



# Microsoft 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>					<b>*FACE-13C34E</b> Ct 17,19/12 (Eng) Mo,We 7:00p-10:00p				
\$850 (including exam voucher with free retake)					FACE-35C19C Ct 4,9/1 Fr,We 7:00p-10:00p				
PMOS-6A10K	Mk	24/11	Sa	10:00a-12:00p	FACE-6D29K Mk 12/1 Sa 10:00a-1:00p				
PMOS-6A23K	Mk	23/2	Sa	10:00a-12:00p	2:00p-5:00p				
<b>2. Microsoft Office 365 Overview</b>					FACE-42C3K Mk 17,22/1 Th,Tu 7:00p-10:00p				
\$1100, 6 hours in 2 sessions					FACE-6D12C Ct 26/1 Sa 10:00a-1:00p				
O365-18111C	Ct	14/11	We	9:30a-12:30p	2:00p-5:00p				
O365-18121K	Mk	11/12	Tu	9:30a-12:30p	<b>*FACE-6D49E</b> Ct 2/2 (Eng) Sa 10:00a-1:00p				
O365-19021C	Ct	8/2	Fr	9:30a-12:30p	2:00p-5:00p				
O365-19061C	Ct	18/4	Th	9:30a-12:30p	<b>*FACE-52C1E</b> Ct 19,22/2 (Eng) Tu,Fr 7:00p-10:00p				
O365-19041C	Ct	30/4	Tu	9:30a-12:30p	FACE-14C11C Ct 25,28/2 Mo,Th 7:00p-10:00p				
O365-19081C	Ct	5/8	Mo	9:30a-12:30p	FACE-6D16K Mk 2/3 Sa 10:00a-1:00p				
<b>3. Microsoft Office 2016 for Office 2007/2010/2013 Users</b>					2:00p-5:00p				
\$1100, 1 day or 2 evenings					FACE-53C1K Mk 15,20/3 Fr,We 7:00p-10:00p				
MS16-18111K	Mk	30/11	Fr	9:30a-12:30p	<b>*FACE-6D66E</b> Ct 30/3 (Eng) Sa 10:00a-1:00p				
MS16-19011C	Ct	9/1	We	9:30a-12:30p	2:00p-5:00p				
MS16-19051C	Ct	20/5	Mo	9:30a-12:30p	<b>*FACE-14C1E</b> Ct 15,18/4 (Eng) Mo,Th 7:00p-10:00p				
MS16-19091C	Ct	20/9	Fr	9:30a-12:30p	FACE-14C8C Ct 25,29/4 Th,Mo 7:00p-10:00p				
<b>4. Office Collaboration with Google Drive and Google Forms</b>					FACE-6D6K Mk 27/4 Sa 10:00a-1:00p				
\$1100, 1 day or 2 evenings					2:00p-5:00p				
GOOG-18111K	Mk	26/11	Mo	9:30a-12:30p	FACE-6D4C Ct 18/5 Sa 10:00a-1:00p				
GOOG-18121K	Mk	27/12	Th	9:30a-12:30p	2:00p-5:00p				
GOOG-19011C	Ct	29/1	Tu	9:30a-12:30p	<b>6. Google AdWords Essentials</b>				
GOOG-19051C	Ct	6/5	Mo	9:30a-12:30p	\$1200, 1 day or 2 evenings				
GOOG-19091C	Ct	3/9	Tu	9:30a-12:30p	EGOO-18121K Mk 17/12 Mo 9:30a-12:30p				
<b>5. Social Media and Facebook Marketing</b>					2:00p-5:00p				
\$1200, 1 day or 2 evenings					<b>7. Analyzing Site Performance with Google Analytics</b>				
FACE-6D35C	Ct	27/10	Sa	10:00a-1:00p	\$1200, 1 day or 2 evenings				
FACE-6D35K	Mk	27/10	Sa	10:00a-1:00p	<b>*AGA-6D22E</b> Ct 27/10 (Eng) Sa 10:00a-1:00p				
FACE-24C23C	Ct	6,8/11	Tu,Th	7:00p-10:00p	2:00p-5:00p				
FACE-18111K	Mk	20/11	Tu	9:30a-12:30p	<b>*AGA-24C39E</b> Ct 6,8/11 (Eng) Tu,Th 7:00p-10:00p				
FACE-6D34K	Mk	24/11	Sa	10:00a-1:00p	AGA-18111K Mk 9/11 Fr 9:30a-12:30p				
FACE-35C14K	Mk	28,30/11	We,Fr	7:00p-10:00p	2:00p-5:00p				
<b>*FACE-6D35E</b>	Ct	8/12 (Eng)	Sa	10:00a-1:00p	AGA-6D35K Mk 10/11 Sa 10:00a-1:00p				
2:00p-5:00p					2:00p-5:00p				

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time
*AGA-14C1E	Ct 2,6/5 (Eng)	Th,Mo	7:00p-10:00p	<b>\$2500 x 3 monthly instalments (total \$7500, \$1500 after 80% CEF reimbursement) 48 hours in 16 sessions</b>			
AGA-14C8C	Ct 9,16/5	Th	7:00p-10:00p	COFC-14C26K	Mk 26/11 to 24/1	Mo,Th	7:00p-10:00p
AGA-6D6K	Mk 11/5	Sa	10:00a- 1:00p	COFC-25C11C	Ct 11/12 to 12/2	Tu,Fr	7:00p-10:00p
			2:00p- 5:00p	*COFC-6D32E	Ct 12/1 to 2/3 (Eng)	Sa	10:00a- 1:00p
AGA-6D4C	Ct 1/6	Sa	10:00a- 1:00p				2:00p- 5:00p
			2:00p- 5:00p	COFC-35C32K	Mk 16/1 to 13/3	We,Fr	7:00p-10:00p
<b>8. Search Engine Optimization (SEO)</b>				*COFC-52C25E	Ct 25/1 to 22/3 (Eng)	Fr,Tu	7:00p-10:00p
<i>\$1200, 1 day or 2 evenings</i>				COFC-13C11C	Ct 11/2 to 3/4	Mo,We	7:00p-10:00p
*SEO-24C39E	Ct 30/10; 1/11 (Eng)	Tu,Th	7:00p-10:00p	COFC-6D16K	Mk 16/2 to 6/4	Sa	10:00a- 1:00p
SEO-6D35C	Ct 3/11	Sa	10:00a- 1:00p				2:00p- 5:00p
			2:00p- 5:00p	COFC-41C7K	Mk 7/3 to 2/5	Th,Mo	7:00p-10:00p
SEO-6D35K	Mk 3/11	Sa	10:00a- 1:00p	*COFC-6D9E	Ct 9/3 to 4/5 (Eng)	Sa	10:00a- 1:00p
			2:00p- 5:00p				2:00p- 5:00p
SEO-24C23C	Ct 13,15/11	Tu,Th	7:00p-10:00p	*COFC-13C1E	Ct 1/4 to 3/6 (Eng)	Mo,We	7:00p-10:00p
SEO-18111K	Mk 19/11	Mo	9:30a-12:30p	COFC-6D13K	Mk 13/4 to 8/6	Sa	10:00a- 1:00p
			2:00p- 5:00p				2:00p- 5:00p
SEO-6D34K	Mk 1/12	Sa	10:00a- 1:00p	<b>10. Business Analysis with Microsoft Excel (CEF Approved)</b>			
			2:00p- 5:00p	<i>\$3225 x 2 monthly instalments (total \$6450, \$1290 after 80% CEF reimbursement), 30 hours in 10 sessions</i>			
SEO-35C14K	Mk 5,7/12	We,Fr	7:00p-10:00p	*CBAB-14C12E	Ct 12/11 to 13/12 (Eng)	Mo,Th	7:00p-10:00p
*SEO-6D35E	Ct 15/12 (Eng)	Sa	10:00a- 1:00p	CBAB-6D17K	Mk 17,24/11; 1,8,15/12	Sa	10:00a- 1:00p
			2:00p- 5:00p				2:00p- 5:00p
