



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 or you may also contact us by Email: 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
1. MOS Certification Workshop					FACE-35C21C Ct 11,13/3 WED,FRI 7:00p- 10:00p				
<i>\$850 (including exam voucher with free retake)</i>					FACE-25C17K Mk 24,27/3 TUE,FRI 7:00p- 10:00p				
PMOS-6A26K	Mk	21/9	SAT	10:00a- 12:00p	FACE-7A3K	Mk	26/4;3/5	SUN	10:00a- 1:00p
PMOS-6A27K	Mk	23/11	SAT	10:00a- 12:00p	* FACE-6D44E	Ct	2/5 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
PMOS-6A28K	Mk	1/2	SAT	10:00a- 12:00p	* FACE-35C22E	Ct	8,13/5 (Eng)	FRI,WED	7:00p- 10:00p
PMOS-6A29K	Mk	7/3	SAT	10:00a- 12:00p	FACE-6D41K	Mk	9/5	SAT	10:00a- 1:00p 2:00p- 5:00p
PMOS-6A30K	Mk	9/5	SAT	10:00a- 12:00p	FACE-13C33K	Mk	11,13/5	MON,WED	7:00p- 10:00p
2. Microsoft Office 365 Overview					FACE-14C34C Ct 25,28/5 MON,THU 7:00p- 10:00p				
<i>\$1100, 6 hours in 2 sessions</i>					FACE-6D42C Ct 30/5 SAT 10:00a- 1:00p 2:00p- 5:00p				
O365-19101C	Ct	25/10	FRI	9:30a- 12:30p 2:00p- 5:00p	FACE-7A4K	Mk	21,28/6	SUN	10:00a- 1:00p
O365-19111K	Mk	18/11	MON	9:30a- 12:30p 2:00p- 5:00p	6. Google AdWords Essentials				
O365-19121C	Ct	9/12	MON	9:30a- 12:30p 2:00p- 5:00p	<i>\$1200, 1 day or 2 evenings</i>				
3. Microsoft Office 2016 for Office 2007/2010/2013 Users					EGOO-19101C Ct 18/10 FRI 9:30a- 12:30p 2:00p- 5:00p				
<i>\$1100, 1 day or 2 evenings</i>					EGOO-19121K Mk 16/12 MON 9:30a- 12:30p 2:00p- 5:00p				
MS16-19111K	Mk	14/11	THU	9:30a- 12:30p 2:00p- 5:00p	7. Analyzing Site Performance with Google Analytics				
4. Office Collaboration with Google Drive and Google Forms					<i>\$1200, 1 day or 2 evenings</i>				
<i>\$1100, 1 day or 2 evenings</i>					AGA-6D36C Ct 21/9 SAT 10:00a- 1:00p 2:00p- 5:00p				
GOOG-19111K	Mk	8/11	FRI	9:30a- 12:30p 2:00p- 5:00p	AGA-24C2K	Mk	3,8/10	THU,TUE	7:00p- 10:00p
5. Social Media and Facebook Marketing					* AGA-42C10E Ct 10,15/10 (Eng) THU,TUE 7:00p- 10:00p				
<i>\$1200, 1 day or 2 evenings</i>					AGA-24C10C Ct 10,15/10 THU,TUE 7:00p- 10:00p				
FACE-24C2K	Mk	17,19/9	TUE,THU	7:00p- 10:00p	* AGA-6D40E Ct 26/10 (Eng) SAT 10:00a- 1:00p 2:00p- 5:00p				
FACE-24C10C	Ct	24,26/9	TUE,THU	7:00p- 10:00p	AGA-6D37K	Mk	26/10	SAT	10:00a- 1:00p 2:00p- 5:00p
* FACE-42C10E	Ct	24,26/9 (Eng)	TUE,THU	7:00p- 10:00p	AGA-19111K	Mk	8/11	FRI	9:30a- 12:30p 2:00p- 5:00p
* FACE-6D40E	Ct	12/10 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	AGA-52C25K	Mk	8,12/11	FRI,TUE	7:00p- 10:00p
FACE-6D37K	Mk	12/10	SAT	10:00a- 1:00p 2:00p- 5:00p	AGA-6D39C	Ct	9/11	SAT	10:00a- 1:00p 2:00p- 5:00p
FACE-52C25K	Mk	25,29/10	FRI,TUE	7:00p- 10:00p	AGA-6D38K	Mk	16/11	SAT	10:00a- 1:00p 2:00p- 5:00p
FACE-6D39C	Ct	26/10	SAT	10:00a- 1:00p 2:00p- 5:00p	* AGA-25C21E	Ct	19,22/11 (Eng)	TUE,FRI	7:00p- 10:00p
FACE-6D38K	Mk	2/11	SAT	10:00a- 1:00p 2:00p- 5:00p	AGA-35C20C	Ct	20,22/11	WED,FRI	7:00p- 10:00p
* FACE-25C21E	Ct	5,8/11 (Eng)	TUE,FRI	7:00p- 10:00p	* AGA-6D41E	Ct	14/12 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
FACE-35C20C	Ct	6,8/11	WED,FRI	7:00p- 10:00p	AGA-6D39K	Mk	4/1	SAT	10:00a- 1:00p 2:00p- 5:00p
FACE-19111K	Mk	20/11	WED	9:30a- 12:30p 2:00p- 5:00p	AGA-35C04C	Ct	10,15/1	FRI,WED	7:00p- 10:00p
* FACE-6D41E	Ct	30/11 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	AGA-6D40C	Ct	11/1	SAT	10:00a- 1:00p 2:00p- 5:00p
FACE-7A1K	Mk	15,22/12	SUN	10:00a- 1:00p	AGA-7A1K	Mk	12,19/1	SUN	10:00a- 1:00p
FACE-35C04C	Ct	18,20/12	WED,FRI	7:00p- 10:00p	AGA-24C03K	Mk	16,21/1	THU,TUE	7:00p- 10:00p
FACE-6D39K	Mk	21/12	SAT	10:00a- 1:00p 2:00p- 5:00p	* AGA-15C1E	Ct	20,31/1 (Eng)	MON,FRI	7:00p- 10:00p
FACE-6D40C	Ct	28/12	SAT	10:00a- 1:00p 2:00p- 5:00p	AGA-14C33C	Ct	23,30/1	THU	7:00p- 10:00p
FACE-24C03K	Mk	2,7/1	THU,TUE	7:00p- 10:00p	AGA-14C1K	Mk	20,24/2	THU,MON	7:00p- 10:00p
* FACE-15C1E	Ct	6,10/1 (Eng)	MON,FRI	7:00p- 10:00p	* AGA-6D42E	Ct	7/3 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
FACE-14C33C	Ct	9,13/1	MON,THU	7:00p- 10:00p	AGA-6D40K	Mk	14/3	SAT	10:00a- 1:00p 2:00p- 5:00p
FACE-14C1K	Mk	6,10/2	THU,MON	7:00p- 10:00p	* AGA-24C33E	Ct	17,19/3 (Eng)	TUE,THU	7:00p- 10:00p
* FACE-6D42E	Ct	22/2 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	AGA-6D41C	Ct	21/3	SAT	10:00a- 1:00p 2:00p- 5:00p
FACE-7A2K	Mk	23/2;1/3	SUN	10:00a- 1:00p	AGA-7A2K	Mk	22,29/3	SUN	10:00a- 1:00p
FACE-6D40K	Mk	29/2	SAT	10:00a- 1:00p 2:00p- 5:00p	AGA-35C21C	Ct	25,27/3	WED,FRI	7:00p- 10:00p
* FACE-24C33E	Ct	3,5/3 (Eng)	TUE,THU	7:00p- 10:00p	AGA-25C17K	Mk	7,14/4	TUE	7:00p- 10:00p
FACE-6D41C	Ct	7/3	SAT	10:00a- 1:00p 2:00p- 5:00p	* AGA-6D44E	Ct	16/5 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
* AGA-35C22E	Ct	22,27/5 (Eng)	FRI,WED	7:00p- 10:00p	COFB-52D15C	Ct	10/1 to 7/2	FRI,TUE	9:45a- 12:45p 2:00p- 5:00p
AGA-6D41K	Mk	23/5	SAT	10:00a- 1:00p 2:00p- 5:00p	COFB-42D1K	Mk	30/1 to 25/2	THU,TUE	9:45a- 12:45p 2:00p- 5:00p
AGA-7A3K	Mk	24,31/5	SUN	10:00a- 1:00p	* COFB-14C11E	Ct	3/2 to 26/3 (Eng)	MON,THU	7:00p- 10:00p
AGA-13C33K	Mk	25,27/5	MON,WED	7:00p- 10:00p	COFB-25C33C	Ct	4/2 to 27/3	TUE,FRI	7:00p- 10:00p
AGA-14C34C	Ct	8,11/6	MON,THU	7:00p- 10:00p	* COFB-6D35E	Ct	8/2 to 28/3 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
AGA-6D42C	Ct	13/6	SAT	10:00a- 1:00p 2:00p- 5:00p	COFB-6D33C	Ct	7/3 to 9/5	SAT	10:00a- 1:00p 2:00p- 5:00p
