



# MS Office and Desktop Applications

## Welkin Computer Training

\* Indicates Courses in English

For enquiry on schedule update and course outlines, please visit our website at [www.welkin.com.hk](http://www.welkin.com.hk) or you may also contact us by: **Email:** [training@welkin.com.hk](mailto:training@welkin.com.hk) **Tel:** 3605 3322 (CT), 3605 3377 (MK) **Fax:** 3605 3399 (CT), 3605 3398 (MK)

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
<b>1. MOS Certification Workshop</b>					FACE-25C3C Ct 17,20/7 Tu,Fr 7:00p-10:00p				
\$850 (including exam voucher with free retake)					FACE-6D34C Ct 21/7 Sa 10:00a- 1:00p				
PMOS-6A11K	Mk	11/8	Sa	10:00a-12:00p	FACE-6D33K	Mk	4/8	Sa	10:00a- 1:00p
PMOS-6A10K	Mk	24/11	Sa	10:00a-12:00p	2:00p- 5:00p				
<b>2. Microsoft Office 365 Overview</b>					FACE-13C30K Mk 13,15/8 Mo,We 7:00p-10:00p				
(\$960, 6 Hours in 2 sessions)					*FACE-35C15E Ct 29,31/8 (Eng) We,Fr 7:00p-10:00p				
O365-18061K	Mk	27/6	We	9:30a-12:30p	FACE-18091C	Ct	3/9	Mo	9:30a-12:30p
2:00p- 5:00p					2:00p- 5:00p				
O365-18071K	Mk	6/7	Fr	9:30a-12:30p	FACE-6D15C	Ct	15/9	Sa	10:00a- 1:00p
2:00p- 5:00p					2:00p- 5:00p				
O365-18081C	Ct	6/8	Mo	9:30a-12:30p	FACE-13C33C	Ct	17,19/9	Mo,We	7:00p-10:00p
2:00p- 5:00p					FACE-6D35K	Mk	22/9	Sa	10:00a- 1:00p
O365-18091K	Mk	17/9	Mo	9:30a-12:30p	2:00p- 5:00p				
2:00p- 5:00p					FACE-42C20K Mk 9,11/10 Tu,Th 7:00p-10:00p				
O365-18101K	Mk	16/10	Tu	9:30a-12:30p	*FACE-6D22E	Ct	13/10 (Eng)	Sa	10:00a- 1:00p
2:00p- 5:00p					2:00p- 5:00p				
O365-18111C	Ct	14/11	We	9:30a-12:30p	*FACE-24C39E	Ct	23,25/10 (Eng)	Tu,Th	7:00p-10:00p
2:00p- 5:00p					FACE-24C23C	Ct	6,8/11	Tu,Th	7:00p-10:00p
O365-18121K	Mk	11/12	Tu	9:30a-12:30p	FACE-18111K	Mk	20/11	Tu	9:30a-12:30p
2:00p- 5:00p					2:00p- 5:00p				
<b>3. Microsoft Office 2016 for Office 2007/2010/2013 Users</b>					FACE-6D34K Mk 24/11 Sa 10:00a- 1:00p				
(\$960, 1 day or 2 evenings)					2:00p- 5:00p				
MS16-18071K	Mk	23/7	Mo	9:30a-12:30p	FACE-35C14K	Mk	28,30/11	We,Fr	7:00p-10:00p
2:00p- 5:00p					*FACE-6D35E	Ct	8/12 (Eng)	Sa	10:00a- 1:00p
MS16-18091C	Ct	4/9	Tu	9:30a-12:30p	2:00p- 5:00p				
2:00p- 5:00p					*FACE-13C34E	Ct	17,19/12 (Eng)	Mo,We	7:00p-10:00p
MS16-18111K	Mk	30/11	Fr	9:30a-12:30p	FACE-35C19C	Ct	4,9/1	Fr,We	7:00p-10:00p
2:00p- 5:00p					7:00p-10:00p				
<b>4. Office Collaboration with Google Drive and Google Forms</b>					<b>6. Google AdWords Essentials</b>				
(\$960, 1 day or 2 evenings)					(\$1040, 1 day or 2 evenings)				
GOOG-18061K	Mk	13/6	We	9:30a-12:30p	EGOO-18061C	Ct	15/6	Fr	9:30a-12:30p
2:00p- 5:00p					2:00p- 5:00p				
GOOG-18071K	Mk	10/7	Tu	9:30a-12:30p	EGOO-18081K	Mk	22/8	We	9:30a-12:30p
2:00p- 5:00p					2:00p- 5:00p				
GOOG-18081K	Mk	31/8	Fr	9:30a-12:30p	EGOO-18101C	Ct	18/10	Th	9:30a-12:30p
2:00p- 5:00p					2:00p- 5:00p				
GOOG-18091C	Ct	27/9	Th	9:30a-12:30p	EGOO-18121K	Mk	17/12	Mo	9:30a-12:30p
2:00p- 5:00p					2:00p- 5:00p				
GOOG-18101K	Mk	26/10	Fr	9:30a-12:30p	<b>7. Analyzing Site Performance with Google Analytics</b>				
2:00p- 5:00p					(\$1040, 1 day or 2 evenings)				
GOOG-18111K	Mk	26/11	Mo	9:30a-12:30p	AGA-13C7C	Ct	4,6/6	Mo,We	7:00p-10:00p
2:00p- 5:00p					*AGA-6D36E	Ct	23/6 (Eng)	Sa	10:00a- 1:00p
GOOG-18121K	Mk	27/12	Th	9:30a-12:30p	2:00p- 5:00p				
2:00p- 5:00p					AGA-6D9K	Mk	7/7	Sa	10:00a- 1:00p
<b>5. Social Media and Facebook Marketing</b>					2:00p- 5:00p				
(\$1040, 1 day or 2 evenings)					AGA-25C12K Mk 10,13/7 Tu,Fr 7:00p-10:00p				
*FACE-6D36E	Ct	9/6 (Eng)	Sa	10:00a- 1:00p	*AGA-24C26E	Ct	24,26/7 (Eng)	Tu,Th	7:00p-10:00p
2:00p- 5:00p					AGA-18071K	Mk	25/7	We	9:30a-12:30p
FACE-6D9K	Mk	23/6	Sa	10:00a- 1:00p	2:00p- 5:00p				
2:00p- 5:00p					AGA-25C3C	Ct	31/7; 3/8	Tu,Fr	7:00p-10:00p
FACE-25C12K	Mk	26,29/6	Tu,Fr	7:00p-10:00p	AGA-6D34C	Ct	4/8	Sa	10:00a- 1:00p
*FACE-24C26E	Ct	10,12/7 (Eng)	Tu,Th	7:00p-10:00p	2:00p- 5:00p				
2:00p- 5:00p					AGA-6D33K	Mk	18/8	Sa	10:00a- 1:00p
FACE-18071K	Mk	16/7	Mo	9:30a-12:30p	2:00p- 5:00p				
2:00p- 5:00p					AGA-13C30K	Mk	27,29/8	Mo,We	7:00p-10:00p
<b>5. Social Media and Facebook Marketing</b>					*AGA-35C15E	Ct	12,14/9 (Eng)	We,Fr	7:00p-10:00p
(\$1040, 1 day or 2 evenings)					AGA-18091C	Ct	20/9	Th	9:30a-12:30p
*FACE-6D36E	Ct	9/6 (Eng)	Sa	10:00a- 1:00p	2:00p- 5:00p				
2:00p- 5:00p					2:00p- 5:00p				
FACE-6D9K	Mk	23/6	Sa	10:00a- 1:00p	2:00p- 5:00p				
2:00p- 5:00p					2:00p- 5:00p				
FACE-25C12K	Mk	26,29/6	Tu,Fr	7:00p-10:00p	2:00p- 5:00p				
*FACE-24C26E	Ct	10,12/7 (Eng)	Tu,Th	7:00p-10:00p	2:00p- 5:00p				
2:00p- 5:00p					2:00p- 5:00p				
FACE-18071K	Mk	16/7	Mo	9:30a-12:30p	2:00p- 5:00p				
2:00p- 5:00p					2:00p- 5:00p				

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
AGA-6D15C	Ct	29/9	Sa	2:00p - 5:00p 10:00a - 1:00p	COFB-6D4K	Mk	4/8 to 22/9	Sa	2:00p - 5:00p 10:00a - 1:00p
AGA-6D35K	Mk	6/10	Sa	2:00p - 5:00p 10:00a - 1:00p	COFB-24D14C	Ct	14/8 to 6/9	Tu,Th	2:00p - 5:00p 9:45a - 12:45p
AGA-13C33C	Ct	8,10/10	Mo,We	7:00p - 10:00p	*COFB-6D8E	Ct	1/9 to 27/10 (Eng)	Sa	2:00p - 5:00p 10:00a - 1:00p
AGA-42C20K	Mk	23,25/10	Tu,Th	7:00p - 10:00p	*COFB-35D59E	Ct	7/9 to 3/10 (Eng)	Fr,We	2:00p - 5:00p 9:45a - 12:45p
*AGA-6D22E	Ct	27/10 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	COFB-25C2K	Mk	2/10 to 23/11	Tu,Fr	7:00p - 10:00p
*AGA-24C39E	Ct	6,8/11 (Eng)	Tu,Th	7:00p - 10:00p	COFB-6D6K	Mk	6/10 to 24/11	Sa	10:00a - 1:00p 2:00p - 5:00p
AGA-18111K	Mk	9/11	Fr	9:30a - 12:30p 2:00p - 5:00p	COFB-6D6C	Ct	13/10 to 1/12	Sa	10:00a - 1:00p 2:00p - 5:00p
AGA-24C23C	Ct	20,22/11	Tu,Th	7:00p - 10:00p	COFB-13D32C	Ct	15/10 to 12/11	Mo,We	9:45a - 12:45p 2:00p - 5:00p
AGA-6D34K	Mk	8/12	Sa	10:00a - 1:00p 2:00p - 5:00p	*COFB-14D29E	Ct	29/10 to 22/11 (Eng)	Mo,Th	9:45a - 12:45p 2:00p - 5:00p
AGA-35C14K	Mk	12,14/12	We,Fr	7:00p - 10:00p	*COFB-6D33E	Ct	10/11 to 29/12 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p
*AGA-6D35E	Ct	22/12 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	COFB-6D8K	Mk	8/12 to 26/1	Sa	10:00a - 1:00p 2:00p - 5:00p
*AGA-13C34E	Ct	7,9/1 (Eng)	Mo,We	7:00p - 10:00p	<b>8. Search Engine Optimization (SEO)</b>				
AGA-35C19C	Ct	18,23/1	Fr,We	7:00p - 10:00p	<i>\$1040, 1 day or 2 evenings</i>				
<b>8. Search Engine Optimization (SEO)</b>					<i>\$2300 x 3 monthly instalments (total \$6900, \$1380 after 80% CEF reimbursement) 48 hours in 16 sessions, 2 sessions per week</i>				
