



# 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: 36053322 (CT), 3605 3377 (MK) Fax: 3605 3399 (CT), 36053398 (MK)

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
<b>1. MOS Certification Workshop</b>					* FACE-6D66E Ct 30/3 (Eng) SAT 10:00a- 1:00p 2:00p- 5:00p				
<i>\$850 (including exam voucher with free retake)</i>					* FACE-14C1E Ct 15,18/4 (Eng) MON,THU 7:00p- 10:00p				
PMOS-6A23K	Mk	23/2	SAT	10:00a- 12:00p	FACE-14C8C	Ct	25,29/4	THU,MON	7:00p- 10:00p
PMOS-6A25K	Mk	25/5	SAT	10:00a- 12:00p	FACE-6D6K	Mk	27/4	SAT	10:00a- 1:00p 2:00p- 5:00p
PMOS-6A20K	Mk	20/7	SAT	10:00a- 12:00p	FACE-24C32K	Mk	30/4;2/5	TUE,THU	7:00p- 10:00p
PMOS-6A26K	Mk	21/9	SAT	10:00a- 12:00p	FACE-6D4C	Ct	18/5	SAT	10:00a- 1:00p 2:00p- 5:00p
<b>2. Microsoft Office 365 Overview</b>					FACE-19051C Ct 21/5 TUE 9:30a- 12:30p 2:00p- 5:00p				
<i>\$1100, 6 hours in 2 sessions</i>					* FACE-6D38E Ct 1/6 (Eng) SAT 10:00a- 1:00p 2:00p- 5:00p				
O365-19031K	Mk	27/3	WED	9:30a- 12:30p 2:00p- 5:00p	FACE-13C34C	Ct	17,19/6	MON,WED	7:00p- 10:00p
O365-19061C	Ct	18/4	THU	9:30a- 12:30p 2:00p- 5:00p	FACE-13C3K	Mk	17,19/6	MON,WED	7:00p- 10:00p
O365-19041C	Ct	30/4	TUE	9:30a- 12:30p 2:00p- 5:00p	* FACE-24C4E	Ct	18,20/6 (Eng)	TUE,THU	7:00p- 10:00p
O365-19051K	Mk	23/5	THU	9:30a- 12:30p 2:00p- 5:00p	FACE-6D36K	Mk	22/6	SAT	10:00a- 1:00p 2:00p- 5:00p
O365-19071K	Mk	12/7	FRI	9:30a- 12:30p 2:00p- 5:00p	FACE-6D29C	Ct	13/7	SAT	10:00a- 1:00p 2:00p- 5:00p
O365-19081C	Ct	5/8	MON	9:30a- 12:30p 2:00p- 5:00p	FACE-19071K	Mk	16/7	TUE	9:30a- 12:30p 2:00p- 5:00p
O365-19091K	Mk	17/9	TUE	9:30a- 12:30p 2:00p- 5:00p	FACE-51C12C	Ct	26,29/7	FRI,MON	7:00p- 10:00p
O365-19101C	Ct	25/10	FRI	9:30a- 12:30p 2:00p- 5:00p	* FACE-6D39E	Ct	27/7 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
O365-19111K	Mk	18/11	MON	9:30a- 12:30p 2:00p- 5:00p	FACE-6D13K	Mk	27/7	SAT	10:00a- 1:00p 2:00p- 5:00p
O365-19121C	Ct	9/12	MON	9:30a- 12:30p 2:00p- 5:00p	FACE-25C16K	Mk	30/7;2/8	TUE,FRI	7:00p- 10:00p
<b>3. Microsoft Office 2016 for Office 2007/2010/2013 Users</b>					* FACE-52C19E Ct 2,6/8 (Eng) FRI,TUE 7:00p- 10:00p				
<i>\$1100, 1 day or 2 evenings</i>					FACE-6D36C Ct 7/9 SAT 10:00a- 1:00p 2:00p- 5:00p				
MS16-19031K	Mk	11/3	MON	9:30a- 12:30p 2:00p- 5:00p	FACE-19091C	Ct	9/9	MON	9:30a- 12:30p 2:00p- 5:00p
MS16-19051C	Ct	20/5	MON	9:30a- 12:30p 2:00p- 5:00p	FACE-14C2K	Mk	16,19/9	MON,THU	7:00p- 10:00p
MS16-19071K	Mk	23/7	TUE	9:30a- 12:30p 2:00p- 5:00p	* FACE-14C9E	Ct	23,26/9 (Eng)	MON,THU	7:00p- 10:00p
MS16-19091C	Ct	20/9	FRI	9:30a- 12:30p 2:00p- 5:00p	FACE-24C10C	Ct	24,26/9	TUE,THU	7:00p- 10:00p
MS16-19111K	Mk	14/11	THU	9:30a- 12:30p 2:00p- 5:00p	FACE-6D37K	Mk	28/9	SAT	10:00a- 1:00p 2:00p- 5:00p
<b>4. Office Collaboration with Google Drive and Google Forms</b>					* FACE-6D40E Ct 5/10 (Eng) SAT 0:a- 1:00p 2:00p- 5:00p				
<i>\$1100, 1 day or 2 evenings</i>					FACE-19111K Mk 20/11 WED 9:30a- 12:30p 2:00p- 5:00p				
GOOG-19031K	Mk	22/3	FRI	9:30a- 12:30p 2:00p- 5:00p	<b>6. Google AdWords Essentials</b>				
GOOG-19051C	Ct	6/5	MON	9:30a- 12:30p 2:00p- 5:00p	<i>\$1200, 1 day or 2 evenings</i>				
GOOG-19071K	Mk	4/7	THU	9:30a- 12:30p 2:00p- 5:00p	EGOO-19041K	Mk	4/4	THU	9:30a- 12:30p 2:00p- 5:00p
GOOG-19091C	Ct	3/9	TUE	9:30a- 12:30p 2:00p- 5:00p	EGOO-19061C	Ct	17/6	MON	9:30a- 12:30p 2:00p- 5:00p
GOOG-19111K	Mk	8/11	FRI	9:30a- 12:30p 2:00p- 5:00p	EGOO-19081K	Mk	20/8	TUE	9:30a- 12:30p 2:00p- 5:00p
<b>5. Social Media and Facebook Marketing</b>					EGOO-19101C Ct 18/10 FRI 9:30a- 12:30p 2:00p- 5:00p				
<i>\$1200, 1 day or 2 evenings</i>					EGOO-19121K Mk 16/12 MON 9:30a- 12:30p 2:00p- 5:00p				
* FACE-52C1E	Ct	19,22/2 (Eng)	TUE,FRI	7:00p- 10:00p	<b>7. Analyzing Site Performance with Google Analytics</b>				
FACE-14C11C	Ct	25,28/2	MON,THU	7:00p- 10:00p	<i>\$1200, 1 day or 2 evenings</i>				
FACE-6D16K	Mk	2/3	SAT	10:00a- 1:00p 2:00p- 5:00p	* AGA-6D49E	Ct	16/2 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
FACE-19031K	Mk	8/3	FRI	9:30a- 12:30p 2:00p- 5:00p	* AGA-52C1E	Ct	5,8/3 (Eng)	TUE,FRI	7:00p- 10:00p
FACE-53C1K	Mk	15,20/3	FRI,WED	7:00p- 10:00p	AGA-14C11C	Ct	11,14/3	MON,THU	7:00p- 10:00p
					AGA-6D16K	Mk	16/3	SAT	10:00a- 1:00p 2:00p- 5:00p
					AGA-19031K	Mk	18/3	MON	9:30a- 12:30p 2:00p- 5:00p

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
AGA-53C1K	Mk	29/3;3/4	FRI,WED	7:00p- 10:00p	SEO-6D13K	Mk	3/8	SAT	10:00a- 1:00p
* AGA-6D66E	Ct	13/4 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	* SEO-6D39E	Ct	3/8 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
AGA-19051C	Ct	2/5	THU	9:30a- 12:30p 2:00p- 5:00p	SEO-25C16K	Mk	6,9/8	TUE,FRI	7:00p- 10:00p
* AGA-14C1E	Ct	2,6/5 (Eng)	THU,MON	7:00p- 10:00p	* SEO-52C19E	Ct	9,13/8 (Eng)	FRI,TUE	7:00p- 10:00p
AGA-14C8C	Ct	9,16/5	THU	7:00p- 10:00p	SEO-19091C	Ct	4/9	WED	9:30a- 12:30p
AGA-6D6K	Mk	11/5	SAT	10:00a- 1:00p 2:00p- 5:00p	SEO-6D36C	Ct	21/9	SAT	10:00a- 1:00p 2:00p- 5:00p
AGA-24C32K	Mk	14,16/5	TUE,THU	7:00p- 10:00p	SEO-14C2K	Mk	23,26/9	MON,THU	7:00p- 10:00p
AGA-6D4C	Ct	1/6	SAT	10:00a- 1:00p 2:00p- 5:00p	* SEO-14C9E	Ct	30/9;3/10 (Eng)	MON,THU	7:00p- 10:00p
* AGA-6D38E	Ct	15/6 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	SEO-24C10C	Ct	3,8/10	THU,TUE	7:00p- 10:00p
* AGA-24C4E	Ct	2,4/7 (Eng)	TUE,THU	7:00p- 10:00p	SEO-6D37K	Mk	5/10	SAT	10:00a- 1:00p 2:00p- 5:00p
AGA-13C34C	Ct	3,8/7	WED,MON	7:00p- 10:00p	* SEO-6D40E	Ct	12/10 (Eng)	SAT	0:a- 1:00p 2:00p- 5:00p
AGA-13C3K	Mk	3,8/7	WED,MON	7:00p- 10:00p	SEO-19111K	Mk	11/11	MON	9:30a- 12:30p 2:00p- 5:00p
AGA-6D36K	Mk	6/7	SAT	10:00a- 1:00p 2:00p- 5:00p	<b>9. Effective Use of Microsoft Office in Business (CEF Approved)</b>				
AGA-19071K	Mk	25/7	THU	9:30a- 12:30p 2:00p- 5:00p	<i>\$3750 x 2 monthly instalments (total \$7500, \$1500 after 80% CEF reimbursement) 48 hours in 16 sessions</i>				
AGA-6D29C	Ct	27/7	SAT	10:00a- 1:00p 2:00p- 5:00p	COFB-14D18C	Ct	18/2 to 14/3	MON,THU	9:45a- 12:45p 2:00p- 5:00p
AGA-51C12C	Ct	9,12/8	FRI,MON	7:00p- 10:00p	COFB-14D11K	Mk	11/3 to 4/4	MON,THU	10:00a- 1:00p 2:00p- 5:00p
* AGA-6D39E	Ct	10/8 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	COFB-24C9C	Ct	9/4 to 30/5	TUE,THU	7:00p- 10:00p
AGA-6D13K	Mk	10/8	SAT	10:00a- 1:00p 2:00p- 5:00p	COFB-35D24C	Ct	24/4 to 22/5	WED,FRI	9:45a- 12:45p 2:00p- 5:00p
AGA-25C16K	Mk	13,16/8	TUE,FRI	7:00p- 10:00p	COFB-6D4C	Ct	4/5 to 22/6	SAT	10:00a- 1:00p 2:00p- 5:00p
* AGA-52C19E	Ct	16,20/8 (Eng)	FRI,TUE	7:00p- 10:00p	* COFB-6D11E	Ct	11/5 to 29/6 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
AGA-19091C	Ct	19/9	THU	9:30a- 12:30p 2:00p- 5:00p	COFB-14D10K	Mk	10/6 to 8/7	MON,THU	9:45a- 12:45p 2:00p- 5:00p
AGA-6D36C	Ct	28/9	SAT	10:00a- 1:00p 2:00p- 5:00p	COFB-6D32C	Ct	6/7 to 24/8	SAT	10:00a- 1:00p 2:00p- 5:00p
AGA-14C2K	Mk	30/9;3/10	MON,THU	7:00p- 10:00p	* COFB-6D43E	Ct	13/7 to 31/8 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
AGA-24C10C	Ct	10,15/10	THU,TUE	7:00p- 10:00p	COFB-14D23K	Mk	22/7 to 15/8	MON,THU	9:45a- 12:45p 2:00p- 5:00p
* AGA-14C9E	Ct	10,14/10 (Eng)	THU,MON	7:00p- 10:00p	COFB-24C6C	Ct	6/8 to 26/9	TUE,THU	7:00p- 10:00p
AGA-6D37K	Mk	12/10	SAT	10:00a- 1:00p 2:00p- 5:00p	COFB-24C6K	Mk	6/8 to 26/9	TUE,THU	7:00p- 10:00p
* AGA-6D40E	Ct	19/10 (Eng)	SAT	0:a- 1:00p 2:00p- 5:00p	COFB-25D13C	Ct	13/8 to 6/9	TUE,FRI	9:45a- 12:45p 2:00p- 5:00p
AGA-19111K	Mk	8/11	FRI	9:30a- 12:30p 2:00p- 5:00p	COFB-25D6K	Mk	24/9 to 22/10	TUE,FRI	9:45a- 12:45p 2:00p- 5:00p
<b>8. Search Engine Optimization (SEO)</b>					COFB-35C33C	Ct	2/10 to 22/11	WED,FRI	7:00p- 10:00p
<i>\$1200, 1 day or 2 evenings</i>					COFB-13D33C	Ct	21/10 to 13/11	MON,WED	9:45a- 12:45p 2:00p- 5:00p
* SEO-52C1E	Ct	26/2;1/3 (Eng)	TUE,FRI	7:00p- 10:00p	<b>10. Business Analysis with Microsoft Excel (CEF Approved)</b>				
SEO-14C11C	Ct	4,7/3	MON,THU	7:00p- 10:00p	<i>\$2500 x 3 monthly instalments (total \$7500, \$1500 after 80% CEF reimbursement) 48 hours in 16 sessions</i>				
SEO-6D16K	Mk	9/3	SAT	10:00a- 1:00p 2:00p- 5:00p	COFC-6D16K	Mk	16/2 to 6/4	SAT	10:00a- 1:00p 2:00p- 5:00p
