



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 or you may also contact us by: **Email:** 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
1. MOS Excel Certification Workshop (Exam Preparation & Certification Exam)					9. Social Media and Facebook Marketing				
<i>\$850 (Including exam voucher with free retake, exam drilling and certification exam), half-day</i>					<i>\$1040, 1 day or 2 evenings</i>				
PXL-6B30K	Mk	30/9	Sa	2:00p - 5:30p	FACE-13C21K	Mk	4,6/9	Mo,We	7:00p - 10:00p
PXL-6A16K	Mk	16/12	Sa	9:30a - 1:00p	*FACE-6D26E	Ct	9/9 (Eng)	Sa	10:00a - 1:00p
2. MOS Word Certification Workshop (Exam Preparation & Certification Exam)					2:00p - 5:00p				
<i>\$850 (Including exam voucher with free retake, exam drilling and certification exam), half-day</i>					9:30a - 12:30p				
PWD-6B21C	Ct	14/10	Sa	2:00p - 5:30p	FACE-13C26C	Ct	18,20/9	Mo,We	7:00p - 10:00p
PWD-6B16C	Ct	16/12	Sa	2:00p - 5:30p	FACE-6D9C	Ct	23/9	Sa	10:00a - 1:00p
3. MOS PowerPoint Certification Workshop (Exam Preparation & Certification Exam)					2:00p - 5:00p				
<i>\$850 (Including exam voucher with free retake, exam drilling and certification exam), half-day</i>					9:30a - 12:30p				
PPP-6B14C	Ct	14/10	Sa	2:00p - 5:30p	FACE-17101K	Mk	4/10	We	9:30a - 12:30p
PPP-6B16C	Ct	16/12	Sa	2:00p - 5:30p	*FACE-25C17E	Ct	31/10; 3/11 (Eng)	Tu,Fr	7:00p - 10:00p
4. ACA InDesign Certification Workshop (Exam Preparation & Certification Exam)					FACE-6D32K				
<i>\$850 (Including exam voucher with free retake, exam drilling and certification exam), half-day</i>					Mk 4/11				
PIND-6B14C	Ct	14/10	Sa	2:00p - 5:30p	FACE-14C32C	Ct	6,9/11	Mo,Th	7:00p - 10:00p
PIND-6B16C	Ct	16/12	Sa	2:00p - 5:30p	FACE-24C7K	Mk	21,23/11	Tu,Th	7:00p - 10:00p
5. Microsoft Office 365 Overview					FACE-17121C				
<i>(\$960, 6 Hours in 2 sessions)</i>					Ct 1/12				
O365-17091C	Ct	12/9	Tu	9:30a - 12:30p	FACE-6D18C	Ct	2/12	Sa	10:00a - 1:00p
O365-17101K	Mk	12/10	Th	2:00p - 5:00p	*FACE-6D2E	Ct	16/12 (Eng)	Sa	2:00p - 5:00p
O365-17111C	Ct	17/11	Fr	9:30a - 12:30p	FACE-53C8C2	Ct	27,29/12	We,Fr	7:00p - 10:00p
O365-17121K	Mk	12/12	Tu	2:00p - 5:00p	FACE-6D30K	Mk	13/1	Sa	10:00a - 1:00p
6. Microsoft Office 2016 for Office 2007/2010/2013 Users					2:00p - 5:00p				
<i>\$960, 1 day or 2 evenings</i>					FACE-35C3K				
MS16-17091K	Mk	11/9	Mo	9:30a - 12:30p	FACE-6D32C	Ct	27/1	We,Fr	7:00p - 10:00p
MS16-17101C	Ct	17/10	Tu	2:00p - 5:00p	*FACE-13C15E	Ct	29,31/1 (Eng)	Mo,We	7:00p - 10:00p
MS16-17111K	Mk	20/11	Mo	9:30a - 12:30p	FACE-14C5C	Ct	22,26/2	Th,Mo	7:00p - 10:00p
MS16-17121C	Ct	14/12	Th	2:00p - 5:00p	FACE-24C20K	Mk	6,8/3	Tu,Th	7:00p - 10:00p
7. Introduction to Microsoft Office 2013					*FACE-6D33E				
<i>\$960, 1 day or 2 evenings</i>					Ct 10/3 (Eng)				
MS13-17091C	Ct	20/9	We	9:30a - 12:30p	FACE-6D10K	Mk	24/3	Sa	10:00a - 1:00p
8. Office Collaboration with Google Drive and Google Forms					2:00p - 5:00p				
<i>\$960, 1 day or 2 evenings</i>					FACE-25C20C				
					Ct 6,10/4				
					Fr,Tu				
					7:00p - 10:00p				
					10. Google AdWords Essentials				
					<i>\$960, 1 day or 2 evenings</i>				
					EGOO-17101C				
					Ct 18/10				
					We				
					9:30a - 12:30p				
					2:00p - 5:00p				
					EGOO-17121K				
					Mk 18/12				
					Mo				
					9:30a - 12:30p				
					2:00p - 5:00p				
					11. Analyzing Site Performance with Google Analytics				
					<i>\$1040, 1 day or 2 evenings</i>				
					AGA-13C21K				
					Mk 18,20/9				
					Mo,We				
					7:00p - 10:00p				
					*AGA-6D26E				
					Ct 23/9 (Eng)				
					Sa				
					10:00a - 1:00p				
					2:00p - 5:00p				

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time
AGA-13C26C	Ct 4,9/10	We,Mo	7:00p-10:00p	reimbursement) 48 hours in 16 sessions, 2 sessions per week			
AGA-6D9C	Ct 7/10	Sa	10:00a- 1:00p	*COFB-24C10E	Ct 10/10 to 30/11 (Eng)	Tu,Th	7:00p-10:00p
			2:00p- 5:00p	COFB-24D32K	Mk 10/10 to 9/11	Tu,Th	9:45a-12:45p
AGA-17111K	Mk 14/11	Tu	9:30a-12:30p				2:00p- 5:00p
*AGA-25C17E	Ct 14,17/11 (Eng)	Tu,Fr	2:00p- 5:00p	*COFB-14D16E	Ct 16/10 to 16/11 (Eng)	Mo,Th	9:45a-12:45p
AGA-6D32K	Mk 18/11	Sa	7:00p-10:00p	COFB-35D18C	Ct 1/11 to 24/11	We,Fr	2:00p- 5:00p
			10:00a- 1:00p				9:45a-12:45p
AGA-14C32C	Ct 20,23/11	Mo,Th	2:00p- 5:00p	*COFB-6D4E	Ct 4/11 to 30/12 (Eng)	Sa	2:00p- 5:00p
AGA-24C7K	Mk 5,7/12	Tu,Th	7:00p-10:00p	COFB-25D5K	Mk 5/12 to 2/1	Tu,Fr	10:00a- 1:00p
AGA-6D18C	Ct 16/12	Sa	7:00p-10:00p				2:00p- 5:00p
			10:00a- 1:00p	*COFB-35D33E	Ct 13/12 to 5/1 (Eng)	We,Fr	2:00p- 5:00p
*AGA-6D2E	Ct 6/1 (Eng)	Sa	2:00p- 5:00p	COFB-24D2C	Ct 2/1 to 25/1	Tu,Th	9:45a-12:45p
AGA-53C8C	Ct 10,12/1	We,Fr	7:00p-10:00p				2:00p- 5:00p
AGA-6D30K	Mk 27/1	Sa	10:00a- 1:00p	*COFB-14D15E	Ct 15/1 to 8/2 (Eng)	Mo,Th	9:45a-12:45p
			2:00p- 5:00p	COFB-41D1K	Mk 1/2 to 1/3	Th,Mo	2:00p- 5:00p
AGA-35C3K	Mk 31/1; 2/2	We,Fr	7:00p-10:00p				9:45a-12:45p
AGA-6D32C	Ct 10/2	Sa	9:45a-12:45p	*COFB-42C1E	Ct 1/2 to 27/3 (Eng)	Th,Tu	2:00p- 5:00p
			2:00p- 5:00p	COFB-13D26C	Ct 26/2 to 21/3	Mo,We	7:00p-10:00p
*AGA-13C15E	Ct 12,14/2 (Eng)	Mo,We	7:00p-10:00p				9:45a-12:45p
AGA-14C5C	Ct 8,12/3	Th,Mo	7:00p-10:00p	COFB-24D20K	Mk 20/3 to 17/4	Tu,Th	2:00p- 5:00p
AGA-24C20K	Mk 20,22/3	Tu,Th	7:00p-10:00p				9:45a-12:45p
*AGA-6D33E	Ct 24/3 (Eng)	Sa	10:00a- 1:00p	*COFB-25D20E	Ct 20/3 to 17/4 (Eng)	Tu,Fr	2:00p- 5:00p
			2:00p- 5:00p				9:45a-12:45p
AGA-6D10K	Mk 14/4	Sa	10:00a- 1:00p				2:00p- 5:00p
			2:00p- 5:00p	\$2300 x 3 monthly instalments (total \$6900, \$1380 after 80% CEF			
AGA-25C20C	Ct 20,24/4	Fr,Tu	7:00p-10:00p	reimbursement) 48 hours in 16 sessions, 2 sessions per week			
12. Search Engine Optimization (SEO)				*COFC-6D2E	Ct 2/9 to 4/11 (Eng)	Sa	10:00a- 1:00p
<i>\$1040, 1 day or 2 evenings</i>							2:00p- 5:00p
SEO-13C21K	Mk 11,13/9	Mo,We	7:00p-10:00p	COFC-14C11C	Ct 11/9 to 9/11	Mo,Th	7:00p-10:00p
SEO-17091C	Ct 11/9	Mo	9:30a-12:30p	COFC-42C21K	Mk 21/9 to 16/11	Th,Tu	7:00p-10:00p
			2:00p- 5:00p	COFC-6D14C	Ct 14/10 to 16/12	Sa	10:00a- 1:00p
*SEO-6D26E	Ct 16/9 (Eng)	Sa	10:00a- 1:00p				2:00p- 5:00p
			2:00p- 5:00p	COFC-35C33C	Ct 25/10 to 15/12	We,Fr	7:00p-10:00p
SEO-13C26C	Ct 25,27/9	Mo,We	7:00p-10:00p	COFC-13C6K	Mk 6/11 to 3/1	Mo,We	7:00p-10:00p