*SEO-6D36E	Ct	16/6 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	*COFC-25C19E	Ct	19/6 to 10/8 (Eng)	Tu,Fr	7:00p - 10:00p
SEO-6D9K	Mk	30/6	Sa	10:00a - 1:00p 2:00p - 5:00p	COFC-25C26K	Mk	26/6 to 17/8	Tu,Fr	7:00p - 10:00p
SEO-25C12K	Mk	3,6/7	Tu,Fr	7:00p - 10:00p	COFC-6D32C	Ct	14/7 to 1/9	Sa	10:00a - 1:00p 2:00p - 5:00p
SEO-18071K	Mk	9/7	Mo	9:30a - 12:30p 2:00p - 5:00p	*COFC-13C66E	Ct	6/8 to 3/10 (Eng)	Mo,We	7:00p - 10:00p
*SEO-24C26E	Ct	17,19/7 (Eng)	Tu,Th	7:00p - 10:00p	COFC-13C63K	Mk	13/8 to 10/10	Mo,We	7:00p - 10:00p
SEO-25C3C	Ct	24,27/7	Tu,Fr	7:00p - 10:00p	COFC-52C31C	Ct	31/8 to 26/10	Fr,Tu	7:00p - 10:00p
SEO-6D34C	Ct	28/7	Sa	10:00a - 1:00p 2:00p - 5:00p	*COFC-52C28E	Ct	28/9 to 20/11 (Eng)	Fr,Tu	7:00p - 10:00p
SEO-6D33K	Mk	11/8	Sa	10:00a - 1:00p 2:00p - 5:00p	COFC-41C25C	Ct	25/10 to 17/12	Th,Mo	7:00p - 10:00p
SEO-13C30K	Mk	20,22/8	Mo,We	7:00p - 10:00p	COFC-14C26K	Mk	26/11 to 24/1	Mo,Th	7:00p - 10:00p
*SEO-35C15E	Ct	5,7/9 (Eng)	We,Fr	7:00p - 10:00p	*COFC-14C32E	Ct	26/11 to 21/1 (Eng)	Mo,Th	7:00p - 10:00p
SEO-6D15C	Ct	22/9	Sa	10:00a - 1:00p 2:00p - 5:00p	<b>10. Business Analysis with Microsoft Excel (CEF Approved)</b>				
SEO-18091C	Ct	24/9	Mo	9:30a - 12:30p 2:00p - 5:00p	<i>\$2925 x 2 monthly instalments (total \$5850, \$1170 after 80% CEF reimbursement), 30 hours in 10 sessions, 2 sessions per week</i>				
SEO-13C33C	Ct	26/9; 3/10	We	7:00p - 10:00p	*CBAB-6D49E	Ct	9,16,23,30/6; 7/7 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p
SEO-6D35K	Mk	29/9	Sa	10:00a - 1:00p 2:00p - 5:00p	CBAB-25C12K	Mk	12/6 to 13/7	Tu,Fr	7:00p - 10:00p
SEO-42C20K	Mk	16,18/10	Tu,Th	7:00p - 10:00p	CBAB-14C25C	Ct	25/6 to 30/7	Mo,Th	7:00p - 10:00p
*SEO-6D22E	Ct	20/10 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	CBAB-6D14K	Mk	14,21,28/7; 4,11/8	Sa	10:00a - 1:00p 2:00p - 5:00p
*SEO-24C39E	Ct	30/10; 1/11 (Eng)	Tu,Th	7:00p - 10:00p	*CBAB-24C17E	Ct	17/7 to 16/8 (Eng)	Tu,Th	7:00p - 10:00p
SEO-24C23C	Ct	13,15/11	Tu,Th	7:00p - 10:00p	CBAB-14C33K	Mk	23/7 to 23/8	Mo,Th	7:00p - 10:00p
SEO-18111K	Mk	19/11	Mo	9:30a - 12:30p 2:00p - 5:00p	*CBAB-6D44E	Ct	4,11,18,25/8; 1/9 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p
SEO-6D34K	Mk	1/12	Sa	10:00a - 1:00p 2:00p - 5:00p	CBAB-25C32C	Ct	14/8 to 14/9	Tu,Fr	7:00p - 10:00p
SEO-35C14K	Mk	5,7/12	We,Fr	7:00p - 10:00p	CBAB-52C7K	Mk	7/9 to 12/10	Fr,Tu	7:00p - 10:00p
*SEO-6D35E	Ct	15/12 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	CBAB-6D15K	Mk	15,22,29/9; 6,13/10	Sa	10:00a - 1:00p 2:00p - 5:00p
*SEO-13C34E	Ct	31/12; 2/1 (Eng)	Mo,We	7:00p - 10:00p	*CBAB-35C32E	Ct	19/9 to 24/10 (Eng)	We,Fr	7:00p - 10:00p
SEO-35C19C	Ct	11,16/1	Fr,We	7:00p - 10:00p	CBAB-31C3C	Ct	3/10 to 7/11	We,Mo	7:00p - 10:00p
<b>9. Effective Use of Microsoft Office in Business (CEF Approved)</b>					*CBAB-6D6E	Ct	13/10 to 10/11 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p
<i>\$3450 x 2 monthly instalments (total \$6900, \$1380 after 80% CEF reimbursement) 48 hours in 16 sessions, 2 sessions per week</i>					CBAB-14C32K	Mk	22/10 to 22/11	Mo,Th	7:00p - 10:00p
COFB-6D9K	Mk	9/6 to 28/7	Sa	10:00a - 1:00p 2:00p - 5:00p	*CBAB-14C12E	Ct	12/11 to 13/12 (Eng)	Mo,Th	7:00p - 10:00p
COFB-35D20C	Ct	20/6 to 13/7	We,Fr	9:45a - 12:45p 2:00p - 5:00p	CBAB-6D17K	Mk	17,24/11; 1,8,15/12	Sa	10:00a - 1:00p 2:00p - 5:00p
*COFB-6D7E	Ct	7/7 to 25/8 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	CBAB-42C22C	Ct	22/11 to 27/12	Th,Tu	7:00p - 10:00p
COFB-14C9C	Ct	9/7 to 30/8	Mo,Th	7:00p - 10:00p	CBAB-25C11K	Mk	11/12 to 18/1	Tu,Fr	7:00p - 10:00p
*COFB-24D17E	Ct	17/7 to 9/8 (Eng)	Tu,Th	9:45a - 12:45p	*CBAB-6D15E	Ct	15/12 to 12/1 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p
					<i>\$1950 x 3 monthly instalments (total \$5850, \$1170 after 80% CEF reimbursement), 30 hours in 10 sessions, 2 sessions per week</i>				

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time																	
<b>11. Spreadsheet Modeling in Corporate Finance (CEF Approved)</b> \$3150 x 2 monthly instalments (total \$6300, \$1260 after 80% CEF reimbursement), 30 hours in 10 sessions, 2 sessions per week				<b>14. Diploma in e-Shop Creation and Digital Marketing (CEF Approved)</b> \$3000 x 2 monthly instalments (total \$6000, \$1200 after 80% CEF reimbursement), 30 hours in 10 sessions, 2 sessions per week																				
CSSB-6D9K	Mk 9,16,23,30/6; 7/7	Sa	10:00a - 1:00p 2:00p - 5:00p	CMKB-6D9K	Mk 9,16,23,30/6; 7/7	Sa	10:00a - 1:00p 2:00p - 5:00p																	
CSSB-35C27C	Ct 27/6 to 27/7	We,Fr	7:00p-10:00p	CMKB-25C12K	Mk 12/6 to 13/7	Tu,Fr	7:00p-10:00p																	
CSSB-6D14K	Mk 14,21,28/7; 4,11/8	Sa	10:00a - 1:00p 2:00p - 5:00p	*CMKB-24C26E	Ct 26/6 to 26/7 (Eng)	Tu,Th	7:00p-10:00p																	
CSSB-24C14K	Mk 14/8 to 13/9	Tu,Th	7:00p-10:00p	CMKB-25C3C	Ct 3/7 to 3/8	Tu,Fr	7:00p-10:00p																	
CSSB-6D15C	Ct 15,22,29/9; 13,20/10	Sa	10:00a - 1:00p 2:00p - 5:00p	*CMKB-6D34E	Ct 14/7 to 11/8 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p																	
CSSB-41C4C	Ct 4/10 to 5/11	Th,Mo	7:00p-10:00p	CMKB-6D33K	Mk 21,28/7; 4,11,18/8	Sa	10:00a - 1:00p 2:00p - 5:00p																	
CSSB-6D3K	Mk 3,10,17,24/11; 1/12	Sa	10:00a - 1:00p 2:00p - 5:00p	CMKB-13C30K	Mk 30/7 to 29/8	Mo,We	7:00p-10:00p																	
CSSB-25C13K	Mk 13/11 to 14/12	Tu,Fr	7:00p-10:00p	*CMKB-35C15E	Ct 15/8 to 14/9 (Eng)	We,Fr	7:00p-10:00p																	
<b>12. Financial Modeling with Excel VBA (CEF Approved)</b> \$2300 x 3 monthly instalments (total \$6900, \$1380 after 80% CEF reimbursement), 39 hours in 13 sessions, 2 sessions per week				*CMKB-13C33C				Ct 3/9 to 10/10	Mo,We	7:00p-10:00p														
CVBC-6D23K	Mk 23/6 to 4/8 23/6 to 28/7	Sa	10:00a - 1:00p 2:00p - 5:00p	CMKB-6D35K	Mk 8,15,22,29/9; 6/10	Sa	10:00a - 1:00p 2:00p - 5:00p	CMKB-42C20K	Mk 20/9 to 25/10	Th,Tu	7:00p-10:00p													
CVBC-13C25C	Ct 25/6 to 8/8	Mo,We	7:00p-10:00p	*CMKB-6D22E	Ct 22/9 to 27/10 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	*CMKB-24C39E	Ct 9/10 to 8/11 (Eng)	Tu,Th	7:00p-10:00p													
CVBC-6D21C	Ct 21/7 to 1/9 21/7 to 25/8	Sa	10:00a - 1:00p 2:00p - 5:00p	CMKB-24C23C	Ct 23/10 to 22/11	Tu,Th	7:00p-10:00p	CMKB-6D34K	Mk 10,17,24/11; 1,8/12	Sa	10:00a - 1:00p 2:00p - 5:00p													