SEO-19031K	Mk	14/3	THU	9:30a- 12:30p 2:00p- 5:00p	COFC-41C7K	Mk	7/3 to 2/5	THU,MON	7:00p- 10:00p
SEO-53C1K	Mk	22,27/3	FRI,WED	7:00p- 10:00p	* COFC-6D9E	Ct	9/3 to 4/5 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
* SEO-6D66E	Ct	6/4 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	* COFC-13C1E	Ct	1/4 to 3/6 (Eng)	MON,WED	7:00p- 10:00p
* SEO-14C1E	Ct	25,29/4 (Eng)	THU,MON	7:00p- 10:00p	COFC-6D13K	Mk	13/4 to 8/6	SAT	10:00a- 1:00p 2:00p- 5:00p
SEO-14C8C	Ct	2,6/5	THU,MON	7:00p- 10:00p	COFC-25C23K	Mk	23/4 to 18/6	TUE,FRI	7:00p- 10:00p
SEO-6D6K	Mk	4/5	SAT	10:00a- 1:00p 2:00p- 5:00p	COFC-13C10C	Ct	10/6 to 5/8	MON,WED	7:00p- 10:00p
SEO-24C32K	Mk	7,9/5	TUE,THU	7:00p- 10:00p	COFC-6D15K	Mk	15/6 to 3/8	SAT	10:00a- 1:00p 2:00p- 5:00p
SEO-19051C	Ct	22/5	WED	9:30a- 12:30p 2:00p- 5:00p	COFC-13C33K	Mk	17/6 to 12/8	MON,WED	7:00p- 10:00p
SEO-6D4C	Ct	25/5	SAT	10:00a- 1:00p 2:00p- 5:00p	* COFC-25C25E	Ct	25/6 to 16/8 (Eng)	TUE,FRI	7:00p- 10:00p
* SEO-6D38E	Ct	8/6 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	COFC-6D17K	Mk	17/8 to 12/10	SAT	10:00a- 1:00p 2:00p- 5:00p
SEO-13C3K	Mk	24,26/6	MON,WED	7:00p- 10:00p	* COFC-24C17E	Ct	17/9 to 12/11 (Eng)	TUE,THU	7:00p- 10:00p
SEO-13C34C	Ct	24,26/6	MON,WED	7:00p- 10:00p	* COFC-6D14E	Ct	21/9 to 9/11 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
* SEO-24C4E	Ct	25,27/6 (Eng)	TUE,THU	7:00p- 10:00p	COFC-35C33K	Mk	25/9 to 15/11	WED,FRI	7:00p- 10:00p
SEO-6D36K	Mk	29/6	SAT	10:00a- 1:00p 2:00p- 5:00p	COFC-6D25K	Mk	19/10 to 7/12	SAT	10:00a- 1:00p 2:00p- 5:00p
SEO-19071K	Mk	15/7	MON	9:30a- 12:30p 2:00p- 5:00p					
SEO-6D29C	Ct	20/7	SAT	10:00a- 1:00p 2:00p- 5:00p					
SEO-51C12C	Ct	2,5/8	FRI,MON	7:00p- 10:00p					

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
<b>\$3225 x 2 monthly instalments (total \$6450, \$1290 after 80% CEF reimbursement), 30 hours in 10 sessions</b>					<b>* CVBB-6D35E</b> Ct 8/6 to 20/7 (Eng) SAT 10:00a- 1:00p 2:00p- 5:00p				
* CBAB-6D16E	Ct	16/2 to 16/3 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	CVBB-25C18K	Mk	18/6 to 30/7	TUE,FRI	7:00p- 10:00p
* CBAB-24C43E	Ct	26/2 to 28/3 (Eng)	TUE,THU	7:00p- 10:00p	* CVBB-35C26E	Ct	26/6 to 7/8 (Eng)	WED,FRI	7:00p- 10:00p
CBAB-6D34K	Mk	9/3 to 6/4	SAT	10:00a- 1:00p 2:00p- 5:00p	CVBB-6D6K	Mk	6/7 to 17/8	SAT	10:00a- 1:00p 2:00p- 5:00p
CBAB-24C12C	Ct	12/3 to 11/4	TUE,THU	7:00p- 10:00p	CVBB-52C17C	Ct	19/7 to 30/8	FRI,TUE	7:00p- 10:00p
CBAB-14C1K	Mk	1/4 to 6/5	MON,THU	7:00p- 10:00p	* CVBB-6D33E	Ct	3/8 to 21/9 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
* CBAB-13C15E	Ct	15/4 to 27/5 (Eng)	MON,WED	7:00p- 10:00p	CVBB-13C5K	Mk	5/8 to 16/9	MON,WED	7:00p- 10:00p
CBAB-52C3C	Ct	3/5 to 4/6	FRI,TUE	7:00p- 10:00p	CVBB-6D7K	Mk	7/9 to 26/10	SAT	10:00a- 1:00p 2:00p- 5:00p
* CBAB-6D04E	Ct	4/5 to 1/6 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	CVBB-13C31C	Ct	9/9 to 23/10	MON,WED	7:00p- 10:00p
CBAB-6D35K	Mk	4/5 to 1/6	SAT	10:00a- 1:00p 2:00p- 5:00p	* CVBB-6D34E	Ct	5/10 to 16/11 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
CBAB-25C21K	Mk	21/5 to 25/6	TUE,FRI	7:00p- 10:00p	* CVBB-35C30E	Ct	9/10 to 20/11 (Eng)	WED,FRI	7:00p- 10:00p
* CBAB-24C51E	Ct	11/6 to 11/7 (Eng)	TUE,THU	7:00p- 10:00p	<b>13. Database Management with Microsoft Access (CEF Approved)</b>				
CBAB-6D22K	Mk	22/6 to 20/7	SAT	10:00a- 1:00p 2:00p- 5:00p	<b>\$3225 x 2 monthly instalments (total \$6450, \$1290 after 80% CEF reimbursement), 30 hours in 10 sessions</b>				
CBAB-13C33C	Ct	24/6 to 29/7	MON,WED	7:00p- 10:00p	CIMB-6D2C	Ct	2/3 to 30/3	SAT	10:00a- 1:00p 2:00p- 5:00p
* CBAB-6D6E	Ct	6/7 to 3/8 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	CIMB-14C4K	Mk	4/3 to 4/4	MON,THU	7:00p- 10:00p
CBAB-14C8K	Mk	8/7 to 8/8	MON,THU	7:00p- 10:00p	* CIMB-24C59E	Ct	19/3 to 18/4 (Eng)	TUE,THU	7:00p- 10:00p
* CBAB-53C26E	Ct	26/7 to 28/8 (Eng)	FRI,WED	7:00p- 10:00p	CIMB-24C2C	Ct	2/4 to 2/5	TUE,THU	7:00p- 10:00p
CBAB-6D27K	Mk	27/7 to 24/8	SAT	10:00a- 1:00p 2:00p- 5:00p	* CIMB-6D13E	Ct	13/4 to 18/5 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
CBAB-52C32C	Ct	9/8 to 10/9	FRI,TUE	7:00p- 10:00p	CIMB-6D4K	Mk	4/5 to 1/6	SAT	10:00a- 1:00p 2:00p- 5:00p
CBAB-53C23K	Mk	23/8 to 27/9	FRI,WED	7:00p- 10:00p	CIMB-25C7K	Mk	7/5 to 11/6	TUE,FRI	7:00p- 10:00p
* CBAB-6D07E	Ct	7/9 to 12/10 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	* CIMB-35C22E	Ct	22/5 to 26/6 (Eng)	WED,FRI	7:00p- 10:00p
* CBAB-41C19E	Ct	19/9 to 24/10 (Eng)	THU,MON	7:00p- 10:00p	CIMB-35C12C	Ct	12/6 to 12/7	WED,FRI	7:00p- 10:00p
CBAB-6D21K	Mk	21/9 to 19/10	SAT	10:00a- 1:00p 2:00p- 5:00p	* CIMB-6D15E	Ct	15/6 to 13/7 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
CBAB-13C34C	Ct	23/9 to 28/10	MON,WED	7:00p- 10:00p	CIMB-6D32C	Ct	6/7 to 3/8	SAT	10:00a- 1:00p 2:00p- 5:00p
CBAB-41C27K	Mk	10/10 to 11/11	THU,MON	7:00p- 10:00p	CIMB-14C8K	Mk	8/7 to 8/8	MON,THU	7:00p- 10:00p
<b>11. Spreadsheet Modeling in Corporate Finance (CEF Approved)</b>					* CIMB-14C22E	Ct	22/7 to 22/8 (Eng)	MON,THU	7:00p- 10:00p
<b>\$3450 x 2 monthly instalments (total \$6900, \$1380 after 80% CEF reimbursement), 30 hours in 10 sessions</b>					CIMB-24C13C	Ct	13/8 to 12/9	TUE,THU	7:00p- 10:00p
CSSB-35C20K	Mk	20/2 to 22/3	WED,FRI	7:00p- 10:00p	* CIMB-6D17E	Ct	17/8 to 21/9 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
CSSB-35C6C	Ct	6/3 to 10/4	WED,FRI	7:00p- 10:00p	CIMB-6D37K	Mk	7/9 to 12/10	SAT	10:00a- 1:00p 2:00p- 5:00p
CSSB-6D6K	Mk	6/4 to 11/5	SAT	10:00a- 1:00p 2:00p- 5:00p	CIMB-25C10K	Mk	10/9 to 18/10	TUE,FRI	7:00p- 10:00p
CSSB-14C6K	Mk	6/5 to 10/6	MON,THU	7:00p- 10:00p	* CIMB-24C32E	Ct	24/9 to 29/10 (Eng)	TUE,THU	7:00p- 10:00p
CSSB-41C6C	Ct	6/6 to 11/7	THU,MON	7:00p- 10:00p	CIMB-35C27C	Ct	16/10 to 15/11	WED,FRI	7:00p- 10:00p
CSSB-25C25K	Mk	25/6 to 26/7	TUE,FRI	7:00p- 10:00p	CIMB-6D33C	Ct	19/10 to 16/11	SAT	10:00a- 1:00p 2:00p- 5:00p
CSSB-6D32K	Mk	6/7 to 3/8	SAT	10:00a- 1:00p 2:00p- 5:00p	<b>14. Diploma in e-Shop Creation and Digital Marketing (CEF Approved)</b>				
CSSB-24C6C	Ct	6/8 to 5/9	TUE,THU	7:00p- 10:00p	<b>\$3000 x 2 monthly instalments (total \$6000, \$1200 after 80% CEF reimbursement), 30 hours in 10 sessions</b>				
CSSB-35C21K	Mk	4/9 to 9/10	WED,FRI	7:00p- 10:00p	CMKB-53C1K	Mk	1/3 to 3/4	FRI,WED	7:00p- 10:00p
CSSB-6D33K	Mk	5/10 to 2/11	SAT	10:00a- 1:00p 2:00p- 5:00p	CMKB-6D16K	Mk	9/3 to 6/4	SAT	10:00a- 1:00p 2:00p- 5:00p
CSSB-35C33C	Ct	9/10 to 8/11	WED,FRI	7:00p- 10:00p	CMKB-6D38C	Ct	9/3 to 6/4	SAT	10:00a- 1:00p 2:00p- 5:00p
<b>12. Financial Modeling with Excel VBA (CEF Approved)</b>					* CMKB-6D66E	Ct	16/3 to 13/4 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
<b>\$2600 x 3 monthly instalments (total \$7800, \$1560 after 80% CEF reimbursement), 39 hours in 13 sessions</b>					* CMKB-14C1E	Ct	1/4 to 6/5 (Eng)	MON,THU	7:00p- 10:00p
CVBC-35C34K	Mk	13/3 to 3/5	WED,FRI	7:00p- 10:00p	CMKB-6D6K	Mk	6/4 to 11/5	SAT	10:00a- 1:00p 2:00p- 5:00p
CVBC-35C35C	Ct	24/4 to 12/6	WED,FRI	7:00p- 10:00p	CMKB-14C8C	Ct	8/4 to 16/5	MON,THU	7:00p- 10:00p
* CVBC-24C20E	Ct	20/8 to 3/10 (Eng)	TUE,THU	7:00p- 10:00p	CMKB-24C32K	Mk	16/4 to 16/5	TUE,THU	7:00p- 10:00p
CVBC-52C20K	Mk	20/9 to 5/11	FRI,TUE	7:00p- 10:00p	CMKB-6D4C	Ct	4/5 to 1/6	SAT	10:00a- 1:00p 2:00p- 5:00p
<b>\$3900 x 2 monthly instalments (total \$7800, \$1560 after 80% CEF reimbursement), 39 hours in 13 sessions</b>					* CMKB-6D38E	Ct	18/5 to 15/6 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
CVBB-6D32K	Mk	2/3 to 13/4	SAT	10:00a- 1:00p 2:00p- 5:00p	CMKB-13C34C	Ct	3/6 to 8/7	MON,WED	7:00p- 10:00p
CVBB-25C5C	Ct	5/3 to 23/4	TUE,FRI	7:00p- 10:00p	CMKB-13C3K	Mk	3/6 to 8/7	MON,WED	7:00p- 10:00p
* CVBB-25C32E	Ct	5/3 to 23/4 (Eng)	TUE,FRI	7:00p- 10:00p	* CMKB-24C4E	Ct	4/6 to 4/7 (Eng)	TUE,THU	7:00p- 10:00p
* CVBB-6D56E	Ct	6/4 to 25/5 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	CMKB-6D36K	Mk	8/6 to 6/7	SAT	10:00a- 1:00p 2:00p- 5:00p
* CVBB-41C2E	Ct	2/5 to 17/6 (Eng)	THU,MON	7:00p- 10:00p	CMKB-6D29C	Ct	29/6 to 27/7	SAT	10:00a- 1:00p 2:00p- 5:00p