AGA-7A4K	Mk	19,26/7	SUN	10:00a- 1:00p	COFB-13D34C	Ct	9/3 to 1/4	MON,WED	9:45a- 12:45p 2:00p- 5:00p
8. Search Engine Optimization (SEO)					COFB-51D1K	Mk	27/3 to 27/4	FRI,MON	9:45a- 12:45p 2:00p- 5:00p
<i>\$1200, 1 day or 2 evenings</i>					COFB-31C1C	Ct	1/4 to 27/5	WED,MON	7:00p- 10:00p
SEO-24C2K	Mk	24,26/9	TUE,THU	7:00p- 10:00p	COFB-6D34C	Ct	9/5 to 27/6	SAT	10:00a- 1:00p 2:00p- 5:00p
SEO-24C10C	Ct	3,8/10	THU,TUE	7:00p- 10:00p	COFB-13D35C	Ct	11/5 to 3/6	MON,WED	9:45a- 12:45p 2:00p- 5:00p
* SEO-42C10E	Ct	3,8/10 (Eng)	THU,TUE	7:00p- 10:00p	COFB-24D33K	Mk	26/5 to 18/6	TUE,THU	9:45a- 12:45p 2:00p- 5:00p
SEO-6D37K	Mk	19/10	SAT	10:00a- 1:00p 2:00p- 5:00p	\$2500 x 3 monthly instalments (total \$7500, \$1500 after 80% CEF reimbursement), 48 hours in 16 sessions				
* SEO-6D40E	Ct	19/10 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	COFC-6D33C	Ct	21/9 to 9/11	SAT	10:00a- 1:00p 2:00p- 5:00p
SEO-52C25K	Mk	1,5/11	FRI,TUE	7:00p- 10:00p	COFC-35C33K	Mk	25/9 to 15/11	WED,FRI	7:00p- 10:00p
SEO-6D39C	Ct	2/11	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-6D38K	Mk	9/11	SAT	10:00a- 1:00p 2:00p- 5:00p	COFC-24C33K	Mk	12/11 to 14/1	TUE,THU	7:00p- 10:00p
SEO-19111K	Mk	11/11	MON	9:30a- 12:30p 2:00p- 5:00p	* COFC-6D33E	Ct	23/11 to 11/1 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
* SEO-25C21E	Ct	12,15/11 (Eng)	TUE,FRI	7:00p- 10:00p	* COFC-35C34E	Ct	27/11 to 29/1 (Eng)	WED,FRI	7:00p- 10:00p
SEO-35C20C	Ct	13,15/11	WED,FRI	7:00p- 10:00p	COFC-6D26K	Mk	21/12 to 15/2	SAT	2:00p- 5:00p
* SEO-6D41E	Ct	7/12 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	COFC-6D27K	Mk	22/2 to 25/4	SAT	10:00a- 1:00p 2:00p- 5:00p
SEO-6D39K	Mk	28/12	SAT	10:00a- 1:00p 2:00p- 5:00p	COFC-14C78K	Mk	24/2 to 20/4	MON,THU	7:00p- 10:00p
SEO-7A1K	Mk	5/1;29/12	SUN	10:00a- 1:00p	* COFC-25C34E	Ct	7/4 to 5/6 (Eng)	TUE,FRI	7:00p- 10:00p
SEO-35C04C	Ct	3,8/1	FRI,WED	7:00p- 10:00p	COFC-25C3K	Mk	14/4 to 9/6	TUE,FRI	7:00p- 10:00p
SEO-6D40C	Ct	4/1	SAT	10:00a- 1:00p 2:00p- 5:00p	* COFC-6D34E	Ct	18/4 to 6/6 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
SEO-24C03K	Mk	9,14/1	THU,TUE	7:00p- 10:00p	COFC-6D28K	Mk	25/4 to 13/6	SAT	10:00a- 1:00p 2:00p- 5:00p
* SEO-15C1E	Ct	13,17/1 (Eng)	MON,FRI	7:00p- 10:00p	10. Business Analysis with Microsoft Excel (CEF Approved)				
SEO-14C33C	Ct	16,20/1	MON,THU	7:00p- 10:00p	<i>\$3225 x 2 monthly instalments (total \$6450, \$1290 after 80% CEF reimbursement), 30 hours in 10 sessions</i>				
SEO-14C1K	Mk	13,17/2	THU,MON	7:00p- 10:00p	CBAB-13C34C	Ct	23/9 to 28/10	MON,WED	7:00p- 10:00p
* SEO-6D42E	Ct	29/2 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	CBAB-41C27K	Mk	10/10 to 11/11	THU,MON	7:00p- 10:00p
SEO-6D40K	Mk	7/3	SAT	10:00a- 1:00p 2:00p- 5:00p	* CBAB-6D69E	Ct	9/11 to 7/12 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
SEO-7A2K	Mk	8,15/3	SUN	10:00a- 1:00p	CBAB-25C33C	Ct	12/11 to 13/12	TUE,FRI	7:00p- 10:00p
* SEO-24C33E	Ct	10,12/3 (Eng)	TUE,THU	7:00p- 10:00p	CBAB-6D36K	Mk	16/11 to 14/12	SAT	10:00a- 1:00p 2:00p- 5:00p
SEO-6D41C	Ct	14/3	SAT	10:00a- 1:00p 2:00p- 5:00p	* CBAB-35C48E	Ct	20/11 to 20/12 (Eng)	WED,FRI	7:00p- 10:00p
SEO-35C21C	Ct	18,20/3	WED,FRI	7:00p- 10:00p	CBAB-13C16K	Mk	25/11 to 30/12	MON,WED	7:00p- 10:00p
SEO-25C17K	Mk	31/3;3/4	TUE,FRI	7:00p- 10:00p	CBAB-41C16C	Ct	9/1 to 13/2	THU,MON	7:00p- 10:00p
* SEO-6D44E	Ct	9/5 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	CBAB-6D37K	Mk	11/1 to 15/2	SAT	10:00a- 1:00p 2:00p- 5:00p
SEO-7A3K	Mk	10,17/5	SUN	10:00a- 1:00p	CBAB-35C33K	Mk	29/1 to 28/2	WED,FRI	7:00p- 10:00p
* SEO-35C22E	Ct	15,20/5 (Eng)	FRI,WED	7:00p- 10:00p	* CBAB-13C1E	Ct	3/2 to 4/3 (Eng)	MON,WED	7:00p- 10:00p
SEO-6D41K	Mk	16/5	SAT	10:00a- 1:00p 2:00p- 5:00p	* CBAB-6D26E	Ct	8/2 to 7/3 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
SEO-13C33K	Mk	18,20/5	MON,WED	7:00p- 10:00p	CBAB-13C1C	Ct	9/3 to 8/4	MON,WED	7:00p- 10:00p
SEO-14C34C	Ct	1,4/6	MON,THU	7:00p- 10:00p	CBAB-6D38K	Mk	14/3 to 25/4	SAT	10:00a- 1:00p 2:00p- 5:00p
SEO-6D42C	Ct	6/6	SAT	10:00a- 1:00p 2:00p- 5:00p	CBAB-14C34K	Mk	16/3 to 20/4	MON,THU	7:00p- 10:00p
SEO-7A4K	Mk	5,12/7	SUN	10:00a- 1:00p	* CBAB-24C1E	Ct	7/4 to 12/5 (Eng)	TUE,THU	7:00p- 10:00p
9. Effective Use of Microsoft Office in Business (CEF Approved)					CBAB-24C1C	Ct	5/5 to 4/6	TUE,THU	7:00p- 10:00p
<i>\$3750 x 2 monthly instalments (total \$7500, \$1500 after 80% CEF reimbursement), 48 hours in 16 sessions</i>					CBAB-25C32K	Mk	5/5 to 5/6	TUE,FRI	7:00p- 10:00p
COFB-35C33C	Ct	2/10 to 22/11	WED,FRI	7:00p- 10:00p	* CBAB-6D27E	Ct	9/5 to 6/6 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
* COFB-6D14E	Ct	12/10 to 30/11 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	CBAB-6D39K	Mk	16/5 to 13/6	SAT	10:00a- 1:00p 2:00p- 5:00p
COFB-13D33C	Ct	21/10 to 13/11	MON,WED	9:45a- 12:45p 2:00p- 5:00p	11. Spreadsheet Modeling in Corporate Finance (CEF Approved)				
COFB-13D26K	Mk	25/11 to 18/12	MON,WED	9:45a- 12:45p 2:00p- 5:00p	<i>\$3225 x 2 monthly instalments (total \$6450, \$1290 after 80% CEF reimbursement), 30 hours in 10 sessions</i>				
COFB-14C10C	Ct	2/12 to 30/1	MON,THU	7:00p- 10:00p	CBAB-13C16K	Mk	25/11 to 30/12	MON,WED	7:00p- 10:00p
COFB-53C1K	Mk	3/1 to 28/2	FRI,WED	7:00p- 10:00p	CBAB-41C16C	Ct	9/1 to 13/2	THU,MON	7:00p- 10:00p
COFB-6D38C	Ct	4/1 to 29/2	SAT	10:00a- 1:00p 2:00p- 5:00p	CBAB-6D37K	Mk	11/1 to 15/2	SAT	10:00a- 1:00p 2:00p- 5:00p