SEO-35C19C	Ct 11,16/1	Fr,We	7:00p-10:00p	CBAB-42C22C	Ct 22/11 to 27/12	Th,Tu	7:00p-10:00p
SEO-6D29K	Mk 19/1	Sa	10:00a- 1:00p	CBAB-25C11K	Mk 11/12 to 18/1	Tu,Fr	7:00p-10:00p
			2:00p- 5:00p	*CBAB-6D15E	Ct 15/12 to 19/1 (Eng)	Sa	10:00a- 1:00p
SEO-42C3K	Mk 24,29/1	Th,Tu	7:00p-10:00p				2:00p- 5:00p
SEO-6D12C	Ct 2/2	Sa	10:00a- 1:00p	*CBAB-25C8E	Ct 8/1 to 12/2 (Eng)	Tu,Fr	7:00p-10:00p
			2:00p- 5:00p	CBAB-6D19K	Mk 19,26/1; 2,9,16/2	Sa	10:00a- 1:00p
*SEO-6D49E	Ct 9/2 (Eng)	Sa	10:00a- 1:00p				2:00p- 5:00p
			2:00p- 5:00p	CBAB-13C21C	Ct 21/1 to 27/2	Mo,We	7:00p-10:00p
*SEO-52C1E	Ct 26/2; 1/3 (Eng)	Tu,Fr	7:00p-10:00p	CBAB-53C1K	Mk 1/2 to 8/3	Fr,We	7:00p-10:00p
SEO-14C11C	Ct 4,7/3	Mo,Th	7:00p-10:00p	*CBAB-6D16E	Ct 16,23/2; 2,9,16/3 (Eng)	Sa	10:00a- 1:00p
SEO-6D16K	Mk 9/3	Sa	10:00a- 1:00p				2:00p- 5:00p
			2:00p- 5:00p	*CBAB-24C43E	Ct 26/2 to 28/3 (Eng)	Tu,Th	7:00p-10:00p
SEO-53C1K	Mk 22,27/3	Fr,We	7:00p-10:00p	CBAB-6D34K	Mk 2,9,16,23,30/3	Sa	10:00a- 1:00p
*SEO-6D66E	Ct 6/4 (Eng)	Sa	10:00a- 1:00p				2:00p- 5:00p
			2:00p- 5:00p	CBAB-24C12C	Ct 12/3 to 11/4	Tu,Th	7:00p-10:00p
*SEO-14C1E	Ct 25,29/4 (Eng)	Th,Mo	7:00p-10:00p	CBAB-14C1K	Mk 1/4 to 6/5	Mo,Th	7:00p-10:00p
SEO-14C8C	Ct 2,6/5	Th,Mo	7:00p-10:00p	*CBAB-13C15E	Ct 15/4 to 27/5 (Eng)	Mo,We	7:00p-10:00p
SEO-6D6K	Mk 4/5	Sa	10:00a- 1:00p	*CBAB-6D04E	Ct 4,11,18,25/5; 1/6 (Eng)	Sa	10:00a- 1:00p
			2:00p- 5:00p				2:00p- 5:00p
SEO-6D4C	Ct 25/5	Sa	10:00a- 1:00p	<i>\$2150 x 3 monthly instalments (total \$6450, \$1290 after 80% CEF reimbursement), 30 hours in 10 sessions</i>			
			2:00p- 5:00p	<b>11. Spreadsheet Modeling in Corporate Finance (CEF Approved)</b>			
<b>9. Effective Use of Microsoft Office in Business (CEF Approved)</b>				<i>\$3450 x 2 monthly instalments (total \$6900, \$1380 after 80% CEF reimbursement), 30 hours in 10 sessions</i>			
<i>\$3750 x 2 monthly instalments (total \$7500, \$1500 after 80% CEF reimbursement) 48 hours in 16 sessions</i>				CSSB-6D3K	Mk 3,10,17,24/11; 1/12	Sa	10:00a- 1:00p
*COFB-14D29E	Ct 29/10 to 22/11 (Eng)	Mo,Th	9:45a-12:45p				2:00p- 5:00p
			2:00p- 5:00p	CSSB-25C13K	Mk 13/11 to 14/12	Tu,Fr	7:00p-10:00p
*COFB-6D33E	Ct 3/11 to 29/12 (Eng)	Sa	10:00a- 1:00p	CSSB-41C27C	Ct 27/12 to 31/1	Th,Mo	7:00p-10:00p
			2:00p- 5:00p	CSSB-6D5K	Mk 5,12,19,26/1; 2/2	Sa	10:00a- 1:00p
COFB-52D16K	Mk 16/11 to 11/12	Fr,Tu	9:45a-12:45p				2:00p- 5:00p
			2:00p- 5:00p	CSSB-35C20K	Mk 20/2 to 22/3	We,Fr	7:00p-10:00p
COFB-6D1K	Mk 1/12 to 26/1	Sa	10:00a- 1:00p	CSSB-35C6C	Ct 6/3 to 10/4	We,Fr	7:00p-10:00p
			2:00p- 5:00p	CSSB-6D6K	Mk 6,13,27/4; 4,11/5	Sa	10:00a- 1:00p
COFB-52D14C	Ct 14/12 to 15/1	Fr,Tu	9:45a-12:45p				2:00p- 5:00p
			2:00p- 5:00p	CSSB-14C6K	Mk 6/5 to 10/6	Mo,Th	7:00p-10:00p
COFB-6D5C	Ct 5/1 to 23/2	Sa	10:00a- 1:00p	<b>12. Financial Modeling with Excel VBA (CEF Approved)</b>			
			2:00p- 5:00p	<i>\$2600 x 3 monthly instalments (total \$7800, \$1560 after 80% CEF reimbursement), 39 hours in 13 sessions</i>			
COFB-35D32K	Mk 16/1 to 13/2	We,Fr	9:45a-12:45p	CVBC-6D27K	Mk 27/10 to 8/12	Sa	10:00a- 1:00p
			2:00p- 5:00p		27/10 to 1/12	Sa	2:00p- 5:00p
COFB-14D18C	Ct 18/2 to 14/3	Mo,Th	9:45a-12:45p	*CVBC-53C16E	Ct 16/11 to 2/1 (Eng)	Fr,We	7:00p-10:00p
			2:00p- 5:00p	CVBC-53C23C	Ct 23/11 to 9/1	Fr,We	7:00p-10:00p
COFB-14D11K	Mk 11/3 to 4/4	Mo,Th	10:00a- 1:00p	CVBC-6D29K	Mk 29/12 to 9/2	Sa	10:00a- 1:00p
			2:00p- 5:00p				
COFB-24C9C	Ct 9/4 to 30/5	Tu,Th	7:00p-10:00p				
COFB-35D24C	Ct 24/4 to 22/5	We,Fr	9:45a-12:45p				
			2:00p- 5:00p				

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time
	29/12 to 2/2	Sa	2:00p - 5:00p	*CMKB-6D66E	Ct 16/3 to 13/4 (Eng)	Sa	10:00a - 1:00p
*CVBC-14C14E	Ct 14/1 to 4/3 (Eng)	Mo,Th	7:00p-10:00p				2:00p - 5:00p
CVBC-24C35C	Ct 15/1 to 5/3	Tu,Th	7:00p-10:00p	*CMKB-14C1E	Ct 1/4 to 6/5 (Eng)	Mo,Th	7:00p-10:00p
CVBC-41C17K	Mk 17/1 to 7/3	Th,Mo	7:00p-10:00p	CMKB-6D6K	Mk 6,13,27/4; 4,11/5	Sa	10:00a - 1:00p
CVBC-35C34K	Mk 13/3 to 3/5	We,Fr	7:00p-10:00p				2:00p - 5:00p
<b>\$3900 x 2 monthly instalments (total \$7800, \$1560 after 80% CEF reimbursement), 39 hours in 13 sessions</b>				CMKB-14C8C	Ct 8/4 to 16/5	Mo,Th	7:00p-10:00p
CVBB-35C5K	Mk 5/12 to 18/1	We,Fr	7:00p-10:00p	CMKB-6D4C	Ct 4,11,18,25/5; 1/6	Sa	10:00a - 1:00p
*CVBB-6D15E	Ct 15,29/12; 5/1 (Eng)	Sa	10:00a - 1:00p				2:00p - 5:00p
	15,29/12; 26/1 (Eng)	Sa	2:00p - 5:00p	<b>15. Solving Common PC Problems</b>			
	5,12,19/1 (Eng)	Sa	2:00p - 5:30p	<b>\$1100, 1 day</b>			