CVBB-41C2K	Mk	2/5 to 17/6	THU,MON	7:00p- 10:00p					
CVBB-6D4K	Mk	4/5 to 15/6	SAT	10:00a- 1:00p 2:00p- 5:00p					
CVBB-14C33C	Ct	3/6 to 18/7	MON,THU	7:00p- 10:00p					

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
CMKB-51C12C	Ct	12/7 to 12/8	FRI,MON	7:00p- 10:00p	WN10-19101C	Ct	3/10	THU	9:30a- 12:30p
* CMKB-6D39E	Ct	13/7 to 10/8 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	WN10-19121K	Mk	19/12	THU	2:00p- 5:00p 9:30a- 12:30p
CMKB-6D13K	Mk	13/7 to 10/8	SAT	10:00a- 1:00p 2:00p- 5:00p					2:00p- 5:00p
CMKB-25C16K	Mk	16/7 to 16/8	TUE,FRI	7:00p- 10:00p	<b>19. Mastering Acrobat DC Professional</b>				
* CMKB-52C19E	Ct	19/7 to 20/8 (Eng)	FRI,TUE	7:00p- 10:00p	<i>\$1100, 1 day</i>				
CMKB-6D36C	Ct	24/8 to 28/9	SAT	10:00a- 1:00p 2:00p- 5:00p	EABC-19021K	Mk	20/2	WED	9:30a- 12:30p 2:00p- 5:00p
CMKB-14C2K	Mk	2/9 to 3/10	MON,THU	7:00p- 10:00p	EABC-19031C	Ct	27/3	WED	9:30a- 12:30p 2:00p- 5:00p
CMKB-6D37K	Mk	7/9 to 12/10	SAT	10:00a- 1:00p 2:00p- 5:00p	EABC-19041K	Mk	25/4	THU	9:30a- 12:30p 2:00p- 5:00p
* CMKB-14C9E	Ct	9/9 to 14/10 (Eng)	MON,THU	7:00p- 10:00p	EABC-19051C	Ct	17/5	FRI	9:30a- 12:30p 2:00p- 5:00p
CMKB-24C10C	Ct	10/9 to 15/10	TUE,THU	7:00p- 10:00p	EABC-19061K	Mk	15/6	SAT	9:30a- 12:30p 2:00p- 5:00p
* CMKB-6D40E	Ct	21/9 to 19/10 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	EABC-19071C	Ct	13/7	SAT	9:30a- 12:30p 2:00p- 5:00p
CMKB-6D39C	Ct	19/10 to 16/11	SAT	10:00a- 1:00p 2:00p- 5:00p	EABC-19081K	Mk	20/8	TUE	9:30a- 12:30p 2:00p- 5:00p
<b>15. Solving Common PC Problems</b>					EABC-19091C	Ct	17/9	TUE	9:30a- 12:30p 2:00p- 5:00p
<i>\$1100, 1 day</i>					EABC-19101K	Mk	22/10	TUE	9:30a- 12:30p 2:00p- 5:00p
ESPO-19031K	Mk	28/3	THU	9:30a- 12:30p 2:00p- 5:00p	EABC-19111C	Ct	15/11	FRI	9:30a- 12:30p 2:00p- 5:00p
ESPO-19051C	Ct	23/5	THU	9:30a- 12:30p 2:00p- 5:00p	EABC-19121K	Mk	18/12	WED	9:30a- 12:30p 2:00p- 5:00p
ESPO-19071K	Mk	22/7	MON	9:30a- 12:30p 2:00p- 5:00p	<b>20. Creating E-Forms with Microsoft Word, Excel 2016 and Adobe Acrobat DC</b>				
ESPO-19091C	Ct	6/9	FRI	9:30a- 12:30p 2:00p- 5:00p	<i>\$1100, 1 day</i>				
ESPO-19111K	Mk	6/11	WED	9:30a- 12:30p 2:00p- 5:00p	EFRM-19031K	Mk	12/3	TUE	9:30a- 12:30p 2:00p- 5:00p
<b>16. Workshop on Networking Fundamentals</b>					EFRM-19051C	Ct	16/5	THU	9:30a- 12:30p 2:00p- 5:00p
<i>\$2800, 2 days</i>					EFRM-19071K	Mk	26/7	FRI	9:30a- 12:30p 2:00p- 5:00p
EN01-19021C	Ct	27,28/2	WED,THU	9:30a- 12:30p 2:00p- 5:00p	EFRM-19091C	Ct	5/9	THU	9:30a- 12:30p 2:00p- 5:00p
EN01-19041K	Mk	23,24/4	TUE,WED	9:30a- 12:30p 2:00p- 5:00p	EFRM-19111K	Mk	13/11	WED	9:30a- 12:30p 2:00p- 5:00p
EN01-19061C	Ct	3,4/6	MON,TUE	9:30a- 12:30p 2:00p- 5:00p	<b>21. Tips and Tricks in Word, Excel and PowerPoint 2016</b>				
EN01-19081K	Mk	26,27/8	MON,TUE	9:30a- 12:30p 2:00p- 5:00p	<i>\$1100, 1 day</i>				
EN01-19101C	Ct	2,3/10	WED,THU	9:30a- 12:30p 2:00p- 5:00p	OFT6-19031C	Ct	14/3	THU	9:30a- 12:30p 2:00p- 5:00p
EN01-19121K	Mk	3,4/12	TUE,WED	9:30a- 12:30p 2:00p- 5:00p	OFT6-19041K	Mk	3/4	WED	9:30a- 12:30p 2:00p- 5:00p
<b>17. Microsoft Outlook 2013</b>					OFT6-19051K	Mk	3/5	FRI	9:30a- 12:30p 2:00p- 5:00p
<i>\$1100, 1 day</i>					OFT6-19061C	Ct	18/6	TUE	9:30a- 12:30p 2:00p- 5:00p
NO13-19031C	Ct	5/3	TUE	9:30a- 12:30p 2:00p- 5:00p	OFT6-19071K	Mk	17/7	WED	9:30a- 12:30p 2:00p- 5:00p
NO13-19041K	Mk	25/4	THU	9:30a- 12:30p 2:00p- 5:00p	OFT6-19081K	Mk	14/8	WED	9:30a- 12:30p 2:00p- 5:00p
NO13-19051C	Ct	15/5	WED	9:30a- 12:30p 2:00p- 5:00p	OFT6-19091C	Ct	23/9	MON	9:30a- 12:30p 2:00p- 5:00p
NO13-19061K	Mk	4/6	TUE	9:30a- 12:30p 2:00p- 5:00p	OFT6-19101K	Mk	9/10	WED	9:30a- 12:30p 2:00p- 5:00p
NO13-19071C	Ct	8/7	MON	9:30a- 12:30p 2:00p- 5:00p	OFT6-19111K	Mk	19/11	TUE	9:30a- 12:30p 2:00p- 5:00p
NO13-19081K	Mk	23/8	FRI	9:30a- 12:30p 2:00p- 5:00p	OFT6-19121C	Ct	12/12	THU	9:30a- 12:30p 2:00p- 5:00p
NO13-19091C	Ct	23/9	MON	9:30a- 12:30p 2:00p- 5:00p	<b>22. Collaboration between Word, Excel and PowerPoint 2016</b>				
NO13-19101K	Mk	10/10	THU	9:30a- 12:30p 2:00p- 5:00p	<i>\$1100, 1 day</i>				
NO13-19111C	Ct	5/11	TUE	9:30a- 12:30p 2:00p- 5:00p	CWEP-19021C	Ct	15/2	FRI	9:30a- 12:30p 2:00p- 5:00p
NO13-19121K	Mk	11/12	WED	9:30a- 12:30p 2:00p- 5:00p	CWEP-19031K	Mk	11/3	MON	9:30a- 12:30p 2:00p- 5:00p
<b>18. Microsoft Windows 10</b>					CWEP-19041C	Ct	8/4	MON	9:30a- 12:30p 2:00p- 5:00p
<i>\$1100, 1 day or 2 evenings</i>					CWEP-19051K	Mk	22/5	WED	9:30a- 12:30p 2:00p- 5:00p
WN10-19021C	Ct	19/2	TUE	9:30a- 12:30p 2:00p- 5:00p	CWEP-19061C	Ct	19/6	WED	9:30a- 12:30p 2:00p- 5:00p
WN10-19041K	Mk	24/4	WED	9:30a- 12:30p 2:00p- 5:00p					
WN10-19061C	Ct	20/6	THU	9:30a- 12:30p 2:00p- 5:00p					
WN10-19081K	Mk	22/8	THU	9:30a- 12:30p 2:00p- 5:00p					

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
CWEP-19071K	Mk	10/7	WED	9:30a- 12:30p 2:00p- 5:00p	<b>25. Microsoft Word 2013 for Beginners</b> <i>\$1100, 1 day or 2 evenings</i>				
CWEP-19081C	Ct	13/8	TUE	9:30a- 12:30p 2:00p- 5:00p	WD31-19021C	Ct	15/2	FRI	9:30a- 12:30p 2:00p- 5:00p
CWEP-19091K	Mk	25/9	WED	9:30a- 12:30p 2:00p- 5:00p	WD31-6A16C	Ct	16,23/2	SAT	10:00a- 1:00p
CWEP-19101C	Ct	21/10	MON	9:30a- 12:30p 2:00p- 5:00p	WD31-19031K	Mk	15/3	FRI	9:30a- 12:30p 2:00p- 5:00p
CWEP-19111K	Mk	27/11	WED	9:30a- 12:30p 2:00p- 5:00p	WD31-6A16K	Mk	16,23/3	SAT	10:00a- 1:00p
CWEP-19121C	Ct	11/12	WED	9:30a- 12:30p 2:00p- 5:00p	WD31-13C8C	Ct	8,10/4	MON,WED	7:00p- 10:00p
<b>23. Microsoft Word 2016 for Beginners</b> <i>\$1100, 1 day or 2 evenings</i>					WD31-19041C	Ct	25/4	THU	9:30a- 12:30p 2:00p- 5:00p
WD61-6A16K	Mk	16,23/2	SAT	10:00a- 1:00p	WD31-13C6K	Mk	6,8/5	MON,WED	7:00p- 10:00p
WD61-19021K	Mk	25/2	MON	9:30a- 12:30p 2:00p- 5:00p	WD31-19051K	Mk	21/5	TUE	9:30a- 12:30p 2:00p- 5:00p
WD61-6A16C	Ct	16,23/3	SAT	10:00a- 1:00p	WD31-6A36C	Ct	25/5;1/6	SAT	10:00a- 1:00p
WD61-19031C	Ct	20/3	WED	9:30a- 12:30p 2:00p- 5:00p	WD31-19061C	Ct	12/6	WED	9:30a- 12:30p 2:00p- 5:00p
WD61-25C9K	Mk	9,12/4	TUE,FRI	7:00p- 10:00p	WD31-6A22K	Mk	22,29/6	SAT	10:00a- 1:00p
WD61-19051K	Mk	7/5	TUE	9:30a- 12:30p 2:00p- 5:00p	WD31-19071K	Mk	10/7	WED	9:30a- 12:30p 2:00p- 5:00p
WD61-24C7C	Ct	7,9/5	TUE,THU	7:00p- 10:00p	WD31-35C32C	Ct	10,12/7	WED,FRI	7:00p- 10:00p
WD61-6A25K	Mk	25/5;1/6	SAT	10:00a- 1:00p	WD31-45C34K	Mk	8,9/8	THU,FRI	7:00p- 10:00p
WD61-6A15C	Ct	15,22/6	SAT	10:00a- 1:00p	WD31-19081C	Ct	14/8	WED	9:30a- 12:30p 2:00p- 5:00p
WD61-19061C	Ct	28/6	FRI	9:30a- 12:30p 2:00p- 5:00p	WD31-6A37C	Ct	7,21/9	SAT	10:00a- 1:00p
WD61-24C16K	Mk	16,18/7	TUE,THU	7:00p- 10:00p	WD31-19091K	Mk	11/9	WED	9:30a- 12:30p 2:00p- 5:00p
WD61-19071K	Mk	29/7	MON	9:30a- 12:30p 2:00p- 5:00p	WD31-19101C	Ct	14/10	MON	9:30a- 12:30p 2:00p- 5:00p
WD61-13C5C	Ct	5,7/8	MON,WED	7:00p- 10:00p	WD31-19111K	Mk	7/11	THU	9:30a- 12:30p 2:00p- 5:00p
WD61-19081K	Mk	27/8	TUE	9:30a- 12:30p 2:00p- 5:00p	WD31-19121C	Ct	16/12	MON	9:30a- 12:30p 2:00p- 5:00p
WD61-45C5K	Mk	5,6/9	THU,FRI	7:00p- 10:00p	<b>26. Microsoft Word 2013 for Advanced Users</b> <i>\$1100, 1 day or 2 evenings</i>				
WD61-19091C	Ct	25/9	WED	9:30a- 12:30p 2:00p- 5:00p	WD3A-6A35C	Ct	16,23/2	SAT	10:00a- 1:00p
WD61-19101K	Mk	30/10	WED	9:30a- 12:30p 2:00p- 5:00p	WD3A-13C18K	Mk	18,20/2	MON,WED	7:00p- 10:00p
WD61-19111K	Mk	21/11	THU	9:30a- 12:30p 2:00p- 5:00p	WD3A-6A16K	Mk	23/2;2/3	SAT	10:00a- 1:00p
WD61-18121C	Ct	20/12	FRI	9:30a- 12:30p 2:00p- 5:00p	WD3A-19031K	Mk	25/3	MON	9:30a- 12:30p 2:00p- 5:00p
<b>24. Microsoft Word 2016 for Advanced Users</b> <i>\$1100, 1 day or 2 evenings</i>					WD3A-34C3C	Ct	3,4/4	WED,THU	7:00p- 10:00p
WD6A-19021C	Ct	27/2	WED	9:30a- 12:30p 2:00p- 5:00p	WD3A-6A6K	Mk	6,27/4	SAT	10:00a- 1:00p
WD6A-45C28C	Ct	28/2;1/3	THU,FRI	7:00p- 10:00p	WD3A-19041C	Ct	29/4	MON	9:30a- 12:30p 2:00p- 5:00p
WD6A-19031K	Mk	8/3	FRI	9:30a- 12:30p 2:00p- 5:00p	WD3A-35C32K	Mk	22,24/5	WED,FRI	7:00p- 10:00p
WD6A-12C18K	Mk	18,19/3	MON,TUE	7:00p- 10:00p	WD3A-6A36C	Ct	25/5;1/6	SAT	10:00a- 1:00p
WD6A-34C17C	Ct	17,18/4	WED,THU	7:00p- 10:00p	WD3A-19051K	Mk	27/5	MON	9:30a- 12:30p 2:00p- 5:00p
WD6A-19041C	Ct	23/4	TUE	9:30a- 12:30p 2:00p- 5:00p	WD3A-19061C	Ct	25/6	TUE	9:30a- 12:30p 2:00p- 5:00p
