

ExecuTrain Course Schedule

 Course Schedule
 Feb 12 - Jun 12 (update 18 Jan 11)

Standard Desktop Applications

| Operating Systems | Course Fee | Feb-12 | Mar-12 | Apr-12 | May-12 | Jun-12 |
|---|-------------------|---------------|---------------|---------------|---------------|---------------|
| Microsoft Windows | | | | | | |
| MS-Windows 7 | 2,450 | 6 | 8 | 9 | 10 | 7 |
| MS-Windows Vista Introduction | 2,450 | 7 | 9 | 10 | 11 | 8 |
| MS-Windows XP Introduction | 2,450 | * | * | * | * | * |
| MS-Office 2007 New Feature | 2,450 | 13 | 12 | 12 | 14 | 14 |
| MS-Office 2010 New Feature | 2,450 | 14 | 13 | 13 | 15 | 15 |
| MS-Office OneNote 2007 | 3,000 | * | * | * | * | * |
| Spreadsheets | | | | | | |
| Microsoft Excel | | | | | | |
| MS-Excel 2010 level I | 2,450 | 13 | 19 | 9 | 8 | 19 |
| MS-Excel 2010 level II (2 days) | 4,900 | 14-15 | 20-21 | 10-11 | 9-10 | 20-21 |
| MS-Excel 2010 level III | 2,450 | 16 | 22 | 12 | 11 | 22 |
| MS-Excel 2007 level I | 2,450 | 20 | 15 | 9 | 15 | 11 |
| MS-Excel 2007 level II (2 days) | 4,900 | 21-22 | 16, 19 | 10-11 | 16-17 | 12-13 |
| MS-Excel 2007 level III | 2,450 | 23 | 20 | 12 | 18 | 14 |
| MS-Excel 2007 New Feature | 2,450 | 13 | 12 | 13 | 14 | 14 |
| MS-Excel 2003 (4 Days) | 9,800 | 14-17 | 19-22 | 24-27 | 21-24 | 25-28 |
| MS-Excel Tips & Tricks (2 days) | 4,900 | 27-28 | 21-22 | 17-18 | 21-22 | 18-19 |
| Excel 2003: Useful Excel Formulas and Functions | 6,000 | 23-24 | 26-27 | 19-20 | 23-24 | 20-21 |
| Word Processing | | | | | | |
| Microsoft Word | | | | | | |
| MS-Word 2010 Level I | 2,450 | 20 | 5 | 2 | 2 | 5 |
| MS-Word 2010 Level II | 2,450 | 21 | 6 | 3 | 3 | 6 |
| MS-Word 2010 Level III | 2,450 | 22 | 7 | 4 | 4 | 7 |
| MS-Word 2007 level I | 2,450 | 24 | 21 | 17 | 28 | 18 |
| MS-Word 2007 level II (2 Days) | 4,900 | 27-28 | 22-23 | 18-19 | 29-30 | 19 |
| MS-Word 2007 level III | 2,450 | 29 | 26 | 20 | 31 | 20 |
| MS-Word 2007 New Feature | 2,450 | 13 | 12 | 13 | 14 | 14 |
| MS-Word 2003 (3 Days) | 7,350 | 6-8 | 12-14 | 9-12 | 8-11 | 11-14 |
| Database Management | | | | | | |
| Microsoft Access | | | | | | |
| MS-Access 2010 level I | 2,450 | 6 | 12 | 17 | 14 | 12 |
| MS-Access 2010 level II (2 days) | 4,900 | 7-8 | 13-14 | 18-19 | 15-16 | 13-14 |
| MS-Access 2010 level III | 2,450 | 9 | 15 | 20 | 17 | 15 |
| MS-Access 2007 level I | 2,450 | 13 | 8 | 23 | 21 | 25 |
| MS-Access 2007 level II (2 days) | 4,900 | 14-15 | 9-10 | 24-25 | 22-23 | 26-27 |
| MS-Access 2007 level III | 2,450 | 16 | 13 | 26 | 24 | 28 |
| MS-Access 2007 level IV | 2,450 | 17 | 14 | 27 | 25 | 29 |
| MS-Access 2003 (5 Days) | 12,250 | 20-24 | 26-30 | 17-20, 23 | 14-18 | 18-22 |
| MS-Access 2007 New Feature | 2,450 | 14 | 13 | 12 | 15 | 15 |
| Presentations | | | | | | |
| Microsoft PowerPoint | | | | | | |
| MS-PowerPoint 2010 level I | 2,450 | 1 | 1 | 9 | 10 | 7 |
| MS-PowerPoint 2010 level II | 2,450 | 2 | 2 | 10 | 11 | 8 |