SEO-6D9C	Ct 30/9	Sa	10:00a- 1:00p	*COFC-13C27E	Ct 27/11 to 24/1 (Eng)	Mo,We	7:00p-10:00p
			2:00p- 5:00p	COFC-6D9K	Mk 9/12 to 3/2	Sa	10:00a- 1:00p
SEO-17101K	Mk 30/10	Mo	9:30a-12:30p				2:00p- 5:00p
			2:00p- 5:00p	COFC-24C12C	Ct 12/12 to 6/2	Tu,Th	7:00p-10:00p
SEO-17111C	Ct 6/11	Mo	9:30a-12:30p	COFC-25C32K	Mk 19/12 to 20/2	Tu,Fr	7:00p-10:00p
			2:00p- 5:00p	*COFC-6D6E	Ct 6/1 to 3/3 (Eng)	Sa	10:00a- 1:00p
*SEO-25C17E	Ct 7,10/11 (Eng)	Tu,Fr	7:00p-10:00p				2:00p- 5:00p
SEO-6D32K	Mk 11/11	Sa	10:00a- 1:00p	COFC-6D6K	Mk 6/1 to 3/3	Sa	10:00a- 1:00p
			2:00p- 5:00p				2:00p- 5:00p
SEO-14C32C	Ct 13,16/11	Mo,Th	7:00p-10:00p	*COFC-52C12E	Ct 12/1 to 9/3 (Eng)	Fr,Tu	7:00p-10:00p
SEO-24C7K	Mk 28,30/11	Tu,Th	7:00p-10:00p	COFC-13C32K	Mk 5/2 to 4/4	Mo,We	7:00p-10:00p
SEO-6D18C	Ct 9/12	Sa	10:00a- 1:00p	COFC-35C7C	Ct 7/2 to 6/4	We,Fr	7:00p-10:00p
			2:00p- 5:00p	*COFC-6D10E	Ct 10/3 to 5/5 (Eng)	Sa	10:00a- 1:00p
SEO-17121K	Mk 29/12	Fr	9:30a-12:30p				2:00p- 5:00p
			2:00p- 5:00p	COFC-35C21K	Mk 21/3 to 16/5	We,Fr	7:00p-10:00p
*SEO-6D2E	Ct 30/12 (Eng)	Sa	10:00a- 1:00p	COFC-14C26C	Ct 26/3 to 24/5	Mo,Th	7:00p-10:00p
			2:00p- 5:00p	14. Business Analysis with Microsoft Excel (CEF Approved)			
SEO-53C8C	Ct 3,5/1	We,Fr	7:00p-10:00p	<i>\$2925 x 2 monthly instalments (total \$5850, \$1170 after 80% CEF</i>			
SEO-6D30K	Mk 20/1	Sa	10:00a- 1:00p	<i>reimbursement), 30 hours in 10 sessions, 2 sessions per week</i>			
			2:00p- 5:00p	CBAB-24C5C	Ct 5/9 to 10/10	Tu,Th	7:00p-10:00p
SEO-35C3K	Mk 24,26/1	We,Fr	7:00p-10:00p	CBAB-6D9K	Mk 9,16,23,30/9; 7/10	Sa	10:00a- 1:00p
SEO-6D32C	Ct 3/2	Sa	9:45a-12:45p				2:00p- 5:00p
			2:00p- 5:00p	CBAB-13C11K	Mk 11/9 to 18/10	Mo,We	7:00p-10:00p
*SEO-13C15E	Ct 5,7/2 (Eng)	Mo,We	7:00p-10:00p	*CBAB-6D14E	Ct 14/10 to 25/11 (Eng)	Sa	10:00a- 1:00p
SEO-14C5C	Ct 1,5/3	Th,Mo	7:00p-10:00p				2:00p- 5:00p
SEO-24C20K	Mk 13,15/3	Tu,Th	7:00p-10:00p	*CBAB-13C16E	Ct 16/10 to 15/11 (Eng)	Mo,We	7:00p-10:00p
*SEO-6D33E	Ct 17/3 (Eng)	Sa	10:00a- 1:00p	CBAB-13C23C	Ct 23/10 to 22/11	Mo,We	7:00p-10:00p
			2:00p- 5:00p	CBAB-42C26K	Mk 26/10 to 28/11	Th,Tu	7:00p-10:00p
SEO-6D10K	Mk 7/4	Sa	10:00a- 1:00p	CBAB-6D32K	Mk 4,11,18,25/11; 2/12	Sa	10:00a- 1:00p
			2:00p- 5:00p				2:00p- 5:00p
SEO-25C20C	Ct 13,17/4	Fr,Tu	7:00p-10:00p	*CBAB-24C33E	Ct 5/12 to 9/1 (Eng)	Tu,Th	7:00p-10:00p
13. Effective Use of Microsoft Office in Business (CEF Approved)				CBAB-25C5K	Mk 5/12 to 12/1	Tu,Fr	7:00p-10:00p
<i>\$3450 x 2 monthly instalments (total \$6900, \$1380 after 80% CEF</i>				*CBAB-6D9E	Ct 9/12 to 13/1 (Eng)	Sa	10:00a- 1:00p

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time
CBAB-14C11C	Ct 11/12 to 18/1	Mo,Th	2:00p - 5:00p 7:00p-10:00p	*CIMB-24C54E	Ct 24/10 to 23/11 (Eng)	Tu,Th	7:00p-10:00p
CBAB-6D33K	Mk 6,13,20,27/1; 3/2	Sa	10:00a - 1:00p 2:00p - 5:00p	CIMB-13C30C	Ct 30/10 to 29/11	Mo,We	7:00p-10:00p
CBAB-14C32K	Mk 22/1 to 1/3	Mo,Th	7:00p-10:00p	CIMB-6D33K	Mk 18,25/11; 2,9,16/12	Sa	10:00a - 1:00p 2:00p - 5:00p
CBAB-25C6C	Ct 6/2 to 13/3	Tu,Fr	7:00p-10:00p	CIMB-24C12K	Mk 12/12 to 16/1	Tu,Th	7:00p-10:00p
*CBAB-6D10E	Ct 10/2 to 17/3 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	*CIMB-6D16E	Ct 16/12 to 20/1 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p
CBAB-52C9K	Mk 9/3 to 13/4	Fr,Tu	7:00p-10:00p	*CIMB-25C2E	Ct 2/1 to 2/2 (Eng)	Tu,Fr	7:00p-10:00p
CBAB-6D10K	Mk 10,17,24/3; 7,14/4	Sa	10:00a - 1:00p 2:00p - 5:00p	CIMB-6D13K	Mk 13,20,27/1; 3,10/2	Sa	10:00a - 1:00p 2:00p - 5:00p
15. Spreadsheet Modeling in Corporate Finance (CEF Approved)				CIMB-25C23C	Ct 23/1 to 27/2	Tu,Fr	7:00p-10:00p
<i>\$3150 x 2 monthly instalments (total \$6300, \$1260 after 80% CEF reimbursement), 30 hours in 10 sessions, 2 sessions per week</i>				CIMB-6D3K	Mk 3,10,17,24/3; 7/4	Sa	10:00a - 1:00p 2:00p - 5:00p
CSSB-14C11C	Ct 11/9 to 19/10	Mo,Th	7:00p-10:00p	*CIMB-13C55E	Ct 5/3 to 9/4 (Eng)	Mo,We	7:00p-10:00p
CSSB-6D14C	Ct 14/10; 4,11,18/11	Sa	10:00a - 1:00p 2:00p - 5:00p	CIMB-13C5K	Mk 5/3 to 9/4	Mo,We	7:00p-10:00p
CSSB-52C27K	Mk 27/10 to 28/11	Fr,Tu	7:00p-10:00p	*CIMB-6D50E	Ct 10/3 to 14/4 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p
CSSB-14C32C	Ct 11/12 to 18/1	Mo,Th	7:00p-10:00p	18. Diploma in e-Shop Creation and Digital Marketing (CEF Approved)			
CSSB-6D16K	Mk 16,30/12; 6,13,20/1	Sa	10:00a - 1:00p 2:00p - 5:00p	<i>\$3000 x 2 monthly instalments (total \$6000, \$1200 after 80% CEF reimbursement), 30 hours in 10 sessions, 2 sessions per week</i>			
CSSB-42C1K	Mk 1/2 to 8/3	Th,Tu	7:00p-10:00p	CMKB-13C04C	Ct 4/9 to 9/10	Mo,We	7:00p-10:00p
CSSB-6D24C	Ct 24/2; 3,10,17,24/3	Sa	10:00a - 1:00p 2:00p - 5:00p	CMKB-6D32K	Mk 7,14/10; 4,11,18/11	Sa	10:00a - 1:00p 2:00p - 5:00p
CSSB-35C14C	Ct 14/3 to 18/4	We,Fr	7:00p-10:00p	*CMKB-25C17E	Ct 17/10 to 17/11 (Eng)	Tu,Fr	7:00p-10:00p
16. Financial Modeling with Excel VBA (CEF Approved)				CMKB-14C32C	Ct 23/10 to 23/11	Mo,Th	7:00p-10:00p
<i>\$2300 x 3 monthly instalments (total \$6900, \$1380 after 80% CEF reimbursement), 39 hours in 13 sessions, 2 sessions per week</i>				CMKB-24C7K	Mk 7/11 to 7/12	Tu,Th	7:00p-10:00p
*CVBC-13C25E	Ct 25/9 to 13/11 (Eng)	Mo,We	7:00p-10:00p	CMKB-6D18C	Ct 18,25/11; 2,9,16/12	Sa	10:00a - 1:00p 2:00p - 5:00p
CVBC-6D30K	Mk 30/9 to 25/11	Sa	10:00a - 1:00p 2:00p - 5:00p	*CMKB-6D2E	Ct 2,9,16,30/12; 6/1 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p
*CVBC-6D34E	Ct 7/10 to 2/12 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	CMKB-53C8C	Ct 8/12 to 12/1	Fr,We	7:00p-10:00p
CVBC-53C20C	Ct 20/10 to 1/12	Fr,We	7:00p-10:00p	CMKB-6D30K	Mk 30/12; 6,13,20,27/1	Sa	10:00a - 1:00p 2:00p - 5:00p
CVBC-51C17K	Mk 17/11 to 8/1	Fr,Mo	7:00p-10:00p	CMKB-35C3K	Mk 3/1 to 2/2	We,Fr	7:00p-10:00p
CVBC-25C23C	Ct 23/1 to 9/3	Tu,Fr	7:00p-10:00p	CMKB-6D32C	Ct 13,20,27/1; 3,10/2	Sa	9:45a-12:45p 2:00p - 5:00p
*CVBC-6D3E	Ct 3/2 to 24/3 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	*CMKB-13C15E	Ct 15/1 to 14/2 (Eng)	Mo,We	7:00p-10:00p
CVBC-35C33K	Mk 21/2 to 6/4	We,Fr	7:00p-10:00p	CMKB-14C5C	Ct 5/2 to 12/3	Mo,Th	7:00p-10:00p
*CVBC-14C26E	Mk 26/2 to 16/4 (Eng)	Mo,Th	7:00p-10:00p	CMKB-24C20K	Mk 20/2 to 22/3	Tu,Th	7:00p-10:00p