WD6A-6A4K	Mk	4,11/5	SAT	10:00a- 1:00p	WD3A-45C34C	Ct	11,12/7	THU,FRI	7:00p- 10:00p
WD6A-19051C	Ct	24/5	FRI	9:30a- 12:30p 2:00p- 5:00p	WD3A-45C11K	Mk	11,12/7	THU,FRI	7:00p- 10:00p
WD6A-19061K	Mk	3/6	MON	9:30a- 12:30p 2:00p- 5:00p	WD3A-19071K	Mk	26/7	FRI	9:30a- 12:30p 2:00p- 5:00p
WD6A-6A8C	Ct	8,15/6	SAT	10:00a- 1:00p	WD3A-19081C	Ct	19/8	MON	9:30a- 12:30p 2:00p- 5:00p
WD6A-45C20K	Mk	20,21/6	THU,FRI	7:00p- 10:00p	WD3A-6A37K	Mk	24,31/8	SAT	10:00a- 1:00p
WD6A-19071C	Ct	3/7	WED	9:30a- 12:30p 2:00p- 5:00p	WD3A-19091K	Mk	5/9	THU	9:30a- 12:30p 2:00p- 5:00p
WD6A-35C24C	Ct	24,26/7	WED,FRI	7:00p- 10:00p	WD3A-6A28C	Ct	28/9;5/10	SAT	10:00a- 1:00p
WD6A-19081C	Ct	30/8	FRI	9:30a- 12:30p 2:00p- 5:00p	WD3A-19101C	Ct	28/10	MON	9:30a- 12:30p 2:00p- 5:00p
WD6A-24C10C	Ct	10,12/9	TUE,THU	7:00p- 10:00p	WD3A-19111K	Mk	15/11	FRI	9:30a- 12:30p 2:00p- 5:00p
WD6A-19091K	Mk	27/9	FRI	9:30a- 12:30p 2:00p- 5:00p	WD3A-19121C	Ct	30/12	MON	9:30a- 12:30p 2:00p- 5:00p
WD6A-19101C	Ct	4/10	FRI	9:30a- 12:30p 2:00p- 5:00p	<b>27. Microsoft Word 2010 for Beginners</b> <i>\$1100, 1 day or 2 evenings</i>				
WD6A-19111C	Ct	4/11	MON	9:30a- 12:30p 2:00p- 5:00p	WR01-19031C	Ct	1/3	FRI	9:30a- 12:30p 2:00p- 5:00p
WD6A-19121K	Mk	2/12	MON	9:30a- 12:30p 2:00p- 5:00p	WR01-19041K	Mk	1/4	MON	9:30a- 12:30p 2:00p- 5:00p
					WR01-19051C	Ct	3/5	FRI	9:30a- 12:30p 2:00p- 5:00p

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
WRO1-19061K	Mk	5/6	WED	9:30a- 12:30p 2:00p- 5:00p	IC01-19091K	Mk	20/9	FRI	9:30a- 12:30p 2:00p- 5:00p
WRO1-19071C	Ct	5/7	FRI	9:30a- 12:30p 2:00p- 5:00p	IC01-19101C	Ct	16/10	WED	9:30a- 12:30p 2:00p- 5:00p
WRO1-19081K	Mk	2/8	FRI	9:30a- 12:30p 2:00p- 5:00p	IC01-19111K	Mk	19/11	TUE	9:30a- 12:30p 2:00p- 5:00p
WRO1-19091C	Ct	2/9	MON	9:30a- 12:30p 2:00p- 5:00p	IC01-19121C	Ct	12/12	THU	9:30a- 12:30p 2:00p- 5:00p
WRO1-19101K	Mk	2/10	WED	9:30a- 12:30p 2:00p- 5:00p	<b>31. Chinese Input Method - Quick (速成中文輸入法)</b>				
WRO1-19111C	Ct	1/11	FRI	9:30a- 12:30p 2:00p- 5:00p	<i>\$1100, 1 day</i>				
WRO1-19121K	Mk	4/12	WED	9:30a- 12:30p 2:00p- 5:00p	IQ01-19031K	Mk	26/3	TUE	9:30a- 12:30p 2:00p- 5:00p
<b>28. Microsoft Word 2010 for Advanced Users</b>					IQ01-19061C	Ct	27/6	THU	9:30a- 12:30p 2:00p- 5:00p
<i>\$1100, 1 day or 2 evenings</i>					IQ01-19091K	Mk	5/9	THU	9:30a- 12:30p 2:00p- 5:00p
WW0A-19021K	Mk	21/2	THU	9:30a- 12:30p 2:00p- 5:00p	IQ01-19121C	Ct	27/12	FRI	9:30a- 12:30p 2:00p- 5:00p
WW0A-19031C	Ct	13/3	WED	9:30a- 12:30p 2:00p- 5:00p	<b>32. PowerPivot for Microsoft Excel 2010</b>				
WW0A-19041K	Mk	8/4	MON	9:30a- 12:30p 2:00p- 5:00p	<i>\$1400, 1 day or 2 evenings</i>				
WW0A-19051C	Ct	10/5	FRI	9:30a- 12:30p 2:00p- 5:00p	PP10-13C32K	Mk	18,20/2	MON,WED	7:00p- 10:00p
WW0A-19061K	Mk	14/6	FRI	9:30a- 12:30p 2:00p- 5:00p	PP10-24C26C	Ct	26,28/2	TUE,THU	7:00p- 10:00p
WW0A-19071C	Ct	15/7	MON	9:30a- 12:30p 2:00p- 5:00p	PP10-13C15K	Mk	15,17/4	MON,WED	7:00p- 10:00p
WW0A-19081K	Mk	9/8	FRI	9:30a- 12:30p 2:00p- 5:00p	PP10-6A33C	Ct	27/4;4/5	SAT	10:00a- 1:00p
WW0A-19091C	Ct	9/9	MON	9:30a- 12:30p 2:00p- 5:00p	PP10-6A8K	Mk	8,15/6	SAT	10:00a- 1:00p
WW0A-19101K	Mk	16/10	WED	9:30a- 12:30p 2:00p- 5:00p	PP10-45C27C	Ct	27,28/6	THU,FRI	7:00p- 10:00p
WW0A-19111C	Ct	25/11	MON	9:30a- 12:30p 2:00p- 5:00p	PP10-35C24K	Mk	24,26/7	WED,FRI	7:00p- 10:00p
WW0A-19121K	Mk	13/12	FRI	9:30a- 12:30p 2:00p- 5:00p	PP10-24C27C	Ct	27,29/8	TUE,THU	7:00p- 10:00p
<b>29. Powerful Techniques in Using Microsoft Word 2016</b>					PP10-24C17K	Mk	17,19/9	TUE,THU	7:00p- 10:00p
<i>\$1100, 1 day</i>					<b>33. Mastering Excel 2016 Pivot Tables</b>				
PTU6-19021K	Mk	18/2	MON	9:30a- 12:30p 2:00p- 5:00p	<i>\$1100, 1 day or 2 evenings</i>				
PTU6-19031C	Ct	29/3	FRI	9:30a- 12:30p 2:00p- 5:00p	MPT6-19021C	Ct	13/2	WED	9:30a- 12:30p 2:00p- 5:00p
PTU6-19041C	Ct	30/4	TUE	9:30a- 12:30p 2:00p- 5:00p	MPT6-6A16C	Ct	16,23/2	SAT	10:00a- 1:00p
PTU6-19051K	Mk	30/5	THU	9:30a- 12:30p 2:00p- 5:00p	MPT6-24C26K	Mk	26,28/2	TUE,THU	7:00p- 10:00p
PTU6-19061K	Mk	17/6	MON	9:30a- 12:30p 2:00p- 5:00p	MPT6-19031K	Mk	28/3	THU	9:30a- 12:30p 2:00p- 5:00p
PTU6-19071C	Ct	24/7	WED	9:30a- 12:30p 2:00p- 5:00p	MPT6-13C1C	Ct	1,3/4	MON,WED	7:00p- 10:00p
PTU6-19081C	Ct	6/8	TUE	9:30a- 12:30p 2:00p- 5:00p	MPT6-34C17K	Mk	17,18/4	WED,THU	7:00p- 10:00p
PTU6-19091K	Mk	16/9	MON	9:30a- 12:30p 2:00p- 5:00p	MPT6-6A34C	Ct	18,25/5	SAT	10:00a- 1:00p
PTU6-19101K	Mk	22/10	TUE	9:30a- 12:30p 2:00p- 5:00p	MPT6-19051C	Ct	29/5	WED	9:30a- 12:30p 2:00p- 5:00p
PTU6-19111C	Ct	27/11	WED	9:30a- 12:30p 2:00p- 5:00p	MPT6-24C11K	Mk	11,13/6	TUE,THU	7:00p- 10:00p
PTU6-19121C	Ct	10/12	TUE	9:30a- 12:30p 2:00p- 5:00p	MPT6-19061K	Mk	18/6	TUE	9:30a- 12:30p 2:00p- 5:00p
<b>30. Chinese Input Method - Changjie</b>					MPT6-45C32C	Ct	4,5/7	THU,FRI	7:00p- 10:00p
<i>\$1100, 1 day or 2 evenings</i>					MPT6-6A20K	Mk	20,27/7	SAT	10:00a- 1:00p
IC01-19031K	Mk	15/3	FRI	9:30a- 12:30p 2:00p- 5:00p	MPT6-19071C	Ct	30/7	TUE	9:30a- 12:30p 2:00p- 5:00p
IC01-19041C	Ct	4/4	THU	9:30a- 12:30p 2:00p- 5:00p	MPT6-19081C	Ct	1/8	THU	9:30a- 12:30p 2:00p- 5:00p
IC01-19051K	Mk	24/5	FRI	9:30a- 12:30p 2:00p- 5:00p	MPT6-6A35C	Ct	17,24/8	SAT	10:00a- 1:00p
IC01-19061C	Ct	10/6	MON	9:30a- 12:30p 2:00p- 5:00p	MPT6-13C9K	Mk	9,11/9	MON,WED	7:00p- 10:00p
IC01-19071K	Mk	29/7	MON	9:30a- 12:30p 2:00p- 5:00p	MPT6-19091K	Mk	18/9	WED	9:30a- 12:30p 2:00p- 5:00p
IC01-19081C	Ct	16/8	FRI	9:30a- 12:30p 2:00p- 5:00p	MPT6-19101C	Ct	24/10	THU	9:30a- 12:30p 2:00p- 5:00p
<b>31. Chinese Input Method - Quick (速成中文輸入法)</b>					MPT6-19111C	Ct	29/11	FRI	9:30a- 12:30p 2:00p- 5:00p
<i>\$1100, 1 day</i>					MPT6-19121K	Mk	17/12	TUE	9:30a- 12:30p 2:00p- 5:00p
IQ01-19031K	Mk	26/3	TUE	9:30a- 12:30p 2:00p- 5:00p	<b>34. Mastering Excel 2013 Pivot Tables</b>				
IQ01-19061C	Ct	27/6	THU	9:30a- 12:30p 2:00p- 5:00p	<i>\$1100, 1 day or 2 evenings</i>				
IQ01-19091K	Mk	5/9	THU	9:30a- 12:30p 2:00p- 5:00p	MPT3-19021C	Ct	28/2	THU	9:30a- 12:30p 2:00p- 5:00p
IQ01-19121C	Ct	27/12	FRI	9:30a- 12:30p 2:00p- 5:00p	MPT3-45C7C	Ct	7,8/3	THU,FRI	7:00p- 10:00p
<b>32. PowerPivot for Microsoft Excel 2010</b>					MPT3-19031K	Mk	18/3	MON	9:30a- 12:30p 2:00p- 5:00p
<i>\$1400, 1 day or 2 evenings</i>					MPT3-6A30K	Mk	30/3;6/4	SAT	10:00a- 1:00p
PP10-13C32K	Mk	18,20/2	MON,WED	7:00p- 10:00p	MPT3-19041C	Ct	23/4	TUE	9:30a- 12:30p 2:00p- 5:00p
PP10-24C26C	Ct	26,28/2	TUE,THU	7:00p- 10:00p	MPT3-6A27C	Ct	27/4;4/5	SAT	10:00a- 1:00p
PP10-13C15K	Mk	15,17/4	MON,WED	7:00p- 10:00p	MPT3-19051C	Ct	14/5	TUE	9:30a- 12:30p 2:00p- 5:00p
PP10-6A33C	Ct	27/4;4/5	SAT	10:00a- 1:00p					
PP10-6A8K	Mk	8,15/6	SAT	10:00a- 1:00p					
PP10-45C27C	Ct	27,28/6	THU,FRI	7:00p- 10:00p					
PP10-35C24K	Mk	24,26/7	WED,FRI	7:00p- 10:00p					
PP10-24C27C	Ct	27,29/8	TUE,THU	7:00p- 10:00p					
PP10-24C17K	Mk	17,19/9	TUE,THU	7:00p- 10:00p					

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
MPT3-6A18K	Mk	18,25/5	SAT	10:00a- 1:00p	SEFF-19082C	Ct	27/8	TUE	9:30a- 12:30p 2:00p- 5:00p
MPT3-45C13C	Ct	13,14/6	THU,FRI	7:00p- 10:00p	SEFF-19091K	Mk	10/9	TUE	9:30a- 12:30p 2:00p- 5:00p
MPT3-19061K	Mk	27/6	THU	9:30a- 12:30p 2:00p- 5:00p	SEFF-35C11C	Ct	11,18/9	WED	7:00p- 10:00p
MPT3-19071C	Ct	4/7	THU	9:30a- 12:30p 2:00p- 5:00p	SEFF-19092C	Ct	24/9	TUE	9:30a- 12:30p 2:00p- 5:00p
MPT3-24C9K	Mk	9,11/7	TUE,THU	7:00p- 10:00p	SEFF-45C26K	Mk	26,27/9	THU,FRI	7:00p- 10:00p
MPT3-24C30C	Ct	30/7;1/8	TUE,THU	7:00p- 10:00p	SEFF-19101K	Mk	10/10	THU	9:30a- 12:30p 2:00p- 5:00p
MPT3-19081C	Ct	20/8	TUE	9:30a- 12:30p 2:00p- 5:00p	SEFF-19102C	Ct	25/10	FRI	9:30a- 12:30p 2:00p- 5:00p
MPT3-6A24K	Mk	24,31/8	SAT	10:00a- 1:00p	SEFF-19111K	Mk	8/11	FRI	9:30a- 12:30p 2:00p- 5:00p
MPT3-6A21C	Ct	21,28/9	SAT	10:00a- 1:00p	SEFF-19112C	Ct	25/11	MON	9:30a- 12:30p 2:00p- 5:00p
MPT3-19091K	Mk	26/9	THU	9:30a- 12:30p 2:00p- 5:00p	SEFF-19121K	Mk	10/12	TUE	9:30a- 12:30p 2:00p- 5:00p
MPT3-19101C	Ct	11/10	FRI	9:30a- 12:30p 2:00p- 5:00p	SEFF-19122C	Ct	20/12	FRI	9:30a- 12:30p 2:00p- 5:00p
MPT3-19111C	Ct	20/11	WED	9:30a- 12:30p 2:00p- 5:00p					
MPT3-19121K	Mk	27/12	FRI	9:30a- 12:30p 2:00p- 5:00p					