	12,19,26/1 (Eng)	Sa	9:30a - 1:00p	ESP0-18111K	Mk 26/11	Mo	9:30a-12:30p
*CVBB-6D9E	Ct 9/2 to 23/3 (Eng)	Sa	10:00a - 1:00p				2:00p - 5:00p
	9/2 to 16/3 (Eng)	Sa	2:00p - 5:00p	<b>16. Workshop on Networking Fundamentals</b>			
CVBB-6D32K	Mk 2/3 to 13/4	Sa	10:00a - 1:00p	<b>\$2800, 2 days</b>			
	2,9,16,23,30/3; 6/4	Sa	2:00p - 5:00p	EN01-18121K	Mk 3,4/12	Mo,Tu	9:30a-12:30p
*CVBB-25C32E	Ct 5/3 to 23/4 (Eng)	Tu,Fr	7:00p-10:00p				2:00p - 5:00p
CVBB-25C5C	Ct 5/3 to 23/4	Tu,Fr	7:00p-10:00p	<b>17. Microsoft Outlook 2013</b>			
*CVBB-6D56E	Ct 6/4 to 25/5 (Eng)	Sa	10:00a - 1:00p	<b>\$110, 1 day</b>			
	6/4 to 18/5 (Eng)	Sa	2:00p - 5:00p	NO13-18121K	Mk 18/12	Tu	9:30a-12:30p
<b>13. Database Management with Microsoft Access (CEF Approved)</b>							2:00p - 5:00p
<b>\$3225 x 2 monthly instalments (total \$6450, \$1290 after 80% CEF reimbursement), 30 hours in 10 sessions</b>				NO13-19011C	Ct 7/1	Mo	9:30a-12:30p
CIMB-6D3C	Ct 3,10,17,24/11; 1/12	Sa	10:00a - 1:00p				2:00p - 5:00p
			2:00p - 5:00p	NO13-19031C	Ct 5/3	Tu	9:30a-12:30p
CIMB-14C5K	Mk 5/11 to 6/12	Mo,Th	7:00p-10:00p				2:00p - 5:00p
*CIMB-52C16E	Ct 16/11 to 18/12 (Eng)	Fr,Tu	7:00p-10:00p	NO13-19051C	Ct 15/5	We	9:30a-12:30p
CIMB-13C19C	Ct 19/11 to 19/12	Mo,We	7:00p-10:00p				2:00p - 5:00p
CIMB-35C32K	Mk 2/1 to 1/2	We,Fr	7:00p-10:00p	NO13-19071C	Ct 8/7	Mo	9:30a-12:30p
CIMB-6D36K	Mk 5,12,19,26/1; 2/2	Sa	10:00a - 1:00p				2:00p - 5:00p
			2:00p - 5:00p	NO13-19091C	Ct 23/9	Mo	9:30a-12:30p
*CIMB-6D12E	Ct 12,19,26/1; 2,9/2 (Eng)	Sa	10:00a - 1:00p				2:00p - 5:00p
			2:00p - 5:00p	<b>18. Microsoft Windows 10</b>			
*CIMB-35C16E	Ct 16/1 to 20/2 (Eng)	We,Fr	7:00p-10:00p	<b>\$1100, 1 day or 2 evenings</b>			
CIMB-25C22C	Ct 22/1 to 26/2	Tu,Fr	7:00p-10:00p	WN10-18111C	Ct 14/11	We	9:30a-12:30p
CIMB-6D2C	Ct 2,9,16,23,30/3	Sa	10:00a - 1:00p				2:00p - 5:00p
			2:00p - 5:00p	WN10-18121K	Mk 31/12	Mo	9:30a-12:30p
CIMB-14C4K	Mk 4/3 to 4/4	Mo,Th	7:00p-10:00p				2:00p - 5:00p
*CIMB-24C59E	Ct 19/3 to 18/4 (Eng)	Tu,Th	7:00p-10:00p	WN10-19021C	Ct 19/2	Tu	9:30a-12:30p
CIMB-24C2C	Ct 2/4 to 2/5	Tu,Th	7:00p-10:00p				2:00p - 5:00p
*CIMB-6D13E	Ct 13/4 to 18/5 (Eng)	Sa	10:00a - 1:00p	WN10-19061C	Ct 20/6	Th	9:30a-12:30p
			2:00p - 5:00p				2:00p - 5:00p
CIMB-6D4K	Mk 4,11,18,25/5; 1/6	Sa	10:00a - 1:00p	WN10-19101C	Ct 3/10	Th	9:30a-12:30p
			2:00p - 5:00p				2:00p - 5:00p
CIMB-25C7K	Mk 7/5 to 11/6	Tu,Fr	7:00p-10:00p	<b>19. Mastering Acrobat 11 Professional</b>			
<b>14. Diploma in e-Shop Creation and Digital Marketing (CEF Approved)</b>				<b>\$1100, 1 day</b>			
<b>\$3000 x 2 monthly instalments (total \$6000, \$1200 after 80% CEF reimbursement), 30 hours in 10 sessions</b>				EAB6-18111C	Ct 15/11	Th	9:30a-12:30p
CMKB-6D34K	Mk 10,17,24/11; 1,8/12	Sa	10:00a - 1:00p				2:00p - 5:00p
			2:00p - 5:00p	EAB6-18121K	Mk 18/12	Tu	9:30a-12:30p
CMKB-35C14K	Mk 14/11 to 14/12	We,Fr	7:00p-10:00p				2:00p - 5:00p
*CMKB-6D35E	Ct 24/11 to 29/12 (Eng)	Sa	10:00a - 1:00p	<b>20. Creating E-Forms with Microsoft Word, Excel 2010/2007 and Adobe Acrobat 10</b>			
			2:00p - 5:00p	<b>\$1100, 1 day</b>			
*CMKB-13C34E	Ct 3/12 to 14/1 (Eng)	Mo,We	7:00p-10:00p	EFRM-18111K	Mk 12/11	Mo	9:30a-12:30p
CMKB-35C19C	Ct 19/12 to 23/1	We,Fr	7:00p-10:00p				2:00p - 5:00p
CMKB-6D29K	Mk 29/12; 5,12,19,26/1	Sa	10:00a - 1:00p	<b>21. Tips and Tricks in Word, Excel and PowerPoint 2010/2007</b>			
			2:00p - 5:00p	<b>\$1100, 1 day</b>			
CMKB-42C3K	Mk 3/1 to 12/2	Th,Tu	7:00p-10:00p	OFT0-18111K	Mk 28/11	We	9:30a-12:30p
CMKB-6D12C	Ct 12,19,26/1; 2,9/2	Sa	10:00a - 1:00p				2:00p - 5:00p
			2:00p - 5:00p	OFT0-18121C	Ct 11/12	Tu	9:30a-12:30p
*CMKB-6D49E	Ct 19,26/1; 2,9,16/2 (Eng)	Sa	10:00a - 1:00p				2:00p - 5:00p
			2:00p - 5:00p	<b>22. Collaboration between Word, Excel and PowerPoint 2010/2007</b>			
*CMKB-52C1E	Ct 1/2 to 8/3 (Eng)	Fr,Tu	7:00p-10:00p	<b>\$1100, 1 day</b>			
CMKB-14C11C	Ct 11/2 to 14/3	Mo,Th	7:00p-10:00p	CWEP-18111K	Mk 21/11	We	9:30a-12:30p
CMKB-6D16K	Mk 16,23/2; 2,9,16/3	Sa	10:00a - 1:00p				2:00p - 5:00p
			2:00p - 5:00p	CWEP-18121C	Ct 19/12	We	9:30a-12:30p
CMKB-53C1K	Mk 1/3 to 3/4	Fr,We	7:00p-10:00p				

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time
<b>23. Microsoft Word 2016 for Beginners</b>				<b>30. Chinese Input Method - Changjie</b>			
<i>\$1100, 1 day or 2 evenings</i>				<i>\$1100, 1 day or 2 evenings</i>			
WD6I-35C31C	Ct 31/10; 2/11	We,Fr	2:00p - 5:00p	IC01-18111K	Mk 30/11	Fr	9:30a-12:30p