<i>\$3450 x 2 monthly instalments (total \$6900, \$1380 after 80% CEF reimbursement), 39 hours in 13 sessions, 2 sessions per week</i>				*CMKB-6D33E	Ct 24/2 to 24/3 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p
CVBB-6D32C	Ct 2/9 to 14/10	Sa	10:00a - 1:00p 2:00p - 5:00p	CMKB-6D10K	Mk 10,17,24/3; 7,14/4	Sa	10:00a - 1:00p 2:00p - 5:00p
CVBB-24C5C	Ct 5/9 to 19/10	Tu,Th	7:00p-10:00p	CMKB-25C20C	Ct 20/3 to 24/4	Tu,Fr	7:00p-10:00p
CVBB-24C36K	Mk 3/10 to 16/11	Tu,Th	7:00p-10:00p	19. Solving Common PC Problems			
CVBB-6D4C	Ct 4/11 to 16/12	Sa	10:00a - 1:00p 2:00p - 5:00p	<i>\$960, 1 day</i>			
*CVBB-52C10E	Ct 10/11 to 22/12 (Eng)	Fr,Tu	7:00p-10:00p	ESP0-17101K	Mk 19/10	Th	9:30a-12:30p 2:00p - 5:00p
*CVBB-6D44E	Ct 2/12 to 20/1 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	ESP0-17121C	Ct 12/12	Tu	9:30a-12:30p 2:00p - 5:00p
CVBB-24C34C	Ct 5/12 to 18/1	Tu,Th	7:00p-10:00p	20. Workshop on Networking Fundamentals			
*CVBB-24C2E	Ct 2/1 to 13/2 (Eng)	Tu,Th	7:00p-10:00p	<i>\$2460, 2 days</i>			
CVBB-42C4K	Mk 4/1 to 20/2	Th,Tu	7:00p-10:00p	EN01-17091C	Ct 14,15/9	Th,Fr	9:30a-12:30p 2:00p - 5:00p
CVBB-6D33C	Ct 6/1 to 24/2	Sa	10:00a - 1:00p 2:00p - 5:00p	EN01-17101K	Mk 16,17/10	Mo,Tu	9:30a-12:30p 2:00p - 5:00p
CVBB-6D3C3C	Ct 3/3 to 21/4	Sa	10:00a - 1:00p 2:00p - 5:00p	EN01-17111C	Ct 16,17/11	Th,Fr	9:30a-12:30p 2:00p - 5:00p
17. Database Management with Microsoft Access (CEF Approved)				EN01-17121K	Mk 21,22/12	Th,Fr	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>				21. Microsoft Outlook 2013			
CIMB-24C33K	Mk 5/9 to 10/10	Tu,Th	7:00p-10:00p	<i>\$960, 1 day</i>			
*CIMB-6D9E	Ct 9/9 to 7/10 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	NO13-17091K	Mk 19/9	Tu	9:30a-12:30p 2:00p - 5:00p
CIMB-6D32K	Mk 7,14/10; 4,11,18/11	Sa	10:00a - 1:00p 2:00p - 5:00p	NO13-17101C	Ct 9/10	Mo	9:30a-12:30p 2:00p - 5:00p
				NO13-17111K	Mk 10/11	Fr	9:30a-12:30p 2:00p - 5:00p

<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>
NO13-17121C	Ct	28/12	Th	9:30a-12:30p 2:00p- 5:00p	CWEP-17111K	Mk	27/11	Mo	2:00p- 5:00p 9:30a-12:30p 2:00p- 5:00p
22. Microsoft Windows 10					29. Microsoft Word 2016 for Beginners				
<i>\$960, 1 day or 2 evenings</i>					<i>\$960, 1 day or 2 evenings</i>				
WN10-17091C	Ct	18/9	Mo	9:30a-12:30p 2:00p- 5:00p	WD6I-51C25C	Ct	25,28/8	Fr,Mo	7:00p-10:00p
WN10-17101K	Mk	11/10	We	9:30a-12:30p 2:00p- 5:00p	WD6I-45C28K	Mk	28,29/9	Th,Fr	7:00p-10:00p
WN10-17111C	Ct	15/11	We	9:30a-12:30p 2:00p- 5:00p	WD6I-6A7C	Ct	7,14/10	Sa	10:00a- 1:00p
WN10-17121K	Mk	21/12	Th	9:30a-12:30p 2:00p- 5:00p	WD6I-12C13K	Mk	13,14/11	Mo,Tu	7:00p-10:00p
23. Microsoft Windows 8					WD6I-45C32C	Ct	21,22/12	Th,Fr	7:00p-10:00p
<i>\$960, 1 day or 2 evenings</i>					WD6I-6A30K	Mk	30/12; 6/1	Sa	10:00a- 1:00p
WIN8-17091K	Mk	8/9	Fr	9:30a-12:30p 2:00p- 5:00p	WD6I-6A13C	Ct	13,20/1	Sa	10:00a- 1:00p
WIN8-17101C	Ct	16/10	Mo	9:30a-12:30p 2:00p- 5:00p	WD6I-6A3C	Ct	3,10/2	Sa	10:00a- 1:00p
WIN8-17111K	Mk	3/11	Fr	9:30a-12:30p 2:00p- 5:00p	WD6I-23C13K	Mk	13,14/2	Tu,We	7:00p-10:00p
WIN8-17121C	Ct	5/12	Tu	9:30a-12:30p 2:00p- 5:00p	WD6I-13C19C	Ct	19,21/3	Mo,We	7:00p-10:00p
24. Microsoft Windows 7					WD6I-24C27K	Mk	27,29/3	Tu,Th	7:00p-10:00p
<i>\$960, 1 day</i>					30. Microsoft Word 2016 for Advanced Users				
WIN7-17091C	Ct	14/9	Th	9:30a-12:30p 2:00p- 5:00p	<i>\$960, 1 day or 2 evenings</i>				
WIN7-17101K	Mk	17/10	Tu	9:30a-12:30p 2:00p- 5:00p	WD6A-23C29C	Ct	29,30/8	Tu,We	7:00p-10:00p
WIN7-17111C	Ct	22/11	We	9:30a-12:30p 2:00p- 5:00p	WD6A-6A32K	Mk	23,30/9	Sa	10:00a- 1:00p
WIN7-17121K	Mk	13/12	We	9:30a-12:30p 2:00p- 5:00p	WD6A-6A14C	Ct	7,14/10	Sa	10:00a- 1:00p
25. Mastering Acrobat 11 Professional					WD6A-24C14K	Mk	14,16/11	Tu,Th	7:00p-10:00p
<i>\$960, 1 day</i>					WD6A-6A18K	Mk	18,25/11	Sa	10:00a- 1:00p
EAB6-17091C	Ct	15/9	Fr	9:30a-12:30p 2:00p- 5:00p	WD6A-45C30C	Ct	30/11; 1/12	Th,Fr	7:00p-10:00p
EAB6-17101K	Mk	18/10	We	9:30a-12:30p 2:00p- 5:00p	WD6A-6A30K	Mk	30/12; 6/1	Sa	10:00a- 1:00p
EAB6-17111C	Ct	24/11	Fr	9:30a-12:30p 2:00p- 5:00p	WD6A-6A13C	Ct	13,20/1	Sa	10:00a- 1:00p
EAB6-17121K	Mk	8/12	Fr	9:30a-12:30p 2:00p- 5:00p	WD6A-12C12K	Mk	12,13/2	Mo,Tu	7:00p-10:00p
26. Creating E-Forms with Microsoft Word, Excel 2010/2007 and Adobe Acrobat 9					WD6A-35C28C	Ct	28/2; 2/3	We,Fr	7:00p-10:00p
<i>\$960, 1 day</i>					WD6A-6D24K	Mk	24/3	Sa	10:00a- 1:00p 2:00p- 5:00p
EFRM-17091K	Mk	13/9	We	9:30a-12:30p 2:00p- 5:00p	31. Microsoft Word 2013 for Beginners				
EFRM-17111C	Ct	29/11	We	9:30a-12:30p 2:00p- 5:00p	<i>\$960, 1 day or 2 evenings</i>				
27. Tips and Tricks in Word, Excel and PowerPoint 2010/2007					WD3I-45C33K	Mk	21,22/9	Th,Fr	7:00p-10:00p
<i>\$960, 1 day</i>					WD3I-17091K	Mk	28/9	Th	9:30a-12:30p 2:00p- 5:00p
OFT0-17091C	Ct	4/9	Mo	9:30a-12:30p 2:00p- 5:00p	WD3I-6A34C	Ct	7,14/10	Sa	10:00a- 1:00p
OFT0-17101K	Mk	3/10	Tu	9:30a-12:30p 2:00p- 5:00p	WD3I-17101C	Ct	18/10	We	9:30a-12:30p 2:00p- 5:00p
OFT0-17111C	Ct	10/11	Fr	9:30a-12:30p 2:00p- 5:00p	WD3I-12C6K	Mk	6,7/11	Mo,Tu	7:00p-10:00p
OFT0-17121K	Mk	19/12	Tu	9:30a-12:30p 2:00p- 5:00p	WD3I-17111K	Mk	21/11	Tu	9:30a-12:30p 2:00p- 5:00p
28. Collaboration between Word, Excel and PowerPoint 2010/2007					WD3I-45C23C	Ct	23,24/11	Th,Fr	7:00p-10:00p
<i>\$960, 1 day</i>					WD3I-6A9K	Mk	9,16/12	Sa	10:00a- 1:00p
CWEP-17091K	Mk	27/9	We	9:30a-12:30p 2:00p- 5:00p	WD3I-17121C	Ct	11/12	Mo	9:30a-12:30p 2:00p- 5:00p
CWEP-17101C	Ct	10/10	Tu	9:30a-12:30p	WD3I-6A6C	Ct	6,13/1	Sa	10:00a- 1:00p
29. Microsoft Word 2013 for Advanced Users					WD3I-35C24K	Mk	24,26/1	We,Fr	7:00p-10:00p
<i>\$960, 1 day or 2 evenings</i>					WD3I-24C20C	Ct	20,22/2	Tu,Th	7:00p-10:00p
WD3A-45C33C	Ct	31/8; 1/9	Th,Fr	7:00p-10:00p	WD3I-6A33K	Mk	10,17/3	Sa	10:00a- 1:00p
WD3A-17091C	Ct	13/9	We	9:30a-12:30p 2:00p- 5:00p	32. Microsoft Word 2013 for Advanced Users				
WD3A-25C3K	Mk	3,6/10	Tu,Fr	7:00p-10:00p	<i>\$960, 1 day or 2 evenings</i>				
WD3A-6A14C	Ct	14/10; 4/11	Sa	10:00a- 1:00p	WD3A-45C33C	Ct	31/8; 1/9	Th,Fr	7:00p-10:00p
WD3A-17101K	Mk	17/10	Tu	9:30a-12:30p 2:00p- 5:00p	WD3A-17091C	Ct	13/9	We	9:30a-12:30p 2:00p- 5:00p
WD3A-17111C	Ct	8/11	We	9:30a-12:30p 2:00p- 5:00p	WD3A-25C3K	Mk	3,6/10	Tu,Fr	7:00p-10:00p