<b>35. Mastering Excel 2010 Pivot Tables</b> \$1100, 1 day or 2 evenings					<b>37. Using Excel 2010 Formulas and Functions in Business Analysis</b> \$1100, 1 day or 2 evenings				
MPT0-19031C	Ct	4/3	MON	9:30a- 12:30p 2:00p- 5:00p	XL0F-51C8K	Mk	8,11/2	FRI,MON	7:00p- 10:00p
MPT0-19051K	Mk	16/5	THU	9:30a- 12:30p 2:00p- 5:00p	XL0F-6A23C	Ct	23/2;2/3	SAT	10:00a- 1:00p
MPT0-19061C	Ct	13/6	THU	9:30a- 12:30p 2:00p- 5:00p	XL0F-6A35K	Mk	23,30/3	SAT	10:00a- 1:00p
MPT0-19071K	Mk	16/7	TUE	9:30a- 12:30p 2:00p- 5:00p	XL0F-45C34C	Ct	11,12/4	THU,FRI	7:00p- 10:00p
MPT0-19081K	Mk	7/8	WED	9:30a- 12:30p 2:00p- 5:00p	XL0F-24C16C	Ct	16,18/4	TUE,THU	7:00p- 10:00p
MPT0-19091C	Ct	12/9	THU	9:30a- 12:30p 2:00p- 5:00p	XL0F-13C10K	Mk	10,12/6	MON,WED	7:00p- 10:00p
MPT0-19101K	Mk	29/10	TUE	9:30a- 12:30p 2:00p- 5:00p	XL0F-6A36C	Ct	13,20/7	SAT	10:00a- 1:00p
MPT0-19111K	Mk	5/11	TUE	9:30a- 12:30p 2:00p- 5:00p	XL0F-12C12K	Mk	12,13/8	MON,TUE	7:00p- 10:00p
MPT0-19121C	Ct	5/12	THU	9:30a- 12:30p 2:00p- 5:00p	XL0F-45C33C	Ct	12,19/9	THU	7:00p- 10:00p
<b>36. Using Excel Functions Effectively</b> \$1100, 1 day or 2 evenings					<b>38. Data Analysis with Microsoft Excel 2016</b> \$1100, 1 day or 2 evenings				
SEFF-6A35K	Mk	9/2	SAT	10:00a- 2:00p	DAS6-6A16K	Mk	16,23/2	SAT	10:00a- 1:00p
SEFF-6A35C	Ct	23/2;2/3	SAT	10:00a- 1:00p	DAS6-19021C	Ct	22/2	FRI	9:30a- 12:30p 2:00p- 5:00p
SEFF-19022C	Ct	27/2	WED	9:30a- 12:30p 2:00p- 5:00p	DAS6-24C26C	Ct	26,28/2	TUE,THU	7:00p- 10:00p
SEFF-19031K	Mk	4/3	MON	9:30a- 12:30p 2:00p- 5:00p	DAS6-19031K	Mk	6/3	WED	9:30a- 12:30p 2:00p- 5:00p
SEFF-13C11C	Ct	11,13/3	MON,WED	7:00p- 10:00p	DAS6-45C4K	Mk	4,11/4	THU	7:00p- 10:00p
SEFF-19032C	Ct	26/3	TUE	9:30a- 12:30p 2:00p- 5:00p	DAS6-19041C	Ct	24/4	WED	9:30a- 12:30p 2:00p- 5:00p
SEFF-45C28K	Mk	28,29/3	THU,FRI	7:00p- 10:00p	DAS6-6A18K	Mk	18,25/5	SAT	10:00a- 1:00p
SEFF-19041K	Mk	9/4	TUE	9:30a- 12:30p 2:00p- 5:00p	DAS6-6A35C	Ct	25/5;1/6	SAT	10:00a- 1:00p
SEFF-6A27C	Ct	27/4;4/5	SAT	10:00a- 1:00p	DAS6-19051K	Mk	28/5	TUE	9:30a- 12:30p 2:00p- 5:00p
SEFF-19042C	Ct	30/4	TUE	9:30a- 12:30p 2:00p- 5:00p	DAS6-19061C	Ct	6/6	THU	9:30a- 12:30p 2:00p- 5:00p
SEFF-19051K	Mk	8/5	WED	9:30a- 12:30p 2:00p- 5:00p	DAS6-12C8K	Mk	8,9/7	MON,TUE	7:00p- 10:00p
SEFF-6A11K	Mk	11,18/5	SAT	10:00a- 1:00p	DAS6-24C9C	Ct	9,11/7	TUE,THU	7:00p- 10:00p
SEFF-19152C	Ct	28/5	TUE	9:30a- 12:30p 2:00p- 5:00p	DAS6-19071K	Mk	9/7	TUE	9:30a- 12:30p 2:00p- 5:00p
SEFF-13C10C	Ct	10,12/6	MON,WED	7:00p- 10:00p	DAS6-19081C	Ct	8/8	THU	9:30a- 12:30p 2:00p- 5:00p
SEFF-19061K	Mk	13/6	THU	9:30a- 12:30p 2:00p- 5:00p	DAS6-6A36C	Ct	24,31/8	SAT	10:00a- 1:00p
SEFF-19062C	Ct	25/6	TUE	9:30a- 12:30p 2:00p- 5:00p	DAS6-6A24K	Mk	24,31/8	SAT	10:00a- 1:00p
SEFF-35C26K	Mk	26,28/6	WED,FRI	7:00p- 10:00p	DAS6-19091K	Mk	30/9	MON	9:30a- 12:30p 2:00p- 5:00p
SEFF-19071K	Mk	11/7	THU	9:30a- 12:30p 2:00p- 5:00p	DAS6-19101C	Ct	9/10	WED	9:30a- 12:30p 2:00p- 5:00p
SEFF-19072C	Ct	23/7	TUE	9:30a- 12:30p 2:00p- 5:00p	DAS6-19111K	Mk	22/11	FRI	9:30a- 12:30p 2:00p- 5:00p
SEFF-45C25C	Ct	25,26/7	THU,FRI	7:00p- 10:00p	DAS6-19121C	Ct	18/12	WED	9:30a- 12:30p 2:00p- 5:00p
SEFF-19081K	Mk	8/8	THU	9:30a- 12:30p 2:00p- 5:00p					
SEFF-6A10K	Mk	10,17/8	SAT	10:00a- 1:00p	<b>39. Data Analysis with Microsoft Excel 2013</b> \$1100, 1 day or 2 evenings				
					DAS3-LD01K	Mk	19/2	TUE	9:30a- 12:30p 2:00p- 5:00p
					DAS3-6A2C	Ct	2,9/3	SAT	10:00a- 1:00p
					DAS3-19031K	Mk	26/3	TUE	9:30a- 12:30p 2:00p- 5:00p
					DAS3-6A36K	Mk	30/3;6/4	SAT	10:00a- 1:00p
					DAS3-19041C	Ct	8/4	MON	9:30a- 12:30p 2:00p- 5:00p

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
DAS3-24C16C	Ct	16,18/4	TUE,THU	7:00p- 10:00p	PET0-6A30C	Ct	30/3;6/4	SAT	10:00a- 1:00p
DAS3-19051K	Mk	9/5	THU	9:30a- 12:30p 2:00p- 5:00p	<b>44. Business Intelligence with Microsoft Excel 2010/2007</b> <i>\$1400, 1 day or 2 evenings</i>				
DAS3-45C23K	Mk	23,24/5	THU,FRI	7:00p- 10:00p	X0BI-12C18C	Ct	18,19/3	MON,TUE	7:00p- 10:00p
DAS3-6A1C	Ct	1,8/6	SAT	10:00a- 1:00p	X0BI-6A35K	Mk	30/3;6/4	SAT	10:00a- 1:00p
DAS3-19061C	Ct	26/6	WED	9:30a- 12:30p 2:00p- 5:00p	X0BI-6A18C	Ct	18,25/5	SAT	10:00a- 1:00p
DAS3-12C33K	Mk	15,16/7	MON,TUE	7:00p- 10:00p	X0BI-35C22K	Mk	22,24/5	WED,FRI	7:00p- 10:00p
DAS3-25C16C	Ct	16,19/7	TUE,FRI	7:00p- 10:00p	X0BI-24C32K	Mk	2,4/7	TUE,THU	7:00p- 10:00p
DAS3-19071K	Mk	25/7	THU	9:30a- 12:30p 2:00p- 5:00p	X0BI-45C11C	Ct	11,12/7	THU,FRI	7:00p- 10:00p
DAS3-19081C	Ct	28/8	WED	9:30a- 12:30p 2:00p- 5:00p	X0BI-6A36K	Mk	24,31/8	SAT	10:00a- 1:00p
DAS3-6A31C	Ct	31/8;7/9	SAT	10:00a- 1:00p	X0BI-24C3C	Ct	3,5/9	TUE,THU	7:00p- 10:00p
DAS3-13C2K	Mk	2,4/9	MON,WED	7:00p- 10:00p	<b>45. Building Professional Charts with Microsoft Excel 2016</b> <i>\$600, half-day</i>				
DAS3-19091K	Mk	19/9	THU	9:30a- 12:30p 2:00p- 5:00p	CPC6-19031C	Ct	12/3	TUE	9:30a- 12:30p
DAS3-19101C	Ct	31/10	THU	9:30a- 12:30p 2:00p- 5:00p	CPC6-19051K	Mk	17/5	FRI	9:30a- 12:30p
DAS3-19111K	Mk	6/11	WED	9:30a- 12:30p 2:00p- 5:00p	CPC6-19071C	Ct	19/7	FRI	9:30a- 12:30p
DAS3-19121C	Ct	3/12	TUE	9:30a- 12:30p 2:00p- 5:00p	CPC6-19091K	Mk	24/9	TUE	9:30a- 12:30p
<b>40. Data Analysis with Microsoft Excel 2010</b> <i>\$1100, 1 day or 2 evenings</i>					CPC6-19111C	Ct	11/11	MON	9:30a- 12:30p
DAS0-19021K	Mk	20/2	WED	9:30a- 12:30p 2:00p- 5:00p	<b>46. What-if Analysis in Microsoft Excel 2016</b> <i>\$1100, 1 day or 2 evenings</i>				
DAS0-19031C	Ct	14/3	THU	9:30a- 12:30p 2:00p- 5:00p	ANA6-24C26C	Ct	26,28/2	TUE,THU	7:00p- 10:00p
DAS0-19041K	Mk	4/4	THU	9:30a- 12:30p 2:00p- 5:00p	ANA6-6A32K	Mk	6,13/4	SAT	10:00a- 1:00p
DAS0-19051C	Ct	8/5	WED	9:30a- 12:30p 2:00p- 5:00p	ANA6-23C23C	Ct	23,24/4	TUE,WED	7:00p- 10:00p
DAS0-19061K	Mk	11/6	TUE	9:30a- 12:30p 2:00p- 5:00p	ANA6-24C21K	Mk	21,23/5	TUE,THU	7:00p- 10:00p
DAS0-19071C	Ct	11/7	THU	9:30a- 12:30p 2:00p- 5:00p	ANA6-13C32C	Ct	10,12/6	MON,WED	7:00p- 10:00p
DAS0-19081K	Mk	16/8	FRI	9:30a- 12:30p 2:00p- 5:00p	ANA6-6A33K	Mk	6,13/7	SAT	10:00a- 1:00p
DAS0-19091C	Ct	10/9	TUE	9:30a- 12:30p 2:00p- 5:00p	ANA6-25C23C	Ct	23,26/7	TUE,FRI	7:00p- 10:00p
DAS0-19101K	Mk	18/10	FRI	9:30a- 12:30p 2:00p- 5:00p	ANA6-35C21K	Mk	21,23/8	WED,FRI	7:00p- 10:00p
DAS0-19111C	Ct	13/11	WED	9:30a- 12:30p 2:00p- 5:00p	ANA6-12C9C	Ct	9,10/9	MON,TUE	7:00p- 10:00p
DAS0-19121K	Mk	20/12	FRI	9:30a- 12:30p 2:00p- 5:00p	<b>47. Microsoft Excel 2016 for Beginners</b> <i>\$1100, 1 day or 2 evenings</i>				
<b>41. Data Management with Microsoft Excel 2010</b> <i>\$1100, 1 day or 2 evenings</i>					SX6I-51C8C	Ct	8/2	FRI	6:00p- 10:00p
DMM0-51C32K	Mk	15,18/3	FRI,MON	7:00p- 10:00p	* SX6I-13C25E	Ct	25,27/2 (Eng)	MON,WED	7:00p- 10:00p
DMM0-6A38C	Ct	30/3;6/4	SAT	10:00a- 1:00p	SX6I-6A2K	Mk	2,9/3	SAT	10:00a- 1:00p
<b>42. Data Management with Microsoft Excel 2013</b> <i>\$960, 1 day or 2 evenings</i>					SX6I-6A23C	Ct	23,30/3	SAT	10:00a- 1:00p
DMM3-6A2C	Ct	16,23/2	SAT	10:00a- 1:00p	SX6I-19031K	Mk	27/3	WED	9:30a- 12:30p 2:00p- 5:00p
DMM3-45C1K	Mk	21,22/2	THU,FRI	7:00p- 10:00p	* SX6I-24C09E	Ct	9,11/4 (Eng)	TUE,THU	7:00p- 10:00p
DMM3-1D1C	Ct	18/3	MON	9:45a- 12:45p 2:00p- 5:00p	SX6I-24C16K	Mk	16,18/4	TUE,THU	7:00p- 10:00p
DMM3-24C1C	Ct	19,21/3	TUE,THU	7:00p- 10:00p	* SX6I-45C9E	Ct	9,10/5 (Eng)	THU,FRI	7:00p- 10:00p
DMM3-35C1K	Mk	24,26/4	WED,FRI	7:00p- 10:00p	SX6I-19051K	Mk	22/5	WED	9:30a- 12:30p 2:00p- 5:00p
DMM3-5D1C	Ct	17/5	FRI	9:45a- 12:45p 2:00p- 5:00p	* SX6I-6A54E	Ct	25/5;1/6 (Eng)	SAT	10:00a- 1:00p
DMM3-12C1C	Ct	3,4/6	MON,TUE	7:00p- 10:00p	SX6I-24C4K	Mk	4,6/6	TUE,THU	7:00p- 10:00p
DMM3-6D1K	Mk	6/7	SAT	10:00a- 1:00p 2:00p- 5:00p	SX6I-19061C	Ct	24/6	MON	9:30a- 12:30p 2:00p- 5:00p
DMM3-2D1C	Ct	16/7	TUE	9:45a- 12:45p 2:00p- 5:00p	SX6I-24C25C	Ct	25,27/6	TUE,THU	7:00p- 10:00p
DMM3-45C2C	Ct	8,9/8	THU,FRI	7:00p- 10:00p	* SX6I-35C10E	Ct	10,12/7 (Eng)	WED,FRI	7:00p- 10:00p
DMM3-13C1K	Mk	9,11/9	MON,WED	7:00p- 10:00p	SX6I-6A20K	Mk	20,27/7	SAT	10:00a- 1:00p
DMM3-3D1K	Mk	18/9	WED	9:45a- 12:45p 2:00p- 5:00p	SX6I-19071K	Mk	22/7	MON	9:30a- 12:30p 2:00p- 5:00p
DMM3-24C2C	Ct	8,10/10	TUE,THU	7:00p- 10:00p	SX6I-6A10C	Ct	10,17/8	SAT	10:00a- 1:00p