CVBC-52C17C	Ct 17/8 to 2/10	Fr,Tu	7:00p-10:00p	CMKB-35C14K	Mk 14/11 to 14/12	We,Fr	7:00p-10:00p	*CMKB-6D35E	Ct 24/11 to 22/12 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p													
CVBC-6D25K	Mk 25/8 to 6/10 25/8; 1,8,15,22,29/9	Sa	10:00a - 1:00p 2:00p - 5:00p	*CMKB-6D35E	Ct 24/11 to 22/12 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	*CMKB-13C34E	Ct 3/12 to 9/1 (Eng)	Mo,We	7:00p-10:00p													
CVBC-25C28K	Mk 28/8 to 12/10	Tu,Fr	7:00p-10:00p	CMKB-35C19C	Ct 19/12 to 23/1	We,Fr	7:00p-10:00p	<b>15. Solving Common PC Problems</b> \$960, 1 day																
*CVBC-42C27E	Ct 27/9 to 8/11 (Eng)	Th,Tu	7:00p-10:00p	ESP0-18071K				Mk 27/7	Fr	9:30a-12:30p 2:00p - 5:00p														
CVBC-53C26C	Ct 26/10 to 7/12	Fr,We	7:00p-10:00p	ESP0-18091C				Ct 13/9	Th	9:30a-12:30p 2:00p - 5:00p														
CVBC-6D27K	Mk 27/10 to 8/12 27/10 to 1/12	Sa	10:00a - 1:00p 2:00p - 5:00p	ESP0-18111K				Mk 26/11	Mo	9:30a-12:30p 2:00p - 5:00p														
*CVBC-53C16E	Ct 16/11 to 2/1 (Eng)	Fr,We	7:00p-10:00p	<b>16. Workshop on Networking Fundamentals</b> \$2460, 2 days				EN01-18061C				Ct 7,8/6	Th,Fr	9:30a-12:30p 2:00p - 5:00p										
<b>13. Database Management with Microsoft Access (CEF Approved)</b> \$2925 x 2 monthly instalments (total \$5850, \$1170 after 80% CEF reimbursement), 30 hours in 10 sessions, 2 sessions per week				*CVBB-6D64E				Ct 2/6 to 14/7 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	EN01-18081K				Mk 28,29/8	Tu,We	9:30a-12:30p 2:00p - 5:00p							
*CVBB-24C12E	Ct 12/6 to 24/7 (Eng)	Tu,Th	7:00p-10:00p	CVBB-41C12K	Mk 12/7 to 23/8	Th,Mo	7:00p-10:00p	EN01-18101C				Ct 2,3/10	Tu,We	9:30a-12:30p 2:00p - 5:00p										
CVBB-41C12K	Mk 12/7 to 23/8	Th,Mo	7:00p-10:00p	*CVBB-52C3E	Ct 3/8 to 14/9 (Eng)	Fr,Tu	7:00p-10:00p	EN01-18121K				Mk 3,4/12	Mo,Tu	9:30a-12:30p 2:00p - 5:00p										
*CVBB-52C3E	Ct 3/8 to 14/9 (Eng)	Fr,Tu	7:00p-10:00p	*CVBB-6D74E	Ct 4/8 to 15/9 (Eng) 4/8 to 8/9 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	<b>17. Microsoft Outlook 2013</b> \$960, 1 day				NO13-18061C				Ct 13/6	We	9:30a-12:30p 2:00p - 5:00p						
*CVBB-6D74E	Ct 4/8 to 15/9 (Eng) 4/8 to 8/9 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	CVBB-14C8C	Ct 8/10 to 19/11	Mo,Th	7:00p-10:00p	NO13-18081K				Mk 3/8	Fr	9:30a-12:30p 2:00p - 5:00p	NO13-18121K				Mk 18/12	Tu	9:30a-12:30p 2:00p - 5:00p			
CVBB-14C8C	Ct 8/10 to 19/11	Mo,Th	7:00p-10:00p	*CVBB-6D84E	Ct 13/10 to 24/11 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	<b>18. Microsoft Windows 10</b> \$960, 1 day or 2 evenings				WN10-18061K				Mk 6/6	We	9:30a-12:30p 2:00p - 5:00p						
*CVBB-6D84E	Ct 13/10 to 24/11 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	CVBB-24C37K	Mk 16/10 to 27/11	Tu,Th	7:00p-10:00p	WN10-18071K				Mk 12/7	Th	9:30a-12:30p 2:00p - 5:00p	WN10-18081C				Ct 8/8	We	9:30a-12:30p 2:00p - 5:00p			
CVBB-24C37K	Mk 16/10 to 27/11	Tu,Th	7:00p-10:00p	CVBB-35C5K	Mk 5/12 to 18/1	We,Fr	7:00p-10:00p	WN10-18091K				Mk 4/9	Tu	9:30a-12:30p 2:00p - 5:00p	WN10-18101K				Mk 10/10	We	9:30a-12:30p			
CVBB-35C5K	Mk 5/12 to 18/1	We,Fr	7:00p-10:00p	<b>13. Database Management with Microsoft Access (CEF Approved)</b> \$2925 x 2 monthly instalments (total \$5850, \$1170 after 80% CEF reimbursement), 30 hours in 10 sessions, 2 sessions per week				*CIMB-6D2CE				Ct 2,9,16,23,30/6 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	CIMB-35C13K				Mk 13/6 to 13/7	We,Fr	7:00p-10:00p			
<b>13. Database Management with Microsoft Access (CEF Approved)</b> \$2925 x 2 monthly instalments (total \$5850, \$1170 after 80% CEF reimbursement), 30 hours in 10 sessions, 2 sessions per week				*CIMB-6D2CE				Ct 2,9,16,23,30/6 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	CIMB-6D7C				Ct 7,14,21,28/7; 4/8	Sa	10:00a - 1:00p 2:00p - 5:00p	*CIMB-35C11E				Ct 11/7 to 10/8 (Eng)	We,Fr	7:00p-10:00p
<b>13. Database Management with Microsoft Access (CEF Approved)</b> \$2925 x 2 monthly instalments (total \$5850, \$1170 after 80% CEF reimbursement), 30 hours in 10 sessions, 2 sessions per week				CIMB-35C13K				Mk 13/6 to 13/7	We,Fr	7:00p-10:00p	CIMB-25C24C				Ct 24/7 to 24/8	Tu,Fr	7:00p-10:00p	*CIMB-6D4E				Ct 4,11,18,25/8; 1/9 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p
<b>13. Database Management with Microsoft Access (CEF Approved)</b> \$2925 x 2 monthly instalments (total \$5850, \$1170 after 80% CEF reimbursement), 30 hours in 10 sessions, 2 sessions per week				CIMB-6D7C				Ct 7,14,21,28/7; 4/8	Sa	10:00a - 1:00p 2:00p - 5:00p	CIMB-6D35K				Mk 8,15,22,29/9; 6/10	Sa	10:00a - 1:00p 2:00p - 5:00p	*CIMB-14C10E				Ct 10/9 to 18/10 (Eng)	Mo,Th	7:00p-10:00p
<b>13. Database Management with Microsoft Access (CEF Approved)</b> \$2925 x 2 monthly instalments (total \$5850, \$1170 after 80% CEF reimbursement), 30 hours in 10 sessions, 2 sessions per week				*CIMB-35C11E				Ct 11/7 to 10/8 (Eng)	We,Fr	7:00p-10:00p	CIMB-14C10K				Mk 10/9 to 18/10	Mo,Th	7:00p-10:00p	CIMB-41C20C				Ct 20/9 to 29/10	Th,Mo	7:00p-10:00p
<b>13. Database Management with Microsoft Access (CEF Approved)</b> \$2925 x 2 monthly instalments (total \$5850, \$1170 after 80% CEF reimbursement), 30 hours in 10 sessions, 2 sessions per week				CIMB-25C24C				Ct 24/7 to 24/8	Tu,Fr	7:00p-10:00p	CIMB-6D3C3C				Ct 3,10,17,24/11; 1/12	Sa	10:00a - 1:00p 2:00p - 5:00p	CIMB-14C5K				Mk 5/11 to 6/12	Mo,Th	7:00p-10:00p
<b>13. Database Management with Microsoft Access (CEF Approved)</b> \$2925 x 2 monthly instalments (total \$5850, \$1170 after 80% CEF reimbursement), 30 hours in 10 sessions, 2 sessions per week				*CIMB-6D4E				Ct 4,11,18,25/8; 1/9 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	CIMB-14C5K				Mk 5/11 to 6/12	Mo,Th	7:00p-10:00p							

<i>Course</i>	<i>Centre</i>	<i>Dates</i>	<i>Day</i>	<i>Time</i>	<i>Course</i>	<i>Centre</i>	<i>Dates</i>	<i>Day</i>	<i>Time</i>
WN10-18111C	Ct	14/11	We	2:00p- 5:00p 9:30a-12:30p	WD6I-6A28C	Ct	28/7; 4/8	Sa	10:00a- 1:00p
WN10-18121K	Mk	31/12	Mo	2:00p- 5:00p 9:30a-12:30p 2:00p- 5:00p	WD6I-24C7K	Mk	7,9/8	Tu,Th	7:00p-10:00p
<b>19. Mastering Acrobat 11 Professional</b>					WD6I-12C32C	Ct	10,11/9	Mo,Tu	7:00p-10:00p
<i>\$960, 1 day</i>					WD6I-6A22K	Mk	22,29/9	Sa	10:00a- 1:00p