WD3A-35C15K	Mk	15,17/11	We,Fr	7:00p-10:00p	WD3A-6A14C	Ct	14/10; 4/11	Sa	10:00a- 1:00p
WD3A-34C29C	Ct	29,30/11	We,Th	7:00p-10:00p	WD3A-17101K	Mk	17/10	Tu	9:30a-12:30p 2:00p- 5:00p
WD3A-17121K	Mk	27/12	We	9:30a-12:30p 2:00p- 5:00p	WD3A-17111C	Ct	8/11	We	9:30a-12:30p 2:00p- 5:00p
WD3A-45C28K	Mk	28,29/12	Th,Fr	7:00p-10:00p	WD3A-35C15K	Mk	15,17/11	We,Fr	7:00p-10:00p
WD3A-45C11C	Ct	11,12/1	Th,Fr	7:00p-10:00p	WD3A-34C29C	Ct	29,30/11	We,Th	7:00p-10:00p
WD3A-6D10K	Mk	10/2	Sa	10:00a- 1:00p	WD3A-17121K	Mk	27/12	We	9:30a-12:30p 2:00p- 5:00p

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time
WD3A-6D24C	Ct 24/2	Sa	2:00p - 5:00p 10:00a - 1:00p	PP10-35C21C	Ct 21,23/2	We,Fr	7:00p - 10:00p
WD3A-45C22K	Mk 22,23/3	Th,Fr	2:00p - 5:00p 7:00p - 10:00p	PP10-6A17K	Mk 17,24/3	Sa	10:00a - 1:00p
33. Microsoft Word 2010/2007 for Beginners				39. Mastering Excel 2016 Pivot Tables			
<i>\$960, 1 day or 2 evenings</i>				<i>\$960, 1 day or 2 evenings</i>			
WR0I-6A2K	Mk 2,9/9	Sa	10:00a - 1:00p	MPT6-6A9K	Mk 9,16/9	Sa	10:00a - 1:00p
WR0I-45C14K	Mk 14,15/9	Th,Fr	7:00p - 10:00p	MPT6-51C6C	Ct 6,9/10	Fr,Mo	7:00p - 10:00p
WR0I-17091C	Ct 21/9	Th	9:30a - 12:30p	MPT6-13C32K	Mk 23,25/10	Mo,We	7:00p - 10:00p
WR0I-17101K	Mk 30/10	Mo	2:00p - 5:00p 9:30a - 12:30p	MPT6-6A32C	Ct 18,25/11	Sa	10:00a - 1:00p
WR0I-6A32C	Ct 11,18/11	Sa	10:00a - 1:00p	MPT6-45C7K	Mk 7,8/12	Th,Fr	7:00p - 10:00p
WR0I-17111C	Ct 13/11	Mo	2:00p - 5:00p 9:30a - 12:30p	MPT6-45C4C	Ct 4,5/1	Th,Fr	7:00p - 10:00p
WR0I-35C15K	Mk 15,17/11	We,Fr	7:00p - 10:00p	MPT6-51C19K	Mk 19,22/1	Fr,Mo	7:00p - 10:00p
WR0I-17121K	Mk 6/12	We	2:00p - 5:00p 9:30a - 12:30p	MPT6-6D27C	Ct 27/1	Sa	10:00a - 1:00p 2:00p - 5:00p
WR0I-45C14C	Ct 14,15/12	Th,Fr	7:00p - 10:00p	MPT6-24C20C	Ct 20,22/2	Tu,Th	7:00p - 10:00p
34. Microsoft Word 2010 /2007 for Advanced Users				40. Mastering Excel 2013 Pivot Tables			
<i>\$960, 1 day or 2 evenings</i>				<i>\$960, 1 day or 2 evenings</i>			
WW0A-17091K	Mk 4/9	Mo	9:30a - 12:30p 2:00p - 5:00p	MPT3-17091C	Ct 8/9	Fr	9:30a - 12:30p 2:00p - 5:00p
WW0A-51C8K	Mk 8,11/9	Fr,Mo	7:00p - 10:00p	MPT3-51C6K	Mk 6,9/10	Fr,Mo	7:00p - 10:00p
WW0A-17101C	Ct 3/10	Tu	9:30a - 12:30p 2:00p - 5:00p	MPT3-6A7C	Ct 7,14/10	Sa	10:00a - 1:00p
WW0A-6A62C	Ct 7,14/10	Sa	10:00a - 1:00p	MPT3-17101K	Mk 19/10	Th	9:30a - 12:30p 2:00p - 5:00p
WW0A-45C2K	Mk 2,3/11	Th,Fr	7:00p - 10:00p	MPT3-17111C	Ct 2/11	Th	9:30a - 12:30p 2:00p - 5:00p
WW0A-17111K	Mk 29/11	We	2:00p - 5:00p 9:30a - 12:30p	MPT3-24C21K	Mk 21,23/11	Tu,Th	7:00p - 10:00p
WW0A-45C7C	Ct 7,8/12	Th,Fr	7:00p - 10:00p	MPT3-35C22C	Ct 22,24/11	We,Fr	7:00p - 10:00p
WW0A-17121C	Ct 29/12	Fr	2:00p - 5:00p 9:30a - 12:30p	MPT3-17121K	Mk 18/12	Mo	9:30a - 12:30p 2:00p - 5:00p
WW0A-6A30K	Mk 30/12; 6/1	Sa	10:00a - 1:00p	MPT3-6A32C	Ct 6,13/1	Sa	10:00a - 1:00p
35. Powerful Techniques in Using Microsoft Word 2010/2007				41. Mastering Excel 2010/2007 Pivot Tables			
<i>\$960, 1 day</i>				<i>\$960, 1 day or 2 evenings</i>			
PTU0-17091K	Mk 14/9	Th	9:30a - 12:30p 2:00p - 5:00p	MPT0-13C11K	Mk 11,13/9	Mo,We	7:00p - 10:00p
PTU0-17101C	Ct 11/10	We	9:30a - 12:30p 2:00p - 5:00p	MPT0-17091K	Mk 26/9	Tu	9:30a - 12:30p 2:00p - 5:00p
PTU0-17111K	Mk 15/11	We	9:30a - 12:30p 2:00p - 5:00p	MPT0-45C12C	Ct 12,13/10	Th,Fr	7:00p - 10:00p
PTU0-17121C	Ct 4/12	Mo	9:30a - 12:30p 2:00p - 5:00p	MPT0-17101C	Ct 13/10	Fr	9:30a - 12:30p 2:00p - 5:00p
36. Chinese Input Method - Changjie (中文輸入法-倉頡)				42. Using Excel 2013 Functions Effectively			
<i>\$960, 1 day or 2 evenings</i>				<i>\$960, 1 day or 2 evenings</i>			
IC01-17091C	Ct 21/9	Th	9:30a - 12:30p 2:00p - 5:00p	MPT0-6A35K	Mk 4,11/11	Sa	10:00a - 1:00p
IC01-17101K	Mk 19/10	Th	9:30a - 12:30p 2:00p - 5:00p	MPT0-17111K	Mk 27/11	Mo	9:30a - 12:30p 2:00p - 5:00p
IC01-17111C	Ct 3/11	Fr	9:30a - 12:30p 2:00p - 5:00p	MPT0-6A33C	Ct 2,9/12	Sa	10:00a - 1:00p
IC01-17121K	Mk 6/12	We	9:30a - 12:30p 2:00p - 5:00p	MPT0-17121C	Ct 8/12	Fr	9:30a - 12:30p 2:00p - 5:00p
37. Chinese Input Method - Quick (中文輸入法-速成)				42. Using Excel 2013 Functions Effectively			
<i>\$960, 1 day</i>				<i>\$960, 1 day or 2 evenings</i>			
IQ01-17091K	Mk 6/9	We	9:30a - 12:30p 2:00p - 5:00p	SEF3-51C8C	Ct 8,11/9	Fr,Mo	7:00p - 10:00p
IQ01-17111K	Mk 28/11	Tu	9:30a - 12:30p 2:00p - 5:00p	SEF3-17091K	Mk 13/9	We	9:30a - 12:30p 2:00p - 5:00p
38. PowerPivot for Microsoft Excel 2010				42. Using Excel 2013 Functions Effectively			
<i>\$1380, 1 day or 2 evenings</i>				<i>\$960, 1 day or 2 evenings</i>			
PP10-6A33K	Mk 9,16/9	Sa	10:00a - 1:00p	SEF3-6A23K	Mk 23,30/9	Sa	10:00a - 1:00p
PP10-45C12C	Ct 12,13/10	Th,Fr	7:00p - 10:00p	SEF3-6A21C	Ct 7,14/10	Sa	10:00a - 1:00p
PP10-13C13K	Mk 13,15/11	Mo,We	7:00p - 10:00p	SEF3-17101C	Ct 31/10	Tu	9:30a - 12:30p 2:00p - 5:00p
PP10-6A9C	Ct 9,16/12	Sa	10:00a - 1:00p	SEF3-6A33C	Ct 4,11/11	Sa	10:00a - 1:00p
PP10-24C16K	Mk 16,18/1	Tu,Th	7:00p - 10:00p	SEF3-13C6K	Mk 6,8/11	Mo,We	7:00p - 10:00p
PP10-6A27C	Ct 27/1; 3/2	Sa	10:00a - 1:00p	SEF3-17111K	Mk 22/11	We	9:30a - 12:30p 2:00p - 5:00p
				SEF3-12C4C	Ct 4,5/12	Mo,Tu	7:00p - 10:00p
				SEF3-6A32K	Mk 9,16/12	Sa	10:00a - 1:00p
				SEF3-17121C	Ct 21/12	Th	9:30a - 12:30p 2:00p - 5:00p
				SEF3-45C4K	Mk 4,5/1	Th,Fr	7:00p - 10:00p

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time
SEF3-6A13C	Ct 13,20/1	Sa	10:00a - 1:00p	DAS0-45C7K	Mk 7,8/9	Th,Fr	7:00p-10:00p
SEF3-13C32C	Ct 5,7/2	Mo,We	7:00p-10:00p	DAS0-25C3C	Ct 3,6/10	Tu,Fr	7:00p-10:00p
SEF3-6D10K	Mk 10/2	Sa	10:00a - 1:00p	DAS0-17101C	Ct 4/10	We	9:30a-12:30p
			2:00p - 5:00p				2:00p - 5:00p
SEF3-24C6K	Mk 6,8/3	Tu,Th	7:00p-10:00p	DAS0-13C32K	Mk 23,25/10	Mo,We	7:00p-10:00p
SEF3-6A17C	Ct 17,24/3	Sa	10:00a - 1:00p	DAS0-17111K	Mk 6/11	Mo	9:30a-12:30p
							2:00p - 5:00p
43. Using Excel 2010/2007 Functions Effectively				DAS0-12C20C	Ct 20,21/11	Mo,Tu	7:00p-10:00p
<i>\$960, 1 day or 2 evenings</i>				DAS0-6A32K	Mk 2,9/12	Sa	10:00a - 1:00p
SEF0-45C33K	Mk 14,15/9	Th,Fr	7:00p-10:00p	DAS0-17121C	Ct 7/12	Th	9:30a-12:30p
SEF0-51C6C	Ct 6,9/10	Fr,Mo	7:00p-10:00p				2:00p - 5:00p
SEF0-17101K	Mk 10/10	Tu	9:30a-12:30p	48. Data Management with Microsoft Excel 2010			
			2:00p - 5:00p	<i>\$960, 1 day or 2 evenings</i>			