<b>43. Practical Excel Tips for Office Professionals 2010</b> <i>\$1100, 1 day or 2 evenings</i>					* SX6I-6A24E	Ct	24,31/8 (Eng)	SAT	10:00a- 1:00p
PET0-6A16K	Mk	16,23/3	SAT	10:00a- 1:00p	SX6I-19081C	Ct	26/8	MON	9:30a- 12:30p 2:00p- 5:00p
					SX6I-45C5K	Mk	5,6/9	THU,FRI	7:00p- 10:00p
					SX6I-19091K	Mk	23/9	MON	9:30a- 12:30p 2:00p- 5:00p
					SX6I-45C26C	Ct	26,27/9	THU,FRI	7:00p- 10:00p
					SX6I-19101C	Ct	23/10	WED	9:30a- 12:30p 2:00p- 5:00p
					SX6I-19111K	Mk	26/11	TUE	9:30a- 12:30p 2:00p- 5:00p
					SX6I-19121C	Ct	30/12	MON	9:30a- 12:30p 2:00p- 5:00p
					<b>48. Microsoft Excel 2016 for Advanced Users</b> <i>\$1100, 1 day or 2 evenings</i>				
					SX6A-19021C	Ct	11/2	MON	9:30a- 12:30p 2:00p- 5:00p
					SX6A-19031K	Mk	5/3	TUE	9:30a- 12:30p 2:00p- 5:00p
					SX6A-45C7K	Mk	7,8/3	THU,FRI	7:00p- 10:00p



Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
SX6A-35C13C	Ct	13,15/3	WED,FRI	7:00p- 10:00p	SX3A-19041C	Ct	26/4	FRI	9:30a- 12:30p 2:00p- 5:00p
* SX6A-6A16E	Ct	16,23/3 (Eng)	SAT	10:00a- 1:00p	SX3A-19051K	Mk	2/5	THU	9:30a- 12:30p 2:00p- 5:00p
SX6A-6A27K	Mk	27/4;4/5	SAT	10:00a- 1:00p	* SX3A-52C10E	Ct	10,14/5 (Eng)	FRI,TUE	7:00p- 10:00p
SX6A-6A27C	Ct	27/4;4/5	SAT	10:00a- 1:00p	SX3A-6A25K	Mk	25/5;1/6	SAT	10:00a- 1:00p
* SX6A-51C33E	Ct	3,6/5 (Eng)	FRI,MON	7:00p- 10:00p	SX3A-19061C	Ct	4/6	TUE	9:30a- 12:30p 2:00p- 5:00p
SX6A-19051K	Mk	20/5	MON	9:30a- 12:30p 2:00p- 5:00p	SX3A-35C33C	Ct	5,12/6	WED	7:00p- 10:00p
SX6A-35C12C	Ct	12,14/6	WED,FRI	7:00p- 10:00p	* SX3A-6A22E	Ct	22,29/6 (Eng)	SAT	10:00a- 1:00p
SX6A-45C13K	Mk	13,14/6	THU,FRI	7:00p- 10:00p	SX3A-24C32K	Mk	9,11/7	TUE,THU	7:00p- 10:00p
* SX6A-35C19E	Ct	19,21/6 (Eng)	WED,FRI	7:00p- 10:00p	SX3A-19071K	Mk	18/7	THU	9:30a- 12:30p 2:00p- 5:00p
SX6A-19061C	Ct	21/6	FRI	9:30a- 12:30p 2:00p- 5:00p	SX3A-6A20C	Ct	20,27/7	SAT	10:00a- 1:00p
SX6A-19071K	Mk	2/7	TUE	9:30a- 12:30p 2:00p- 5:00p	* SX3A-35C7E	Ct	7,9/8 (Eng)	WED,FRI	7:00p- 10:00p
SX6A-6A32C	Ct	27/7;3/8	SAT	10:00a- 1:00p	SX3A-19081C	Ct	15/8	THU	9:30a- 12:30p 2:00p- 5:00p
SX6A-6A33K	Mk	27/7;3/8	SAT	10:00a- 1:00p	SX3A-45C35K	Mk	22,23/8	THU,FRI	7:00p- 10:00p
* SX6A-35C31E	Ct	31/7;2/8 (Eng)	WED,FRI	7:00p- 10:00p	SX3A-19091K	Mk	4/9	WED	9:30a- 12:30p 2:00p- 5:00p
SX6A-19081C	Ct	5/8	MON	9:30a- 12:30p 2:00p- 5:00p	SX3A-45C5C	Ct	5,6/9	THU,FRI	7:00p- 10:00p
SX6A-35C11C	Ct	11,18/9	WED	7:00p- 10:00p	* SX3A-6A21E	Ct	21,28/9 (Eng)	SAT	10:00a- 1:00p
SX6A-35C11K	Mk	11,18/9	WED	7:00p- 10:00p	SX3A-19101C	Ct	3/10	THU	9:30a- 12:30p 2:00p- 5:00p
* SX6A-12C16E	Ct	16,17/9 (Eng)	MON,TUE	7:00p- 10:00p	SX3A-19111K	Mk	12/11	TUE	9:30a- 12:30p 2:00p- 5:00p
SX6A-19091K	Mk	27/9	FRI	9:30a- 12:30p 2:00p- 5:00p	SX3A-19121C	Ct	19/12	THU	9:30a- 12:30p 2:00p- 5:00p
SX6A-19101C	Ct	15/10	TUE	9:30a- 12:30p 2:00p- 5:00p	<b>51. Microsoft Excel 2010 for Beginners</b> <i>\$1100, 1 day or 2 evenings</i>				
SX6A-19111K	Mk	4/11	MON	9:30a- 12:30p 2:00p- 5:00p	SS01-19031C	Ct	21/3	THU	9:30a- 12:30p 2:00p- 5:00p
SX6A-19121C	Ct	31/12	TUE	9:30a- 12:30p 2:00p- 5:00p	SS01-19051C	Ct	6/5	MON	9:30a- 12:30p 2:00p- 5:00p
<b>49. Microsoft Excel 2013 for Beginners</b> <i>\$1100, 1 day or 2 evenings</i>					SS01-19061K	Mk	19/6	WED	9:30a- 12:30p 2:00p- 5:00p
SX31-19021C	Ct	25/2	MON	9:30a- 12:30p 2:00p- 5:00p	SS01-19071C	Ct	12/7	FRI	9:30a- 12:30p 2:00p- 5:00p
SX31-19031K	Mk	7/3	THU	9:30a- 12:30p 2:00p- 5:00p	SS01-19081K	Mk	13/8	TUE	9:30a- 12:30p 2:00p- 5:00p
SX31-6A34K	Mk	9,16/3	SAT	10:00a- 1:00p	SS01-19091C	Ct	6/9	FRI	9:30a- 12:30p 2:00p- 5:00p
SX31-13C32C	Ct	11,13/3	MON,WED	7:00p- 10:00p	SS01-19101K	Mk	17/10	THU	9:30a- 12:30p 2:00p- 5:00p
SX31-19041C	Ct	2/4	TUE	9:30a- 12:30p 2:00p- 5:00p	SS01-19111C	Ct	14/11	THU	9:30a- 12:30p 2:00p- 5:00p
SX31-35C24K	Mk	24,26/4	WED,FRI	7:00p- 10:00p	SS01-19121K	Mk	6/12	FRI	9:30a- 12:30p 2:00p- 5:00p
SX31-6A27C	Ct	27/4;4/5	SAT	10:00a- 1:00p	<b>52. Microsoft Excel 2010 for Advanced Users</b> <i>\$1100, 1 day or 2 evenings</i>				
SX31-19051K	Mk	31/5	FRI	9:30a- 12:30p 2:00p- 5:00p	SE0A-19021K	Mk	21/2	THU	9:30a- 12:30p 2:00p- 5:00p
SX31-19061C	Ct	6/6	THU	9:30a- 12:30p 2:00p- 5:00p	SE0A-19031C	Ct	29/3	FRI	9:30a- 12:30p 2:00p- 5:00p
SX31-24C11K	Mk	11,13/6	TUE,THU	7:00p- 10:00p	SE0A-19051C	Ct	23/5	THU	9:30a- 12:30p 2:00p- 5:00p
SX31-35C12C	Ct	12,14/6	WED,FRI	7:00p- 10:00p	SE0A-19061K	Mk	28/6	FRI	9:30a- 12:30p 2:00p- 5:00p
SX31-19071K	Mk	3/7	WED	9:30a- 12:30p 2:00p- 5:00p	SE0A-19071C	Ct	31/7	WED	9:30a- 12:30p 2:00p- 5:00p
SX31-6A27K	Mk	27/7;3/8	SAT	10:00a- 1:00p	SE0A-19081K	Mk	29/8	THU	9:30a- 12:30p 2:00p- 5:00p
SX31-24C30C	Ct	30/7;1/8	TUE,THU	7:00p- 10:00p	SE0A-19091C	Ct	20/9	FRI	9:30a- 12:30p 2:00p- 5:00p
SX31-19081C	Ct	2/8	FRI	9:30a- 12:30p 2:00p- 5:00p	SE0A-19101K	Mk	30/10	WED	9:30a- 12:30p 2:00p- 5:00p
SX31-13C32K	Mk	9,11/9	MON,WED	7:00p- 10:00p	SE0A-19111C	Ct	28/11	THU	9:30a- 12:30p 2:00p- 5:00p
SX31-19091K	Mk	11/9	WED	9:30a- 12:30p 2:00p- 5:00p	SE0A-19121K	Mk	9/12	MON	9:30a- 12:30p 2:00p- 5:00p
SX31-13C33C	Ct	16,18/9	MON,WED	7:00p- 10:00p	<b>53. Microsoft Excel 2013 Macro Programming with VBA</b> <i>\$2600, 2 days or 4 evenings</i>				
SX31-19101C	Ct	4/10	FRI	9:30a- 12:30p 2:00p- 5:00p	EEM6-19021C	Ct	18,19/2	MON,TUE	9:30a- 12:30p 2:00p- 5:00p
SX31-19111K	Mk	7/11	THU	9:30a- 12:30p 2:00p- 5:00p	EEM6-6D32K	Mk	2,9/3	SAT	10:00a- 1:00p 2:00p- 5:00p
SX31-19121C	Ct	16/12	MON	9:30a- 12:30p 2:00p- 5:00p					
<b>50. Microsoft Excel 2013 for Advanced Users</b> <i>\$1100, 1 day or 2 evenings</i>									
SX3A-13C25K	Mk	25,27/2	MON,WED	7:00p- 10:00p					
SX3A-19021C	Ct	26/2	TUE	9:30a- 12:30p 2:00p- 5:00p					
SX3A-6A9C	Ct	9,16/3	SAT	10:00a- 1:00p					
SX3A-19031K	Mk	13/3	WED	9:30a- 12:30p 2:00p- 5:00p					
* SX3A-51C22E	Ct	22,25/3 (Eng)	FRI,MON	7:00p- 10:00p					
SX3A-24C9K	Mk	9,11/4	TUE,THU	7:00p- 10:00p					
SX3A-24C23C	Ct	23,25/4	TUE,THU	7:00p- 10:00p					

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
* EEM6-25C32E	Ct	5,8,12,15/3 (Eng)	TUE,FRI	7:00p- 10:00p	<b>\$3100, 2 days or 4 evenings</b>				
EEM6-25C5C	Ct	5,8,12,15/3	TUE,FRI	7:00p- 10:00p	AXI7-35C27C	Ct	27/2;1,6,8/3	WED,FRI	7:00p- 10:00p
EEM6-35C34K	Mk	13,15,20,22/3	WED,FRI	7:00p- 10:00p	AXI7-6D23K	Mk	23,30/3	SAT	10:00a- 1:00p
EEM6-19031K	Mk	19,20/3	TUE,WED	9:30a- 12:30p					2:00p- 5:00p
EEM6-19041C	Ct	3,4/4	WED,THU	2:00p- 5:00p	AXI7-13C33C	Ct	15,17,24,29/4	MON,WED	7:00p- 10:00p
				9:30a- 12:30p	AXI7-24C32K	Mk	14,16,21,23/5	TUE,THU	7:00p- 10:00p
* EEM6-6D56E	Ct	6,13/4 (Eng)	SAT	2:00p- 5:00p	AXI7-6D8C	Ct	8,15/6	SAT	10:00a- 1:00p
				10:00a- 1:00p					2:00p- 5:00p
EEM6-35C35C	Ct	24,26/4;3,8/5	WED,FRI	2:00p- 5:00p	AXI7-24C9K	Mk	9,11,16,18/7	TUE,THU	7:00p- 10:00p
* EEM6-41C2E	Ct	2,6,9,16/5 (Eng)	THU,MON	7:00p- 10:00p	AXI7-45C1C	Ct	1,2,8,9/8	THU,FRI	7:00p- 10:00p
EEM6-41C2K	Mk	2,6,9,16/5	THU,MON	7:00p- 10:00p	AXI7-24C27K	Mk	27,29/8;3,5/9	TUE,THU	7:00p- 10:00p
EEM6-6D4K	Mk	4,11/5	SAT	7:00p- 10:00p	AXI7-52C20C	Ct	20,24,27/9;4/10	FRI,TUE	7:00p- 10:00p
				10:00a- 1:00p	<b>56. Microsoft PowerPoint 2016 for Beginners</b>				
				2:00p- 5:00p	<b>\$1100, 1 day or 2 evenings</b>				
EEM6-19051K	Mk	14,15/5	TUE,WED	9:30a- 12:30p	GR61-6A23K	Mk	23/2;2/3	SAT	10:00a- 1:00p
				2:00p- 5:00p	GR61-19031C	Ct	19/3	TUE	9:30a- 12:30p
* EEM6-6D35E	Ct	8,15/6 (Eng)	SAT	2:00p- 5:00p					2:00p- 5:00p
				10:00a- 1:00p	GR61-6D6C	Ct	6/4	SAT	10:00a- 1:00p
EEM6-25C18K	Mk	18,21,25,28/6	TUE,FRI	7:00p- 10:00p					2:00p- 5:00p
EEM6-19061C	Ct	20,21/6	THU,FRI	9:30a- 12:30p	GR61-12C15K	Mk	15,16/4	MON,TUE	7:00p- 10:00p
				2:00p- 5:00p	GR61-19051C	Ct	14/5	TUE	9:30a- 12:30p
* EEM6-35C26E	Ct	26,28/6;3,5/7 (Eng)	WED,FRI	7:00p- 10:00p					2:00p- 5:00p
EEM6-6D6K	Mk	6,13/7	SAT	10:00a- 1:00p	GR61-13C27C	Ct	27,29/5	MON,WED	7:00p- 10:00p
				2:00p- 5:00p	GR61-6A1K	Mk	1,8/6	SAT	10:00a- 1:00p
EEM6-52C17C	Ct	19,23,26,30/7	FRI,TUE	7:00p- 10:00p	GR61-19061K	Mk	12/6	WED	9:30a- 12:30p
EEM6-19071K	Mk	23,24/7	TUE,WED	9:30a- 12:30p					2:00p- 5:00p
				2:00p- 5:00p	GR61-19071C	Ct	9/7	TUE	9:30a- 12:30p
* EEM6-6D33E	Ct	3,10/8 (Eng)	SAT	10:00a- 1:00p					2:00p- 5:00p