EAB6-18061K	Mk	15/6	Fr	9:30a-12:30p 2:00p- 5:00p	WD6I-35C31C	Ct	31/10; 2/11	We,Fr	7:00p-10:00p
EAB6-18071C	Ct	13/7	Fr	9:30a-12:30p 2:00p- 5:00p	WD6I-45C8K	Mk	8,9/11	Th,Fr	7:00p-10:00p
EAB6-18081K	Mk	20/8	Mo	9:30a-12:30p 2:00p- 5:00p	<b>24. Microsoft Word 2016 for Advanced Users</b>				
EAB6-18091C	Ct	17/9	Mo	9:30a-12:30p 2:00p- 5:00p	<i>\$960, 1 day or 2 evenings</i>				
EAB6-18101K	Mk	22/10	Mo	9:30a-12:30p 2:00p- 5:00p	WD6A-24C29C	Ct	29,31/5	Tu,Th	7:00p-10:00p
EAB6-18111C	Ct	15/11	Th	9:30a-12:30p 2:00p- 5:00p	WD6A-6A33K	Mk	23,30/6	Sa	10:00a- 1:00p
EAB6-18121K	Mk	18/12	Tu	9:30a-12:30p 2:00p- 5:00p	WD6A-6A33C	Ct	14,21/7	Sa	10:00a- 1:00p
<b>20. Creating E-Forms with Microsoft Word, Excel 2010/2007 and Adobe Acrobat 10</b>					WD6A-13C30K	Mk	30/7; 1/8	Mo,We	7:00p-10:00p
<i>\$960, 1 day</i>					WD6A-12C27C	Ct	27,28/8	Mo,Tu	7:00p-10:00p
EFRM-18071K	Mk	16/7	Mo	9:30a-12:30p 2:00p- 5:00p	WD6A-6A15K	Mk	15,22/9	Sa	10:00a- 1:00p
EFRM-18091C	Ct	26/9	We	9:30a-12:30p 2:00p- 5:00p	WD6A-6A6C	Ct	13,20/10	Sa	10:00a- 1:00p
EFRM-18111K	Mk	12/11	Mo	9:30a-12:30p 2:00p- 5:00p	WD6A-24C30K	Mk	30/10; 1/11	Tu,Th	7:00p-10:00p
<b>21. Tips and Tricks in Word, Excel and PowerPoint 2010/2007</b>					<b>25. Microsoft Word 2013 for Beginners</b>				
<i>\$960, 1 day</i>					<i>\$960, 1 day or 2 evenings</i>				
OFT0-18061C	Ct	19/6	Tu	9:30a-12:30p 2:00p- 5:00p	WD3I-6A34K	Mk	9,16/6	Sa	10:00a- 1:00p
OFT0-18071K	Mk	31/7	Tu	9:30a-12:30p 2:00p- 5:00p	WD3I-12C25C	Ct	25,26/6	Mo,Tu	7:00p-10:00p
OFT0-18081K	Mk	22/8	We	9:30a-12:30p 2:00p- 5:00p	WD3I-18071K	Mk	10/7	Tu	9:30a-12:30p 2:00p- 5:00p
OFT0-18091C	Ct	18/9	Tu	9:30a-12:30p 2:00p- 5:00p	WD3I-13C23K	Mk	23,25/7	Mo,We	7:00p-10:00p
OFT0-18101K	Mk	9/10	Tu	9:30a-12:30p 2:00p- 5:00p	WD3I-6A35C	Ct	11,18/8	Sa	10:00a- 1:00p
OFT0-18111K	Mk	28/11	We	9:30a-12:30p 2:00p- 5:00p	WD3I-18081C	Ct	14/8	Tu	9:30a-12:30p 2:00p- 5:00p
OFT0-18121C	Ct	11/12	Tu	9:30a-12:30p 2:00p- 5:00p	WD3I-18091C	Ct	6/9	Th	9:30a-12:30p 2:00p- 5:00p
<b>22. Collaboration between Word, Excel and PowerPoint 2010/2007</b>					WD3I-6A8K	Mk	8,15/9	Sa	10:00a- 1:00p
<i>\$960, 1 day</i>					WD3I-35C26C	Ct	26,28/9	We,Fr	7:00p-10:00p
CWEP-18061C	Ct	20/6	We	9:30a-12:30p 2:00p- 5:00p	WD3I-18101K	Mk	2/10	Tu	9:30a-12:30p 2:00p- 5:00p
CWEP-18071K	Mk	17/7	Tu	9:30a-12:30p 2:00p- 5:00p	WD3I-24C30K	Mk	30/10; 1/11	Tu,Th	7:00p-10:00p
CWEP-18081C	Ct	28/8	Tu	9:30a-12:30p 2:00p- 5:00p	WD3I-18111C	Ct	7/11	We	9:30a-12:30p 2:00p- 5:00p
CWEP-18091K	Mk	11/9	Tu	9:30a-12:30p 2:00p- 5:00p	WD3I-6A10C	Ct	10,17/11	Sa	10:00a- 1:00p
CWEP-18101C	Ct	23/10	Tu	9:30a-12:30p 2:00p- 5:00p	WD3I-18121C	Ct	7/12	Fr	9:30a-12:30p 2:00p- 5:00p
CWEP-18111K	Mk	21/11	We	9:30a-12:30p 2:00p- 5:00p	<b>26. Microsoft Word 2013 for Advanced Users</b>				
CWEP-18121C	Ct	19/12	We	9:30a-12:30p 2:00p- 5:00p	<i>\$960, 1 day or 2 evenings</i>				
<b>23. Microsoft Word 2016 for Beginners</b>					WD3A-18061K	Mk	15/6	Fr	9:30a-12:30p 2:00p- 5:00p
<i>\$960, 1 day or 2 evenings</i>					WD3A-45C32K	Mk	28,29/6	Th,Fr	7:00p-10:00p
WD6I-45C33C	Ct	21,22/6	Th,Fr	7:00p-10:00p	WD3A-18071C	Ct	3/7	Tu	9:30a-12:30p 2:00p- 5:00p
WD6I-6A32K	Mk	30/6; 7/7	Sa	10:00a- 1:00p	WD3A-35C11C	Ct	11,13/7	We,Fr	7:00p-10:00p
<b>27. Microsoft Word 2010 for Beginners</b>					WD3A-18081C	Ct	9/8	Th	9:30a-12:30p 2:00p- 5:00p
<i>\$960, 1 day or 2 evenings</i>					WD3A-6A36K	Mk	11,18/8	Sa	10:00a- 1:00p
WR0I-18061K	Mk	8/6	Fr	9:30a-12:30p 2:00p- 5:00p	WD3A-6A25C	Ct	25/8; 1/9	Sa	10:00a- 1:00p
WR0I-18071C	Ct	23/7	Mo	9:30a-12:30p 2:00p- 5:00p	WD3A-18091K	Mk	11/9	Tu	9:30a-12:30p 2:00p- 5:00p
WR0I-18081K	Mk	24/8	Fr	9:30a-12:30p	WD3A-35C26K	Mk	26,28/9	We,Fr	7:00p-10:00p

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time
WR01-18091K	Mk 10/9	Mo	2:00p - 5:00p 9:30a - 12:30p	PP10-51C31C	Ct 31/8; 3/9	Fr,Mo	7:00p - 10:00p
WR01-18101C	Ct 22/10	Mo	2:00p - 5:00p 9:30a - 12:30p	PP10-45C32K	Mk 20,21/9	Th,Fr	7:00p - 10:00p
WR01-18111K	Mk 1/11	Th	2:00p - 5:00p 9:30a - 12:30p	PP10-6A13C	Ct 13,20/10	Sa	10:00a - 1:00p
WR01-18121K	Mk 5/12	We	2:00p - 5:00p 9:30a - 12:30p	PP10-35C7K	Mk 7,9/11	We,Fr	7:00p - 10:00p
<b>28. Microsoft Word 2010 for Advanced Users</b>				<b>33. Mastering Excel 2016 Pivot Tables</b>			
<i>\$960, 1 day or 2 evenings</i>				<i>\$960, 1 day or 2 evenings</i>			
WW0A-18061C	Ct 19/6	Tu	9:30a - 12:30p 2:00p - 5:00p	MPT6-6A2K	Mk 2,9/6	Sa	10:00a - 1:00p
WW0A-18071K	Mk 30/7	Mo	9:30a - 12:30p 2:00p - 5:00p	MPT6-45C5C	Ct 5,6/7	Th,Fr	7:00p - 10:00p
WW0A-18081K	Mk 27/8	Mo	9:30a - 12:30p 2:00p - 5:00p	MPT6-13C16K	Mk 16,18/7	Mo,We	7:00p - 10:00p
WW0A-18091C	Ct 28/9	Fr	9:30a - 12:30p 2:00p - 5:00p	MPT6-6A33C	Ct 18,25/8	Sa	10:00a - 1:00p
WW0A-18101K	Mk 31/10	We	9:30a - 12:30p 2:00p - 5:00p	MPT6-45C30K	Mk 30,31/8	Th,Fr	7:00p - 10:00p
WW0A-18111K	Mk 27/11	Tu	9:30a - 12:30p 2:00p - 5:00p	MPT6-51C5C	Ct 5,8/10	Fr,Mo	7:00p - 10:00p
WW0A-18121C	Ct 27/12	Th	9:30a - 12:30p 2:00p - 5:00p	MPT6-6A13K	Mk 13,20/10	Sa	10:00a - 1:00p
<b>29. Powerful Techniques in Using Microsoft Word 2010/2007</b>				<b>34. Mastering Excel 2013 Pivot Tables</b>			
<i>\$960, 1 day</i>				<i>\$960, 1 day or 2 evenings</i>			
PTU0-18071K	Mk 18/7	We	9:30a - 12:30p 2:00p - 5:00p	MPT3-18051C	Ct 29/5	Tu	9:30a - 12:30p 2:00p - 5:00p
PTU0-18081C	Ct 3/8	Fr	9:30a - 12:30p 2:00p - 5:00p	MPT3-6A33C	Ct 23,30/6	Sa	10:00a - 1:00p
PTU0-18091K	Mk 12/9	We	9:30a - 12:30p 2:00p - 5:00p	MPT3-18061K	Mk 27/6	We	9:30a - 12:30p 2:00p - 5:00p
PTU0-18101K	Mk 9/10	Tu	9:30a - 12:30p 2:00p - 5:00p	MPT3-45C5C	Ct 5,6/7	Th,Fr	7:00p - 10:00p
PTU0-18111K	Mk 20/11	Tu	9:30a - 12:30p 2:00p - 5:00p	MPT3-6A37K	Mk 7,14/7	Sa	10:00a - 1:00p
PTU0-18121C	Ct 11/12	Tu	9:30a - 12:30p 2:00p - 5:00p	MPT3-18071C	Ct 30/7	Mo	9:30a - 12:30p 2:00p - 5:00p
<b>30. Chinese Input Method - Changjie (倉頡中文輸入法)</b>				MPT3-13C20C Ct 20,22/8 Mo,We 7:00p - 10:00p			
<i>\$960, 1 day or 2 evenings</i>				MPT3-24C32K Mk 21,23/8 Tu,Th 7:00p - 10:00p			
IC01-18061C	Ct 29/6	Fr	9:30a - 12:30p 2:00p - 5:00p	MPT3-18081C	Ct 23/8	Th	9:30a - 12:30p 2:00p - 5:00p
IC01-18071K	Mk 18/7	We	9:30a - 12:30p 2:00p - 5:00p	MPT3-18091K	Mk 28/9	Fr	9:30a - 12:30p 2:00p - 5:00p
IC01-18081C	Ct 16/8	Th	9:30a - 12:30p 2:00p - 5:00p	MPT3-6A38K	Mk 6,13/10	Sa	10:00a - 1:00p
IC01-18091K	Mk 13/9	Th	9:30a - 12:30p 2:00p - 5:00p	MPT3-18101C	Ct 18/10	Th	9:30a - 12:30p 2:00p - 5:00p