SEF0-12C30K	Mk 30,31/10	Mo,Tu	7:00p-10:00p	DMM0-23C29K	Mk 29,30/8	Tu,We	7:00p-10:00p
SEF0-17111C	Ct 9/11	Th	9:30a-12:30p	DMM0-6A7C	Ct 7,14/10	Sa	10:00a - 1:00p
			2:00p - 5:00p	DMM0-51C13K	Mk 13,16/10	Fr,Mo	7:00p-10:00p
SEF0-13C20C	Ct 20,22/11	Mo,We	7:00p-10:00p	DMM0-12C20C	Ct 20,21/11	Mo,Tu	7:00p-10:00p
SEF0-17121K	Mk 11/12	Mo	9:30a-12:30p	DMM0-35C29K	Mk 29/11; 1/12	We,Fr	7:00p-10:00p
			2:00p - 5:00p	DMM0-6A34C	Ct 13,20/1	Sa	10:00a - 1:00p
SEF0-6A16K	Mk 16,30/12	Sa	10:00a - 1:00p	DMM0-24C16K	Mk 16,18/1	Tu,Th	7:00p-10:00p
44. Using Excel 2010 Formulas and Functions in Business				DMM0-6A3K	Mk 3,10/3	Sa	10:00a - 1:00p
Analysis				DMM0-45C8C	Ct 8,9/3	Th,Fr	7:00p-10:00p
<i>\$960, 1 day or 2 evenings</i>				49. Practical Excel Tips for Office Professionals 2010			
XL0F-6A32K	Mk 23,30/9	Sa	10:00a - 1:00p	<i>\$960, 1 day or 2 evenings</i>			
XL0F-51C6C	Ct 6,9/10	Fr,Mo	7:00p-10:00p	PET0-17091K	Mk 12/9	Tu	9:30a-12:30p
XL0F-13C6K	Mk 6,8/11	Mo,We	7:00p-10:00p				2:00p - 5:00p
XL0F-12C20C	Ct 20,21/11	Mo,Tu	7:00p-10:00p	PET0-12C18K	Mk 18,19/9	Mo,Tu	7:00p-10:00p
XL0F-45C21K	Mk 21,28/12	Th	7:00p-10:00p	PET0-6A7C	Ct 7,14/10	Sa	10:00a - 1:00p
XL0F-6A6C	Ct 6,13/1	Sa	10:00a - 1:00p	PET0-17101C	Ct 13/10	Fr	9:30a-12:30p
XL0F-6A3K	Mk 3,10/2	Sa	10:00a - 1:00p				2:00p - 5:00p
XL0F-24C20C	Ct 20,22/2	Tu,Th	7:00p-10:00p	PET0-6A4K	Mk 4,11/11	Sa	10:00a - 1:00p
XL0F-12C19K	Mk 19,20/3	Mo,Tu	7:00p-10:00p	PET0-17111K	Mk 16/11	Th	9:30a-12:30p
45. Data Analysis with Microsoft Excel 2016							2:00p - 5:00p
<i>\$960, 1 day or 2 evenings</i>				PET0-13C20C	Ct 20,22/11	Mo,We	7:00p-10:00p
DAS6-6A7K	Mk 7,14/10	Sa	10:00a - 1:00p	PET0-17121C	Ct 13/12	We	9:30a-12:30p
DAS6-45C12C	Ct 12,13/10	Th,Fr	7:00p-10:00p				2:00p - 5:00p
DAS6-35C22K	Mk 22,24/11	We,Fr	7:00p-10:00p	PET0-12C32K	Mk 18,19/12	Mo,Tu	7:00p-10:00p
DAS6-12C27C	Ct 27,28/11	Mo,Tu	7:00p-10:00p	PET0-12C8C	Ct 8,9/1	Mo,Tu	7:00p-10:00p
DAS6-6A6K	Mk 6,13/1	Sa	10:00a - 1:00p	PET0-6A3K	Mk 3,10/2	Sa	10:00a - 1:00p
DAS6-13C8C	Ct 8,10/1	Mo,We	7:00p-10:00p	PET0-51C23C	Ct 23,26/2	Fr,Mo	7:00p-10:00p
DAS6-45C22K	Mk 22,23/2	Th,Fr	7:00p-10:00p	PET0-45C15K	Mk 15,16/3	Th,Fr	7:00p-10:00p
DAS6-6A24C	Ct 24/2; 3/3	Sa	10:00a - 1:00p	50. Business Intelligence with Microsoft Excel 2010/2007			
DAS6-34C28K	Mk 28,29/3	We,Th	7:00p-10:00p	<i>\$1380, 1 day or 2 evenings</i>			
46. Data Analysis with Microsoft Excel 2013				X0BI-13C11C	Ct 11,13/9	Mo,We	7:00p-10:00p
<i>\$960, 1 day or 2 evenings</i>				X0BI-45C32K	Mk 12,13/10	Th,Fr	7:00p-10:00p
DAS3-45C21C	Ct 21,22/9	Th,Fr	7:00p-10:00p	X0BI-6A11C	Ct 11,18/11	Sa	10:00a - 1:00p
DAS3-17091C	Ct 22/9	Fr	9:30a-12:30p	X0BI-35C13K	Mk 13,15/12	We,Fr	7:00p-10:00p
			2:00p - 5:00p	X0BI-24C16C	Ct 16,18/1	Tu,Th	7:00p-10:00p
DAS3-6A33K	Mk 30/9; 7/10	Sa	10:00a - 1:00p	X0BI-13C12K	Mk 12,14/2	Mo,We	7:00p-10:00p
DAS3-17101K	Mk 19/10	Th	9:30a-12:30p	X0BI-6A17C	Ct 17,24/3	Sa	10:00a - 1:00p
			2:00p - 5:00p	51. Building Professional Charts with Microsoft Excel 2016			
DAS3-6A34C	Ct 4,11/11	Sa	10:00a - 1:00p	<i>\$580, half-day</i>			
DAS3-35C15K	Mk 15,17/11	We,Fr	7:00p-10:00p	CPC6-17111C	Ct 24/11	Fr	2:00p - 5:00p
DAS3-17111C	Ct 23/11	Th	9:30a-12:30p	52. What-if Analysis in Microsoft Excel 2016			
			2:00p - 5:00p	<i>\$960, 1 day or 2 evenings</i>			
DAS3-13C18C	Ct 18,20/12	Mo,We	7:00p-10:00p	ANA6-12C11K	Mk 11,12/9	Mo,Tu	7:00p-10:00p
DAS3-17121K	Mk 19/12	Tu	9:30a-12:30p	ANA6-45C12C	Ct 12,13/10	Th,Fr	7:00p-10:00p
			2:00p - 5:00p	ANA6-6A11K	Mk 11,18/11	Sa	10:00a - 1:00p
DAS3-45C28K	Mk 28,29/12	Th,Fr	7:00p-10:00p	ANA6-12C11C	Ct 11,12/12	Mo,Tu	7:00p-10:00p
DAS3-12C5C	Ct 5,6/2	Mo,Tu	7:00p-10:00p	ANA6-45C11K	Mk 11,12/1	Th,Fr	7:00p-10:00p
DAS3-23C13K	Mk 13,14/2	Tu,We	7:00p-10:00p	ANA6-51C9C	Ct 9,12/2	Fr,Mo	7:00p-10:00p
DAS3-6A17C	Ct 17,24/3	Sa	10:00a - 1:00p	ANA6-6A17K	Mk 17,24/3	Sa	10:00a - 1:00p
DAS3-13C19K	Mk 19,21/3	Mo,We	7:00p-10:00p	53. What-if Analysis in Microsoft Excel 2010			
47. Data Analysis with Microsoft Excel 2010				<i>\$960, 1 day or 2 evenings</i>			
<i>\$960, 1 day or 2 evenings</i>				ANA0-6A33K	Mk 16,23/9	Sa	10:00a - 1:00p
DAS0-17091K	Mk 6/9	We	9:30a-12:30p	ANA0-24C17C	Ct 17,19/10	Tu,Th	7:00p-10:00p
			2:00p - 5:00p	ANA0-6A34K	Mk 18,25/11	Sa	10:00a - 1:00p
DAS0-17092K	Mk 6/9	We	9:30a-12:30p	ANA0-45C14C	Ct 14,15/12	Th,Fr	7:00p-10:00p
			2:00p - 5:00p				

<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>
54. Microsoft Excel 2016 for Beginners				57. Microsoft Excel 2013 for Advanced Users			
<i>\$960, 1 day or 2 evenings</i>				<i>\$960, 1 day or 2 evenings</i>			
SX6I-6A9K	Mk 9,16/9	Sa	10:00a - 1:00p	SX3I-45C25K	Mk 25,26/1	Th,Fr	7:00p-10:00p
SX6I-6D30C	Ct 30/9	Sa	10:00a - 1:00p 2:00p - 5:00p	*SX3I-45C1E	Ct 1,2/2 (Eng)	Th,Fr	7:00p-10:00p
*SX6I-51C6E	Ct 6,9/10 (Eng)	Fr,Mo	7:00p-10:00p	SX3I-35C7K	Mk 7,9/3	We,Fr	7:00p-10:00p
SX6I-24C10C	Ct 10,12/10	Tu,Th	7:00p-10:00p	SX3I-6A10C	Ct 10,17/3	Sa	10:00a - 1:00p
SX6I-12C23K	Mk 23,24/10	Mo,Tu	7:00p-10:00p	*SX3I-6A84E	Ct 17,24/3 (Eng)	Sa	10:00a - 1:00p
SX6I-6A18C	Ct 18,25/11	Sa	10:00a - 1:00p	SX3I-6D24K	Mk 24/3	Sa	10:00a - 1:00p 2:00p - 5:00p
*SX6I-6A45E	Ct 25/11; 2/12 (Eng)	Sa	10:00a - 1:00p	55. Microsoft Excel 2016 for Advanced Users			
SX6I-45C7K	Mk 7,8/12	Th,Fr	7:00p-10:00p	<i>\$960, 1 day or 2 evenings</i>			
SX6I-6D32C	Ct 23/12 (假日)	Sa	10:00a - 1:00p 2:00p - 5:00p	SX6A-6A12K	Mk 2,9/9	Sa	10:00a - 1:00p
SX6I-6A32C	Ct 13,20/1	Sa	10:00a - 1:00p	SX6A-45C14K	Mk 14,15/9	Th,Fr	7:00p-10:00p
SX6I-13C15K	Mk 15,17/1	Mo,We	7:00p-10:00p	*SX6A-45C21E	Ct 21,22/9 (Eng)	Th,Fr	7:00p-10:00p
SX6I-45C18C	Ct 18,19/1	Th,Fr	7:00p-10:00p	SX6A-34C27C	Ct 27,28/9	We,Th	7:00p-10:00p
*SX6I-35C24E	Ct 24,26/1 (Eng)	We,Fr	7:00p-10:00p	*SX6A-6A14E	Ct 14/10; 4/11 (Eng)	Sa	10:00a - 1:00p
*SX6I-6D10E	Ct 10/2 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	SX6A-12C23K	Mk 23,24/10	Mo,Tu	7:00p-10:00p
SX6I-6A32K	Mk 24/2; 3/3	Sa	10:00a - 1:00p	*SX6A-12C30E	Ct 30,31/10 (Eng)	Mo,Tu	7:00p-10:00p
SX6I-6D3C	Ct 3/3	Sa	10:00a - 1:00p 2:00p - 5:00p	SX6A-51C3C	Ct 3,6/11	Fr,Mo	7:00p-10:00p
*SX6I-13C26E	Ct 26,28/3 (Eng)	Mo,We	7:00p-10:00p	*SX6A-6A2E	Ct 2,9/12 (Eng)	Sa	10:00a - 1:00p
SX6I-24C27K	Mk 27,29/3	Tu,Th	7:00p-10:00p	SX6A-6A2K	Mk 2,9/12	Sa	10:00a - 1:00p