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
\$3450 x 2 monthly instalments (total \$6900, \$1380 after 80% CEF reimbursement), 30 hours in 10 sessions					* CIMB-6D35E Ct 8/2 to 7/3 (Eng) SAT 10:00a- 1:00p 2:00p- 5:00p				
CSSB-35C33C	Ct	9/10 to 8/11	WED,FRI	7:00p- 10:00p	CIMB-25C25C	Ct	11/2 to 13/3	TUE,FRI	7:00p- 10:00p
CSSB-6D33K	Mk	12/10 to 9/11	SAT	10:00a- 1:00p 2:00p- 5:00p	CIMB-14C23K	Mk	9/3 to 9/4	MON,THU	7:00p- 10:00p
CSSB-14C21K	Mk	11/11 to 12/12	MON,THU	7:00p- 10:00p	* CIMB-41C21E	Ct	2/4 to 11/5 (Eng)	THU,MON	7:00p- 10:00p
CSSB-24C29C	Ct	10/12 to 21/1	TUE,THU	7:00p- 10:00p	CIMB-14C6C	Ct	6/4 to 14/5	MON,THU	7:00p- 10:00p
CSSB-6D25C	Ct	4/1 to 8/2	SAT	10:00a- 1:00p 2:00p- 5:00p	CIMB-6D39K	Mk	25/4 to 23/5	SAT	10:00a- 1:00p 2:00p- 5:00p
CSSB-35C22K	Mk	15/1 to 19/2	WED,FRI	7:00p- 10:00p	CIMB-24C34K	Mk	12/5 to 11/6	TUE,THU	7:00p- 10:00p
CSSB-24C30C	Ct	25/2 to 26/3	TUE,THU	7:00p- 10:00p	* CIMB-6D36E	Ct	23/5 to 20/6 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
CSSB-25C26K	Mk	24/3 to 28/4	TUE,FRI	7:00p- 10:00p	14. Diploma in e-Shop Creation and Digital Marketing (CEF Approved)				
CSSB-6D34K	Mk	18/4 to 16/5	SAT	10:00a- 1:00p 2:00p- 5:00p	\$3000 x 2 monthly instalments (total \$6000, \$1200 after 80% CEF reimbursement), 30 hours in 10 sessions				
CSSB-25C1C	Ct	5/5 to 5/6	TUE,FRI	7:00p- 10:00p	CMKB-52C25K	Mk	18/10 to 19/11	FRI,TUE	7:00p- 10:00p
12. Financial Modeling with Excel VBA (CEF Approved)					CMKB-6D39C	Ct	19/10 to 16/11	SAT	10:00a- 1:00p 2:00p- 5:00p
\$2600 x 3 monthly instalments (total \$7800, \$1560 after 80% CEF reimbursement), 39 hours in 13 sessions					CMKB-6D38K	Mk	26/10 to 23/11	SAT	10:00a- 1:00p 2:00p- 5:00p
CVBC-52C28C	Ct	25/10 to 6/12	FRI,TUE	7:00p- 10:00p	* CMKB-25C21E	Ct	29/10 to 29/11 (Eng)	TUE,FRI	7:00p- 10:00p
CVBC-6D22C	Ct	21/12 to 8/2	SAT	10:00a- 1:00p 2:00p- 5:00p	CMKB-35C20C	Ct	30/10 to 29/11	WED,FRI	7:00p- 10:00p
CVBC-15C1K	Mk	23/12 to 10/2	MON,FRI	7:00p- 10:00p	* CMKB-6D41E	Ct	23/11 to 21/12 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
* CVBC-35C1E	Ct	22/1 to 6/3 (Eng)	WED,FRI	7:00p- 10:00p	CMKB-35C04C	Ct	4/12 to 15/1	WED,FRI	7:00p- 10:00p
* CVBC-6D39E	Ct	22/2 to 18/4 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	CMKB-24C03K	Mk	10/12 to 21/1	TUE,THU	7:00p- 10:00p
CVBC-13C30C	Ct	23/3 to 6/5	MON,WED	7:00p- 10:00p	CMKB-6D39K	Mk	14/12 to 11/1	SAT	10:00a- 1:00p 2:00p- 5:00p
* CVBC-24C36E	Ct	24/3 to 7/5 (Eng)	TUE,THU	7:00p- 10:00p	CMKB-6D40C	Ct	21/12 to 18/1	SAT	10:00a- 1:00p 2:00p- 5:00p
CVBC-6D31K	Mk	23/5 to 4/7	SAT	10:00a- 1:00p 2:00p- 5:00p	* CMKB-15C1E	Ct	23/12 to 31/1 (Eng)	MON,FRI	7:00p- 10:00p
* CVBC-35C31E	Ct	27/5 to 10/7 (Eng)	WED,FRI	7:00p- 10:00p	CMKB-14C33C	Ct	2/1 to 6/2	THU,MON	7:00p- 10:00p
CVBC-35C78K	Mk	27/5 to 10/7	WED,FRI	7:00p- 10:00p	CMKB-14C1K	Mk	20/1 to 24/2	MON,THU	7:00p- 10:00p
\$3900 x 2 monthly instalments (total \$7800, \$1560 after 80% CEF reimbursement), 39 hours in 13 sessions					* CMKB-6D42E	Ct	8/2 to 7/3 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
* CVBB-35C30E	Ct	9/10 to 20/11 (Eng)	WED,FRI	7:00p- 10:00p	CMKB-6D40K	Mk	15/2 to 14/3	SAT	10:00a- 1:00p 2:00p- 5:00p
* CVBB-6D34E	Ct	12/10 to 23/11 (Eng)	SAT	2:00p- 5:00p 10:00a- 1:00p	* CMKB-24C33E	Ct	18/2 to 19/3 (Eng)	TUE,THU	7:00p- 10:00p
CVBB-41C13K	Mk	7/11 to 19/12	THU,MON	7:00p- 10:00p	CMKB-6D41C	Ct	22/2 to 21/3	SAT	10:00a- 1:00p 2:00p- 5:00p
CVBB-6D33K	Mk	9/11 to 21/12	SAT	10:00a- 1:00p 2:00p- 5:00p	CMKB-35C21C	Ct	26/2 to 27/3	WED,FRI	7:00p- 10:00p
* CVBB-14C34E	Ct	2/12 to 16/1 (Eng)	MON,THU	7:00p- 10:00p	CMKB-25C17K	Mk	10/3 to 14/4	TUE,FRI	7:00p- 10:00p
* CVBB-6D24E	Ct	7/12 to 18/1 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	* CMKB-6D44E	Ct	18/4 to 16/5 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
CVBB-35C30C	Ct	11/12 to 31/1	WED,FRI,MON	7:00p- 10:00p	* CMKB-35C22E	Ct	22/4 to 27/5 (Eng)	WED,FRI	7:00p- 10:00p
CVBB-6D34K	Mk	4/1 to 22/2	SAT	10:00a- 1:00p 2:00p- 5:00p	CMKB-6D41K	Mk	25/4 to 23/5	SAT	10:00a- 1:00p 2:00p- 5:00p
CVBB-24C1C	Ct	4/2 to 17/3	TUE,THU	7:00p- 10:00p	CMKB-13C33K	Mk	27/4 to 27/5	MON,WED	7:00p- 10:00p
CVBB-24C21K	Mk	18/2 to 31/3	TUE,THU	7:00p- 10:00p	CMKB-14C34C	Ct	11/5 to 11/6	MON,THU	7:00p- 10:00p
CVBB-6D35K	Mk	7/3 to 2/5	SAT	10:00a- 1:00p 2:00p- 5:00p	CMKB-6D42C	Ct	16/5 to 13/6	SAT	10:00a- 1:00p 2:00p- 5:00p
CVBB-13C34K	Mk	6/4 to 20/5	MON,WED	7:00p- 10:00p	15. Solving Common PC Problems				
CVBB-6D34C	Ct	2/5 to 13/6	SAT	10:00a- 1:00p 2:00p- 5:00p	\$1100, 1 day				
* CVBB-6D41E	Ct	2/5 to 13/6 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	ESPO-19111K	Mk	6/11	WED	9:30a- 12:30p 2:00p- 5:00p
CVBB-35C31C	Ct	13/5 to 24/6	WED,FRI	7:00p- 10:00p	16. Workshop on Networking Fundamentals				
13. Database Management with Microsoft Access (CEF Approved)					\$2800, 2 days				
\$3225 x 2 monthly instalments (total \$6450, \$1290 after 80% CEF reimbursement), 30 hours in 10 sessions					EN01-19101C	Ct	17,18/10	THU,FRI	9:30a- 12:30p 2:00p- 5:00p
* CIMB-24C32E	Ct	24/9 to 29/10 (Eng)	TUE,THU	7:00p- 10:00p	EN01-19121K	Mk	3,4/12	TUE,WED	9:30a- 12:30p 2:00p- 5:00p
CIMB-35C27C	Ct	16/10 to 15/11	WED,FRI	7:00p- 10:00p	17. Microsoft Outlook 2013				
CIMB-6D33C	Ct	19/10 to 16/11	SAT	10:00a- 1:00p 2:00p- 5:00p	\$1100, 1 day				