IC01-18101C	Ct 19/10	Fr	9:30a - 12:30p 2:00p - 5:00p	MPT3-6A34C	Ct 20,27/10	Sa	10:00a - 1:00p
IC01-18111K	Mk 30/11	Fr	9:30a - 12:30p 2:00p - 5:00p	MPT3-13C19K	Mk 19,26/11	Mo	7:00p - 10:00p
IC01-18121C	Ct 12/12	We	9:30a - 12:30p 2:00p - 5:00p	MPT3-18111C	Ct 21/11	We	9:30a - 12:30p 2:00p - 5:00p
<b>31. Chinese Input Method - Quick (速成中文輸入法)</b>				MPT3-45C22C Ct 22,23/11 Th,Fr 7:00p - 10:00p			
<i>\$960, 1 day</i>				MPT3-18121K Mk 21/12 Fr 9:30a - 12:30p 2:00p - 5:00p			
IQ01-18061C	Ct 20/6	We	9:30a - 12:30p 2:00p - 5:00p	<b>35. Mastering Excel 2010 Pivot Tables</b>			
IQ01-18091K	Mk 3/9	Mo	9:30a - 12:30p 2:00p - 5:00p	<i>\$960, 1 day or 2 evenings</i>			
IQ01-18121C	Ct 28/12	Fr	9:30a - 12:30p 2:00p - 5:00p	MPT0-18061C	Ct 14/6	Th	9:30a - 12:30p 2:00p - 5:00p
<b>32. PowerPivot for Microsoft Excel 2010</b>				MPT0-18071K	Mk 9/7	Mo	9:30a - 12:30p 2:00p - 5:00p
<i>\$1380, 1 day or 2 evenings</i>				MPT0-18081K	Mk 8/8	We	9:30a - 12:30p 2:00p - 5:00p
PP10-24C19K	Mk 19,21/6	Tu,Th	7:00p - 10:00p	MPT0-18091C	Ct 13/9	Th	9:30a - 12:30p 2:00p - 5:00p
PP10-6A14C	Ct 14,21/7	Sa	10:00a - 1:00p	MPT0-18101K	Mk 26/10	Fr	9:30a - 12:30p 2:00p - 5:00p
PP10-6A4K	Mk 4,11/8	Sa	10:00a - 1:00p	MPT0-18111K	Mk 5/11	Mo	9:30a - 12:30p 2:00p - 5:00p
				MPT0-18121C	Ct 5/12	We	9:30a - 12:30p 2:00p - 5:00p
				<b>36. Using Excel 2013 Functions Effectively</b>			
				<i>\$960, 1 day or 2 evenings</i>			
				SEF3-6A33K	Mk 9,16/6	Sa	10:00a - 1:00p
				SEF3-6A16C	Ct 16,23/6	Sa	10:00a - 1:00p
				SEF3-35C27K	Mk 27,29/6	We,Fr	7:00p - 10:00p
				SEF3-18061K	Mk 28/6	Th	9:30a - 12:30p 2:00p - 5:00p
				SEF3-18071C	Ct 24/7	Tu	9:30a - 12:30p 2:00p - 5:00p
				SEF3-51C27C	Ct 27,30/7	Fr,Mo	7:00p - 10:00p
				SEF3-12C6K	Mk 6,7/8	Mo,Tu	7:00p - 10:00p
				SEF3-6A34K	Mk 11,18/8	Sa	10:00a - 1:00p

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time
SEF3-18081K	Mk 21/8	Tu	9:30a-12:30p 2:00p- 5:00p	DAS3-18101C	Ct 31/10	We	9:30a-12:30p 2:00p- 5:00p
SEF3-18091C	Ct 3/9	Mo	9:30a-12:30p 2:00p- 5:00p	DAS3-35C7K	Mk 7,9/11	We,Fr	7:00p-10:00p
SEF3-6A8C	Ct 8,15/9	Sa	10:00a- 1:00p	DAS3-6A36C	Ct 17,24/11	Sa	10:00a- 1:00p
SEF3-6A22K	Mk 22,29/9	Sa	10:00a- 1:00p	DAS3-18111K	Mk 27/11	Tu	9:30a-12:30p 2:00p- 5:00p
SEF3-45C27K	Mk 27,28/9	Th,Fr	7:00p-10:00p	DAS3-18121C	Ct 3/12	Mo	9:30a-12:30p 2:00p- 5:00p
SEF3-18101K	Mk 12/10	Fr	9:30a-12:30p 2:00p- 5:00p	<b>41. Data Analysis with Microsoft Excel 2010</b>			
SEF3-45C25C	Ct 25,26/10	Th,Fr	7:00p-10:00p	<i>\$960, 1 day or 2 evenings</i>			
SEF3-13C5K	Mk 5,7/11	Mo,We	7:00p-10:00p	DAS0-18061K	Mk 11/6	Mo	9:30a-12:30p 2:00p- 5:00p
SEF3-18111C	Ct 29/11	Th	9:30a-12:30p 2:00p- 5:00p	DAS0-18071C	Ct 11/7	We	9:30a-12:30p 2:00p- 5:00p
SEF3-18121K	Mk 13/12	Th	9:30a-12:30p 2:00p- 5:00p	DAS0-18081K	Mk 17/8	Fr	9:30a-12:30p 2:00p- 5:00p
<b>37. Using Excel 2010 Functions Effectively</b>				DAS0-18091C	Ct 10/9	Mo	9:30a-12:30p 2:00p- 5:00p
<i>\$960, 1 day or 2 evenings</i>				DAS0-18101K	Mk 16/10	Tu	9:30a-12:30p 2:00p- 5:00p
SEF0-18051K	Mk 31/5	Th	9:30a-12:30p 2:00p- 5:00p	DAS0-18111C	Ct 16/11	Fr	9:30a-12:30p 2:00p- 5:00p
SEF0-18061C	Ct 6/6	We	9:30a-12:30p 2:00p- 5:00p	DAS0-18121K	Mk 20/12	Th	9:30a-12:30p 2:00p- 5:00p
SEF0-18071K	Mk 6/7	Fr	9:30a-12:30p 2:00p- 5:00p	<b>42. Data Management with Microsoft Excel 2010</b>			
SEF0-18081C	Ct 10/8	Fr	9:30a-12:30p 2:00p- 5:00p	<i>\$960, 1 day or 2 evenings</i>			
SEF0-18091K	Mk 20/9	Th	9:30a-12:30p 2:00p- 5:00p	DMM0-6A16K	Mk 16,23/6	Sa	10:00a- 1:00p
SEF0-18101C	Ct 3/10	We	9:30a-12:30p 2:00p- 5:00p	DMM0-35C20C	Ct 20,22/6	We,Fr	7:00p-10:00p
SEF0-18111K	Mk 7/11	We	9:30a-12:30p 2:00p- 5:00p	DMM0-6A36C	Ct 28/7; 4/8	Sa	10:00a- 1:00p
SEF0-18121C	Ct 17/12	Mo	9:30a-12:30p 2:00p- 5:00p	DMM0-12C30K	Mk 30,31/7	Mo,Tu	7:00p-10:00p
<b>38. Using Excel 2010 Formulas and Functions in Business Analysis</b>				DMM0-24C32C	Ct 11,13/9	Tu,Th	7:00p-10:00p
<i>\$960, 1 day or 2 evenings</i>				DMM0-45C13K	Mk 13,14/9	Th,Fr	7:00p-10:00p
XL0F-45C32K	Mk 21,22/6	Th,Fr	7:00p-10:00p	DMM0-6A27K	Mk 27/10; 3/11	Sa	10:00a- 1:00p
XL0F-35C32C	Ct 11,13/7	We,Fr	7:00p-10:00p	DMM0-13C5C	Ct 5,7/11	Mo,We	7:00p-10:00p
XL0F-6A33K	Mk 4,11/8	Sa	10:00a- 1:00p	<b>43. Practical Excel Tips for Office Professionals 2010</b>			
XL0F-6A34C	Ct 25/8; 1/9	Sa	10:00a- 1:00p	<i>\$960, 1 day or 2 evenings</i>			
XL0F-35C19K	Mk 19,21/9	We,Fr	7:00p-10:00p	PET0-12C4C	Ct 4,5/6	Mo,Tu	7:00p-10:00p
XL0F-45C11C	Ct 11,12/10	Th,Fr	7:00p-10:00p	PET0-24C19K	Mk 19,21/6	Tu,Th	7:00p-10:00p
XL0F-6A34K	Mk 3,10/11	Sa	10:00a- 1:00p	PET0-18061K	Mk 21/6	Th	9:30a-12:30p 2:00p- 5:00p
<b>39. Data Analysis with Microsoft Excel 2016</b>				PET0-18071C	Ct 16/7	Mo	9:30a-12:30p 2:00p- 5:00p
<i>\$960, 1 day or 2 evenings</i>				PET0-51C20C	Ct 20,23/7	Fr,Mo	7:00p-10:00p
DAS6-13C25K	Mk 25,27/6	Mo,We	7:00p-10:00p	PET0-12C6K	Mk 6,7/8	Mo,Tu	7:00p-10:00p
DAS6-35C11C	Ct 11,13/7	We,Fr	7:00p-10:00p	PET0-18081C	Ct 7/8	Tu	9:30a-12:30p 2:00p- 5:00p
DAS6-6A11C	Ct 11,18/8	Sa	10:00a- 1:00p	PET0-18091K	Mk 5/9	We	9:30a-12:30p 2:00p- 5:00p
DAS6-6A33C	Ct 25/8; 1/9	Sa	10:00a- 1:00p	PET0-6A8C	Ct 8,15/9	Sa	10:00a- 1:00p
DAS6-45C27C	Ct 27,28/9	Th,Fr	7:00p-10:00p	PET0-45C20K	Mk 20,21/9	Th,Fr	7:00p-10:00p
DAS6-35C10C	Ct 10,12/10	We,Fr	7:00p-10:00p	PET0-6A20K	Mk 20,27/10	Sa	10:00a- 1:00p
DAS6-12C12C	Ct 12,13/11	Mo,Tu	7:00p-10:00p	PET0-13C22C	Ct 22,24/10	Mo,We	7:00p-10:00p
DAS6-6A34C	Ct 24/11; 1/12	Sa	10:00a- 1:00p	PET0-18101K	Mk 31/10	We	9:30a-12:30p 2:00p- 5:00p
<b>40. Data Analysis with Microsoft Excel 2013</b>				PET0-18111C	Ct 2/11	Fr	9:30a-12:30p 2:00p- 5:00p
<i>\$960, 1 day or 2 evenings</i>				PET0-18121C	Ct 10/12	Mo	9:30a-12:30p 2:00p- 5:00p
DAS3-24C32C	Ct 19,21/6	Tu,Th	7:00p-10:00p	<b>44. Business Intelligence with Microsoft Excel 2010/2007</b>			
DAS3-35C20K	Mk 20,22/6	We,Fr	7:00p-10:00p	<i>\$1380, 1 day or 2 evenings</i>			
DAS3-18061C	Ct 26/6	Tu	9:30a-12:30p 2:00p- 5:00p	X0BI-35C30K	Mk 30/5; 1/6	We,Fr	7:00p-10:00p
DAS3-18071K	Mk 26/7	Th	9:30a-12:30p 2:00p- 5:00p	X0BI-6A30C	Ct 30/6; 7/7	Sa	10:00a- 1:00p
DAS3-24C7K	Mk 7,9/8	Tu,Th	7:00p-10:00p	X0BI-6A21K	Mk 21,28/7	Sa	10:00a- 1:00p
DAS3-6A35C	Ct 11,18/8	Sa	10:00a- 1:00p	X0BI-13C20C	Ct 20,22/8	Mo,We	7:00p-10:00p
DAS3-18081C	Ct 28/8	Tu	9:30a-12:30p 2:00p- 5:00p	X0BI-35C12K	Mk 12,14/9	We,Fr	7:00p-10:00p
DAS3-18091K	Mk 19/9	We	9:30a-12:30p 2:00p- 5:00p	X0BI-6A13C	Ct 13,20/10	Sa	10:00a- 1:00p