56. Microsoft Excel 2013 for Beginners				*SX6A-51C8E	Ct 8,11/12 (Eng)	Fr,Mo	7:00p-10:00p
<i>\$960, 1 day or 2 evenings</i>				SX6A-13C11C	Ct 11,13/12	Mo,We	7:00p-10:00p
SX3I-13C11C	Ct 11,13/9	Mo,We	7:00p-10:00p	SX6A-6D6C	Ct 6/1	Sa	10:00a - 1:00p 2:00p - 5:00p
*SX3I-45C14E	Ct 14,15/9 (Eng)	Th,Fr	7:00p-10:00p	SX6A-45C11K	Mk 11,12/1	Th,Fr	7:00p-10:00p
SX3I-51C15K	Mk 15,18/9	Fr,Mo	7:00p-10:00p	*SX6A-6A20E	Ct 20,27/1 (Eng)	Sa	10:00a - 1:00p
SX3I-17091K	Mk 27/9	We	9:30a-12:30p 2:00p - 5:00p	SX6A-12C12C	Ct 12,13/2	Mo,Tu	7:00p-10:00p
SX3I-6D7C	Ct 7/10	Sa	10:00a - 1:00p 2:00p - 5:00p	SX6A-6D24K	Mk 24/2	Sa	10:00a - 1:00p 2:00p - 5:00p
SX3I-17101C	Ct 12/10	Th	9:30a-12:30p 2:00p - 5:00p	*SX6A-45C1E	Ct 1,2/3 (Eng)	Th,Fr	7:00p-10:00p
SX3I-12C33C	Ct 23,24/10	Mo,Tu	7:00p-10:00p	SX6A-6A17C	Ct 17,24/3	Sa	10:00a - 1:00p
*SX3I-51C27E	Ct 27,30/10 (Eng)	Fr,Mo	7:00p-10:00p	SX6A-34C28K	Mk 28,29/3	We,Th	7:00p-10:00p
SX3I-24C31K	Mk 31/10; 2/11	Tu,Th	7:00p-10:00p	58. Microsoft Excel 2010 for Beginners			
SX3I-17111K	Mk 30/11	Th	9:30a-12:30p 2:00p - 5:00p	<i>\$960, 1 day or 2 evenings</i>			
SX3I-45C7C	Ct 7,8/12	Th,Fr	7:00p-10:00p	SS0I-17091C	Ct 5/9	Tu	9:30a-12:30p 2:00p - 5:00p
*SX3I-6A34E	Ct 9,16/12 (Eng)	Sa	10:00a - 1:00p	SS0I-6A23C	Ct 23,30/9	Sa	10:00a - 1:00p
SX3I-6A9K	Mk 9,16/12	Sa	10:00a - 1:00p	SS0I-6A30K	Mk 30/9; 7/10	Sa	10:00a - 1:00p
SX3I-17121C	Ct 22/12	Fr	9:30a-12:30p 2:00p - 5:00p	*SS0I-6A7E	Ct 7,14/10 (Eng)	Sa	10:00a - 1:00p
SX3I-24C23C	Ct 23,25/1	Tu,Th	7:00p-10:00p	SS0I-17101K	Mk 31/10	Tu	9:30a-12:30p 2:00p - 5:00p
59. Microsoft Excel 2010 for Advanced Users				SS0I-17111C	Ct 7/11	Tu	9:30a-12:30p 2:00p - 5:00p
<i>\$960, 1 day or 2 evenings</i>				SS0I-13C73C	Ct 13,15/11	Mo,We	7:00p-10:00p
SE0A-17081K	Mk 29/8	Tu	9:30a-12:30p 2:00p - 5:00p	SS0I-45C16K	Mk 16,17/11	Th,Fr	7:00p-10:00p
SE0A-6A16C	Ct 16,23/9	Sa	10:00a - 1:00p	*SS0I-45C23E	Ct 23,24/11 (Eng)	Th,Fr	7:00p-10:00p
SE0A-17091C	Ct 19/9	Tu	9:30a-12:30p 2:00p - 5:00p	SS0I-17121K	Mk 5/12	Tu	9:30a-12:30p 2:00p - 5:00p
*SE0A-6A43E	Ct 23,30/9 (Eng)	Sa	10:00a - 1:00p	SS0I-6A70C	Ct 30/12; 6/1	Sa	10:00a - 1:00p
SE0A-17101K	Mk 3/10	Tu	9:30a-12:30p 2:00p - 5:00p	59. Microsoft Excel 2010 for Advanced Users			
SE0A-12C9K	Mk 9,10/10	Mo,Tu	7:00p-10:00p	<i>\$960, 1 day or 2 evenings</i>			
SE0A-12C23C	Ct 23,24/10	Mo,Tu	7:00p-10:00p	SE0A-17081K	Mk 29/8	Tu	9:30a-12:30p 2:00p - 5:00p
*SE0A-12C6E	Ct 6,7/11 (Eng)	Mo,Tu	7:00p-10:00p	SE0A-6A16C	Ct 16,23/9	Sa	10:00a - 1:00p
SE0A-17111C	Ct 16/11	Th	9:30a-12:30p 2:00p - 5:00p	SE0A-17091C	Ct 19/9	Tu	9:30a-12:30p 2:00p - 5:00p
SE0A-6A25K	Mk 25/11; 2/12	Sa	10:00a - 1:00p	*SE0A-6A43E	Ct 23,30/9 (Eng)	Sa	10:00a - 1:00p

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time
SE0A-17121K	Mk 1/12	Fr	9:30a-12:30p 2:00p-5:00p	AXI7-6A9K	Mk 9,16,30/12; 6/1	Sa	10:00a-1:00p
SE0A-6A9C	Ct 9,16/12	Sa	10:00a-1:00p	AXI7-13C15C	Ct 15,17,22,24/1	Mo,We	7:00p-10:00p
*SE0A-35C13E	Ct 13,15/12 (Eng)	We,Fr	7:00p-10:00p	AXI7-24C20K	Mk 20,22,27/2; 1/3	Tu,Th	7:00p-10:00p
60. Microsoft Excel 2013 Macro Programming with VBA				63. Microsoft PowerPoint 2016 for Beginners			
<i>\$2460, 2 days or 4 evenings</i>				<i>\$960, 1 day or 2 evenings</i>			
EEM6-17081C	Ct 22,23/8	Tu,We	9:30a-12:30p 2:00p-5:00p	GR6I-14C4K	Mk 4,7/9	Mo,Th	7:00p-10:00p
EEM6-6D32C	Ct 2,9/9	Sa	10:00a-1:00p	GR6I-6A23C	Ct 23,30/9	Sa	10:00a-1:00p
EEM6-24C5C	Ct 5,7,12,14/9	Tu,Th	7:00p-10:00p	GR6I-6A21K	Mk 4,11/11	Sa	10:00a-1:00p
EEM6-17091K	Mk 18,19/9	Mo,Tu	9:30a-12:30p 2:00p-5:00p	GR6I-45C9C	Ct 9,10/11	Th,Fr	7:00p-10:00p
*EEM6-13C25E	Ct 25,27/9; 9,11/10 (Eng)	Mo,We	7:00p-10:00p	GR6I-12C4K	Mk 4,5/12	Mo,Tu	7:00p-10:00p
EEM6-6D30K	Mk 30/9; 7/10	Sa	10:00a-1:00p 2:00p-5:00p	GR6I-35C27C	Ct 27,29/12	We,Fr	7:00p-10:00p
EEM6-24C36K	Mk 3,10,12,17/10	Tu,Th	7:00p-10:00p	GR6I-6A20K	Mk 20,27/1	Sa	10:00a-1:00p
*EEM6-6D34E	Ct 7,14/10 (Eng)	Sa	10:00a-1:00p 2:00p-5:00p	GR6I-6D10C	Ct 10/2	Sa	10:00a-1:00p 2:00p-5:00p
EEM6-17101C	Ct 18,19/10	We,Th	9:30a-12:30p 2:00p-5:00p	GR6I-12C5K	Mk 5,6/3	Mo,Tu	7:00p-10:00p
EEM6-53C20C	Ct 20,25,27/10; 1/11	Fr,We	7:00p-10:00p	GR6I-13C26C	Ct 26,28/3	Mo,We	7:00p-10:00p
EEM6-6D4C	Ct 4,11/11	Sa	10:00a-1:00p 2:00p-5:00p	64. Microsoft PowerPoint 2016 for Advanced Users			
*EEM6-52C10E	Ct 10,14,17,21/11 (Eng)	Fr,Tu	7:00p-10:00p	<i>\$960, 1 day or 2 evenings</i>			
EEM6-17111K	Mk 16,17/11	Th,Fr	9:30a-12:30p 2:00p-5:00p	GT6A-45C7C	Ct 7,8/9	Th,Fr	7:00p-10:00p
EEM6-51C17K	Mk 17,20,24,27/11	Fr,Mo	7:00p-10:00p	GT6A-6A23K	Mk 23,30/9	Sa	10:00a-1:00p
*EEM6-6D44E	Ct 2,9/12 (Eng)	Sa	10:00a-1:00p 2:00p-5:00p	GT6A-6A21C	Ct 4,11/11	Sa	10:00a-1:00p
EEM6-24C34C	Ct 5,7,12,14/12	Tu,Th	7:00p-10:00p	GT6A-45C9K	Mk 9,10/11	Th,Fr	7:00p-10:00p
EEM6-17121C	Ct 18,19/12	Mo,Tu	9:30a-12:30p 2:00p-5:00p	GT6A-12C4C	Ct 4,5/12	Mo,Tu	7:00p-10:00p
*EEM6-24C2E	Ct 2,4,9,11/1 (Eng)	Tu,Th	7:00p-10:00p	GT6A-35C27K	Mk 27,29/12	We,Fr	7:00p-10:00p
EEM6-42C4K	Mk 4,9,11,16/1	Th,Tu	7:00p-10:00p	GT6A-6A13C	Ct 13,20/1	Sa	10:00a-1:00p
EEM6-6D33C	Ct 6,13/1	Sa	10:00a-1:00p 2:00p-5:00p	GT6A-6A3K	Mk 3,10/2	Sa	10:00a-1:00p
EEM6-25C23C	Ct 23,26,30/1; 2/2	Tu,Fr	7:00p-10:00p	GT6A-23C27C	Ct 27,28/2	Tu,We	7:00p-10:00p
*EEM6-6D3E	Ct 3,10/2 (Eng)	Sa	10:00a-1:00p 2:00p-5:00p	GT6A-12C19K	Mk 19,20/3	Mo,Tu	7:00p-10:00p
EEM6-35C33K	Mk 21,23,28/2; 2/3	We,Fr	7:00p-10:00p	65. Microsoft PowerPoint 2013 for Beginners			
*EEM6-14C26E	Mk 26/2; 1,5,8/3 (Eng)	Mo,Th	7:00p-10:00p	<i>\$960, 1 day or 2 evenings</i>			
EEM6-6D3C3C	Ct 3,10/3	Sa	10:00a-1:00p 2:00p-5:00p	GR3I-51C1K	Mk 1,4/9	Fr,Mo	7:00p-10:00p
61. Microsoft Excel Dashboards & Reports 2010				GR3I-17091C	Ct 13/9	We	9:30a-12:30p 2:00p-5:00p
<i>\$3060, 2 days or 4 evenings</i>				GR3I-24C32C	Ct 26,28/9	Tu,Th	7:00p-10:00p
SEDR-24C29K	Mk 29,31/8; 5,7/9	Tu,Th	7:00p-10:00p	GR3I-6A14K	Mk 14/10; 4/11	Sa	10:00a-1:00p
SEDR-6A2C	Ct 2,9,16,23/9	Sa	10:00a-1:00p	GR3I-17101K	Mk 30/10	Mo	9:30a-12:30p 2:00p-5:00p
SEDR-17091C	Ct 11,12/9	Mo,Tu	9:30a-12:30p 2:00p-5:00p	GR3I-6A11C	Ct 11,18/11	Sa	10:00a-1:00p
SEDR-17101K	Mk 17,18/10	Tu,We	9:30a-12:30p 2:00p-5:00p	GR3I-17111C	Ct 29/11	We	9:30a-12:30p 2:00p-5:00p
SEDR-35C18K	Mk 18,20,25,27/10	We,Fr	7:00p-10:00p	GR3I-35C29K	Mk 29/11; 1/12	We,Fr	7:00p-10:00p