				2:00p- 5:00p	GR61-6A13C	Ct	13,20/7	SAT	10:00a- 1:00p
EEM6-13C5K	Mk	5,7,12,14/8	MON,WED	7:00p- 10:00p	GR61-45C18K	Mk	18,19/7	THU,FRI	7:00p- 10:00p
EEM6-19081C	Ct	20,21/8	TUE,WED	9:30a- 12:30p	GR61-19081K	Mk	3/8	SAT	9:30a- 12:30p
				2:00p- 5:00p					2:00p- 5:00p
* EEM6-24C20E	Ct	20,22,27,29/8 (Eng)	TUE,THU	7:00p- 10:00p	GR61-35C4C	Ct	4,6/9	WED,FRI	7:00p- 10:00p
EEM6-6D7K	Mk	7,21/9	SAT	10:00a- 1:00p	GR61-45C5K	Mk	5,6/9	THU,FRI	7:00p- 10:00p
				2:00p- 5:00p	GR61-19091C	Ct	14/9	SAT	9:30a- 12:30p
EEM6-19091K	Mk	19,20/9	THU,FRI	9:30a- 12:30p					2:00p- 5:00p
				2:00p- 5:00p	GR61-19101K	Mk	12/10	SAT	9:30a- 12:30p
EEM6-52C20K	Mk	20,24,27/9;4/10	FRI,TUE	7:00p- 10:00p					2:00p- 5:00p
EEM6-19101C	Ct	9,10/10	WED,THU	9:30a- 12:30p	GR61-19111C	Ct	12/11	TUE	9:30a- 12:30p
				2:00p- 5:00p					2:00p- 5:00p
EEM6-19111K	Mk	11,12/11	MON,TUE	9:30a- 12:30p	GR61-19121K	Mk	14/12	SAT	9:30a- 12:30p
				2:00p- 5:00p					2:00p- 5:00p
EEM6-19121C	Ct	17,18/12	TUE,WED	9:30a- 12:30p	<b>57. Microsoft PowerPoint 2016 for Advanced Users</b>				
				2:00p- 5:00p	<b>\$1100, 1 day or 2 evenings</b>				
<b>54. Microsoft Excel Dashboards &amp; Reports 2013</b>					GT6A-6A23C	Ct	23/2;2/3	SAT	10:00a- 1:00p
<b>\$3100, 2 days or 4 evenings</b>					GT6A-51C8K	Mk	8,11/3	FRI,MON	7:00p- 10:00p
SEDR-24C5K	Mk	5,7,12,14/3	TUE,THU	7:00p- 10:00p	GT6A-19031C	Ct	23/3	SAT	9:30a- 12:30p
SEDR-19031C	Ct	19,20/3	TUE,WED	9:30a- 12:30p					2:00p- 5:00p
				2:00p- 5:00p	GT6A-13C8C	Ct	8,10/4	MON,WED	7:00p- 10:00p
SEDR-42C28C	Ct	28/3;2,4,9/4	THU,TUE	7:00p- 10:00p	GT6A-24C23K	Mk	23,25/4	TUE,THU	7:00p- 10:00p
SEDR-35C24K	Mk	24,26/4;3,8/5	WED,FRI	7:00p- 10:00p	GT6A-6A32C	Ct	25/5;1/6	SAT	10:00a- 1:00p
SEDR-19041K	Mk	25,26/4	THU,FRI	9:30a- 12:30p	GT6A-19051C	Ct	30/5	THU	9:30a- 12:30p
				2:00p- 5:00p					2:00p- 5:00p
SEDR-19051C	Ct	9,10/5	THU,FRI	9:30a- 12:30p	GT6A-6A15K	Mk	15,22/6	SAT	10:00a- 1:00p
				2:00p- 5:00p	GT6A-19061C	Ct	27/6	THU	9:30a- 12:30p
SEDR-35C22C	Ct	22,24,29,31/5	WED,FRI	7:00p- 10:00p					2:00p- 5:00p
SEDR-19061K	Mk	5,6/6	WED,THU	9:30a- 12:30p	GT6A-35C17C	Ct	17,19/7	WED,FRI	7:00p- 10:00p
				2:00p- 5:00p	GT6A-19071K	Mk	25/7	THU	9:30a- 12:30p
SEDR-6D22K	Mk	22,29/6	SAT	10:00a- 1:00p					2:00p- 5:00p
				2:00p- 5:00p	GT6A-45C32K	Mk	1,2/8	THU,FRI	7:00p- 10:00p
SEDR-19071C	Ct	15,16/7	MON,TUE	9:30a- 12:30p	GT6A-19081C	Ct	22/8	THU	9:30a- 12:30p
				2:00p- 5:00p					2:00p- 5:00p
SEDR-24C23C	Ct	23,25,30/7;1/8	TUE,THU	7:00p- 10:00p	GT6A-24C3C	Ct	3,5/9	TUE,THU	7:00p- 10:00p
SEDR-13C19K	Mk	19,21,26,28/8	MON,WED	7:00p- 10:00p	GT6A-13C16K	Mk	16,18/9	MON,WED	7:00p- 10:00p
SEDR-19081K	Mk	21,22/8	WED,THU	9:30a- 12:30p	GT6A-19091C	Ct	24/9	TUE	9:30a- 12:30p
				2:00p- 5:00p					2:00p- 5:00p
SEDR-19091C	Ct	16,17/9	MON,TUE	9:30a- 12:30p	GT6A-19101K	Mk	25/10	FRI	9:30a- 12:30p
				2:00p- 5:00p					2:00p- 5:00p
SEDR-25C17C	Ct	17,20,24,27/9	TUE,FRI	7:00p- 10:00p	GT6A-19111C	Ct	30/11	SAT	9:30a- 12:30p
SEDR-19101K	Mk	21,22/10	MON,TUE	9:30a- 12:30p					2:00p- 5:00p
				2:00p- 5:00p	GT6A-19121C	Ct	31/12	TUE	9:30a- 12:30p
SEDR-19111C	Ct	19,20/11	TUE,WED	9:30a- 12:30p					2:00p- 5:00p
				2:00p- 5:00p	<b>58. Microsoft PowerPoint 2013 for Beginners</b>				
SEDR-19121K	Mk	11,12/12	WED,THU	9:30a- 12:30p	<b>\$1100, 1 day or 2 evenings</b>				
				2:00p- 5:00p					
<b>55. Access and Excel Integration with VBA 2010</b>									

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
GR3I-19021C	Ct	20/2	WED	9:30a- 12:30p 2:00p- 5:00p	GR0I-19091C	Ct	13/9	FRI	9:30a- 12:30p 2:00p- 5:00p
GR3I-35C6C	Ct	6,8/3	WED,FRI	7:00p- 10:00p	GR0I-19101K	Mk	12/10	SAT	9:30a- 12:30p 2:00p- 5:00p
GR3I-19031K	Mk	7/3	THU	9:30a- 12:30p 2:00p- 5:00p	GR0I-19111C	Ct	12/11	TUE	9:30a- 12:30p 2:00p- 5:00p
GR3I-6A16K	Mk	16,23/3	SAT	10:00a- 1:00p	GR0I-19121K	Mk	14/12	SAT	9:30a- 12:30p 2:00p- 5:00p
GR3I-19041C	Ct	3/4	WED	9:30a- 12:30p 2:00p- 5:00p	<b>61. Microsoft PowerPoint 2010 for Advanced Users</b> <i>\$1100, 1 day or 2 evenings</i>				
GR3I-24C30C	Ct	30/4;2/5	TUE,THU	7:00p- 10:00p	GP0A-19031C	Ct	22/3	FRI	9:30a- 12:30p 2:00p- 5:00p
GR3I-19051K	Mk	3/5	FRI	9:30a- 12:30p 2:00p- 5:00p	GP0A-19051C	Ct	30/5	THU	9:30a- 12:30p 2:00p- 5:00p
GR3I-35C8K	Mk	8,10/5	WED,FRI	7:00p- 10:00p	GP0A-19061C	Ct	27/6	THU	9:30a- 12:30p 2:00p- 5:00p
GR3I-19061C	Ct	1/6	SAT	9:30a- 12:30p 2:00p- 5:00p	GP0A-19071K	Mk	25/7	THU	9:30a- 12:30p 2:00p- 5:00p
GR3I-45C20C	Ct	20,21/6	THU,FRI	7:00p- 10:00p	GP0A-19081C	Ct	22/8	THU	9:30a- 12:30p 2:00p- 5:00p
GR3I-45C27K	Mk	27,28/6	THU,FRI	7:00p- 10:00p	GP0A-19091C	Ct	24/9	TUE	9:30a- 12:30p 2:00p- 5:00p
GR3I-19071K	Mk	3/7	WED	9:30a- 12:30p 2:00p- 5:00p	GP0A-19101K	Mk	25/10	FRI	9:30a- 12:30p 2:00p- 5:00p
GR3I-19081C	Ct	8/8	THU	9:30a- 12:30p 2:00p- 5:00p	GP0A-19111C	Ct	30/11	SAT	9:30a- 12:30p 2:00p- 5:00p
GR3I-6A10C	Ct	10,17/8	SAT	10:00a- 1:00p	GP0A-19121C	Ct	31/12	TUE	9:30a- 12:30p 2:00p- 5:00p
GR3I-6A32K	Mk	17,24/8	SAT	10:00a- 1:00p	<b>62. Enhancing Microsoft PowerPoint 2016 Presentations with Multimedia Elements</b> <i>\$1100, 1 day</i>				
GR3I-19091K	Mk	5/9	THU	9:30a- 12:30p 2:00p- 5:00p	EE6M-19021K	Mk	23/2	SAT	9:30a- 12:30p 2:00p- 5:00p
GR3I-35C25C	Ct	25,27/9	WED,FRI	7:00p- 10:00p	EE6M-19031C	Ct	14/3	THU	9:30a- 12:30p 2:00p- 5:00p
GR3I-19101C	Ct	5/10	SAT	9:30a- 12:30p 2:00p- 5:00p	EE6M-19041C	Ct	6/4	SAT	9:30a- 12:30p 2:00p- 5:00p
GR3I-19111K	Mk	1/11	FRI	9:30a- 12:30p 2:00p- 5:00p	EE6M-19051K	Mk	11/5	SAT	9:30a- 12:30p 2:00p- 5:00p
GR3I-19121C	Ct	5/12	THU	9:30a- 12:30p 2:00p- 5:00p	EE6M-19061K	Mk	19/6	WED	9:30a- 12:30p 2:00p- 5:00p
<b>59. Microsoft PowerPoint 2013 for Advanced Users</b> <i>\$1100, 1 day or 2 evenings</i>					EE6M-19071C	Ct	4/7	THU	9:30a- 12:30p 2:00p- 5:00p
* GT3A-45C36E	Ct	21,22/2 (Eng)	THU,FRI	7:00p- 10:00p	EE6M-19081C	Ct	27/8	TUE	9:30a- 12:30p 2:00p- 5:00p
GT3A-6A9K	Mk	9,16/3	SAT	10:00a- 1:00p	EE6M-19091K	Mk	7/9	SAT	9:30a- 12:30p 2:00p- 5:00p
GT3A-19031K	Mk	15/3	FRI	9:30a- 12:30p 2:00p- 5:00p	EE6M-19101K	Mk	31/10	THU	9:30a- 12:30p 2:00p- 5:00p
GT3A-45C21C	Ct	21,22/3	THU,FRI	7:00p- 10:00p	EE6M-19111C	Ct	13/11	WED	9:30a- 12:30p 2:00p- 5:00p
* GT3A-6A6E	Ct	6,13/4 (Eng)	SAT	10:00a- 1:00p	EE6M-19121C	Ct	12/12	THU	9:30a- 12:30p 2:00p- 5:00p
GT3A-19041C	Ct	8/4	MON	9:30a- 12:30p 2:00p- 5:00p	<b>63. Visual Design for PowerPoint Presentations 2016</b> <i>\$1100, 1 day</i>				
GT3A-24C23K	Mk	23,25/4	TUE,THU	7:00p- 10:00p	GDP6-19041C	Ct	3/4	WED	9:30a- 12:30p 2:00p- 5:00p
GT3A-35C15C	Ct	15,17/5	WED,FRI	7:00p- 10:00p	GDP6-19061C	Ct	13/6	THU	9:30a- 12:30p 2:00p- 5:00p
GT3A-19051K	Mk	23/5	THU	9:30a- 12:30p 2:00p- 5:00p	GDP6-19081C	Ct	31/8	SAT	9:30a- 12:30p 2:00p- 5:00p
GT3A-13C17K	Mk	17,19/6	MON,WED	7:00p- 10:00p	GDP6-19101C	Ct	11/10	FRI	9:30a- 12:30p 2:00p- 5:00p
GT3A-19061K	Mk	20/6	THU	9:30a- 12:30p 2:00p- 5:00p	GDP6-19121C	Ct	3/12	TUE	9:30a- 12:30p 2:00p- 5:00p
GT3A-6A6C	Ct	6,13/7	SAT	10:00a- 1:00p	<b>64. Visual Design for PowerPoint Presentations 2010</b> <i>\$1100, 1 day</i>				
GT3A-19071C	Ct	19/7	FRI	9:30a- 12:30p 2:00p- 5:00p	GDP0-19031C	Ct	26/3	TUE	9:30a- 12:30p 2:00p- 5:00p
GT3A-45C1K	Mk	1,2/8	THU,FRI	7:00p- 10:00p	GDP0-19051C	Ct	29/5	WED	9:30a- 12:30p 2:00p- 5:00p
GT3A-19081K	Mk	16/8	FRI	9:30a- 12:30p 2:00p- 5:00p	GDP0-19071C	Ct	26/7	FRI	9:30a- 12:30p 2:00p- 5:00p
GT3A-12C26C	Ct	26,27/8	MON,TUE	7:00p- 10:00p	GDP0-19091C	Ct	19/9	THU	9:30a- 12:30p 2:00p- 5:00p
GT3A-6A34K	Mk	21,28/9	SAT	10:00a- 1:00p					
GT3A-19091K	Mk	27/9	FRI	9:30a- 12:30p 2:00p- 5:00p					
GT3A-19101C	Ct	16/10	WED	9:30a- 12:30p 2:00p- 5:00p					
GT3A-19111K	Mk	16/11	SAT	9:30a- 12:30p 2:00p- 5:00p					
GT3A-19121K	Mk	27/12	FRI	9:30a- 12:30p 2:00p- 5:00p					
<b>60. Microsoft PowerPoint 2010 for Beginners</b> <i>\$1100, 1 day or 2 evenings</i>									
GR0I-19031C	Ct	19/3	TUE	9:30a- 12:30p 2:00p- 5:00p					
GR0I-19051C	Ct	14/5	TUE	9:30a- 12:30p 2:00p- 5:00p					
GR0I-19061K	Mk	12/6	WED	9:30a- 12:30p 2:00p- 5:00p					
GR0I-19071C	Ct	9/7	TUE	9:30a- 12:30p 2:00p- 5:00p					
GR0I-19081K	Mk	3/8	SAT	9:30a- 12:30p 2:00p- 5:00p					