WD6I-45C8K	Mk 8,9/11	Th,Fr	7:00p-10:00p				2:00p - 5:00p
WD6I-6D15C	Ct 15/12	Sa	7:00p-10:00p	IC01-18121C	Ct 12/12	We	9:30a-12:30p
			10:00a - 1:00p				2:00p - 5:00p
			2:00p - 5:00p	<b>31. Chinese Input Method - Quick (速成中文輸入法)</b>			
WD6I-45C20K	Mk 20,21/12	Th,Fr	7:00p-10:00p	<i>\$1100, 1 day</i>			
WD6I-45C31C	Ct 31/1; 1/2	Th,Fr	7:00p-10:00p	IQ01-18121C	Ct 28/12	Fr	9:30a-12:30p
WD6I-6A16K	Mk 16,23/2	Sa	10:00a - 1:00p				2:00p - 5:00p
WD6I-6A16C	Ct 16,23/3	Sa	10:00a - 1:00p	<b>32. PowerPivot for Microsoft Excel 2010</b>			
<b>24. Microsoft Word 2016 for Advanced Users</b>				<i>\$1400, 1 day or 2 evenings</i>			
<i>\$1100, 1 day or 2 evenings</i>				PP10-35C7K	Mk 7,9/11	We,Fr	7:00p-10:00p
WD6A-24C30K	Mk 30/10; 1/11	Tu,Th	7:00p-10:00p	PP10-13C3C	Ct 3,5/12	Mo,We	7:00p-10:00p
WD6A-24C27C	Ct 27,29/11	Tu,Th	7:00p-10:00p	PP10-6A29C	Ct 29/12; 5/1	Sa	10:00a - 1:00p
WD6A-51C14K	Mk 14,17/12	Fr,Mo	7:00p-10:00p	PP10-6A34K	Mk 5,12/1	Sa	10:00a - 1:00p
WD6A-6A12C	Ct 12,19/1	Sa	10:00a - 1:00p	PP10-13C32K	Mk 18,20/2	Mo,We	7:00p-10:00p
WD6A-6A2K	Mk 2,9/2	Sa	10:00a - 1:00p	PP10-24C26C	Ct 26,28/2	Tu,Th	7:00p-10:00p
WD6A-45C28C	Ct 28/2; 1/3	Th,Fr	7:00p-10:00p	<b>33. Mastering Excel 2016 Pivot Tables</b>			
WD6A-12C18K	Mk 18,19/3	Mo,Tu	7:00p-10:00p	<i>\$1100, 1 day or 2 evenings</i>			
<b>25. Microsoft Word 2013 for Beginners</b>				MPT6-6A17C	Ct 17,24/11	Sa	10:00a - 1:00p
<i>\$1100, 1 day or 2 evenings</i>				MPT6-45C29K	Mk 29,30/11	Th,Fr	7:00p-10:00p
WD3I-24C30K	Mk 30/10; 1/11	Tu,Th	7:00p-10:00p	MPT6-45C3C	Ct 3,4/1	Th,Fr	7:00p-10:00p
WD3I-18111C	Ct 7/11	We	9:30a-12:30p	MPT6-6A12K	Mk 12,19/1	Sa	10:00a - 1:00p
			2:00p - 5:00p	MPT6-6A16C	Ct 16,23/2	Sa	10:00a - 1:00p
			2:00p - 5:00p	MPT6-24C26K	Mk 26,28/2	Tu,Th	7:00p-10:00p
WD3I-6A10C	Ct 10,17/11	Sa	10:00a - 1:00p	<b>34. Mastering Excel 2013 Pivot Tables</b>			
WD3I-18121C	Ct 7/12	Fr	9:30a-12:30p	<i>\$1100, 1 day or 2 evenings</i>			
			2:00p - 5:00p	MPT3-13C19K	Mk 19,26/11	Mo	7:00p-10:00p
WD3I-6A15K	Mk 8,15/12	Sa	10:00a - 1:00p	MPT3-18111C	Ct 21/11	We	9:30a-12:30p
WD3I-45C27C	Ct 27,28/12	Th,Fr	7:00p-10:00p				2:00p - 5:00p
WD3I-13C28K	Mk 28,30/1	Mo,We	7:00p-10:00p	MPT3-45C22C	Ct 22,23/11	Th,Fr	7:00p-10:00p
WD3I-6A16C	Ct 16,23/2	Sa	10:00a - 1:00p	MPT3-18121K	Mk 21/12	Fr	9:30a-12:30p
WD3I-6A16K	Mk 16,23/3	Sa	10:00a - 1:00p				2:00p - 5:00p
<b>26. Microsoft Word 2013 for Advanced Users</b>				MPT3-6A29K	Mk 29/12; 5/1	Sa	10:00a - 1:00p
<i>\$1100, 1 day or 2 evenings</i>				MPT3-6A12C	Ct 12,19/1	Sa	10:00a - 1:00p
WD3A-12C33K	Mk 5,6/11	Mo,Tu	7:00p-10:00p	MPT3-35C13K	Mk 13,15/2	We,Fr	7:00p-10:00p
WD3A-6A10C	Ct 10,17/11	Sa	10:00a - 1:00p	MPT3-45C7C	Ct 7,8/3	Th,Fr	7:00p-10:00p
WD3A-18111C	Ct 16/11	Fr	9:30a-12:30p	MPT3-6A30K	Mk 30/3; 6/4	Sa	10:00a - 1:00p
			2:00p - 5:00p	<b>35. Mastering Excel 2010 Pivot Tables</b>			
WD3A-6A17K	Mk 17,24/11	Sa	10:00a - 1:00p	<i>\$1100, 1 day or 2 evenings</i>			
WD3A-18121K	Mk 12/12	We	9:30a-12:30p	MPT0-18101K	Mk 26/10	Fr	9:30a-12:30p
			2:00p - 5:00p				2:00p - 5:00p
WD3A-45C27C	Ct 27,28/12	Th,Fr	7:00p-10:00p	MPT0-18111K	Mk 5/11	Mo	9:30a-12:30p
WD3A-35C2K	Mk 2,4/1	We,Fr	7:00p-10:00p				2:00p - 5:00p
WD3A-6A16K	Mk 16,23/2	Sa	10:00a - 1:00p	MPT0-18121C	Ct 5/12	We	9:30a-12:30p
WD3A-6A35C	Ct 16,23/2	Sa	10:00a - 1:00p				2:00p - 5:00p
<b>27. Microsoft Word 2010 for Beginners</b>				<b>36. Using Excel 2013 Functions Effectively</b>			
<i>\$1100, 1 day or 2 evenings</i>				<i>\$1100, 1 day or 2 evenings</i>			
WR0I-18111K	Mk 1/11	Th	9:30a-12:30p	SEF3-13C5K	Mk 5,7/11	Mo,We	7:00p-10:00p
			2:00p - 5:00p	SEF3-18111C	Ct 29/11	Th	9:30a-12:30p
WR0I-18121K	Mk 5/12	We	9:30a-12:30p				2:00p - 5:00p
			2:00p - 5:00p	SEF3-6A34C	Ct 8,15/12	Sa	10:00a - 1:00p
<b>28. Microsoft Word 2010 for Advanced Users</b>				SEF3-18121K	Mk 13/12	Th	9:30a-12:30p
<i>\$1100, 1 day or 2 evenings</i>							2:00p - 5:00p
WW0A-18111K	Mk 27/11	Tu	9:30a-12:30p	SEF3-45C20K	Mk 20,21/12	Th,Fr	7:00p-10:00p
			2:00p - 5:00p	SEF3-45C24C	Ct 24,25/1	Th,Fr	7:00p-10:00p
WW0A-18121C	Ct 27/12	Th	9:30a-12:30p	SEF3-6A35K	Mk 9,16/2	Sa	10:00a - 1:00p
			2:00p - 5:00p	SEF3-6A35C	Ct 23/2; 2/3	Sa	10:00a - 1:00p
<b>29. Powerful Techniques in Using Microsoft Word 2010/2007</b>				SEF3-13C11C	Ct 11,13/3	Mo,We	7:00p-10:00p
<i>\$1100, 1 day</i>				SEF3-45C28K	Mk 28,29/3	Th,Fr	7:00p-10:00p
PTU0-18111K	Mk 20/11	Tu	9:30a-12:30p	<b>37. Using Excel 2010 Functions Effectively</b>			
			2:00p - 5:00p	<i>\$1100, 1 day or 2 evenings</i>			