* CIMB-6D34E	Ct	26/10 to 23/11 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	NO13-19101K	Mk	14/10	MON	9:30a- 12:30p 2:00p- 5:00p
CIMB-41C1K	Mk	7/11 to 9/12	THU,MON	7:00p- 10:00p	NO13-19111C	Ct	5/11	TUE	9:30a- 12:30p 2:00p- 5:00p
CIMB-35C28C	Ct	27/11 to 3/1	WED,FRI	7:00p- 10:00p	NO13-19121K	Mk	11/12	WED	9:30a- 12:30p 2:00p- 5:00p
CIMB-6D38K	Mk	7/12 to 4/1	SAT	10:00a- 1:00p 2:00p- 5:00p	18. Microsoft Windows 10				
CIMB-14C5C	Ct	16/12 to 20/1	MON,THU	7:00p- 10:00p	\$1100, 1 day or 2 evenings				
CIMB-25C20K	Mk	7/1 to 14/2	TUE,FRI	7:00p- 10:00p	WN10-19101C	Ct	11/10	FRI	9:30a- 12:30p 2:00p- 5:00p
* CIMB-25C25E	Ct	7/1 to 14/2 (Eng)	TUE,FRI	7:00p- 10:00p					
CIMB-6D34C	Ct	8/2 to 7/3	SAT	10:00a- 1:00p 2:00p- 5:00p					

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
WN10-19121K	Mk	19/12	THU	9:30a- 12:30p 2:00p- 5:00p	\$1100, 1 day or 2 evenings				
19. Mastering Acrobat DC Professional					WD31-35C27K	Mk	2,4/10	WED,FRI	7:00p- 10:00p
<i>\$1100, 1 day</i>					WD31-19101C	Ct	14/10	MON	9:30a- 12:30p 2:00p- 5:00p
EABC-19101K	Mk	22/10	TUE	9:30a- 12:30p 2:00p- 5:00p	WD31-19111K	Mk	7/11	THU	9:30a- 12:30p 2:00p- 5:00p
EABC-19111C	Ct	15/11	FRI	9:30a- 12:30p 2:00p- 5:00p	WD31-45C33C	Ct	7,8/11	THU,FRI	7:00p- 10:00p
EABC-19121K	Mk	18/12	WED	9:30a- 12:30p 2:00p- 5:00p	WD31-6A35K	Mk	16,23/11	SAT	10:00a- 1:00p
20. Creating E-Forms with Microsoft Word, Excel 2016 and Adobe Acrobat DC					WD31-19121C	Ct	16/12	MON	9:30a- 12:30p 2:00p- 5:00p
<i>\$1100, 1 day</i>					WD31-6A38C	Ct	4,11/1	SAT	10:00a- 1:00p
EFRM-19111K	Mk	13/11	WED	9:30a- 12:30p 2:00p- 5:00p	WD31-12C29K	Mk	13,14/1	MON,TUE	7:00p- 10:00p
21. Tips and Tricks in Word, Excel and PowerPoint 2016					WD31-45C34C	Ct	27,28/2	THU,FRI	7:00p- 10:00p
<i>\$1100, 1 day</i>					WD31-6A36K	Mk	7,14/3	SAT	10:00a- 1:00p
OFT6-19091C	Ct	23/9	MON	9:30a- 12:30p 2:00p- 5:00p	WD31-6A39C	Ct	25/4;2/5	SAT	10:00a- 1:00p
OFT6-19101K	Mk	18/10	FRI	9:30a- 12:30p 2:00p- 5:00p	WD31-24C31K	Mk	5,7/5	TUE,THU	7:00p- 10:00p
OFT6-19111K	Mk	19/11	TUE	9:30a- 12:30p 2:00p- 5:00p	WD31-13C11C	Ct	22,24/6	MON,WED	7:00p- 10:00p
OFT6-19121C	Ct	12/12	THU	9:30a- 12:30p 2:00p- 5:00p	26. Microsoft Word 2013 for Advanced Users				
22. Collaboration between Word, Excel and PowerPoint 2016					<i>\$1100, 1 day or 2 evenings</i>				
<i>\$1100, 1 day</i>					WD3A-6A28C	Ct	12,19/10	SAT	10:00a- 1:00p
CWEP-19091K	Mk	25/9	WED	9:30a- 12:30p 2:00p- 5:00p	WD3A-13C19K	Mk	21,23/10	MON,WED	7:00p- 10:00p
CWEP-19101C	Ct	21/10	MON	9:30a- 12:30p 2:00p- 5:00p	WD3A-19101C	Ct	28/10	MON	9:30a- 12:30p 2:00p- 5:00p
CWEP-19111K	Mk	27/11	WED	9:30a- 12:30p 2:00p- 5:00p	WD3A-19111K	Mk	15/11	FRI	9:30a- 12:30p 2:00p- 5:00p
CWEP-19121C	Ct	11/12	WED	9:30a- 12:30p 2:00p- 5:00p	WD3A-6A37C	Ct	7,14/12	SAT	10:00a- 1:00p
23. Microsoft Word 2016 for Beginners					WD3A-45C33K	Mk	12,13/12	THU,FRI	7:00p- 10:00p
<i>\$1100, 1 day or 2 evenings</i>					WD3A-19121C	Ct	30/12	MON	9:30a- 12:30p 2:00p- 5:00p
WD6I-51C26C	Ct	4,11/10	FRI	7:00p- 10:00p	WD3A-45C35K	Mk	30,31/1	THU,FRI	7:00p- 10:00p
WD6I-6A33K	Mk	26/10;2/11	SAT	10:00a- 1:00p	WD3A-12C33C	Ct	3,4/2	MON,TUE	7:00p- 10:00p
WD6I-19101K	Mk	30/10	WED	9:30a- 12:30p 2:00p- 5:00p	WD3A-6A39K	Mk	21,28/3	SAT	10:00a- 1:00p
WD6I-19111K	Mk	21/11	THU	9:30a- 12:30p 2:00p- 5:00p	WD3A-45C35C	Ct	2,3/4	THU,FRI	7:00p- 10:00p
WD6I-6A29C	Ct	30/11;7/12	SAT	10:00a- 1:00p	WD3A-45C36K	Mk	14,15/5	THU,FRI	7:00p- 10:00p
WD6I-12C18K	Mk	16,17/12	MON,TUE	7:00p- 10:00p	WD3A-6A38C	Ct	23,30/5	SAT	10:00a- 1:00p
WD6I-18121C	Ct	20/12	FRI	9:30a- 12:30p 2:00p- 5:00p	27. Microsoft Word 2010 for Beginners				
WD6I-6A34K	Mk	1,8/2	SAT	10:00a- 1:00p	<i>\$1100, 1 day or 2 evenings</i>				
WD6I-45C34C	Ct	6,7/2	THU,FRI	7:00p- 10:00p	WR0I-19101K	Mk	14/10	MON	9:30a- 12:30p 2:00p- 5:00p
WD6I-45C29K	Mk	19,20/3	THU,FRI	7:00p- 10:00p	WR0I-19111C	Ct	1/11	FRI	9:30a- 12:30p 2:00p- 5:00p
WD6I-13C28C	Ct	6,8/4	MON,WED	7:00p- 10:00p	WR0I-19121K	Mk	4/12	WED	9:30a- 12:30p 2:00p- 5:00p
WD6I-6A35K	Mk	9,16/5	SAT	10:00a- 1:00p	28. Microsoft Word 2010 for Advanced Users				
WD6I-6A30C	Ct	6,13/6	SAT	10:00a- 1:00p	<i>\$1100, 1 day or 2 evenings</i>				
24. Microsoft Word 2016 for Advanced Users					WW0A-19101K	Mk	16/10	WED	9:30a- 12:30p 2:00p- 5:00p
<i>\$1100, 1 day or 2 evenings</i>					WW0A-19111C	Ct	25/11	MON	9:30a- 12:30p 2:00p- 5:00p
WD6A-51C26K	Mk	27,30/9	FRI,MON	7:00p- 10:00p	WW0A-19121K	Mk	13/12	FRI	9:30a- 12:30p 2:00p- 5:00p
WD6A-19101C	Ct	9/10	WED	9:30a- 12:30p 2:00p- 5:00p	29. Powerful Techniques in Using Microsoft Word 2016				
WD6A-6A34C	Ct	26/10;2/11	SAT	10:00a- 1:00p	<i>\$1100, 1 day</i>				
WD6A-19111C	Ct	4/11	MON	9:30a- 12:30p 2:00p- 5:00p	PTU6-19101K	Mk	22/10	TUE	9:30a- 12:30p 2:00p- 5:00p
WD6A-6A35K	Mk	16,23/11	SAT	10:00a- 1:00p	PTU6-19111C	Ct	27/11	WED	9:30a- 12:30p 2:00p- 5:00p
WD6A-19121K	Mk	2/12	MON	9:30a- 12:30p 2:00p- 5:00p	PTU6-19121C	Ct	10/12	TUE	9:30a- 12:30p 2:00p- 5:00p
WD6A-13C1C	Ct	16,18/12	MON,WED	7:00p- 10:00p	30. Chinese Input Method - Changjie (倉頡中文輸入法)				
WD6A-12C19K	Mk	6,7/1	MON,TUE	7:00p- 10:00p	<i>\$1100, 1 day or 2 evenings</i>				
WD6A-45C31C	Ct	13,14/2	THU,FRI	7:00p- 10:00p	IC01-19101C	Ct	16/10	WED	9:30a- 12:30p 2:00p- 5:00p
WD6A-6A36K	Mk	29/2;7/3	SAT	10:00a- 1:00p	IC01-19111K	Mk	19/11	TUE	9:30a- 12:30p 2:00p- 5:00p