SEDR-13C23C	Ct 23,25,30/10; 1/11	Mo,We	7:00p-10:00p	GR3I-17121K	Mk 20/12	We	9:30a-12:30p 2:00p-5:00p
SEDR-17111C	Ct 20,21/11	Mo,Tu	9:30a-12:30p 2:00p-5:00p	GR3I-45C28C	Ct 28,29/12	Th,Fr	7:00p-10:00p
SEDR-24C12K	Mk 12,14,19,21/12	Tu,Th	7:00p-10:00p	GR3I-35C10K	Mk 10,12/1	We,Fr	7:00p-10:00p
SEDR-17121K	Mk 14,15/12	Th,Fr	9:30a-12:30p 2:00p-5:00p	GR3I-13C12C	Ct 12,14/2	Mo,We	7:00p-10:00p
SEDR-6A33C	Ct 16,30/12; 6,13/1	Sa	10:00a-1:00p	GR3I-6A24K	Mk 24/2; 3/3	Sa	10:00a-1:00p
SEDR-6A3K	Mk 3,10,24/2; 3/3	Sa	10:00a-1:00p	GR3I-51C23C	Ct 23,26/3	Fr,Mo	7:00p-10:00p
SEDR-24C6C	Ct 6,8,13,15/2	Tu,Th	7:00p-10:00p	66. Microsoft PowerPoint 2013 for Advanced Users			
SEDR-6D17K	Mk 17,24/3	Sa	10:00a-1:00p 2:00p-5:00p	<i>\$960, 1 day or 2 evenings</i>			
SEDR-13C26K	Mk 26,28/3; 4,9/4	Mo,We	7:00p-10:00p	*GT3A-51C8E	Ct 8,11/9 (Eng)	Fr,Mo	7:00p-10:00p
62. Access and Excel Integration with VBA 2010/2007				GT3A-12C11K	Mk 11,12/9	Mo,Tu	7:00p-10:00p
<i>\$3060, 2 days or 4 evenings</i>				GT3A-17091C	Ct 20/9	We	9:30a-12:30p 2:00p-5:00p
AXI7-6A16C	Ct 16,23,30/9; 7/10	Sa	10:00a-1:00p	GT3A-24C26C	Ct 26,28/9	Tu,Th	7:00p-10:00p
AXI7-13C16K	Mk 16,18,23,25/10	Mo,We	7:00p-10:00p	GT3A-6A33K	Mk 7,14/10	Sa	10:00a-1:00p
AXI7-24C14C	Ct 14,16,21,23/11	Tu,Th	7:00p-10:00p	GT3A-17101K	Mk 13/10	Fr	9:30a-12:30p 2:00p-5:00p
				*GT3A-24C24E	Ct 24,26/10 (Eng)	Tu,Th	7:00p-10:00p
				GT3A-6D34K	Mk 4/11	Sa	10:00a-1:00p 2:00p-5:00p
				GT3A-45C9C	Ct 9,10/11	Th,Fr	7:00p-10:00p
				GT3A-17111C	Ct 24/11	Fr	9:30a-12:30p 2:00p-5:00p
				GT3A-35C6K	Mk 6,8/12	We,Fr	7:00p-10:00p
				GT3A-17121K	Mk 8/12	Fr	9:30a-12:30p 2:00p-5:00p
				*GT3A-6A9E	Ct 9,16/12 (Eng)	Sa	10:00a-1:00p

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time
GT3A-35C27C	Ct 27,29/12	We,Fr	7:00p-10:00p				2:00p- 5:00p
GT3A-45C25C	Ct 25,26/1	Th,Fr	7:00p-10:00p				
*GT3A-45C32E	Ct 25,26/1 (Eng)	Th,Fr	7:00p-10:00p	72. Microsoft Visio 2013			
GT3A-6D27K	Mk 27/1	Sa	10:00a- 1:00p	<i>\$2040, 2 days or 4 evenings</i>			
			2:00p- 5:00p	GV06-17091K	Mk 21,22/9	Th,Fr	9:30a-12:30p
GT3A-6D10C	Ct 10/2	Sa	10:00a- 1:00p				2:00p- 5:00p
			2:00p- 5:00p	GV06-17101C	Ct 9,10/10	Mo,Tu	9:30a-12:30p
GT3A-45C33K	Mk 8,9/3	Th,Fr	7:00p-10:00p				2:00p- 5:00p
GT3A-6A10C	Ct 10,17/3	Sa	10:00a- 1:00p	GV06-17111K	Mk 22,23/11	We,Th	9:30a-12:30p
*GT3A-6A53E	Ct 10,17/3 (Eng)	Sa	10:00a- 1:00p				2:00p- 5:00p
GT3A-13C26C	Ct 26,28/3	Mo,We	7:00p-10:00p	GV06-17121C	Ct 18,19/12	Mo,Tu	9:30a-12:30p
							2:00p- 5:00p
67. Microsoft PowerPoint 2010 for Beginners				73. Microsoft Access 2016 for Beginners			
<i>\$960, 1 day or 2 evenings</i>				<i>\$2040, 2 days or 4 evenings</i>			
GR0I-24C12C	Ct 12,14/9	Tu,Th	7:00p-10:00p	DD6I-24C19K	Mk 19,21,26,28/9	Tu,Th	7:00p-10:00p
GR0I-17091K	Mk 25/9	Mo	9:30a-12:30p	DD6I-35C18C	Ct 18,20,25,27/10	We,Fr	7:00p-10:00p
			2:00p- 5:00p	DD6I-6A18K	Mk 18,25/11; 2,9/12	Sa	10:00a- 1:00p
GR0I-6A7K	Mk 7,14/10	Sa	10:00a- 1:00p	DD6I-14C18C	Ct 18,21,28/12; 4/1	Mo,Th	7:00p-10:00p
GR0I-17101C	Ct 18/10	We	9:30a-12:30p	DD6I-35C17K	Mk 17,19,24,26/1	We,Fr	7:00p-10:00p
			2:00p- 5:00p	DD6I-24C20C	Ct 20,22,27/2; 1/3	Tu,Th	7:00p-10:00p
GR0I-17111K	Mk 6/11	Mo	9:30a-12:30p	DD6I-13C19K	Mk 19,21,26,28/3	Mo,We	7:00p-10:00p
			2:00p- 5:00p	74. Microsoft Access 2016 for Advanced Users			
GR0I-6A11C	Ct 11,18/11	Sa	10:00a- 1:00p	<i>\$2460, 2 days or 4 evenings</i>			
GR0I-17121C	Ct 4/12	Mo	9:30a-12:30p	DD6A-6A16K	Mk 16,23,30/9; 7/10	Sa	10:00a- 1:00p
			2:00p- 5:00p	DD6A-24C17C	Ct 17,19,24,26/10	Tu,Th	7:00p-10:00p
GR0I-45C7K	Mk 7,8/12	Th,Fr	7:00p-10:00p	DD6A-51C17K	Mk 17,20,24,27/11	Fr,Mo	7:00p-10:00p
				DD6A-24C19C	Ct 19,21,28/12; 2/1	Tu,Th	7:00p-10:00p
68. Microsoft PowerPoint 2010 for Advanced Users				DD6A-13C22K	Mk 22,24,29,31/1	Mo,We	7:00p-10:00p
<i>\$960, 1 day or 2 evenings</i>				DD6A-35C21C	Ct 21,23,28/2; 2/3	We,Fr	7:00p-10:00p
GP0A-17081C	Ct 28/8	Mo	9:30a-12:30p	DD6A-35C21K	Mk 21,23,28/3; 4/4	We,Fr	7:00p-10:00p
			2:00p- 5:00p	75. Microsoft Access 2013 for Beginners			
GP0A-17091K	Mk 7/9	Th	9:30a-12:30p	<i>\$2040, 2 days or 4 evenings</i>			
			2:00p- 5:00p	DD3I-17091C	Ct 6,7/9	We,Th	9:30a-12:30p
GP0A-17101C	Ct 6/10	Fr	9:30a-12:30p				2:00p- 5:00p
			2:00p- 5:00p	DD3I-24C26K	Mk 26,28/9; 3,10/10	Tu,Th	7:00p-10:00p
GP0A-12C9C	Ct 9,10/10	Mo,Tu	7:00p-10:00p	DD3I-17101K	Mk 12,13/10	Th,Fr	9:30a-12:30p
GP0A-17111K	Mk 3/11	Fr	9:30a-12:30p				2:00p- 5:00p
			2:00p- 5:00p	DD3I-6A04C	Ct 4,11,18,25/11	Sa	10:00a- 1:00p
GP0A-6A33K	Mk 18,25/11	Sa	10:00a- 1:00p	DD3I-17111C	Ct 14,15/11	Tu,We	9:30a-12:30p
GP0A-6A33C	Ct 25/11; 2/12	Sa	10:00a- 1:00p				2:00p- 5:00p
GP0A-17121C	Ct 1/12	Fr	9:30a-12:30p	DD3I-13C20K	Mk 20,22,27,29/11	Mo,We	7:00p-10:00p
			2:00p- 5:00p	DD3I-17121K	Mk 4,5/12	Mo,Tu	9:30a-12:30p
69. Enhancing Microsoft PowerPoint 2016 Presentations with Multimedia Elements				DD3I-35C20C	Ct 20,22,27,29/12	We,Fr	7:00p-10:00p
<i>\$960, 1 day</i>				DD3I-13C29C	Ct 29,31/1; 5,7/2	Mo,We	7:00p-10:00p
EE6M-17091C	Ct 8/9	Fr	9:30a-12:30p	DD3I-24C27K	Mk 27/2; 1,6,8/3	Tu,Th	7:00p-10:00p
			2:00p- 5:00p	DD3I-35C28C	Ct 28/3; 4,6,11/4	We,Fr	7:00p-10:00p
EE6M-17101K	Mk 10/10	Tu	9:30a-12:30p	76. Microsoft Access 2013 for Advanced Users			
			2:00p- 5:00p	<i>\$2460, 2 days or 4 evenings</i>			
EE6M-17111C	Ct 14/11	Tu	9:30a-12:30p	DD3A-17091K	Mk 20,21/9	We,Th	9:30a-12:30p
			2:00p- 5:00p				2:00p- 5:00p
EE6M-17121K	Mk 7/12	Th	9:30a-12:30p	DD3A-35C27K	Mk 27,29/9; 6,11/10	We,Fr	7:00p-10:00p
			2:00p- 5:00p	DD3A-17101C	Ct 30,31/10	Mo,Tu	9:30a-12:30p
70. Visual Design for PowerPoint Presentations 2016							2:00p- 5:00p
<i>\$960, 1 day</i>				DD3A-6A4C	Ct 4,11,18,25/11	Sa	10:00a- 1:00p
GDP6-17101K	Mk 18/10	We	9:30a-12:30p	DD3A-17111K	Mk 28,29/11	Tu,We	9:30a-12:30p
			2:00p- 5:00p				2:00p- 5:00p
GDP6-17121K	Mk 14/12	Th	9:30a-12:30p	DD3A-35C6K	Mk 6,8,13,15/12	We,Fr	7:00p-10:00p
			2:00p- 5:00p	DD3A-17121C	Ct 20,21/12	We,Th	9:30a-12:30p
71. Visual Design for PowerPoint Presentations 2010/2007							2:00p- 5:00p
<i>\$960, 1 day</i>				DD3A-24C9C	Ct 9,11,16,18/1	Tu,Th	7:00p-10:00p
GDP0-17081C	Ct 24/8	Th	9:30a-12:30p	DD3A-13C12K	Mk 12,14,21,26/2	Mo,We	7:00p-10:00p