PTU0-18121C	Ct 11/12	Tu	9:30a-12:30p	SEF0-18111K	Mk 7/11	We	9:30a-12:30p
			2:00p - 5:00p				2:00p - 5:00p
			2:00p - 5:00p	SEF0-18121C	Ct 17/12	Mo	9:30a-12:30p

<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>38. Using Excel 2010 Formulas and Functions in Business Analysis</b>				X0BI-6A22K	Mk 29/12	Sa	10:00a - 1:00p 2:00p - 5:00p
<b>\$1100, 1 day or 2 evenings</b>				X0BI-6A26C	Ct 26/1; 2/2	Sa	10:00a - 1:00p
XL0F-6A34K	Mk 3,10/11	Sa	10:00a - 1:00p	X0BI-45C14K	Mk 14,15/2	Th,Fr	7:00p-10:00p
XL0F-6A35C	Ct 24/11; 1/12	Sa	10:00a - 1:00p	X0BI-12C18C	Ct 18,19/3	Mo,Tu	7:00p-10:00p
XL0F-12C17K	Mk 17,18/12	Mo,Tu	7:00p-10:00p	X0BI-6A35K	Mk 30/3; 6/4	Sa	10:00a - 1:00p
XL0F-13C7C	Ct 7,9/1	Mo,We	7:00p-10:00p	<b>45. Building Professional Charts with Microsoft Excel 2016</b>			
XL0F-51C8K	Mk 8,11/2	Fr,Mo	7:00p-10:00p	<b>\$600, half-day</b>			
XL0F-6A23C	Ct 23/2; 2/3	Sa	10:00a - 1:00p	CPC6-18111C	Ct 15/11	Th	9:30a-12:30p
XL0F-6A35K	Mk 23,30/3	Sa	10:00a - 1:00p	<b>46. What-if Analysis in Microsoft Excel 2016</b>			
<b>39. Data Analysis with Microsoft Excel 2016</b>				<b>\$1100, 1 day or 2 evenings</b>			
<b>\$1100, 1 day or 2 evenings</b>				ANA6-6A27K	Mk 27/10; 3/11	Sa	10:00a - 1:00p
DAS6-12C12K	Mk 12,13/11	Mo,Tu	7:00p-10:00p	ANA6-12C19C	Ct 19,20/11	Mo,Tu	7:00p-10:00p
DAS6-6A34C	Ct 24/11; 1/12	Sa	10:00a - 1:00p	ANA6-13C17K	Mk 17,19/12	Mo,We	7:00p-10:00p
DAS6-45C32K	Mk 27,28/12	Th,Fr	7:00p-10:00p	ANA6-6A5C	Ct 5,12/1	Sa	10:00a - 1:00p
DAS6-24C8C	Ct 8,10/1	Tu,Th	7:00p-10:00p	ANA6-24C32K	Mk 12,14/2	Tu,Th	7:00p-10:00p
DAS6-6A16K	Mk 16,23/2	Sa	10:00a - 1:00p	ANA6-24C26C	Ct 26,28/2	Tu,Th	7:00p-10:00p
DAS6-24C26C	Ct 26,28/2	Tu,Th	7:00p-10:00p	ANA6-6A32K	Mk 6,13/4	Sa	10:00a - 1:00p
<b>40. Data Analysis with Microsoft Excel 2013</b>				ANA6-23C23C	Ct 23,24/4	Tu,We	7:00p-10:00p
<b>\$1100, 1 day or 2 evenings</b>				<b>47. Microsoft Excel 2016 for Beginners</b>			
DAS3-35C7K	Mk 7,9/11	We,Fr	7:00p-10:00p	<b>\$1100, 1 day or 2 evenings</b>			
DAS3-6A36C	Ct 17,24/11	Sa	10:00a - 1:00p	SX6I-6A3C	Ct 3,10/11	Sa	10:00a - 1:00p
DAS3-18111K	Mk 27/11	Tu	9:30a-12:30p	*SX6I-12C26E	Ct 26,27/11 (Eng)	Mo,Tu	7:00p-10:00p
			2:00p - 5:00p	SX6I-6A1K	Mk 1,8/12	Sa	10:00a - 1:00p
DAS3-18121C	Ct 3/12	Mo	9:30a-12:30p	SX6I-12C17C	Ct 17,18/12	Mo,Tu	7:00p-10:00p
			2:00p - 5:00p	SX6I-13C32K	Mk 14,16/1	Mo,We	7:00p-10:00p
DAS3-6A35K	Mk 29/12	Sa	10:00a - 1:00p	SX6I-51C8C	Ct 8,11/2	Fr,Mo	7:00p-10:00p
			2:00p - 5:00p	SX6I-6A2K	Mk 2,9/3	Sa	10:00a - 1:00p
DAS3-35C9C	Ct 9,11/1	We,Fr	7:00p-10:00p	SX6I-6A23C	Ct 23,30/3	Sa	10:00a - 1:00p
DAS3-35C13K	Mk 13,15/2	We,Fr	7:00p-10:00p	SX6I-24C16K	Mk 16,18/4	Tu,Th	7:00p-10:00p
DAS3-6A2C	Ct 2,9/3	Sa	10:00a - 1:00p	<b>48. Microsoft Excel 2016 for Advanced Users</b>			
DAS3-6A36K	Mk 30/3; 6/4	Sa	10:00a - 1:00p	<b>\$1100, 1 day or 2 evenings</b>			
<b>41. Data Analysis with Microsoft Excel 2010</b>				*SX6A-13C29E	Ct 29,31/10 (Eng)	Mo,We	7:00p-10:00p
<b>\$960, 1 day or 2 evenings</b>				SX6A-13C5C	Ct 5,7/11	Mo,We	7:00p-10:00p
DAS0-18111C	Ct 16/11	Fr	9:30a-12:30p	SX6A-6A17C	Ct 17,24/11	Sa	10:00a - 1:00p
			2:00p - 5:00p	SX6A-35C5K	Mk 5,7/12	We,Fr	7:00p-10:00p
DAS0-18121K	Mk 20/12	Th	9:30a-12:30p	*SX6A-6A68E	Ct 8,15/12 (Eng)	Sa	10:00a - 1:00p
			2:00p - 5:00p	SX6A-45C13C	Ct 13,14/12	Th,Fr	7:00p-10:00p
<b>42. Data Management with Microsoft Excel 2010</b>				SX6A-6A19K	Mk 19,26/1	Sa	10:00a - 1:00p
<b>\$1100, 1 day or 2 evenings</b>				*SX6A-51C25E	Ct 25,28/1 (Eng)	Fr,Mo	7:00p-10:00p
DMM0-6A27K	Mk 27/10; 3/11	Sa	10:00a - 1:00p	SX6A-6A26C	Ct 26/1; 2/2	Sa	10:00a - 1:00p
DMM0-13C5C	Ct 5,7/11	Mo,We	7:00p-10:00p	SX6A-45C7K	Mk 7,8/3	Th,Fr	7:00p-10:00p
DMM0-45C6K	Mk 6,7/12	Th,Fr	7:00p-10:00p	SX6A-35C13C	Ct 13,15/3	We,Fr	7:00p-10:00p
DMM0-6A37C	Ct 29/12	Sa	10:00a - 1:00p	*SX6A-6A16E	Ct 16,23/3 (Eng)	Sa	10:00a - 1:00p
			2:00p - 5:00p	SX6A-6A27K	Mk 27/4; 4/5	Sa	10:00a - 1:00p
DMM0-6A26K	Mk 26/1; 2/2	Sa	10:00a - 1:00p	<b>49. Microsoft Excel 2013 for Beginners</b>			
DMM0-45C32C	Ct 14,15/2	Th,Fr	7:00p-10:00p	<b>\$1100, 1 day or 2 evenings</b>			
DMM0-51C32K	Mk 15,18/3	Fr,Mo	7:00p-10:00p	SX3I-6A3C	Ct 3,10/11	Sa	10:00a - 1:00p
DMM0-6A38C	Ct 30/3; 6/4	Sa	10:00a - 1:00p	SX3I-35C32K	Mk 7,9/11	We,Fr	7:00p-10:00p
<b>43. Practical Excel Tips for Office Professionals 2010</b>				SX3I-18111K	Mk 8/11	Th	9:30a-12:30p
<b>\$1100, 1 day or 2 evenings</b>							2:00p - 5:00p
PET0-18101K	Mk 31/10	We	9:30a-12:30p	SX3I-18121C	Ct 4/12	Tu	9:30a-12:30p
			2:00p - 5:00p				2:00p - 5:00p