WD6A-6A35C	Ct	21,28/3	SAT	10:00a- 1:00p	IC01-19121C	Ct	12/12	THU	9:30a- 12:30p 2:00p- 5:00p
WD6A-35C23K	Mk	22,24/4	WED,FRI	7:00p- 10:00p	31. Chinese Input Method - Quick (速成中文輸入法)				
WD6A-6A37K	Mk	13,20/6	SAT	10:00a- 1:00p	<i>\$1100, 1 day</i>				
25. Microsoft Word 2013 for Beginners					IQ01-19121C	Ct	27/12	FRI	9:30a- 12:30p 2:00p- 5:00p
32. PowerPivot for Microsoft Excel 2010									

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
\$1400, 1 day or 2 evenings					SEFF-19121K	Mk	10/12	TUE	9:30a- 12:30p 2:00p- 5:00p
PP10-6A34C	Ct	26/10;2/11	SAT	10:00a- 1:00p	SEFF-45C26C	Ct	12,13/12	THU,FRI	7:00p- 10:00p
PP10-13C33K	Mk	18,20/11	MON,WED	7:00p- 10:00p	SEFF-19122C	Ct	20/12	FRI	9:30a- 12:30p 2:00p- 5:00p
PP10-45C28C	Ct	19,20/12	THU,FRI	7:00p- 10:00p	SEFF-51C1K	Mk	27,30/12	FRI,MON	7:00p- 10:00p
PP10-6A35K	Mk	18/1;1/2	SAT	10:00a- 1:00p	SEFF-13C12C	Ct	10,12/2	MON,WED	7:00p- 10:00p
PP10-35C27C	Ct	19,21/2	WED,FRI	7:00p- 10:00p	SEFF-6A37K	Mk	15,22/2	SAT	10:00a- 1:00p
PP10-12C33K	Mk	23,24/3	MON,TUE	7:00p- 10:00p	SEFF-6A37C	Ct	21,28/3	SAT	10:00a- 1:00p
PP10-6A35C	Ct	25/4;2/5	SAT	10:00a- 1:00p	SEFF-45C29K	Mk	2,3/4	THU,FRI	7:00p- 10:00p
PP10-24C20K	Mk	26,28/5	TUE,THU	7:00p- 10:00p	SEFF-24C1C	Ct	12,14/5	TUE,THU	7:00p- 10:00p
PP10-51C32C	Ct	26,29/6	FRI,MON	7:00p- 10:00p	SEFF-6A38K	Mk	16,23/5	SAT	10:00a- 1:00p
33. Mastering Excel 2016 Pivot Tables					37. Using Excel 2010 Formulas and Functions in Business Analysis				
\$1100, 1 day or 2 evenings					\$1100, 1 day or 2 evenings				
MPT6-19091K	Mk	18/9	WED	9:30a- 12:30p 2:00p- 5:00p	XL0F-6A36K	Mk	12,19/10	SAT	10:00a- 1:00p
MPT6-24C21C	Ct	8,10/10	TUE,THU	7:00p- 10:00p	XL0F-45C35C	Ct	14,15/11	THU,FRI	7:00p- 10:00p
MPT6-19101C	Ct	24/10	THU	9:30a- 12:30p 2:00p- 5:00p	XL0F-13C29K	Mk	16,18/12	MON,WED	7:00p- 10:00p
MPT6-6A33K	Mk	26/10;2/11	SAT	10:00a- 1:00p	XL0F-35C33C	Ct	15,17/1	WED,FRI	7:00p- 10:00p
MPT6-35C6C	Ct	27,29/11	WED,FRI	7:00p- 10:00p	XL0F-6A78K	Mk	15,22/2	SAT	10:00a- 1:00p
MPT6-19111C	Ct	29/11	FRI	9:30a- 12:30p 2:00p- 5:00p	XL0F-6A37C	Ct	14,21/3	SAT	10:00a- 1:00p
MPT6-24C33K	Mk	10,12/12	TUE,THU	7:00p- 10:00p	XL0F-34C1K	Mk	8,9/4	WED,THU	7:00p- 10:00p
MPT6-19121K	Mk	17/12	TUE	9:30a- 12:30p 2:00p- 5:00p	XL0F-13C11C	Ct	18,20/5	MON,WED	7:00p- 10:00p
MPT6-6A35C	Ct	11,18/1	SAT	10:00a- 1:00p	XL0F-6A29K	Mk	23,30/5	SAT	10:00a- 1:00p
MPT6-6A34K	Mk	8,15/2	SAT	10:00a- 1:00p	38. Data Analysis with Microsoft Excel 2016				
MPT6-35C7C	Ct	4,6/3	WED,FRI	7:00p- 10:00p	\$1100, 1 day or 2 evenings				
MPT6-12C1K	Mk	23,24/3	MON,TUE	7:00p- 10:00p	DAS6-19091K	Mk	27/9	FRI	9:30a- 12:30p 2:00p- 5:00p
MPT6-12C16C	Ct	27,28/4	MON,TUE	7:00p- 10:00p	DAS6-19101C	Ct	9/10	WED	9:30a- 12:30p 2:00p- 5:00p
MPT6-6A35K	Mk	16,23/5	SAT	10:00a- 1:00p	DAS6-45C28C	Ct	10,11/10	THU,FRI	7:00p- 10:00p
MPT6-6A36C	Ct	13,20/6	SAT	10:00a- 1:00p	DAS6-51C12K	Mk	1,4/11	FRI,MON	7:00p- 10:00p
34. Mastering Excel 2013 Pivot Tables					DAS6-19111K	Mk	22/11	FRI	9:30a- 12:30p 2:00p- 5:00p
\$1100, 1 day or 2 evenings					DAS6-6A37C	Ct	23,30/11	SAT	10:00a- 1:00p
MPT3-6A21C	Ct	21/9	SAT	10:00a- 1:00p 2:00p- 5:00p	DAS6-19121C	Ct	18/12	WED	9:30a- 12:30p 2:00p- 5:00p
MPT3-45C27K	Mk	10,11/10	THU,FRI	7:00p- 10:00p	DAS6-51C11K	Mk	27,30/12	FRI,MON	7:00p- 10:00p
MPT3-19101C	Ct	11/10	FRI	9:30a- 12:30p 2:00p- 5:00p	DAS6-35C22C	Ct	15,17/1	WED,FRI	7:00p- 10:00p
MPT3-35C23C	Ct	6,8/11	WED,FRI	7:00p- 10:00p	DAS6-6A25K	Mk	15,22/2	SAT	10:00a- 1:00p
MPT3-19111C	Ct	20/11	WED	9:30a- 12:30p 2:00p- 5:00p	DAS6-6A38C	Ct	7,14/3	SAT	10:00a- 1:00p
MPT3-6A39K	Mk	23,30/11	SAT	10:00a- 1:00p	DAS6-13C26K	Mk	6,8/4	MON,WED	7:00p- 10:00p
MPT3-6A35C	Ct	21,28/12	SAT	10:00a- 1:00p	DAS6-23C1C	Ct	28,29/4	TUE,WED	7:00p- 10:00p
MPT3-19121K	Mk	27/12	FRI	9:30a- 12:30p 2:00p- 5:00p	DAS6-6A26K	Mk	23,30/5	SAT	10:00a- 1:00p
MPT3-12C33K	Mk	13,14/1	MON,TUE	7:00p- 10:00p	DAS6-35C23C	Ct	17,19/6	WED,FRI	7:00p- 10:00p
MPT3-35C24C	Ct	19,21/2	WED,FRI	7:00p- 10:00p	DAS6-6A39C	Ct	27/6;4/7	SAT	10:00a- 1:00p
MPT3-6A40K	Mk	29/2;7/3	SAT	10:00a- 1:00p	39. Data Analysis with Microsoft Excel 2013				
MPT3-23C29C	Ct	7,8/4	TUE,WED	7:00p- 10:00p	\$1100, 1 day or 2 evenings				
MPT3-6A41K	Mk	25/4;2/5	SAT	10:00a- 1:00p	DAS3-24C17K	Mk	8,10/10	TUE,THU	7:00p- 10:00p
MPT3-45C28C	Ct	28,29/5	THU,FRI	7:00p- 10:00p	DAS3-12C27C	Ct	21,22/10	MON,TUE	7:00p- 10:00p
MPT3-45C29K	Mk	11,12/6	THU,FRI	7:00p- 10:00p	DAS3-19101C	Ct	31/10	THU	9:30a- 12:30p 2:00p- 5:00p
35. Mastering Excel 2010 Pivot Tables					DAS3-19111K	Mk	6/11	WED	9:30a- 12:30p 2:00p- 5:00p
\$1100, 1 day or 2 evenings					DAS3-51C31K	Mk	22,25/11	FRI,MON	7:00p- 10:00p
MPT0-19101K	Mk	29/10	TUE	9:30a- 12:30p 2:00p- 5:00p	DAS3-19121C	Ct	3/12	TUE	9:30a- 12:30p 2:00p- 5:00p
MPT0-19111K	Mk	5/11	TUE	9:30a- 12:30p 2:00p- 5:00p	DAS3-6A37C	Ct	7,14/12	SAT	10:00a- 1:00p
MPT0-19121C	Ct	5/12	THU	9:30a- 12:30p 2:00p- 5:00p	DAS3-6A37K	Mk	11,18/1	SAT	10:00a- 1:00p
36. Using Excel Functions Effectively					DAS3-45C33C	Ct	30,31/1	THU,FRI	7:00p- 10:00p
\$1100, 1 day or 2 evenings					DAS3-12C34K	Mk	2,3/3	MON,TUE	7:00p- 10:00p
SEFF-45C26K	Mk	26,27/9	THU,FRI	7:00p- 10:00p	DAS3-6A38C	Ct	14,21/3	SAT	10:00a- 1:00p
SEFF-19101K	Mk	16/10	WED	9:30a- 12:30p 2:00p- 5:00p	DAS3-12C28C	Ct	4,5/5	MON,TUE	7:00p- 10:00p
SEFF-19102C	Ct	25/10	FRI	9:30a- 12:30p 2:00p- 5:00p	DAS3-45C68K	Mk	14,15/5	THU,FRI	7:00p- 10:00p
