic PC operations	
EPD1-10092K	Preventing Data Leakage (I)	15-Sep	0930-1245	0.5	Mongkok	Knowledge of basic PC operations	
EPD2-10091C	Preventing Data Leakage (II)	24-Sep	1400-1715	0.5	Central	Knowledge of basic PC operations	
EPD2-10092K	Preventing Data Leakage (II)	01-Sep	1400-1715	0.5	Mongkok	Knowledge of basic PC operations	
ENS1-10091C	Introduction to PC & Network Security (電腦及網路保安基礎課程)	30-Sep	0930-1715	1	Central	Knowledge of Windows	
EISG-10091K	Information Protection and Security for General Computer Users	16-Sep	0930-1715	1	Mongkok	Knowledge of basic PC operations	Confirmed
EISM-10091C	Information Security Management	10-Sep	0930-1715	1	Central	Knowledge of basic PC operations	Confirmed
EN01-10091C	Workshop on Networking Fundamentals	29,30-Sep	0930-1715	2	Central	Knowledge of basic PC operations	Confirmed
EN01-10092K	Workshop on Networking Fundamentals	08,09-Sep	0930-1715	2	Mongkok	Knowledge of basic PC operations	Confirmed
EN01-10093K	Workshop on Networking Fundamentals	20,21-Sep	0930-1715	2	Mongkok	Knowledge of basic PC operations	Confirmed
EN01-10094K	Workshop on Networking Fundamentals	27,28-Sep	0930-1715	2	Mongkok	Knowledge of basic PC operations	Confirmed
Multimedia Design / CAD							
WDES-10091K	Web Design Essentials	17-Sep	0930-1715	1	Mongkok	Knowledge of Windows	
EHDF-10091K	Web Page Design with Dreamweaver and Flash	15,16-Sep	0930-1715	2	Mongkok	Knowledge of Windows	
CDWS-10091C	Creating Dynamic Web Sites	20,21-Sep	0930-1715	2	Central	Knowledge of Windows	
EM01-10091K	Workshop on Multimedia Basics (多媒體基礎工作坊)	30-Sep	0930-1715	1	Mongkok	Knowledge of Windows	
EM03-10091K	Multimedia Production Using Flash, Photoshop, PowerPoint & VideoStudio	8,9-Sep	0930-1715	2	Mongkok	Knowledge of Windows	
EM02-10091C	Workshop on Retouching Images and Creating Special Visual Effects using Photoshop (Photoshop相片修輯及特別視效工作坊)	13,14-Sep	0930-1715	2	Central	Knowledge of Windows	Confirmed
EPI6-10091C	Image Editing Using PhotoImpact 13	28-Sep	0930-1715	1	Central	Knowledge of Windows	
EVS5-10091C	Video Editing Using VideoStudio 11 (會聲會影)	20-Sep	0930-1715	1	Central	Knowledge of Windows	
EIL5-10091C	Adobe Illustrator CS3	1,2-Sep	0930-1715	2	Central	Knowledge of Windows	
EIL6-10091K	Adobe Illustrator CS4	6,7-Sep	0930-1715	2	Mongkok	Knowledge of Windows	
EIL6-10092C	Adobe Illustrator CS4	27,28-Sep	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

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