PET0-45C6K	Mk 6,7/12	Th,Fr	7:00p-10:00p	SX3I-35C5C	Ct 5,7/12	We,Fr	7:00p-10:00p
PET0-18121C	Ct 10/12	Mo	9:30a-12:30p	SX3I-6A15K	Mk 8,15/12	Sa	10:00a - 1:00p
			2:00p - 5:00p	SX3I-6A19C	Ct 19,26/1	Sa	10:00a - 1:00p
PET0-6A34C	Ct 15/12	Sa	10:00a - 1:00p	SX3I-24C22K	Mk 22,24/1	Tu,Th	7:00p-10:00p
			2:00p - 5:00p	SX3I-6A34K	Mk 9,16/3	Sa	10:00a - 1:00p
PET0-12C28K	Mk 28,29/1	Mo,Tu	7:00p-10:00p	SX3I-13C32C	Ct 11,13/3	Mo,We	7:00p-10:00p
PET0-24C12C	Ct 12,14/2	Tu,Th	7:00p-10:00p	SX3I-35C24K	Mk 24,26/4	We,Fr	7:00p-10:00p
PET0-6A16K	Mk 16,23/3	Sa	10:00a - 1:00p	SX3I-6A27C	Ct 27/4; 4/5	Sa	10:00a - 1:00p
PET0-6A30C	Ct 30/3; 6/4	Sa	10:00a - 1:00p	<b>50. Microsoft Excel 2013 for Advanced Users</b>			
<b>44. Business Intelligence with Microsoft Excel 2010/2007</b>				<b>\$1100, 1 day or 2 evenings</b>			
<b>\$1400, 1 day or 2 evenings</b>				SX3A-18101C	Ct 24/10	We	9:30a-12:30p
X0BI-12C5K	Mk 5,6/11	Mo,Tu	7:00p-10:00p				2:00p - 5:00p
X0BI-12C3C	Ct 3,4/12	Mo,Tu	7:00p-10:00p	SX3A-24C30C	Ct 30/10; 1/11	Tu,Th	7:00p-10:00p
				*SX3A-6A37E	Ct 10,17/11 (Eng)	Sa	10:00a - 1:00p
				SX3A-18111K	Mk 26/11	Mo	9:30a-12:30p

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time
SX3A-35C28K	Mk 28,30/11	We,Fr	2:00p - 5:00p	SEDR-24C5K	Mk 5,7,12,14/3	Tu,Th	7:00p - 10:00p
SX3A-35C12C	Ct 12,14/12	We,Fr	7:00p - 10:00p	SEDR-42C28C	Ct 28/3; 2,4,9/4	Th,Tu	7:00p - 10:00p
SX3A-18121C	Ct 19/12	We	7:00p - 10:00p	SEDR-35C24K	Mk 24,26/4; 3,8/5	We,Fr	7:00p - 10:00p
			9:30a - 12:30p	<b>55. Access and Excel Integration with VBA 2010</b>			
			2:00p - 5:00p	<i>\$3100, 2 days or 4 evenings</i>			
*SX3A-45C53E	Ct 27,28/12 (Eng)	Th,Fr	7:00p - 10:00p	AXI7-6A3K	Mk 3,10,17,24/11	Sa	10:00a - 1:00p
SX3A-6A12K	Mk 12,19/1	Sa	10:00a - 1:00p	AXI7-13C19C	Ct 19,21,26,28/11	Mo,We	7:00p - 10:00p
SX3A-24C22C	Ct 22,24/1	Tu,Th	7:00p - 10:00p	AXI7-25C18K	Mk 18,21,28/12; 4/1	Tu,Fr	7:00p - 10:00p
*SX3A-6A48E	Ct 9,16/2 (Eng)	Sa	10:00a - 1:00p	AXI7-35C9C	Ct 9,11,16,18/1	We,Fr	7:00p - 10:00p
SX3A-13C25K	Mk 25,27/2	Mo,We	7:00p - 10:00p	AXI7-52C8K	Mk 8,12,15,19/2	Fr,Tu	7:00p - 10:00p
SX3A-6A9C	Ct 9,16/3	Sa	10:00a - 1:00p	AXI7-35C27C	Ct 27/2; 1,6,8/3	We,Fr	7:00p - 10:00p
*SX3A-51C22E	Ct 22,25/3 (Eng)	Fr,Mo	7:00p - 10:00p	AXI7-6D23K	Mk 23,30/3	Sa	10:00a - 1:00p
SX3A-24C9K	Mk 9,11/4	Tu,Th	7:00p - 10:00p				2:00p - 5:00p
SX3A-24C23C	Ct 23,25/4	Tu,Th	7:00p - 10:00p	AXI7-13C33C	Ct 15,17,24,29/4	Mo,We	7:00p - 10:00p
<b>51. Microsoft Excel 2010 for Beginners</b>				<b>56. Microsoft PowerPoint 2016 for Beginners</b>			
<i>\$1100, 1 day or 2 evenings</i>				<i>\$1100, 1 day or 2 evenings</i>			
SS0I-18101K	Mk 19/10	Fr	9:30a - 12:30p	GR6I-13C29C	Ct 29,31/10	Mo,We	7:00p - 10:00p
			2:00p - 5:00p	GR6I-51C23K	Mk 23,26/11	Fr,Mo	7:00p - 10:00p
SS0I-18111C	Ct 12/11	Mo	9:30a - 12:30p	GR6I-6A22C	Ct 15/12	Sa	10:00a - 1:00p
			2:00p - 5:00p				2:00p - 5:00p
SS0I-18121K	Mk 7/12	Fr	9:30a - 12:30p	GR6I-24C8K	Mk 8,10/1	Tu,Th	7:00p - 10:00p
			2:00p - 5:00p	GR6I-24C12C	Ct 12,14/2	Tu,Th	7:00p - 10:00p
<b>52. Microsoft Excel 2010 for Advanced Users</b>				GR6I-6A23K	Mk 23/2; 2/3	Sa	10:00a - 1:00p
<i>\$1100, 1 day or 2 evenings</i>				GR6I-6D6C	Ct 6/4	Sa	10:00a - 1:00p
SE0A-18101K	Mk 30/10	Tu	9:30a - 12:30p				2:00p - 5:00p
			2:00p - 5:00p	<b>57. Microsoft PowerPoint 2016 for Advanced Users</b>			
SE0A-18111C	Ct 30/11	Fr	9:30a - 12:30p	<i>\$1100, 1 day or 2 evenings</i>			
			2:00p - 5:00p	GT6A-6A27K	Mk 27/10; 3/11	Sa	10:00a - 1:00p
SE0A-18121K	Mk 28/12	Fr	9:30a - 12:30p	GT6A-6A24C	Ct 24/11; 1/12	Sa	10:00a - 1:00p
			2:00p - 5:00p	GT6A-24C11K	Mk 11,13/12	Tu,Th	7:00p - 10:00p
<b>53. Microsoft Excel 2013 Macro Programming with VBA</b>				GT6A-45C10C	Ct 10,11/1	Th,Fr	7:00p - 10:00p
<i>\$2600, 2 days or 4 evenings</i>				GT6A-6A26K	Mk 26/1; 2/2	Sa	10:00a - 1:00p
EEM6-6D27K	Mk 27/10; 3/11	Sa	10:00a - 1:00p	GT6A-6A23C	Ct 23/2; 2/3	Sa	10:00a - 1:00p
			2:00p - 5:00p	GT6A-51C8K	Mk 8,11/3	Fr,Mo	7:00p - 10:00p
EEM6-18111K	Mk 8,9/11	Th,Fr	9:30a - 12:30p	GT6A-13C8C	Ct 8,10/4	Mo,We	7:00p - 10:00p
			2:00p - 5:00p	GT6A-24C23K	Mk 23,25/4	Tu,Th	7:00p - 10:00p
*EEM6-53C16E	Ct 16,21,23,28/11 (Eng)	Fr,We	7:00p - 10:00p	<b>58. Microsoft PowerPoint 2013 for Beginners</b>			
EEM6-53C23C	Ct 23,28,30/11; 5/12	Fr,We	7:00p - 10:00p	<i>\$1100, 1 day or 2 evenings</i>			
EEM6-35C5K	Mk 5,7,12,14/12	We,Fr	7:00p - 10:00p	GR3I-18111K	Mk 1/11	Th	9:30a - 12:30p
*EEM6-6D15E	Ct 15,29/12 (Eng)	Sa	10:00a - 1:00p				2:00p - 5:00p