SEFF-6A36C	Ct	26/10;2/11	SAT	10:00a- 1:00p	DAS3-51C23C	Ct	19,22/6	FRI,MON	7:00p- 10:00p
SEFF-19111K	Mk	8/11	FRI	9:30a- 12:30p 2:00p- 5:00p	DAS3-6A38K	Mk	27/6;4/7	SAT	10:00a- 1:00p
SEFF-6A36K	Mk	9,16/11	SAT	10:00a- 1:00p	40. Data Analysis with Microsoft Excel 2010				
SEFF-19112C	Ct	25/11	MON	9:30a- 12:30p 2:00p- 5:00p	\$1100, 1 day or 2 evenings				
					DAS0-19101K	Mk	18/10	FRI	9:30a- 12:30p 2:00p- 5:00p
					DAS0-6A33K	Mk	9,16/11	SAT	10:00a- 1:00p

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
DAS0-19111C	Ct	13/11	WED	9:30a- 12:30p 2:00p- 5:00p	SX61-12C24K	Mk	29,30/6	MON,TUE	7:00p- 10:00p
DAS0-19121K	Mk	20/12	FRI	9:30a- 12:30p 2:00p- 5:00p	46. Microsoft Excel 2016 for Advanced Users <i>\$1100, 1 day or 2 evenings</i>				
41. Data Management with Microsoft Excel 2013 <i>\$960, 1 day or 2 evenings</i>					* SX6A-12C16E	Ct	16,17/9 (Eng)	MON,TUE	7:00p- 10:00p
DMM3-24C2C	Ct	8,10/10	TUE,THU	7:00p- 10:00p	SX6A-6A3K	Mk	21/9	SAT	10:00a- 1:00p 2:00p- 5:00p
DMM3-35C2K	Mk	13,15/11	WED,FRI	7:00p- 10:00p	SX6A-19091K	Mk	27/9	FRI	9:30a- 12:30p 2:00p- 5:00p
DMM3-4D1C	Ct	14/11	THU	9:45a- 12:45p 2:00p- 5:00p	SX6A-19101C	Ct	15/10	TUE	9:30a- 12:30p 2:00p- 5:00p
DMM3-6A3C	Ct	7,14/12	SAT	10:00a- 1:00p	* SX6A-6A33E	Ct	2,9/11 (Eng)	SAT	10:00a- 1:00p
DMM3-23C1K	Mk	14,15/1	TUE,WED	7:00p- 10:00p	SX6A-19111K	Mk	4/11	MON	9:30a- 12:30p 2:00p- 5:00p
DMM3-35C2C	Ct	12,14/2	WED,FRI	7:00p- 10:00p	SX6A-13C13C	Ct	4,6/11	MON,WED	7:00p- 10:00p
DMM3-6A1K	Mk	14,21/3	SAT	10:00a- 1:00p	SX6A-45C29K	Mk	7,8/11	THU,FRI	7:00p- 10:00p
DMM3-12C2C	Ct	20,21/4	MON,TUE	7:00p- 10:00p	* SX6A-51C13E	Ct	20,23/12 (Eng)	FRI,MON	7:00p- 10:00p
DMM3-6A2K	Mk	23,30/5	SAT	10:00a- 1:00p	SX6A-6A33C	Ct	21,28/12	SAT	10:00a- 1:00p
42. Business Intelligence with Microsoft Excel 2010 <i>\$1400, 1 day or 2 evenings</i>					SX6A-51C27K	Mk	27,30/12	FRI,MON	7:00p- 10:00p
XOBI-12C24K	Mk	14,15/10	MON,TUE	7:00p- 10:00p	SX6A-19121C	Ct	31/12	TUE	9:30a- 12:30p 2:00p- 5:00p
XOBI-6A33C	Ct	26/10;2/11	SAT	10:00a- 1:00p	* SX6A-35C29E	Ct	15,17/1 (Eng)	WED,FRI	7:00p- 10:00p
XOBI-45C22C	Ct	12,13/12	THU,FRI	7:00p- 10:00p	SX6A-35C29C	Ct	5,7/2	WED,FRI	7:00p- 10:00p
XOBI-6A37K	Mk	4/1;28/12	SAT	10:00a- 1:00p	SX6A-6A34K	Mk	15,22/2	SAT	10:00a- 1:00p
XOBI-35C31K	Mk	29,31/1	WED,FRI	7:00p- 10:00p	* SX6A-6A34E	Ct	7,14/3 (Eng)	SAT	10:00a- 1:00p
XOBI-6A35C	Ct	8,15/2	SAT	10:00a- 1:00p	SX6A-6A34C	Ct	21,28/3	SAT	10:00a- 1:00p
XOBI-24C18C	Ct	17,19/3	TUE,THU	7:00p- 10:00p	SX6A-45C30K	Mk	2,3/4	THU,FRI	7:00p- 10:00p
XOBI-6A38K	Mk	21,28/3	SAT	10:00a- 1:00p	* SX6A-23C19E	Ct	28,29/4 (Eng)	TUE,WED	7:00p- 10:00p
XOBI-24C1C	Ct	21,23/4	TUE,THU	7:00p- 10:00p	SX6A-51C33C	Ct	15,18/5	FRI,MON	7:00p- 10:00p
XOBI-35C32K	Mk	13,15/5	WED,FRI	7:00p- 10:00p	SX6A-6A35K	Mk	23,30/5	SAT	10:00a- 1:00p
XOBI-6A34C	Ct	13,20/6	SAT	10:00a- 1:00p	* SX6A-6A15E	Ct	13,20/6 (Eng)	SAT	10:00a- 1:00p
XOBI-12C25K	Mk	29,30/6	MON,TUE	7:00p- 10:00p	SX6A-51C28K	Mk	26,29/6	FRI,MON	7:00p- 10:00p
43. Building Professional Charts with Microsoft Excel 2016 <i>\$600, half-day</i>					SX6A-12C1C	Ct	29,30/6	MON,TUE	7:00p- 10:00p
CPC6-19111C	Ct	11/11	MON	9:30a- 12:30p	47. Microsoft Excel 2013 for Beginners <i>\$1100, 1 day or 2 evenings</i>				
44. What-if Analysis in Microsoft Excel 2016 <i>\$1100, 1 day or 2 evenings</i>					SX31-19101C	Ct	14/10	MON	9:30a- 12:30p 2:00p- 5:00p
ANA6-24C33K	Mk	8,10/10	TUE,THU	7:00p- 10:00p	SX31-45C26K	Mk	24,25/10	THU,FRI	7:00p- 10:00p
ANA6-6A30C	Ct	26/10;2/11	SAT	10:00a- 1:00p	SX31-19111K	Mk	7/11	THU	9:30a- 12:30p 2:00p- 5:00p
ANA6-6A34K	Mk	23,30/11	SAT	10:00a- 1:00p	SX31-6A34C	Ct	9,16/11	SAT	10:00a- 1:00p
ANA6-45C13C	Ct	19,20/12	THU,FRI	7:00p- 10:00p	SX31-35C33K	Mk	11,13/12	WED,FRI	7:00p- 10:00p
ANA6-24C34K	Mk	21,23/1	TUE,THU	7:00p- 10:00p	SX31-19121C	Ct	16/12	MON	9:30a- 12:30p 2:00p- 5:00p
ANA6-6A31C	Ct	22,29/2	SAT	10:00a- 1:00p	SX31-51C10C	Ct	27,30/12	FRI,MON	7:00p- 10:00p
ANA6-45C12K	Mk	19,20/3	THU,FRI	7:00p- 10:00p	48. Microsoft Excel 2013 for Advanced Users <i>\$1100, 1 day or 2 evenings</i>				
ANA6-12C20C	Ct	27,28/4	MON,TUE	7:00p- 10:00p	* SX3A-6A21E	Ct	21/9 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
ANA6-6A35K	Mk	16,23/5	SAT	10:00a- 1:00p	SX3A-24C33K	Mk	8,10/10	TUE,THU	7:00p- 10:00p
ANA6-35C9C	Ct	17,19/6	WED,FRI	7:00p- 10:00p	SX3A-19101C	Ct	17/10	THU	9:30a- 12:30p 2:00p- 5:00p
45. Microsoft Excel 2016 for Beginners <i>\$1100, 1 day or 2 evenings</i>					SX3A-12C29C	Ct	21,22/10	MON,TUE	7:00p- 10:00p
SX61-45C26C	Ct	26,27/9	THU,FRI	7:00p- 10:00p	* SX3A-45C39E	Ct	7,8/11 (Eng)	THU,FRI	7:00p- 10:00p
SX61-6A33K	Mk	19,26/10	SAT	10:00a- 1:00p	SX3A-19111K	Mk	12/11	TUE	9:30a- 12:30p 2:00p- 5:00p
* SX61-13C27E	Ct	21,23/10 (Eng)	MON,WED	7:00p- 10:00p	SX3A-6A37K	Mk	23,30/11	SAT	10:00a- 1:00p
SX61-19101C	Ct	23/10	WED	9:30a- 12:30p 2:00p- 5:00p	SX3A-6A34C	Ct	7,14/12	SAT	10:00a- 1:00p
SX61-6A34K	Mk	9,16/11	SAT	10:00a- 1:00p	SX3A-19121C	Ct	19/12	THU	9:30a- 12:30p 2:00p- 5:00p
SX61-6A33C	Ct	16,23/11	SAT	10:00a- 1:00p	* SX3A-6A57E	Ct	21,28/12 (Eng)	SAT	10:00a- 1:00p
SX61-19111K	Mk	26/11	TUE	9:30a- 12:30p 2:00p- 5:00p	49. Microsoft Excel 2010 for Beginners <i>\$1100, 1 day or 2 evenings</i>				
SX61-45C19K	Mk	5,6/12	THU,FRI	7:00p- 10:00p	SS01-19101K	Mk	17/10	THU	9:30a- 12:30p 2:00p- 5:00p