DAS3-6A34K	Mk 22,29/9	Sa	10:00a- 1:00p	X0BI-12C5K	Mk 5,6/11	Mo,Tu	7:00p-10:00p
DAS3-45C32C	Ct 27,28/9	Th,Fr	7:00p-10:00p				

<i>Course</i>	<i>Centre Dates</i>	<i>Day</i>	<i>Time</i>	<i>Course</i>	<i>Centre Dates</i>	<i>Day</i>	<i>Time</i>
<b>45. Building Professional Charts with Microsoft Excel 2016</b>				<b>50. Microsoft Excel 2013 for Advanced Users</b>			
<i>\$580, half-day</i>				<i>\$960, 1 day or 2 evenings</i>			
CPC6-18071C	Ct 20/7	Fr	9:30a-12:30p	*SX3A-6A34E	Ct 2,9/6 (Eng)	Sa	10:00a- 1:00p
CPC6-18091K	Mk 24/9	Mo	9:30a-12:30p	SX3A-12C11K	Mk 11,12/6	Mo,Tu	7:00p-10:00p
CPC6-18111C	Ct 15/11	Th	9:30a-12:30p	SX3A-6A36K	Mk 16,23/6	Sa	10:00a- 1:00p
<b>46. What-if Analysis in Microsoft Excel 2016</b>				SX3A-18061C	Ct 25/6	Mo	9:30a-12:30p
<i>\$960, 1 day or 2 evenings</i>							2:00p- 5:00p
ANA6-24C12K	Mk 12,14/6	Tu,Th	7:00p-10:00p	SX3A-45C32C	Ct 28,29/6	Th,Fr	7:00p-10:00p
ANA6-6A23C	Ct 23,30/6	Sa	10:00a- 1:00p	*SX3A-6A39E	Ct 30/6; 7/7 (Eng)	Sa	10:00a- 1:00p
ANA6-6A21K	Mk 21,28/7	Sa	10:00a- 1:00p	SX3A-18071K	Mk 19/7	Th	9:30a-12:30p
ANA6-35C8C	Ct 8,10/8	We,Fr	7:00p-10:00p				2:00p- 5:00p
ANA6-51C14K	Mk 14,17/9	Fr,Mo	7:00p-10:00p	SX3A-45C33K	Mk 26,27/7	Th,Fr	7:00p-10:00p
ANA6-6A29C	Ct 22,29/9	Sa	10:00a- 1:00p	SX3A-13C32C	Ct 6,8/8	Mo,We	7:00p-10:00p
ANA6-6A27K	Mk 27/10; 3/11	Sa	10:00a- 1:00p	*SX3A-24C32E	Ct 14,16/8 (Eng)	Tu,Th	7:00p-10:00p
ANA6-12C19C	Ct 19,20/11	Mo,Tu	7:00p-10:00p	SX3A-18081C	Ct 15/8	We	9:30a-12:30p
<b>47. Microsoft Excel 2016 for Beginners</b>							2:00p- 5:00p
<i>\$960, 1 day or 2 evenings</i>				SX3A-6A8K	Mk 8,15/9	Sa	10:00a- 1:00p
SX6I-6A9C	Ct 9,16/6	Sa	10:00a- 1:00p	SX3A-35C32C	Ct 19,21/9	We,Fr	7:00p-10:00p
*SX6I-24C26E	Ct 26,28/6 (Eng)	Tu,Th	7:00p-10:00p	SX3A-18091K	Mk 26/9	We	9:30a-12:30p
SX6I-35C4K	Mk 4,6/7	We,Fr	7:00p-10:00p				2:00p- 5:00p
SX6I-13C23C	Ct 23,25/7	Mo,We	7:00p-10:00p	*SX3A-45C33E	Ct 27,28/9 (Eng)	Th,Fr	7:00p-10:00p
*SX6I-35C8E	Ct 8,10/8 (Eng)	We,Fr	7:00p-10:00p	SX3A-45C34K	Mk 18,19/10	Th,Fr	7:00p-10:00p
SX6I-12C20K	Mk 20,21/8	Mo,Tu	7:00p-10:00p	SX3A-18101C	Ct 24/10	We	9:30a-12:30p
SX6I-24C11C	Ct 11,13/9	Tu,Th	7:00p-10:00p				2:00p- 5:00p
*SX6I-6A29E	Ct 22,29/9 (Eng)	Sa	10:00a- 1:00p	SX3A-24C30C	Ct 30/10; 1/11	Tu,Th	7:00p-10:00p
SX6I-45C18K	Mk 18,19/10	Th,Fr	7:00p-10:00p	*SX3A-6A37E	Ct 10,17/11 (Eng)	Sa	10:00a- 1:00p
SX6I-6A3C	Ct 3,10/11	Sa	10:00a- 1:00p	SX3A-18111K	Mk 26/11	Mo	9:30a-12:30p
*SX6I-12C26E	Ct 26,27/11 (Eng)	Mo,Tu	7:00p-10:00p				2:00p- 5:00p
<b>48. Microsoft Excel 2016 for Advanced Users</b>				SX3A-18121C	Ct 19/12	We	9:30a-12:30p
<i>\$960, 1 day or 2 evenings</i>							2:00p- 5:00p
*SX6A-12C11E	Ct 11,12/6 (Eng)	Mo,Tu	7:00p-10:00p	<b>51. Microsoft Excel 2010 for Beginners</b>			
SX6A-35C20C	Ct 20,22/6	We,Fr	7:00p-10:00p	<i>\$960, 1 day or 2 evenings</i>			
SX6A-45C28K	Mk 28,29/6	Th,Fr	7:00p-10:00p	SS0I-18061K	Mk 13/6	We	9:30a-12:30p
*SX6A-35C25E	Ct 25,27/7 (Eng)	We,Fr	7:00p-10:00p				2:00p- 5:00p
SX6A-6A4C	Ct 4,11/8	Sa	10:00a- 1:00p	SS0I-18071C	Ct 12/7	Th	9:30a-12:30p
SX6A-51C10K	Mk 10,13/8	Fr,Mo	7:00p-10:00p				2:00p- 5:00p
*SX6A-6A8E	Ct 8,15/9 (Eng)	Sa	10:00a- 1:00p	SS0I-18081K	Mk 13/8	Mo	9:30a-12:30p
SX6A-45C20C	Ct 20,21/9	Th,Fr	7:00p-10:00p				2:00p- 5:00p
SX6A-6A22K	Mk 22,29/9	Sa	10:00a- 1:00p	SS0I-18091C	Ct 7/9	Fr	9:30a-12:30p
SX6A-51C26K	Mk 26,29/10	Fr,Mo	7:00p-10:00p				2:00p- 5:00p
*SX6A-13C29E	Ct 29,31/10 (Eng)	Mo,We	7:00p-10:00p	SS0I-18101K	Mk 19/10	Fr	9:30a-12:30p
SX6A-13C5C	Ct 5,7/11	Mo,We	7:00p-10:00p				2:00p- 5:00p
<b>49. Microsoft Excel 2013 for Beginners</b>				SS0I-18111C	Ct 12/11	Mo	9:30a-12:30p
<i>\$960, 1 day or 2 evenings</i>							2:00p- 5:00p
SX3I-18061C	Ct 7/6	Th	9:30a-12:30p	SS0I-18121K	Mk 7/12	Fr	9:30a-12:30p
			2:00p- 5:00p				2:00p- 5:00p
SX3I-35C20C	Ct 20,22/6	We,Fr	7:00p-10:00p	<b>52. Microsoft Excel 2010 for Advanced Users</b>			
SX3I-35C27K	Mk 27,29/6	We,Fr	7:00p-10:00p	<i>\$960, 1 day or 2 evenings</i>			
*SX3I-6A50E	Ct 30/6; 7/7 (Eng)	Sa	10:00a- 1:00p	SE0A-18051C	Ct 25/5	Fr	9:30a-12:30p
SX3I-18071K	Mk 4/7	We	9:30a-12:30p				2:00p- 5:00p
			2:00p- 5:00p	SE0A-18061K	Mk 29/6	Fr	9:30a-12:30p
SX3I-18081C	Ct 2/8	Th	9:30a-12:30p				2:00p- 5:00p
			2:00p- 5:00p	SE0A-18071C	Ct 27/7	Fr	9:30a-12:30p
SX3I-6A4C	Ct 4,11/8	Sa	10:00a- 1:00p				2:00p- 5:00p
SX3I-24C7K	Mk 7,9/8	Tu,Th	7:00p-10:00p	SE0A-18081K	Mk 30/8	Th	9:30a-12:30p
*SX3I-12C13E	Ct 13,14/8 (Eng)	Mo,Tu	7:00p-10:00p				2:00p- 5:00p
*SX3I-6A29E	Ct 1,8/9 (Eng)	Sa	10:00a- 1:00p	SE0A-18091C	Ct 21/9	Fr	9:30a-12:30p
SX3I-18091K	Mk 12/9	We	9:30a-12:30p				2:00p- 5:00p
			2:00p- 5:00p	SE0A-18101K	Mk 30/10	Tu	9:30a-12:30p
SX3I-45C20C	Ct 20,21/9	Th,Fr	7:00p-10:00p				2:00p- 5:00p
SX3I-6A22K	Mk 22,29/9	Sa	10:00a- 1:00p	SE0A-18111C	Ct 30/11	Fr	9:30a-12:30p
SX3I-18101C	Ct 3/10	We	9:30a-12:30p				2:00p- 5:00p
			2:00p- 5:00p	SE0A-18121K	Mk 28/12	Fr	9:30a-12:30p
SX3I-6A3C	Ct 3,10/11	Sa	10:00a- 1:00p				2:00p- 5:00p
SX3I-35C32K	Mk 7,9/11	We,Fr	7:00p-10:00p	<b>53. Microsoft Excel 2013 Macro Programming with VBA</b>			
SX3I-18111K	Mk 8/11	Th	9:30a-12:30p	<i>\$2460, 2 days or 4 evenings</i>			
			2:00p- 5:00p	EEM6-52C25K	Mk 25,29/5; 1,5/6	Fr,Tu	7:00p-10:00p
SX3I-18121C	Ct 4/12	Tu	9:30a-12:30p	*EEM6-6D64E	Ct 2,9/6 (Eng)	Sa	10:00a- 1:00p





Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time
GT3A-18121K	Mk 27/12	Th	9:30a-12:30p 2:00p- 5:00p	GDP0-18081K	Mk 2/8	Th	2:00p- 5:00p 9:30a-12:30p
<b>60. Microsoft PowerPoint 2010 for Beginners</b>				GDP0-18091C	Ct 19/9	We	2:00p- 5:00p 9:30a-12:30p
<i>\$960, 1 day or 2 evenings</i>				GDP0-18101K	Mk 23/10	Tu	2:00p- 5:00p 9:30a-12:30p
GR0I-18061K	Mk 12/6	Tu	9:30a-12:30p 2:00p- 5:00p	GDP0-18111C	Ct 8/11	Th	2:00p- 5:00p 9:30a-12:30p
GR0I-18071C	Ct 9/7	Mo	9:30a-12:30p 2:00p- 5:00p	GDP0-18121K	Mk 20/12	Th	2:00p- 5:00p 9:30a-12:30p
GR0I-18081K	Mk 3/8	Fr	9:30a-12:30p 2:00p- 5:00p	<b>65. Microsoft Visio 2013</b>			
GR0I-18091C	Ct 14/9	Fr	9:30a-12:30p 2:00p- 5:00p	<i>\$2040, 2 days or 4 evenings</i>			
GR0I-18101K	Mk 8/10	Mo	9:30a-12:30p 2:00p- 5:00p	GV06-18061C	Ct 4,5/6	Mo,Tu	9:30a-12:30p 2:00p- 5:00p
GR0I-18111C	Ct 12/11	Mo	9:30a-12:30p 2:00p- 5:00p	GV06-18081K	Mk 30,31/8	Th,Fr	9:30a-12:30p 2:00p- 5:00p
GR0I-18121K	Mk 14/12	Fr	9:30a-12:30p 2:00p- 5:00p	GV06-18101C	Ct 25,26/10	Th,Fr	9:30a-12:30p 2:00p- 5:00p