			2:00p - 5:00p	GR3I-45C22C	Ct 22,23/11	Th,Fr	7:00p - 10:00p
EEM6-18121C	Ct 20,21/12	Th,Fr	9:30a - 12:30p	GR3I-18121C	Ct 5/12	We	9:30a - 12:30p
			2:00p - 5:00p				2:00p - 5:00p
EEM6-6D29K	Mk 29/12; 5/1	Sa	10:00a - 1:00p	GR3I-12C10K	Mk 10,11/12	Mo,Tu	7:00p - 10:00p
			2:00p - 5:00p	GR3I-6A12C	Ct 12,19/1	Sa	10:00a - 1:00p
*EEM6-14C14E	Ct 14,17,21,24/1 (Eng)	Mo,Th	7:00p - 10:00p	<b>59. Microsoft PowerPoint 2013 for Advanced Users</b>			
EEM6-24C35C	Ct 15,17,22,24/1	Tu,Th	7:00p - 10:00p	<i>\$1100, 1 day or 2 evenings</i>			
EEM6-41C17K	Mk 17,21,24,28/1	Th,Mo	7:00p - 10:00p	GT3A-13C29K	Mk 29,31/10	Mo,We	7:00p - 10:00p
*EEM6-6D9E	Ct 9,16/2 (Eng)	Sa	10:00a - 1:00p	GT3A-35C14C	Ct 14,16/11	We,Fr	7:00p - 10:00p
			2:00p - 5:00p	*GT3A-45C15E	Ct 15,16/11 (Eng)	Th,Fr	7:00p - 10:00p
EEM6-6D32K	Mk 2,9/3	Sa	10:00a - 1:00p	GT3A-18111K	Mk 16/11	Fr	9:30a - 12:30p
			2:00p - 5:00p				2:00p - 5:00p
*EEM6-25C32E	Ct 5,8,12,15/3 (Eng)	Tu,Fr	7:00p - 10:00p	GT3A-45C13K	Mk 13,14/12	Th,Fr	7:00p - 10:00p
EEM6-25C5C	Ct 5,8,12,15/3	Tu,Fr	7:00p - 10:00p	GT3A-18121K	Mk 27/12	Th	9:30a - 12:30p
EEM6-35C34K	Mk 13,15,20,22/3	We,Fr	7:00p - 10:00p				2:00p - 5:00p
*EEM6-6D56E	Ct 6,13/4 (Eng)	Sa	10:00a - 1:00p	GT3A-45C27C	Ct 27,28/12	Th,Fr	7:00p - 10:00p
			2:00p - 5:00p	*GT3A-6A82E	Ct 29/12 (Eng)	Sa	10:00a - 1:00p
<b>54. Microsoft Excel Dashboards &amp; Reports 2010</b>							2:00p - 5:00p
<i>\$3100, 2 days or 4 evenings</i>				GT3A-51C25K	Mk 25,28/1	Fr,Mo	7:00p - 10:00p
SEDR-6A10C	Ct 10,17,24/11; 1/12	Sa	10:00a - 1:00p	GT3A-6A9C	Ct 9,16/2	Sa	10:00a - 1:00p
SEDR-18111C	Ct 19,20/11	Mo,Tu	9:30a - 12:30p	*GT3A-45C36E	Ct 21,22/2 (Eng)	Th,Fr	7:00p - 10:00p
			2:00p - 5:00p	GT3A-6A9K	Mk 9,16/3	Sa	10:00a - 1:00p
SEDR-18121K	Mk 6,7/12	Th,Fr	9:30a - 12:30p	GT3A-45C21C	Ct 21,22/3	Th,Fr	7:00p - 10:00p
			2:00p - 5:00p	*GT3A-6A6E	Ct 6,13/4 (Eng)	Sa	10:00a - 1:00p
SEDR-13C10K	Mk 10,12,17,19/12	Mo,We	7:00p - 10:00p	GT3A-24C23K	Mk 23,25/4	Tu,Th	7:00p - 10:00p
SEDR-53C28C	Ct 28/12; 2,4,9/1	Fr,We	7:00p - 10:00p	<b>60. Microsoft PowerPoint 2010 for Beginners</b>			
SEDR-6D19K	Mk 19,26/1	Sa	10:00a - 1:00p	<i>\$1100, 1 day or 2 evenings</i>			
			2:00p - 5:00p	GR0I-18111C	Ct 12/11	Mo	9:30a - 12:30p
SEDR-24C12C	Ct 12,14,19,21/2	Tu,Th	7:00p - 10:00p				

Course	Centre Dates	Day	Time	Course	Centre Dates	Day	Time
GR0I-18121K	Mk 14/12	Fr	2:00p - 5:00p 9:30a - 12:30p 2:00p - 5:00p	DD3A-13C14C	Ct 14,16,21,23/1	Mo,We	7:00p - 10:00p
<b>61. Microsoft PowerPoint 2010 for Advanced Users</b>				DD3A-24C19K	Mk 19,21,26,28/2	Tu,Th	7:00p - 10:00p
<i>\$1100, 1 day or 2 evenings</i>				DD3A-35C20C	Ct 20,22,27,29/3	We,Fr	7:00p - 10:00p
GPOA-18111C	Ct 30/11	Fr	9:30a - 12:30p 2:00p - 5:00p	DD3A-24C33K	Mk 23,25,30/4; 2/5	Tu,Th	7:00p - 10:00p
GPOA-18121C	Ct 31/12	Mo	9:30a - 12:30p 2:00p - 5:00p	<b>70. Microsoft Access 2010 for Beginners</b>			
<b>62. Enhancing Microsoft PowerPoint 2016 Presentations with Multimedia Elements</b>				<i>\$2400, 2 days or 4 evenings</i>			
<i>\$1100, 1 day</i>				DA0I-18121K	Mk 18,19/12	Tu,We	9:30a - 12:30p 2:00p - 5:00p
EE6M-18111C	Ct 13/11	Tu	9:30a - 12:30p 2:00p - 5:00p	<b>71. Microsoft Access 2010 for Advanced Users</b>			
EE6M-18121C	Ct 12/12	We	9:30a - 12:30p 2:00p - 5:00p	<i>\$2800, 2 days or 4 evenings</i>			
<b>63. Visual Design for PowerPoint Presentations 2016</b>				DA0A-18111C	Ct 22,23/11	Th,Fr	9:30a - 12:30p 2:00p - 5:00p
<i>\$1100, 1 day</i>				<b>72. Powerful Queries Using Microsoft Access 2010</b>			
GDP6-18101C	Ct 22/10	Mo	9:30a - 12:30p 2:00p - 5:00p	<i>\$1400, 1 day or 2 evenings</i>			
GDP6-18121C	Ct 3/12	Mo	9:30a - 12:30p 2:00p - 5:00p	PQM0-13C19C	Ct 19,21/11	Mo,We	7:00p - 10:00p
<b>64. Visual Design for PowerPoint Presentations 2010</b>				PQM0-6D15K	Mk 15/12	Sa	10:00a - 1:00p 2:00p - 5:00p
<i>\$1100, 1 day</i>				PQM0-6D12C	Ct 12/1	Sa	10:00a - 1:00p 2:00p - 5:00p
GDP0-18111C	Ct 8/11	Th	9:30a - 12:30p 2:00p - 5:00p	PQM0-45C14C	Ct 15,21/2	Fr,Th	7:00p - 10:00p
GDP0-18121K	Mk 20/12	Th	9:30a - 12:30p 2:00p - 5:00p	PQM0-6D16K	Mk 16/3	Sa	10:00a - 1:00p 2:00p - 5:00p
<b>65. Microsoft Visio 2013</b>				PQM0-24C16C	Ct 16,18/4	Tu,Th	7:00p - 10:00p
<i>\$2400, 2 days or 4 evenings</i>				<b>73. (55205) Mastering Microsoft Project 2016</b>			
GV06-18121K	Mk 3,4/12	Mo,Tu	9:30a - 12:30p 2:00p - 5:00p	<i>\$3900, 2 days or 4 evenings</i>			
<b>66. Microsoft Access 2016 for Beginners</b>				PJ16-45D29C	Ct 29,30/11	Th,Fr	9:45a - 12:45p 2:00p - 5:00p