* SX61-6A83E	Ct	21,28/12 (Eng)	SAT	10:00a- 1:00p	SS01-19111C	Ct	14/11	THU	9:30a- 12:30p 2:00p- 5:00p
SX61-51C3K	Mk	27,30/12	FRI,MON	7:00p- 10:00p	SS01-19121K	Mk	6/12	FRI	9:30a- 12:30p 2:00p- 5:00p
SX61-19121C	Ct	30/12	MON	9:30a- 12:30p 2:00p- 5:00p	50. Microsoft Excel 2010 for Advanced Users <i>\$1100, 1 day or 2 evenings</i>				
SX61-24C26C	Ct	7,9/1	TUE,THU	7:00p- 10:00p	SE0A-19091C	Ct	20/9	FRI	9:30a- 12:30p 2:00p- 5:00p
SX61-45C20K	Mk	13,14/2	THU,FRI	7:00p- 10:00p					
* SX61-45C27E	Ct	20,21/2 (Eng)	THU,FRI	7:00p- 10:00p					
SX61-6A34C	Ct	29/2;7/3	SAT	10:00a- 1:00p					
SX61-23C1K	Mk	7,8/4	TUE,WED	7:00p- 10:00p					
* SX61-6A23E	Ct	18,25/4 (Eng)	SAT	10:00a- 1:00p					
SX61-51C13C	Ct	24,27/4	FRI,MON	7:00p- 10:00p					
SX61-6A35K	Mk	23,30/5	SAT	10:00a- 1:00p					
SX61-6A35C	Ct	13,20/6	SAT	10:00a- 1:00p					
* SX61-45C29E	Ct	18,19/6 (Eng)	THU,FRI	7:00p- 10:00p					

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
SE0A-19101K	Mk	30/10	WED	9:30a- 12:30p 2:00p- 5:00p	GR6I-19111C	Ct	12/11	TUE	9:30a- 12:30p 2:00p- 5:00p
SE0A-19111C	Ct	28/11	THU	9:30a- 12:30p 2:00p- 5:00p	GR6I-24C9K	Mk	26,28/11	TUE,THU	7:00p- 10:00p
SE0A-19121K	Mk	9/12	MON	9:30a- 12:30p 2:00p- 5:00p	GR6I-6A24C	Ct	14,21/12	SAT	10:00a- 1:00p
GR6I-19121K	Mk	14/12			GR6I-19121K	Mk	14/12	SAT	9:30a- 12:30p 2:00p- 5:00p
51. Microsoft Excel 2013 Macro Programming with VBA					55. Microsoft PowerPoint 2016 for Advanced Users				
<i>\$2600, 2 days or 4 evenings</i>					<i>\$1100, 1 day or 2 evenings</i>				
EEM6-19091K	Mk	19,20/9	THU,FRI	9:30a- 12:30p 2:00p- 5:00p	GT6A-19091C	Ct	24/9	TUE	9:30a- 12:30p 2:00p- 5:00p
EEM6-19101C	Ct	9,10/10	WED,THU	9:30a- 12:30p 2:00p- 5:00p	GT6A-19101K	Mk	25/10	FRI	9:30a- 12:30p 2:00p- 5:00p
* EEM6-35C30E	Ct	9,11,16,18/10 (Eng)	WED,FRI	7:00p- 10:00p	GT6A-51C9K	Mk	25,28/10	FRI,MON	7:00p- 10:00p
* EEM6-6D34E	Ct	12,19/10 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	GT6A-6A33C	Ct	26/10;2/11	SAT	10:00a- 1:00p
EEM6-52C28C	Ct	25,29/10;1,5/11	FRI,TUE	7:00p- 10:00p	GT6A-19111C	Ct	30/11	SAT	9:30a- 12:30p 2:00p- 5:00p
EEM6-41C13K	Mk	7,11,14,18/11	THU,MON	7:00p- 10:00p	GT6A-6A33K	Mk	14,21/12	SAT	10:00a- 1:00p
EEM6-6D33K	Mk	9,16/11	SAT	10:00a- 1:00p 2:00p- 5:00p	GT6A-12C5C	Ct	16,17/12	MON,TUE	7:00p- 10:00p
EEM6-19111K	Mk	11,12/11	MON,TUE	9:30a- 12:30p 2:00p- 5:00p	GT6A-19121C	Ct	31/12	TUE	9:30a- 12:30p 2:00p- 5:00p
* EEM6-14C34E	Ct	2,5,9,12/12 (Eng)	MON,THU	7:00p- 10:00p	56. Microsoft PowerPoint 2013 for Beginners				
* EEM6-6D24E	Ct	7,14/12 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	<i>\$1100, 1 day or 2 evenings</i>				
EEM6-35C30C	Ct	11,13,18,20/12	WED,FRI	7:00p- 10:00p	GR3I-35C25C	Ct	25,27/9	WED,FRI	7:00p- 10:00p
EEM6-19121C	Ct	17,18/12	TUE,WED	9:30a- 12:30p 2:00p- 5:00p	GR3I-19101C	Ct	12/10	SAT	9:30a- 12:30p 2:00p- 5:00p
EEM6-6D22C	Ct	21,28/12	SAT	10:00a- 1:00p 2:00p- 5:00p	GR3I-19111K	Mk	1/11	FRI	9:30a- 12:30p 2:00p- 5:00p
EEM6-15C1K	Mk	3/1;23,27,30/12	MON,FRI	7:00p- 10:00p	GR3I-6A20C	Ct	16,23/11	SAT	10:00a- 1:00p
EEM6-6D34K	Mk	4,11/1	SAT	10:00a- 1:00p 2:00p- 5:00p	GR3I-19121C	Ct	5/12	THU	9:30a- 12:30p 2:00p- 5:00p
* EEM6-35C1E	Ct	22,29,31/1;5/2 (Eng)	WED,FRI	7:00p- 10:00p	GR3I-45C28K	Mk	12,13/12	THU,FRI	7:00p- 10:00p
EEM6-24C1C	Ct	4,6,11,13/2	TUE,THU	7:00p- 10:00p	57. Microsoft PowerPoint 2013 for Advanced Users				
EEM6-24C21K	Mk	18,20,25,27/2	TUE,THU	7:00p- 10:00p	<i>\$1100, 1 day or 2 evenings</i>				
* EEM6-6D39E	Ct	22,29/2 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	GT3A-19101C	Ct	16/10	WED	9:30a- 12:30p 2:00p- 5:00p
EEM6-6D35K	Mk	7,14/3	SAT	10:00a- 1:00p 2:00p- 5:00p	GT3A-35C28C	Ct	16,18/10	WED,FRI	7:00p- 10:00p
EEM6-13C30C	Ct	23,25,30/3;1/4	MON,WED	7:00p- 10:00p	GT3A-45C34K	Mk	14,15/11	THU,FRI	7:00p- 10:00p
* EEM6-24C36E	Ct	24,26,31/3;2/4 (Eng)	TUE,THU	7:00p- 10:00p	GT3A-19111K	Mk	16/11	SAT	9:30a- 12:30p 2:00p- 5:00p
EEM6-13C34K	Mk	6,8,15,20/4	MON,WED	7:00p- 10:00p	GT3A-6A33C	Ct	7,14/12	SAT	10:00a- 1:00p
* EEM6-6D41E	Ct	2,9/5 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p	GT3A-19121K	Mk	27/12	FRI	9:30a- 12:30p 2:00p- 5:00p
EEM6-6D34C	Ct	2,9/5	SAT	10:00a- 1:00p 2:00p- 5:00p	GT3A-6A35K	Mk	4/1;28/12	SAT	10:00a- 1:00p
EEM6-35C31C	Ct	13,15,20,22/5	WED,FRI	7:00p- 10:00p	58. Microsoft PowerPoint 2010 for Beginners				
EEM6-6D31K	Mk	23,30/5	SAT	10:00a- 1:00p 2:00p- 5:00p	<i>\$1100, 1 day or 2 evenings</i>				
* EEM6-35C31E	Ct	27,29/5;3,5/6 (Eng)	WED,FRI	7:00p- 10:00p	GR0I-19101K	Mk	12/10	SAT	9:30a- 12:30p 2:00p- 5:00p
EEM6-35C78K	Mk	27,29/5;3,5/6	WED,FRI	7:00p- 10:00p	GR0I-19111C	Ct	12/11	TUE	9:30a- 12:30p 2:00p- 5:00p
52. Microsoft Excel Dashboards & Reports 2013					GR0I-19121K	Mk	14/12	SAT	9:30a- 12:30p 2:00p- 5:00p
<i>\$3100, 2 days or 4 evenings</i>					59. Microsoft PowerPoint 2010 for Advanced Users				
SEDR-19091C	Ct	16,17/9	MON,TUE	9:30a- 12:30p 2:00p- 5:00p	<i>\$1100, 1 day or 2 evenings</i>				
SEDR-24C30K	Mk	15,17,22,24/10	TUE,THU	7:00p- 10:00p	GPOA-19101K	Mk	25/10	FRI	9:30a- 12:30p 2:00p- 5:00p
SEDR-19101K	Mk	21,22/10	MON,TUE	9:30a- 12:30p 2:00p- 5:00p	GPOA-19111C	Ct	30/11	SAT	9:30a- 12:30p 2:00p- 5:00p
SEDR-6A34C	Ct	16,23,30/11;7/12	SAT	10:00a- 1:00p	GPOA-19121C	Ct	31/12	TUE	9:30a- 12:30p 2:00p- 5:00p
SEDR-19111C	Ct	19,20/11	TUE,WED	9:30a- 12:30p 2:00p- 5:00p	60. Enhancing Microsoft PowerPoint 2016 Presentations with Multimedia Elements				