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
GDP0-19111C	Ct	8/11	FRI	9:30a- 12:30p 2:00p- 5:00p	DD3A-19041K	Mk	25,26/4	THU,FRI	9:30a- 12:30p 2:00p- 5:00p
<b>65. Microsoft Visio 2013</b>					DD3A-35C34C	Ct	22,24,29,31/5	WED,FRI	7:00p- 10:00p
<i>\$2400, 2 days or 4 evenings</i>					DD3A-19061C	Ct	11,12/6	TUE,WED	9:30a- 12:30p 2:00p- 5:00p
GV06-19041K	Mk	29,30/4	MON,TUE	9:30a- 12:30p 2:00p- 5:00p	DD3A-14C24K	Mk	24,27/6;4,8/7	MON,THU	7:00p- 10:00p
GV06-19071C	Ct	4,5/7	THU,FRI	9:30a- 12:30p 2:00p- 5:00p	DD3A-25C23C	Ct	23,26,30/7;2/8	TUE,FRI	7:00p- 10:00p
GV06-19101C	Ct	14,15/10	MON,TUE	9:30a- 12:30p 2:00p- 5:00p	DD3A-6A24K	Mk	24,31/8;7,21/9	SAT	10:00a- 1:00p
<b>66. Microsoft Access 2016 for Beginners</b>					DD3A-19081K	Mk	29,30/8	THU,FRI	9:30a- 12:30p 2:00p- 5:00p
<i>\$2400, 2 days or 4 evenings</i>					DD3A-35C25C	Ct	25,27/9;2,4/10	WED,FRI	7:00p- 10:00p
DD6I-13C11K	Mk	11,13,18,20/3	MON,WED	7:00p- 10:00p	DD3A-19101C	Ct	8,9/10	TUE,WED	9:30a- 12:30p 2:00p- 5:00p
DD6I-19041K	Mk	8,9/4	MON,TUE	9:30a- 12:30p 2:00p- 5:00p	DD3A-19121K	Mk	3,4/12	TUE,WED	9:30a- 12:30p 2:00p- 5:00p
DD6I-52C12C	Ct	12,16,23,26/4	FRI,TUE	7:00p- 10:00p	<b>70. Powerful Queries Using Microsoft Access 2010</b>				
DD6I-35C32K	Mk	15,17,22,24/5	WED,FRI	7:00p- 10:00p	<i>\$1400, 1 day or 2 evenings</i>				
DD6I-19061C	Ct	24,25/6	MON,TUE	9:30a- 12:30p 2:00p- 5:00p	PQM0-45C14C	Ct	15,21/2	FRI,THU	7:00p- 10:00p
DD6I-13C15C	Ct	15,17,22,24/7	MON,WED	7:00p- 10:00p	PQM0-6D16K	Mk	16/3	SAT	10:00a- 1:00p 2:00p- 5:00p
DD6I-25C13K	Mk	13,16,20,23/8	TUE,FRI	7:00p- 10:00p	PQM0-24C16C	Ct	16,18/4	TUE,THU	7:00p- 10:00p
DD6I-19081K	Mk	14,15/8	WED,THU	9:30a- 12:30p 2:00p- 5:00p	PQM0-34C17C	Ct	17,18/4	WED,THU	7:00p- 10:00p
DD6I-13C16C	Ct	16,18,23,25/9	MON,WED	7:00p- 10:00p	PQM0-45C16K	Mk	16,17/5	THU,FRI	7:00p- 10:00p
DD6I-19101C	Ct	22,23/10	TUE,WED	9:30a- 12:30p 2:00p- 5:00p	PQM0-6A15C	Ct	15,22/6	SAT	10:00a- 1:00p
DD6I-19121K	Mk	18,19/12	WED,THU	9:30a- 12:30p 2:00p- 5:00p	PQM0-13C32K	Mk	15,17/7	MON,WED	7:00p- 10:00p
<b>67. Microsoft Access 2016 for Advanced Users</b>					PQM0-45C15C	Ct	15,16/8	THU,FRI	7:00p- 10:00p
<i>\$2800, 2 days or 4 evenings</i>					PQM0-6D21K	Mk	21/9	SAT	10:00a- 1:00p 2:00p- 5:00p
DD6A-24C12K	Mk	12,14,19,21/3	TUE,THU	7:00p- 10:00p	<b>71. Microsoft Access 2010 Programming</b>				
DD6A-19031C	Ct	21,22/3	THU,FRI	9:30a- 12:30p 2:00p- 5:00p	<i>\$4000, 3 days or 6 evenings</i>				
DD6A-14C15C	Ct	15,18,25,29/4	MON,THU	7:00p- 10:00p	PA10-13C18C	Ct	18/2 to 6/3	MON,WED	7:00p- 10:00p
DD6A-35C15K	Mk	15,17,22,24/5	WED,FRI	7:00p- 10:00p	PA10-25C19K	Mk	19/3 to 9/4	TUE,FRI	7:00p- 10:00p
DD6A-19051K	Mk	28,29/5	TUE,WED	9:30a- 12:30p 2:00p- 5:00p	PA10-25C23C	Ct	23/4 to 10/5	TUE,FRI	7:00p- 10:00p
DD6A-35C12C	Ct	12,14,19,21/6	WED,FRI	7:00p- 10:00p	PA10-14C20K	Mk	20/5 to 6/6	MON,THU	7:00p- 10:00p
DD6A-24C16K	Mk	16,18,23,25/7	TUE,THU	7:00p- 10:00p	PA10-25C32C	Ct	2/7 to 19/7	TUE,FRI	7:00p- 10:00p
DD6A-19071C	Ct	25,26/7	THU,FRI	9:30a- 12:30p 2:00p- 5:00p	PA10-24C6K	Mk	6/8 to 22/8	TUE,THU	7:00p- 10:00p
DD6A-35C32C	Ct	14,16,21,23/8	WED,FRI	7:00p- 10:00p	PA10-13C16C	Mk	16/9 to 2/10	MON,WED	7:00p- 10:00p
DD6A-14C16K	Mk	16,19,23,26/9	MON,THU	7:00p- 10:00p	<b>72. (55205) Mastering Microsoft Project 2016 (Microsoft Official Curriculum)</b>				
DD6A-19091K	Mk	17,18/9	TUE,WED	9:30a- 12:30p 2:00p- 5:00p	<i>\$3900, 2 days or 4 evenings</i>				
DD6A-19111C	Ct	21,22/11	THU,FRI	9:30a- 12:30p 2:00p- 5:00p	PJ16-24C5K	Mk	5,7,12,14/3	TUE,THU	7:00p- 10:00p
<b>68. Microsoft Access 2013 for Beginners</b>					PJ16-12D18K	Mk	18,19/3	MON,TUE	9:45a- 12:45p 2:00p- 5:00p
<i>\$2400, 2 days or 4 evenings</i>					PJ16-23D23C	Ct	23,24/4	TUE,WED	9:45a- 12:45p 2:00p- 5:00p
DD3I-19031C	Ct	6,7/3	WED,THU	9:30a- 12:30p 2:00p- 5:00p	PJ16-24C23C	Ct	23,25,30/4;2/5	TUE,THU	7:00p- 10:00p
DD3I-13C11K	Mk	11,13,18,20/3	MON,WED	7:00p- 10:00p	PJ16-45D13K	Mk	13,14/6	THU,FRI	9:45a- 12:45p 2:00p- 5:00p
DD3I-13C15C	Ct	15,17,24,29/4	MON,WED	7:00p- 10:00p	PJ16-35C19K	Mk	19,21,26,28/6	WED,FRI	7:00p- 10:00p
DD3I-19051K	Mk	7,8/5	TUE,WED	9:30a- 12:30p 2:00p- 5:00p	<b>73. Microsoft Project 2013</b>				
DD3I-6A18K	Mk	18,25/5;1,8/6	SAT	10:00a- 1:00p	<i>\$1200, 1 day or 2 evenings</i>				
DD3I-24C18C	Ct	18,20,25,27/6	TUE,THU	7:00p- 10:00p	MP06-19021C	Ct	20/2	WED	9:30a- 12:30p 2:00p- 5:00p
DD3I-19071C	Ct	11,12/7	THU,FRI	9:30a- 12:30p 2:00p- 5:00p	MP06-35C32C	Ct	27/2;1/3	WED,FRI	7:00p- 10:00p
DD3I-41C18K	Mk	18,22,25,29/7	THU,MON	7:00p- 10:00p	MP06-45C14K	Mk	14,15/3	THU,FRI	7:00p- 10:00p
DD3I-13C19C	Ct	19,21,26,28/8	MON,WED	7:00p- 10:00p	MP06-19041K	Mk	3/4	WED	9:30a- 12:30p 2:00p- 5:00p
DD3I-19091K	Mk	5,6/9	THU,FRI	9:30a- 12:30p 2:00p- 5:00p	MP06-13C15C	Ct	15,17/4	MON,WED	7:00p- 10:00p
DD3I-24C17K	Mk	17,19,24,26/9	TUE,THU	7:00p- 10:00p	MP06-6D27K	Mk	27/4	SAT	10:00a- 1:00p 2:00p- 5:00p
DD3I-19111C	Ct	6,7/11	WED,THU	9:30a- 12:30p 2:00p- 5:00p	MP06-6D8C	Ct	8/6	SAT	10:00a- 1:00p 2:00p- 5:00p
<b>69. Microsoft Access 2013 for Advanced Users</b>					MP06-51C14K	Mk	14,17/6	FRI,MON	7:00p- 10:00p
<i>\$2800, 2 days or 4 evenings</i>					MP06-19061C	Ct	28/6	FRI	9:30a- 12:30p 2:00p- 5:00p
DD3A-24C19K	Mk	19,21,26,28/2	TUE,THU	7:00p- 10:00p	MP06-45C1C	Ct	1,2/8	THU,FRI	7:00p- 10:00p
DD3A-19021C	Ct	25,26/2	MON,TUE	9:30a- 12:30p 2:00p- 5:00p	MP06-6A32K	Mk	10,17/8	SAT	10:00a- 1:00p
DD3A-35C20C	Ct	20,22,27,29/3	WED,FRI	7:00p- 10:00p	MP06-19081K	Mk	12/8	MON	9:30a- 12:30p 2:00p- 5:00p
DD3A-24C33K	Mk	23,25,30/4;2/5	TUE,THU	7:00p- 10:00p	MP06-35C25K	Mk	25,27/9	WED,FRI	7:00p- 10:00p
					MP06-19101C	Ct	25/10	FRI	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>
MP06-19121K	Mk	9/12	MON	9:30a- 12:30p 2:00p- 5:00p					
<b>74. Adobe InDesign CC/CS6</b>									
<i>\$2400, 12 hours in 4 sessions</i>									
IND9-19021K	Mk	27,28/2	WED,THU	9:30a- 12:30p 2:00p- 5:00p					
IND9-53C32K	Mk	27/2;1,6,8/3	WED,FRI	7:00p- 10:00p					
IND9-6D16K	Mk	9,16/3	SAT	10:00a- 1:00p 2:00p- 5:00p					
IND9-19031C	Ct	12,13/3	TUE,WED	9:30a- 12:30p 2:00p- 5:00p					
IND9-14D4K	Mk	14,18/3	THU,MON	9:45a- 12:45p 2:00p- 5:00p					
* IND9-52C1E	Ct	22,26,29/3;2/4 (Eng)	FRI,TUE	7:00p- 10:00p					
IND9-14C32C	Ct	25,28/3;1,4/4	MON,THU	7:00p- 10:00p					
IND9-19041K	Mk	8,9/4	MON,TUE	9:30a- 12:30p 2:00p- 5:00p					
IND9-14C1K	Mk	25,29/4;2,6/5	THU,MON	7:00p- 10:00p					
IND9-24D23K	Mk	2,7/5	THU,TUE	9:45a- 12:45p 2:00p- 5:00p					
* IND9-6D6E	Ct	4,11/5 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p					
IND9-6D36K	Mk	4,11/5	SAT	10:00a- 1:00p 2:00p- 5:00p					
IND9-52D3C	Ct	14,17/5	TUE,FRI	9:45a- 12:45p 2:00p- 5:00p					
IND9-19051C	Ct	15,16/5	WED,THU	9:30a- 12:30p 2:00p- 5:00p					
IND9-52C3C	Ct	24,28,31/5;4/6	FRI,TUE	7:00p- 10:00p					
* IND9-41C02E	Ct	27,30/5;3,6/6 (Eng)	MON,THU	7:00p- 10:00p					
IND9-19061K	Mk	4,5/6	TUE,WED	9:30a- 12:30p 2:00p- 5:00p					
IND9-35C15K	Mk	5,12,14,19/6	WED,FRI	7:00p- 10:00p					
* IND9-6D8E	Ct	29/6;6/7 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p					
IND9-6D8K	Mk	29/6;6/7	SAT	10:00a- 1:00p 2:00p- 5:00p					
IND9-35D26K	Mk	5,10/7	FRI,WED	9:45a- 12:45p 2:00p- 5:00p					
* IND9-13C17E	Ct	10,15,17,22/7 (Eng)	WED,MON	7:00p- 10:00p					
IND9-25C25K	Mk	16,19,23,26/7	TUE,FRI	7:00p- 10:00p					
IND9-14C8C	Ct	29/7;1,5,8/8	MON,THU	7:00p- 10:00p					
IND9-19071C	Ct	30,31/7	TUE,WED	9:30a- 12:30p 2:00p- 5:00p					
IND9-19081K	Mk	8,9/8	THU,FRI	9:30a- 12:30p 2:00p- 5:00p					
* IND9-6D3E	Ct	24,31/8 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p					
* IND9-52C9E	Ct	30/8;3,6,10/9 (Eng)	FRI,TUE	7:00p- 10:00p					
IND9-35D21K	Mk	30/8;4/9	FRI,WED	9:45a- 12:45p 2:00p- 5:00p					
IND9-6D10K	Mk	31/8;7/9	SAT	10:00a- 1:00p 2:00p- 5:00p					
IND9-19091C	Ct	2,3/9	MON,TUE	9:30a- 12:30p 2:00p- 5:00p					
IND9-35C35K	Mk	11,18,20,25/9	WED,FRI	7:00p- 10:00p					
IND9-35C35C	Ct	27/9;2,4,9/10	FRI,WED	7:00p- 10:00p					
IND9-19101K	Mk	24,25/10	THU,FRI	9:30a- 12:30p 2:00p- 5:00p					
IND9-19111C	Ct	21,22/11	THU,FRI	9:30a- 12:30p 2:00p- 5:00p					
IND9-19121K	Mk	10,11/12	TUE,WED	9:30a- 12:30p 2:00p- 5:00p					