<i>\$2400, 2 days or 4 evenings</i>				PJ16-12D7K	Mk 7,8/1	Mo,Tu	9:45a - 12:45p 2:00p - 5:00p
DD6I-35C21K	Mk 21,23,28,30/11	We,Fr	7:00p - 10:00p	PJ16-45D14C	Ct 14,15/2	Th,Fr	9:45a - 12:45p 2:00p - 5:00p
DD6I-13C10C	Ct 10,12,17,19/12	Mo,We	7:00p - 10:00p	PJ16-12D18K	Mk 18,19/3	Mo,Tu	9:45a - 12:45p 2:00p - 5:00p
DD6I-14C7K	Mk 7,10,14,17/1	Mo,Th	7:00p - 10:00p	PJ16-23D23C	Ct 23,24/4	Tu,We	9:45a - 12:45p 2:00p - 5:00p
DD6I-25C12C	Ct 12,15,19,22/2	Tu,Fr	7:00p - 10:00p	<b>74. Microsoft Access 2010 Programming</b>			
DD6I-13C11K	Mk 11,13,18,20/3	Mo,We	7:00p - 10:00p	<i>\$4000, 3 days or 6 evenings</i>			
DD6I-52C12C	Ct 12,16,23,26/4	Fr,Tu	7:00p - 10:00p	PA10-14C19K	Mk 19/11 to 6/12	Mo,Th	7:00p - 10:00p
<b>67. Microsoft Access 2016 for Advanced Users</b>				PA10-35C19C	Ct 19,21,28/12; 2,4,9/1	We,Fr	7:00p - 10:00p
<i>\$2800, 2 days or 4 evenings</i>				PA10-24C15K	Mk 15,17,22,24,29,31/1	Tu,Th	7:00p - 10:00p
DD6A-6A17K	Mk 17,24/11; 1,8/12	Sa	10:00a - 1:00p	PA10-13C18C	Ct 18,20,25,27/2; 4,6/3	Mo,We	7:00p - 10:00p
DD6A-25C18C	Ct 18,21,28/12; 4/1	Tu,Fr	7:00p - 10:00p	PA10-25C19K	Mk 19,22,26,29/3; 2,9/4	Tu,Fr	7:00p - 10:00p
DD6A-42C3K	Mk 3,8,10,15/1	Th,Tu	7:00p - 10:00p	PA10-25C23C	Ct 23,26,30/4; 3,7,10/5	Tu,Fr	7:00p - 10:00p
DD6A-13C32C	Ct 11,13,18,20/2	Mo,We	7:00p - 10:00p	<b>75. (50413) Mastering Microsoft Project 2010 (Microsoft Official Curriculum)</b>			
DD6A-24C12K	Mk 12,14,19,21/3	Tu,Th	7:00p - 10:00p	<i>\$3900, 2 days or 4 evenings</i>			
DD6A-14C15C	Ct 15,18,25,29/4	Mo,Th	7:00p - 10:00p	PJ10-23D13C	Ct 13,14/11	Tu,We	9:45a - 12:45p 2:00p - 5:00p
<b>68. Microsoft Access 2013 for Beginners</b>				PJ10-14C26K	Mk 26,29/11; 3,6/12	Mo,Th	7:00p - 10:00p
<i>\$2400, 2 days or 4 evenings</i>				PJ10-45D3K	Mk 3,4/1	Th,Fr	9:45a - 12:45p 2:00p - 5:00p
DD3I-13C33C	Ct 29,31/10; 5,7/11	Mo,We	7:00p - 10:00p	PJ10-25C15C	Ct 15,18,22,25/1	Tu,Fr	7:00p - 10:00p
DD3I-18111C	Ct 6,7/11	Tu,We	9:30a - 12:30p 2:00p - 5:00p	<b>76. Microsoft Project 2013</b>			
DD3I-52C30K	Mk 30/11; 4,7,11/12	Fr,Tu	7:00p - 10:00p	<i>\$1200, 1 day or 2 evenings</i>			
DD3I-35C2C	Ct 2,4,9,11/1	We,Fr	7:00p - 10:00p	MP06-51C26K	Mk 26,29/10	Fr,Mo	7:00p - 10:00p
DD3I-14C14K	Mk 14,17,21,24/1	Mo,Th	7:00p - 10:00p	MP06-45C15C	Ct 15,16/11	Th,Fr	7:00p - 10:00p
DD3I-24C12C	Ct 12,19,21,26/2	Tu,Th	7:00p - 10:00p	MP06-6A15K	Mk 15/12	Sa	10:00a - 1:00p 2:00p - 5:00p
DD3I-13C11K	Mk 11,13,18,20/3	Mo,We	7:00p - 10:00p	MP06-18121K	Mk 19/12	We	9:30a - 12:30p 2:00p - 5:00p
DD3I-13C15C	Ct 15,17,24,29/4	Mo,We	7:00p - 10:00p	MP06-45C10C	Ct 10,11/1	Th,Fr	7:00p - 10:00p
<b>69. Microsoft Access 2013 for Advanced Users</b>				MP06-24C29K	Mk 29,31/1	Tu,Th	7:00p - 10:00p
<i>\$2800, 2 days or 4 evenings</i>				MP06-35C32C	Ct 27/2; 1/3	We,Fr	7:00p - 10:00p
DD3A-6A17C	Ct 17,24/11; 1,8/12	Sa	10:00a - 1:00p	MP06-45C14K	Mk 14,15/3	Th,Fr	7:00p - 10:00p
DD3A-18121K	Mk 3,4/12	Mo,Tu	9:30a - 12:30p 2:00p - 5:00p	MP06-13C15C	Ct 15,17/4	Mo,We	7:00p - 10:00p
DD3A-35C33C	Ct 19,21,28/12; 2/1	We,Fr	7:00p - 10:00p	MP06-6D27K	Mk 27/4	Sa	10:00a - 1:00p 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>
<b>77 · Adobe InDesign CC/CS6</b>							
<i>\$2400, 12 hours in 4 sessions</i>							
IND9-18101K	Mk 25,26/10	Th,Fr	9:30a -12:30p 2:00p - 5:00p				
IND9-13D22C	Ct 31/10; 5/11	We,Mo	9:45a -12:45p 2:00p - 5:00p				
IND9-13C35K	Mk 7,12,14,19/11	We,Mo	7:00p -10:00p				
*IND9-6D20E	Ct 10,17/11 (Eng)	Sa	10:00a - 1:00p 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				
*IND9-25C30E	Ct 23,27,30/11; 4/12 (Eng)	Fr,Tu	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				
IND9-24C4K	Mk 27/12; 3,8,10/1	Th,Tu	7:00p -10:00p				
IND9-6D1K	Mk 29/12; 5/1	Sa	10:00a - 1:00p 2:00p - 5:00p				
IND9-35D35K	Mk 11,16/1	Fr,We	9:45a -12:45p 2:00p - 5:00p				
IND9-35C2C	Ct 23,25,30/1; 1/2	We,Fr	7:00p -10:00p				
*IND9-41C3E	Ct 24,28,31/1; 11/2 (Eng)	Th,Mo	7:00p -10:00p				
*IND9-6D5E	Ct 26/1; 2/2 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p				
IND9-53C32K	Mk 27/2; 1,6,8/3	We,Fr	7:00p -10:00p				
IND9-6D16K	Mk 9,16/3	Sa	10:00a - 1:00p 2:00p - 5:00p				
IND9-14D4K	Mk 14,18/3	Th,Mo	9:45a -12:45p 2:00p - 5:00p				
*IND9-52C1E	Ct 22,26,29/3; 2/4 (Eng)	Fr,Tu	7:00p -10:00p				
IND9-14C32C	Ct 25,28/3; 1,4/4	Mo,Th	7:00p -10:00p				
IND9-14C1K	Mk 25,29/4; 2,6/5	Th,Mo	7:00p -10:00p				
IND9-6D36K	Mk 4,11/5	Sa	10:00a - 1:00p 2:00p - 5:00p				
*IND9-6D6E	Ct 4,11/5 (Eng)	Sa	10:00a - 1:00p 2:00p - 5:00p				
*IND9-41C02E	Ct 27,30/5; 3,6/6 (Eng)	Mo,Th	7:00p -10:00p				