<b>61. Microsoft PowerPoint 2010 for Advanced Users</b>				GV06-18121K	Mk 3,4/12	Mo,Tu	9:30a-12:30p 2:00p- 5:00p
<i>\$960, 1 day or 2 evenings</i>				<b>66. Microsoft Access 2016 for Beginners</b>			
GP0A-18051C	Ct 30/5	We	9:30a-12:30p 2:00p- 5:00p	<i>\$2040, 2 days or 4 evenings</i>			
GP0A-18061C	Ct 27/6	We	9:30a-12:30p 2:00p- 5:00p	DD6I-35C20C	Ct 20,22,27,29/6	We,Fr	7:00p-10:00p
GP0A-18071K	Mk 25/7	We	9:30a-12:30p 2:00p- 5:00p	DD6I-35C4K	Mk 4,6,11,13/7	We,Fr	7:00p-10:00p
GP0A-18081C	Ct 22/8	We	9:30a-12:30p 2:00p- 5:00p	DD6I-13C13C	Ct 13,15,20,22/8	Mo,We	7:00p-10:00p
GP0A-18091C	Ct 24/9	Mo	9:30a-12:30p 2:00p- 5:00p	DD6I-24C28K	Mk 28,30/8; 4,6/9	Tu,Th	7:00p-10:00p
GP0A-18101K	Mk 25/10	Th	9:30a-12:30p 2:00p- 5:00p	DD6I-24C9C	Ct 9,11,16,18/10	Tu,Th	7:00p-10:00p
GP0A-18111C	Ct 30/11	Fr	9:30a-12:30p 2:00p- 5:00p	DD6I-35C21K	Mk 21,23,28,30/11	We,Fr	7:00p-10:00p
GP0A-18121C	Ct 31/12	Mo	9:30a-12:30p 2:00p- 5:00p	<b>67. Microsoft Access 2016 for Advanced Users</b>			
<b>62. Enhancing Microsoft PowerPoint 2016 Presentations with Multimedia Elements</b>				<i>\$2460, 2 days or 4 evenings</i>			
<i>\$960, 1 day</i>				DD6A-6A16C	Ct 16,23,30/6; 7/7	Sa	10:00a- 1:00p
EE6M-18061K	Mk 19/6	Tu	9:30a-12:30p 2:00p- 5:00p	DD6A-24C17K	Mk 17,19,24,26/7	Tu,Th	7:00p-10:00p
EE6M-18071C	Ct 4/7	We	9:30a-12:30p 2:00p- 5:00p	DD6A-13C20C	Ct 20,22,27,29/8	Mo,We	7:00p-10:00p
EE6M-18081C	Ct 27/8	Mo	9:30a-12:30p 2:00p- 5:00p	DD6A-35C19K	Mk 19,21,26,28/9	We,Fr	7:00p-10:00p
EE6M-18091K	Mk 7/9	Fr	9:30a-12:30p 2:00p- 5:00p	DD6A-14C22C	Ct 22,25,29/10; 1/11	Mo,Th	7:00p-10:00p
EE6M-18101K	Mk 31/10	We	9:30a-12:30p 2:00p- 5:00p	DD6A-6A17K	Mk 17,24/11; 1,8/12	Sa	10:00a- 1:00p
EE6M-18111C	Ct 13/11	Tu	9:30a-12:30p 2:00p- 5:00p	<b>68. Microsoft Access 2013 for Beginners</b>			
EE6M-18121C	Ct 12/12	We	9:30a-12:30p 2:00p- 5:00p	<i>\$2040, 2 days or 4 evenings</i>			
<b>63. Visual Design for PowerPoint Presentations 2016</b>				DD3I-14C25K	Mk 25,28/6; 5,9/7	Mo,Th	7:00p-10:00p
<i>\$960, 1 day</i>				DD3I-18071C	Ct 12,13/7	Th,Fr	9:30a-12:30p 2:00p- 5:00p
GDP6-18061C	Ct 13/6	We	9:30a-12:30p 2:00p- 5:00p	DD3I-13C16C	Ct 16,18,23,25/7	Mo,We	7:00p-10:00p
GDP6-18081C	Ct 31/8	Fr	9:30a-12:30p 2:00p- 5:00p	DD3I-35C32K	Mk 15,17,22,24/8	We,Fr	7:00p-10:00p
GDP6-18101C	Ct 22/10	Mo	9:30a-12:30p 2:00p- 5:00p	DD3I-18091K	Mk 3,4/9	Mo,Tu	9:30a-12:30p 2:00p- 5:00p
GDP6-18121C	Ct 3/12	Mo	9:30a-12:30p 2:00p- 5:00p	DD3I-24C4C	Ct 4,6,11,13/9	Tu,Th	7:00p-10:00p
<b>64. Visual Design for PowerPoint Presentations 2010</b>				DD3I-6A6K	Mk 6,13,20,27/10	Sa	10:00a- 1:00p
<i>\$960, 1 day</i>				DD3I-13C33C	Ct 29,31/10; 5,7/11	Mo,We	7:00p-10:00p
GDP0-18061K	Mk 22/6	Fr	9:30a-12:30p 2:00p- 5:00p	DD3I-18111C	Ct 6,7/11	Tu,We	9:30a-12:30p 2:00p- 5:00p
GDP0-18071C	Ct 26/7	Th	9:30a-12:30p	<b>69. Microsoft Access 2013 for Advanced Users</b>			
				<i>\$2460, 2 days or 4 evenings</i>			
				DD3A-18061C	Ct 11,12/6	Mo,Tu	9:30a-12:30p 2:00p- 5:00p
				DD3A-6A16K	Mk 16,23,30/6; 7/7	Sa	10:00a- 1:00p
				DD3A-14C16C	Ct 16,19,23,26/7	Mo,Th	7:00p-10:00p
				DD3A-GG001C	Ct 19,20/7	Th,Fr	9:00a-12:30p 2:00p- 5:30p
				DD3A-24C14K	Mk 14,16,21,23/8	Tu,Th	7:00p-10:00p
				DD3A-18081K	Mk 29,30/8	We,Th	9:30a-12:30p 2:00p- 5:00p
				DD3A-25C18C	Ct 18,21,28/9; 2/10	Tu,Fr	7:00p-10:00p
				DD3A-18101C	Ct 2,3/10	Tu,We	9:30a-12:30p 2:00p- 5:00p
				DD3A-24C16K	Mk 16,18,23,25/10	Tu,Th	7:00p-10:00p
				DD3A-6A17C	Ct 17,24/11; 1,8/12	Sa	10:00a- 1:00p
				DD3A-18121K	Mk 3,4/12	Mo,Tu	9:30a-12:30p

<i>Course</i>	<i>Centre</i>	<i>Dates</i>	<i>Day</i>	<i>Time</i>	<i>Course</i>	<i>Centre</i>	<i>Dates</i>	<i>Day</i>	<i>Time</i>
<b>70. Microsoft Access 2010 for Beginners</b>					<b>76. Adobe InDesign CC/CS6</b>				
<i>\$2040, 2 days or 4 evenings</i>					<i>\$2040, 12 hours in 4 sessions</i>				
DA0I-18061C	Ct	28,29/6	Th,Fr	9:30a-12:30p 2:00p- 5:00p	MP06-18081K	Mk	21/8	Tu	9:30a-12:30p 2:00p- 5:00p
DA0I-18081K	Mk	14,15/8	Tu,We	9:30a-12:30p 2:00p- 5:00p	MP06-24C11K	Mk	11,13/9	Tu,Th	7:00p-10:00p
DA0I-18101C	Ct	25,26/10	Th,Fr	9:30a-12:30p 2:00p- 5:00p	MP06-6A29C	Ct	22,29/9	Sa	10:00a- 1:00p
DA0I-18121K	Mk	18,19/12	Tu,We	9:30a-12:30p 2:00p- 5:00p	MP06-18101C	Ct	25/10	Th	9:30a-12:30p 2:00p- 5:00p
<b>71. Microsoft Access 2010 for Advanced Users</b>					<b>77. Microsoft Access 2010 for Advanced Users</b>				
<i>\$2460, 2 days or 4 evenings</i>					<i>\$2460, 2 days or 4 evenings</i>				
DA0A-18071C	Ct	23,24/7	Mo,Tu	9:30a-12:30p 2:00p- 5:00p	DA0A-18071C	Ct	23,24/7	Mo,Tu	9:30a-12:30p 2:00p- 5:00p
DA0A-18091K	Mk	17,18/9	Mo,Tu	9:30a-12:30p 2:00p- 5:00p	DA0A-18091K	Mk	17,18/9	Mo,Tu	9:30a-12:30p 2:00p- 5:00p
DA0A-18111C	Ct	22,23/11	Th,Fr	9:30a-12:30p 2:00p- 5:00p	DA0A-18111C	Ct	22,23/11	Th,Fr	9:30a-12:30p 2:00p- 5:00p
<b>72. Powerful Queries Using Microsoft Access 2010</b>					<b>78. Powerful Queries Using Microsoft Access 2010</b>				
<i>\$1380, 1 day or 2 evenings</i>					<i>\$1380, 1 day or 2 evenings</i>				
PQM0-35C13K	Mk	13,15/6	We,Fr	7:00p-10:00p	PQM0-35C13K	Mk	13,15/6	We,Fr	7:00p-10:00p
PQM0-5D22C	Ct	22/6	Fr	9:45a-12:45p 2:00p- 5:00p	PQM0-5D22C	Ct	22/6	Fr	9:45a-12:45p 2:00p- 5:00p
PQM0-35C18C	Ct	18,20/7	We,Fr	7:00p-10:00p	PQM0-35C18C	Ct	18,20/7	We,Fr	7:00p-10:00p
PQM0-4D19K	Mk	19/7	Th	9:45a-12:45p 2:00p- 5:00p	PQM0-4D19K	Mk	19/7	Th	9:45a-12:45p 2:00p- 5:00p
PQM0-12C20K	Mk	20,21/8	Mo,Tu	7:00p-10:00p	PQM0-12C20K	Mk	20,21/8	Mo,Tu	7:00p-10:00p
PQM0-1D20C	Ct	20/8	Mo	9:45a-12:45p 2:00p- 5:00p	PQM0-1D20C	Ct	20/8	Mo	9:45a-12:45p 2:00p- 5:00p
PQM0-6D15C	Ct	15/9	Sa	10:00a- 1:00p 2:00p- 5:00p	PQM0-6D15C	Ct	15/9	Sa	10:00a- 1:00p 2:00p- 5:00p
PQM0-3D19K	Mk	19/9	We	9:45a-12:45p 2:00p- 5:00p	PQM0-3D19K	Mk	19/9	We	9:45a-12:45p 2:00p- 5:00p
PQM0-13C15K	Mk	15,22/10	Mo	7:00p-10:00p	PQM0-13C15K	Mk	15,22/10	Mo	7:00p-10:00p
PQM0-13C19C	Ct	19,21/11	Mo,We	7:00p-10:00p	PQM0-13C19C	Ct	19,21/11	Mo,We	7:00p-10:00p
<b>73. Microsoft Access 2010 Programming</b>					<b>79. Microsoft Access 2010 Programming</b>				
<i>\$3660, 3 days or 6 evenings</i>					<i>\$3660, 3 days or 6 evenings</i>				
PA10-6D16C	Ct	16,23,30/6	Sa	10:00a- 1:00p 2:00p- 5:00p	PA10-6D16C	Ct	16,23,30/6	Sa	10:00a- 1:00p 2:00p- 5:00p
PA10-24C17K	Mk	17/7 to 2/8	Tu,Th	7:00p-10:00p	PA10-24C17K	Mk	17/7 to 2/8	Tu,Th	7:00p-10:00p