SEDR-19121K	Mk	11,12/12	WED,THU	9:30a- 12:30p 2:00p- 5:00p	<i>\$1100, 1 day</i>				
SEDR-13C34K	Mk	16,18,23,30/12	MON,WED	7:00p- 10:00p	EE6M-19101K	Mk	31/10	THU	9:30a- 12:30p 2:00p- 5:00p
53. Access and Excel Integration with VBA 2010					EE6M-19111C	Ct	13/11	WED	9:30a- 12:30p 2:00p- 5:00p
<i>\$3100, 2 days or 4 evenings</i>					EE6M-19121C	Ct	12/12	THU	9:30a- 12:30p 2:00p- 5:00p
AXI7-6A33K	Mk	16,23,30/11;7/12	SAT	10:00a- 1:00p	61. Visual Design for PowerPoint Presentations 2016				
AXI7-35C33C	Ct	3/1;18,20,27/12	WED,FRI	7:00p- 10:00p	<i>\$1100, 1 day</i>				
54. Microsoft PowerPoint 2016 for Beginners					GDP6-19101C	Ct	11/10	FRI	9:30a- 12:30p 2:00p- 5:00p
<i>\$1100, 1 day or 2 evenings</i>									
GR6I-19101K	Mk	11/10	FRI	9:30a- 12:30p 2:00p- 5:00p					
GR6I-6A24K	Mk	12,19/10	SAT	10:00a- 1:00p					
GR6I-24C21C	Ct	29,31/10	TUE,THU	7:00p- 10:00p					

Course	Centre	Dates	Day	Time	Course	Centre	Dates	Day	Time
GDP6-19121C	Ct	3/12	TUE	9:30a- 12:30p 2:00p- 5:00p	IND9-19101K	Mk	24,25/10	THU,FRI	9:30a- 12:30p 2:00p- 5:00p
62. Visual Design for PowerPoint Presentations 2010 \$1100, 1 day					* IND9-31C6E	Ct	28,30/10;4,6/11 (Eng)	MON,WED	7:00p- 10:00p
GDP0-19111C	Ct	8/11	FRI	9:30a- 12:30p 2:00p- 5:00p	IND9-24C34K	Mk	29,31/10;5,7/11	TUE,THU	7:00p- 10:00p
63. Microsoft Visio 2013 \$2400, 2 days or 4 evenings					IND9-42D27K	Mk	29,31/10	TUE,THU	9:45a- 12:45p 2:00p- 5:00p
GV06-19101C	Ct	14,15/10	MON,TUE	9:30a- 12:30p 2:00p- 5:00p	IND9-6D37K	Mk	2,9/11	SAT	10:00a- 1:00p 2:00p- 5:00p
64. Microsoft Access 2016 for Beginners \$2400, 2 days or 4 evenings					* IND9-6D1E	Ct	2,9/11 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
DD6I-13C20K	Mk	14,16,21,23/10	MON,WED	7:00p- 10:00p	IND9-24C15C	Ct	5,7,12,14/11	TUE,THU	7:00p- 10:00p
DD6I-19101C	Ct	22,23/10	TUE,WED	9:30a- 12:30p 2:00p- 5:00p	IND9-19111C	Ct	21,22/11	THU,FRI	9:30a- 12:30p 2:00p- 5:00p
DD6I-42C1C	Ct	14,19,21,26/11	THU,TUE	7:00p- 10:00p	IND9-19121K	Mk	10,11/12	TUE,WED	9:30a- 12:30p 2:00p- 5:00p
DD6I-6A19K	Mk	4/1;14,21,28/12	SAT	10:00a- 1:00p	IND9-52C26K	Mk	13,17,20,27/12	FRI,TUE	7:00p- 10:00p
DD6I-19121K	Mk	18,19/12	WED,THU	9:30a- 12:30p 2:00p- 5:00p	* IND9-25C23E	Ct	3,7,10/1;27/12 (Eng)	FRI,TUE	7:00p- 10:00p
65. Microsoft Access 2016 for Advanced Users \$2800, 2 days or 4 evenings					* IND9-6D61E	Ct	4/1;28/12 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
DD6A-6A17C	Ct	12,19,26/10;2/11	SAT	10:00a- 1:00p	IND9-14D33K	Mk	2/1;30/12	MON,THU	9:45a- 12:45p 2:00p- 5:00p
DD6A-14C23K	Mk	18,21,25,28/11	MON,THU	7:00p- 10:00p	IND9-6D38K	Mk	4,11/1	SAT	10:00a- 1:00p 2:00p- 5:00p
DD6A-19111C	Ct	21,22/11	THU,FRI	9:30a- 12:30p 2:00p- 5:00p	IND9-15C1C	Ct	6,10,13,17/1	MON,FRI	7:00p- 10:00p
DD6A-25C19C	Ct	3/1;17,20,27/12	TUE,FRI	7:00p- 10:00p	IND9-31C1K	Mk	3,5,10,12/2	MON,WED	7:00p- 10:00p
66. Microsoft Access 2013 for Beginners \$2400, 2 days or 4 evenings					* IND9-14C34E	Ct	24,27/2;2,5/3 (Eng)	MON,THU	7:00p- 10:00p
DD3I-6A20C	Ct	19,26/10;2,9/11	SAT	10:00a- 1:00p	IND9-25D25K	Mk	28/2;3/3	FRI,TUE	9:45a- 12:45p 2:00p- 5:00p
DD3I-19111C	Ct	6,7/11	WED,THU	9:30a- 12:30p 2:00p- 5:00p	* IND9-6D15E	Ct	29/2;7/3 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
DD3I-24C28K	Mk	19,21,26,28/11	TUE,THU	7:00p- 10:00p	IND9-6D39K	Mk	7,14/3	SAT	10:00a- 1:00p 2:00p- 5:00p
DD3I-35C29C	Ct	3/1;18,20,27/12	WED,FRI	7:00p- 10:00p	IND9-24C62C	Ct	10,12,17,19/3	TUE,THU	7:00p- 10:00p
67. Microsoft Access 2013 for Advanced Users \$2800, 2 days or 4 evenings					IND9-25C22K	Mk	24,27,31/3;3/4	TUE,FRI	7:00p- 10:00p
DD3A-35C25C	Ct	25,27/9;2,4/10	WED,FRI	7:00p- 10:00p	IND9-31C6C	Ct	27,29/4;4,6/5	MON,WED	7:00p- 10:00p
DD3A-19101C	Ct	9,10/10	WED,THU	9:30a- 12:30p 2:00p- 5:00p	* IND9-13C23E	Ct	29/4;4,6,11/5 (Eng)	WED,MON	7:00p- 10:00p
DD3A-25C1K	Mk	19,22,26,29/11	TUE,FRI	7:00p- 10:00p	IND9-24D1K	Mk	5,7/5	TUE,THU	10:00a- 1:00p 2:00p- 5:00p
DD3A-19121K	Mk	3,4/12	TUE,WED	9:30a- 12:30p 2:00p- 5:00p	IND9-6D40K	Mk	9,16/5	SAT	10:00a- 1:00p 2:00p- 5:00p
DD3A-6A18C	Ct	4/1;14,21,28/12	SAT	10:00a- 1:00p	IND9-14C12K	Mk	14,18,21,25/5	THU,MON	7:00p- 10:00p
68. Microsoft Access 2010 Programming \$4000, 3 days or 6 evenings					IND9-35C1C	Ct	15,20,22,27/5	FRI,WED	7:00p- 10:00p
PA10-35C29K	Mk	27/11 to 13/12	WED,FRI	7:00p- 10:00p	* IND9-6D16E	Ct	23,30/5 (Eng)	SAT	10:00a- 1:00p 2:00p- 5:00p
69. (55205) Mastering Microsoft Project 2016 (Microsoft Official Curriculum) \$3900, 2 days or 4 evenings									
PJ16-24C6K	Mk	24,26/9;3,8/10	TUE,THU	7:00p- 10:00p					
PJ16-34D1C	Ct	9,10/10	WED,THU	9:45a- 12:45p 2:00p- 5:00p					
PJ16-45C1C	Ct	14,15,21,22/11	THU,FRI	7:00p- 10:00p					
PJ16-12D28K	Mk	25,26/11	MON,TUE	9:45a- 12:45p 2:00p- 5:00p					
70. Microsoft Project 2013 \$1200, 1 day or 2 evenings									
MP06-35C25K	Mk	25,27/9	WED,FRI	7:00p- 10:00p					
MP06-13C21C	Ct	30/9;2/10	MON,WED	7:00p- 10:00p					
MP06-19101C	Ct	25/10	FRI	9:30a- 12:30p 2:00p- 5:00p					
MP06-12C30K	Mk	11,12/11	MON,TUE	7:00p- 10:00p					
MP06-19121K	Mk	9/12	MON	9:30a- 12:30p 2:00p- 5:00p					
MP06-6A33C	Ct	21,28/12	SAT	10:00a- 1:00p					
MP06-51C27K	Mk	27,30/12	FRI,MON	7:00p- 10:00p					
71. Adobe InDesign CC/CS6 \$2400, 12 hours in 4 sessions									
IND9-35C35C	Ct	27/9;2,4,9/10	FRI,WED	7:00p- 10:00p					
m IND9-13C14M	Ct	14,16,21,23/10	MON,WED	7:00p- 10:00p					