			2:00p- 5:00p	DD3A-6D10C	Ct 10,17/3	Sa	10:00a- 1:00p
GDP0-17091K	Mk 29/9	Fr	9:30a-12:30p				2:00p- 5:00p
			2:00p- 5:00p	77. Microsoft Access 2010 for Beginners			
GDP0-17101C	Ct 9/10	Mo	9:30a-12:30p	<i>\$2040, 2 days or 4 evenings</i>			
			2:00p- 5:00p	DA0I-24C34K	Mk 29,31/8; 5,7/9	Tu,Th	7:00p-10:00p
GDP0-17111K	Mk 15/11	We	9:30a-12:30p	DA0I-17091K	Mk 14,15/9	Th,Fr	9:30a-12:30p
			2:00p- 5:00p				2:00p- 5:00p
GDP0-17121C	Ct 27/12	We	9:30a-12:30p				

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time	
DA01-6A23C	Ct 23,30/9; 7,14/10	Sa	10:00a - 1:00p	82. Microsoft Project 2013 <i>\$1040, 1 day or 2 evenings</i>				
DA01-17101C	Ct 3,4/10	Tu,We	9:30a -12:30p 2:00p - 5:00p		MP06-13C11K	Mk 11,13/9	Mo,We	7:00p -10:00p
DA01-14C23K	Mk 23,26,30/10; 2/11	Mo,Th	7:00p -10:00p		MP06-17091K	Mk 11/9	Mo	9:30a -12:30p 2:00p - 5:00p
DA01-17111K	Mk 7,8/11	Tu,We	9:30a -12:30p 2:00p - 5:00p		MP06-6A23C	Ct 23,30/9	Sa	10:00a - 1:00p
DA01-24C21C	Ct 21,23,28,30/11	Tu,Th	7:00p -10:00p		MP06-17101C	Ct 17/10	Tu	9:30a -12:30p 2:00p - 5:00p
DA01-17121C	Ct 12,13/12	Tu,We	9:30a -12:30p 2:00p - 5:00p		MP06-24C24K	Mk 24,26/10	Tu,Th	7:00p -10:00p
DA01-35C27K	Mk 27,29/12; 3,5/1	We,Fr	7:00p -10:00p		MP06-17111K	Mk 8/11	We	9:30a -12:30p 2:00p - 5:00p
78. Microsoft Access 2010 for Advanced Users <i>\$2460, 2 days or 4 evenings</i>					MP06-45C9C	Ct 9,10/11	Th,Fr	7:00p -10:00p
DA0A-6A16C	Ct 16,23,30/9; 7/10	Sa	10:00a - 1:00p		MP06-6A9K	Mk 9,16/12	Sa	10:00a - 1:00p
DA0A-17091C	Ct 25,26/9	Mo,Tu	9:30a -12:30p 2:00p - 5:00p		MP06-17121C	Ct 14/12	Th	9:30a -12:30p 2:00p - 5:00p
DA0A-17101K	Mk 16,17/10	Mo,Tu	9:30a -12:30p 2:00p - 5:00p	MP06-35C27C	Ct 27,29/12	We,Fr	7:00p -10:00p	
DA0A-24C17K	Mk 17,19,24,26/10	Tu,Th	7:00p -10:00p	MP06-13C29K	Mk 29,31/1	Mo,We	7:00p -10:00p	
DA0A-13C33C	Ct 20,22,27,29/11	Mo,We	7:00p -10:00p	MP06-6D10C	Ct 10/2	Sa	10:00a - 1:00p 2:00p - 5:00p	
DA0A-17111C	Ct 22,23/11	We,Th	9:30a -12:30p 2:00p - 5:00p	MP06-24C32K	Mk 13,15/3	Tu,Th	7:00p -10:00p	
DA0A-17121K	Mk 28,29/12	Th,Fr	9:30a -12:30p 2:00p - 5:00p	MP06-12C26C	Ct 26,27/3	Mo,Tu	7:00p -10:00p	
DA0A-6D30K	Mk 30/12; 6/1	Sa	10:00a - 1:00p 2:00p - 5:00p	83. Adobe InDesign CC/CS6 <i>\$2040, 12 hours in 4 sessions</i>				
79. Powerful Queries Using Microsoft Access 2010/2007 <i>\$1380, 1 day or 2 evenings</i>				*IND9-14A14E	Ct 28,31/8; 4,7/9 (Eng)	Mo,Th	9:45a -12:45p	
PQM0-6A30K	Mk 30/9; 7/10	Sa	10:00a - 1:00p	IND9-17091C	Ct 4,5/9	Mo,Tu	9:30a -12:30p 2:00p - 5:00p	
PQM0-45C12C	Ct 12,13/10	Th,Fr	7:00p -10:00p	IND9-24C33K	Mk 5,7,12,14/9	Tu,Th	7:00p -10:00p	
PQM0-13C13K	Mk 13,15/11	Mo,We	7:00p -10:00p	IND9-6D32K	Mk 9,16/9	Sa	10:00a - 1:00p 2:00p - 5:00p	
PQM0-24C32C	Ct 28,30/11	Tu,Th	7:00p -10:00p	m IND9-13C11M	Ct 11,13,18,20/9	Mo,We	7:00p -10:00p	
PQM0-6D30K	Mk 30/12	Sa	10:00a - 1:00p 2:00p - 5:00p	*IND9-35D13E	Ct 22,27/9 (Eng)	Fr,We	9:45a -12:45p 2:00p - 5:00p	
PQM0-12C29C	Ct 29,30/1	Mo,Tu	7:00p -10:00p	*IND9-6D2E	Ct 23,30/9 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	
PQM0-6A24K	Mk 24/2; 3/3	Sa	10:00a - 1:00p	IND9-14C4C	Ct 25,28/9; 9,12/10	Mo,Th	7:00p -10:00p	
PQM0-45C22C	Ct 22,23/3	Th,Fr	7:00p -10:00p	IND9-24D19K	Mk 26,28/9	Tu,Th	9:45a -12:45p 2:00p - 5:00p	
80. Microsoft Access 2010/2007 Programming <i>\$3660, 3 days or 6 evenings</i>				IND9-17101K	Mk 3,4/10	Tu,We	9:30a -12:30p 2:00p - 5:00p	
PA10-6A30K	Mk 30/9 to 18/11	Sa	10:00a - 1:00p	*IND9-24C52E	Ct 12,17,19,24/10 (Eng)	Th,Tu	7:00p -10:00p	
PA10-42C2C	Ct 2,7,9,14,16,21/11	Th,Tu	7:00p -10:00p	m IND9-51C27M	Ct 27,30/10; 3,6/11	Fr,Mo	7:00p -10:00p	
PA10-13C4K	Mk 4,6,11,13,18,20/12	Mo,We	7:00p -10:00p	IND9-52C6K	Mk 27,31/10; 3,7/11	Fr,Tu	7:00p -10:00p	
PA10-6A6C	Ct 6,13,20,27/1; 3,10/2	Sa	10:00a - 1:00p	IND9-17111C	Ct 1,2/11	We,Th	9:30a -12:30p 2:00p - 5:00p	
PA10-13C5K	Mk 5,7,12,14,21,26/2	Mo,We	7:00p -10:00p	m*IND9-6A14A	Ct 4,11,18,25/11 (Eng)	Sa	10:00a - 1:00p	
PA10-24C6C	Ct 6,8,13,15,20,22/2	Tu,Th	7:00p -10:00p	*IND9-52A13E	Ct 7,10,14,17/11 (Eng)	Tu,Fr	9:45a -12:45p	
PA10-6D10K	Mk 10,17,24/3	Sa	10:00a - 1:00p 2:00p - 5:00p	IND9-52C20C	Ct 10,14,17,21/11	Fr,Tu	7:00p -10:00p	
81. (50413) Mastering Microsoft Project 2010 (Microsoft Official Curriculum) <i>\$3600, 2 days or 4 evenings</i>				IND9-6D7K	Mk 11,18/11	Sa	10:00a - 1:00p 2:00p - 5:00p	
PJ10-12D4C	Ct 4,5/9	Mo,Tu	9:45a -12:45p 2:00p - 5:00p	IND9-35D8K	Mk 17,22/11	Fr,We	9:45a -12:45p 2:00p - 5:00p	
PJ10-13C4C	Ct 4,6,11,13/9	Mo,We	7:00p -10:00p	*IND9-13C42E	Ct 27,29/11; 4,6/12 (Eng)	Mo,We	7:00p -10:00p	
PJ10-25C3K	Mk 3,6,10,13/10	Tu,Fr	7:00p -10:00p	m*IND9-35C6A	Ct 6,8,13,15/12 (Eng)	We,Fr	7:00p -10:00p	
PJ10-45D26K	Mk 11,12/10	We,Th	9:45a -12:45p 2:00p - 5:00p	*IND9-6D18E	Ct 9,16/12 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p	
PJ10-13C6C	Ct 6,8,13,15/11	Mo,We	7:00p -10:00p	m IND9-6D9M	Ct 9,16/12	Sa	10:00a - 1:00p 2:00p - 5:00p	
PJ10-6D32K	Mk 2,9/12	Sa	10:00a - 1:00p 2:00p - 5:00p	IND9-35C34K	Mk 13,15,20,27/12	We,Fr	7:00p -10:00p	
PJ10-12D32C	Ct 11,12/12	Mo,Tu	9:45a -12:45p 2:00p - 5:00p	IND9-17121K	Mk 14,15/12	Th,Fr	9:30a -12:30p 2:00p - 5:00p	
PJ10-45C4C	Ct 4,5,11,12/1	Th,Fr	7:00p -10:00p	IND9-6D2K	Mk 30/12; 6/1	Sa	10:00a - 1:00p 2:00p - 5:00p	
PJ10-24C6K	Mk 6,8,13,20/2	Tu,Th	7:00p -10:00p	*IND9-35A13E	Ct 3,5,10,12/1 (Eng)	We,Fr	9:45a -12:45p	
PJ10-34D7K	Mk 7,8/2	We,Th	9:45a -12:45p 2:00p - 5:00p	IND9-41C7C	Ct 4,8,11,15/1	Th,Mo	7:00p -10:00p	
PJ10-6D10C	Ct 10,17/3	Sa	9:45a -12:45p 2:00p - 5:00p	IND9-24D2K	Mk 11,16/1	Th,Tu	9:45a -12:45p 2:00p - 5:00p	
				*IND9-24C33E	Ct 23,25,30/1; 1/2 (Eng)	Tu,Th	7:00p -10:00p	
				IND9-41C4K	Mk 25,29/1; 1,5/2	Th,Mo	7:00p -10:00p	
				*IND9-24D23E	Ct 1,6/2 (Eng)	Th,Tu	9:45a -12:45p 2:00p - 5:00p	
				*IND9-6D13E	Ct 3,10/2 (Eng)	Sa	10:00a - 1:00p	

<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>
IND9-52C2C	Ct 27/2; 2,6,9/3	Tu,Fr	2:00p - 5:00p 7:00p-10:00p				
IND9-6D3K	Mk 3,10/3	Sa	10:00a - 1:00p 2:00p - 5:00p				
IND9-13D26K	Mk 7,12/3	We,Mo	9:45a-12:45p 2:00p - 5:00p				
IND9-35C21K	Mk 14,16,21,23/3	We,Fr	7:00p-10:00p				
*IND9-13D12E	Ct 21,26/3 (Eng)	We,Mo	9:45a-12:45p 2:00p - 5:00p				
*IND9-41C1E	Ct 22,26,29/3; 9/4 (Eng)	Th,Mo	7:00p-10:00p				