PA10-14C20C	Ct	20,23,27,30/8; 3,6/9	Mo,Th	7:00p-10:00p	PA10-14C20C	Ct	20,23,27,30/8; 3,6/9	Mo,Th	7:00p-10:00p
PA10-35C19K	Mk	19/9 to 5/10	We,Fr	7:00p-10:00p	PA10-35C19K	Mk	19/9 to 5/10	We,Fr	7:00p-10:00p
<b>74. (50413) Mastering Microsoft Project 2010 (Microsoft Official Curriculum)</b>					<b>80. Mastering Microsoft Project 2010 (Microsoft Official Curriculum)</b>				
<i>\$3600, 2 days or 4 evenings</i>					<i>\$3600, 2 days or 4 evenings</i>				
PJ10-34D30K	Mk	30,31/5	We,Th	9:45a-12:45p 2:00p- 5:00p	PJ10-34D30K	Mk	30,31/5	We,Th	9:45a-12:45p 2:00p- 5:00p
PJ10-45C33K	Mk	14,15,21,22/6	Th,Fr	7:00p-10:00p	PJ10-45C33K	Mk	14,15,21,22/6	Th,Fr	7:00p-10:00p
PJ10-51C6C	Ct	6,9,13,16/7	Fr,Mo	7:00p-10:00p	PJ10-51C6C	Ct	6,9,13,16/7	Fr,Mo	7:00p-10:00p
PJ10-12D23C	Ct	23,24/7	Mo,Tu	9:45a-12:45p 2:00p- 5:00p	PJ10-12D23C	Ct	23,24/7	Mo,Tu	9:45a-12:45p 2:00p- 5:00p
PJ10-24C7K	Mk	7,9,14,16/8	Tu,Th	7:00p-10:00p	PJ10-24C7K	Mk	7,9,14,16/8	Tu,Th	7:00p-10:00p
PJ10-13C33C	Ct	27,29/8; 3,5/9	Mo,We	7:00p-10:00p	PJ10-13C33C	Ct	27,29/8; 3,5/9	Mo,We	7:00p-10:00p
PJ10-45D13K	Mk	13,14/9	Th,Fr	9:45a-12:45p 2:00p- 5:00p	PJ10-45D13K	Mk	13,14/9	Th,Fr	9:45a-12:45p 2:00p- 5:00p
PJ10-35C26K	Mk	26,28/9; 3,5/10	We,Fr	7:00p-10:00p	PJ10-35C26K	Mk	26,28/9; 3,5/10	We,Fr	7:00p-10:00p
PJ10-24C23C	Ct	23,25,30/10; 1/11	Tu,Th	7:00p-10:00p	PJ10-24C23C	Ct	23,25,30/10; 1/11	Tu,Th	7:00p-10:00p
PJ10-23D13C	Ct	13,14/11	Tu,We	9:45a-12:45p 2:00p- 5:00p	PJ10-23D13C	Ct	13,14/11	Tu,We	9:45a-12:45p 2:00p- 5:00p
<b>75. Microsoft Project 2013</b>					<b>81. Microsoft Project 2013</b>				
<i>\$1040, 1 day or 2 evenings</i>					<i>\$1040, 1 day or 2 evenings</i>				
MP06-24C12K	Mk	12,14/6	Tu,Th	7:00p-10:00p	MP06-24C12K	Mk	12,14/6	Tu,Th	7:00p-10:00p
MP06-6A32C	Ct	23,30/6	Sa	10:00a- 1:00p	MP06-6A32C	Ct	23,30/6	Sa	10:00a- 1:00p
MP06-18061C	Ct	28/6	Th	9:30a-12:30p 2:00p- 5:00p	MP06-18061C	Ct	28/6	Th	9:30a-12:30p 2:00p- 5:00p
MP06-13C23K	Mk	23,25/7	Mo,We	7:00p-10:00p	MP06-13C23K	Mk	23,25/7	Mo,We	7:00p-10:00p
MP06-35C15C	Ct	15,17/8	We,Fr	7:00p-10:00p	MP06-35C15C	Ct	15,17/8	We,Fr	7:00p-10:00p
MP06-18081K	Mk	21/8	Tu	9:30a-12:30p 2:00p- 5:00p	MP06-18081K	Mk	21/8	Tu	9:30a-12:30p 2:00p- 5:00p
MP06-24C11K	Mk	11,13/9	Tu,Th	7:00p-10:00p	MP06-24C11K	Mk	11,13/9	Tu,Th	7:00p-10:00p
MP06-6A29C	Ct	22,29/9	Sa	10:00a- 1:00p	MP06-6A29C	Ct	22,29/9	Sa	10:00a- 1:00p
MP06-18101C	Ct	25/10	Th	9:30a-12:30p 2:00p- 5:00p	MP06-18101C	Ct	25/10	Th	9:30a-12:30p 2:00p- 5:00p
MP06-51C26K	Mk	26,29/10	Fr,Mo	7:00p-10:00p	MP06-51C26K	Mk	26,29/10	Fr,Mo	7:00p-10:00p
MP06-45C15C	Ct	15,16/11	Th,Fr	7:00p-10:00p	MP06-45C15C	Ct	15,16/11	Th,Fr	7:00p-10:00p
MP06-18121K	Mk	19/12	We	9:30a-12:30p 2:00p- 5:00p	MP06-18121K	Mk	19/12	We	9:30a-12:30p 2:00p- 5:00p
*IND9-6D12E	Ct	2,9/6 (Eng)	Sa	10:00a- 1:00p 2:00p- 5:00p	*IND9-6D12E	Ct	2,9/6 (Eng)	Sa	10:00a- 1:00p 2:00p- 5:00p
IND9-52C25K	Mk	15,19,22,26/6	Fr,Tu	7:00p-10:00p	IND9-52C25K	Mk	15,19,22,26/6	Fr,Tu	7:00p-10:00p
IND9-13D32K	Mk	25,27/6	Mo,We	9:45a-12:45p 2:00p- 5:00p	IND9-13D32K	Mk	25,27/6	Mo,We	9:45a-12:45p 2:00p- 5:00p
IND9-13C4C	Ct	27/6; 4,9,11/7	We,Mo	7:00p-10:00p	IND9-13C4C	Ct	27/6; 4,9,11/7	We,Mo	7:00p-10:00p
*IND9-13D25E	Ct	9,11/7 (Eng)	Mo,We	9:45a-12:45p 2:00p- 5:00p	*IND9-13D25E	Ct	9,11/7 (Eng)	Mo,We	9:45a-12:45p 2:00p- 5:00p
*IND9-6D23E	Ct	14,21/7 (Eng)	Sa	10:00a- 1:00p 2:00p- 5:00p	*IND9-6D23E	Ct	14,21/7 (Eng)	Sa	10:00a- 1:00p 2:00p- 5:00p
*IND9-24C73E	Ct	24,26,31/7; 2/8 (Eng)	Tu,Th	7:00p-10:00p	*IND9-24C73E	Ct	24,26,31/7; 2/8 (Eng)	Tu,Th	7:00p-10:00p
IND9-14C9K	Mk	30/7; 2,6,9/8	Mo,Th	7:00p-10:00p	IND9-14C9K	Mk	30/7; 2,6,9/8	Mo,Th	7:00p-10:00p
IND9-18071C	Ct	30,31/7	Mo,Tu	9:30a-12:30p 2:00p- 5:00p	IND9-18071C	Ct	30,31/7	Mo,Tu	9:30a-12:30p 2:00p- 5:00p
IND9-25D24K	Mk	3,7/8	Fr,Tu	9:45a-12:45p 2:00p- 5:00p	IND9-25D24K	Mk	3,7/8	Fr,Tu	9:45a-12:45p 2:00p- 5:00p
IND9-41C33C	Ct	9,13,16,20/8	Th,Mo	7:00p-10:00p	IND9-41C33C	Ct	9,13,16,20/8	Th,Mo	7:00p-10:00p
IND9-18081K	Mk	16,17/8	Th,Fr	9:30a-12:30p 2:00p- 5:00p	IND9-18081K	Mk	16,17/8	Th,Fr	9:30a-12:30p 2:00p- 5:00p
IND9-6D4K	Mk	25/8; 1/9	Sa	10:00a- 1:00p 2:00p- 5:00p	IND9-6D4K	Mk	25/8; 1/9	Sa	10:00a- 1:00p 2:00p- 5:00p
*IND9-24D21E	Ct	30/8; 4/9 (Eng)	Th,Tu	9:45a-12:45p 2:00p- 5:00p	*IND9-24D21E	Ct	30/8; 4/9 (Eng)	Th,Tu	9:45a-12:45p 2:00p- 5:00p
*IND9-6D68E	Ct	8,15/9 (Eng)	Sa	10:00a- 1:00p 2:00p- 5:00p	*IND9-6D68E	Ct	8,15/9 (Eng)	Sa	10:00a- 1:00p 2:00p- 5:00p
IND9-18091C	Ct	10,11/9	Mo,Tu	9:30a-12:30p 2:00p- 5:00p	IND9-18091C	Ct	10,11/9	Mo,Tu	9:30a-12:30p 2:00p- 5:00p
IND9-25C21K	Mk	11,14,18,21/9	Tu,Fr	7:00p-10:00p	IND9-25C21K	Mk	11,14,18,21/9	Tu,Fr	7:00p-10:00p
IND9-14D10K	Mk	17,20/9	Mo,Th	9:45a-12:45p 2:00p- 5:00p	IND9-14D10K	Mk	17,20/9	Mo,Th	9:45a-12:45p 2:00p- 5:00p
*IND9-13C33E	Ct	26/9; 3,8,10/10 (Eng)	We,Mo	7:00p-10:00p	*IND9-13C33E	Ct	26/9; 3,8,10/10 (Eng)	We,Mo	7:00p-10:00p
IND9-35C12C	Ct	3,5,10,12/10	We,Fr	7:00p-10:00p	IND9-35C12C	Ct	3,5,10,12/10	We,Fr	7:00p-10:00p
IND9-18101K	Mk	25,26/10	Th,Fr	9:30a-12:30p 2:00p- 5:00p	IND9-18101K	Mk	25,26/10	Th,Fr	9:30a-12:30p 2:00p- 5:00p
IND9-6D35K	Mk	27/10; 3/11	Sa	10:00a- 1:00p 2:00p- 5:00p	IND9-6D35K	Mk	27/10; 3/11	Sa	10:00a- 1:00p 2:00p- 5:00p
IND9-13D22C	Ct	31/10; 5/11	We,Mo	9:45a-12:45p 2:00p- 5:00p	IND9-13D22C	Ct	31/10; 5/11	We,Mo	9:45a-12:45p 2:00p- 5:00p
IND9-35D24C	Ct	2,7/11	Fr,We	10:00a- 1:00p 2:00p- 5:00p	IND9-35D24C	Ct	2,7/11	Fr,We	10:00a- 1:00p 2:00p- 5:00p
IND9-13C35K	Mk	7,12,14,19/11	We,Mo	7:00p-10:00p	IND9-13C35K	Mk	7,12,14,19/11	We,Mo	7:00p-10:00p
*IND9-6D27E	Ct	17,24/11 (Eng)	Sa	10:00a- 1:00p 2:00p- 5:00p	*IND9-6D27E	Ct	17,24/11 (Eng)	Sa	10:00a- 1:00p 2:00p- 5:00p
*IND9-25C30E	Ct	20,23,27,30/11 (Eng)	Tu,Fr	7:00p-10:00p	*IND9-25C30E	Ct	20,23,27,30/11 (Eng)	Tu,Fr	7:00p-10:00p
IND9-52D9K	Mk	20,23/11	Tu,Fr	9:45a-12:45p 2:00p- 5:00p	IND9-52D9K	Mk	20,23/11	Tu,Fr	9:45a-12:45p 2:00p- 5:00p
IND9-18111C	Ct	22,23/11	Th,Fr	9:30a-12:30p 2:00p- 5:00p	IND9-18111C	Ct	22,23/11	Th,Fr	9:30a-12:30p 2:00p- 5:00p
IND9-14C5C	Ct	26,29/11; 3,6/12	Mo,Th	7:00p-10:00p	IND9-14C5C	Ct	26,29/11; 3,6/12	Mo,Th	7:00p-10:00p
IND9-18121K	Mk	10,11/12	Mo,Tu	9:30a-12:30p 2:00p- 5:00p	IND9-18121K	Mk	10,11/12	Mo,Tu	9:30a-12:30p 2:00p- 5:00p
IND9-6D1K	Mk	22,29/12	Sa	10:00a- 1:00p 2:00p- 5:00p	IND9-6D1K	Mk	22,29/12	Sa	10:00a- 1:00p 2:00p- 5:00p
IND9-24C4K	Mk	27/12; 3,8,10/1	Th,Tu	7:00p-10:00p	IND9-24C4K	Mk	27/12; 3,8,10/1	Th,Tu	7:00p-10:00p