| Presentations | Course Fee | Feb-12 | Mar-12 | Apr-12 | May-12 | Jun-12 |
|--|-------------------|---------------|---------------|---------------|---------------|---------------|
| MS-PowerPoint 2007 level I | 2,450 | 6 | 5 | 2 | 9 | 7 |
| MS-PowerPoint 2007 level II | 2,450 | 7 | 6 | 3 | 10 | 8 |
| MS-PowerPoint 2007 New Feature | 2,450 | 14 | 13 | 12 | 15 | 15 |
| MS-PowerPoint 2003 (2 Days) | 4,900 | 1-2 | 1-2 | 2-3 | 3-4 | 5-6 |
| MS-PowerPoint Professional (2 days) | 6,000 | 8-9 | 8-9 | 10-11 | 14-15 | 11-12 |
| Project Management | Course Fee | Feb-12 | Mar-12 | Mar-12 | Mar-12 | Mar-12 |
| Microsoft Project | | | | | | |
| MS-Project 2010 Level 1 | 3,000 | 9 | 8 | 11 | 15 | 12 |
| MS-Project 2010 Level 2 | 3,000 | 10 | 9 | 12 | 16 | 13 |
| MS-Project 2007 Level 1 | 3,000 | 21 | 13 | 18 | 22 | 26 |
| MS-Project 2007 Level 2 | 3,000 | 22 | 14 | 19 | 23 | 27 |
| MS-Project 2007 Advanced | 3,000 | * | * | * | * | * |
| Mail Packages | Course Fee | Feb-12 | Mar-12 | Apr-12 | May-12 | Jun-12 |
| Microsoft Outlook | | | | | | |
| MS-Outlook 2010 level I | 2,450 | 27 | 16 | 23 | 21 | 25 |
| MS-Outlook 2010 level II | 2,450 | 28 | 17 | 24 | 22 | 26 |
| MS-Outlook 2010 level III | 2,450 | 29 | 18 | 25 | 23 | 27 |
| MS-Outlook 2007 level I | 2,450 | 1 | 3 | 2 | 2 | 5 |
| MS-Outlook 2007 level II | 2,450 | 2 | 4 | 3 | 3 | 6 |
| MS-Outlook 2007 level III | 2,450 | 3 | 5 | 4 | 4 | 7 |
| MS-Outlook 2003 (3 Days) | 7,350 | 13-15 | 11-13 | 2-4 | 2-4 | 6-8 |
| Desktop Publishing & Graphics | Course Fee | Feb-12 | Mar-12 | Apr-12 | May-12 | Jun-12 |
| PageMaker 7.0 (3 days) | 9,000 | 1-3 | 6,8-9 | 2-4 | 2-4 | 6-8 |
| Adobe Indesign CS4 (3 days) | 9,000 | 6-8 | 12-14 | 17-19 | 8-10 | 11-13 |
| Adobe PhotoShop CS4 (3 days) | 9,000 | 13-15 | 19-21 | 9-11 | 14-16 | 18-20 |
| CorelDraw 14 (3 days) | 9,000 | 20-22 | 26-28 | 23-25 | 21-23 | 25-27 |
| Adobe Illustrator CS4 (3 days) | 9,000 | 27-29 | 6, 8-9 | 2-4 | 28-30 | 6-8 |
| MS-Visio 2007 (2 days) | 6,000 | 9-10 | 15-16 | 5-6 | 10-11 | 7-8 |
| AutoCAD 2008 3D (3 days) | 9,000 | * | * | * | * | * |
| Internet | Course Fee | Feb-12 | Mar-12 | Apr-12 | May-12 | Jun-12 |
| Internet & Web Publishing | | | | | | |
| Internet for Business with IE 8.0 | 2,450 | 6 | 9 | 9 | 11 | 8 |
| Adobe Flash CS4 (3 days) | 9,000 | 6-8 | 12-14 | 17-19 | 2-4 | 5-7 |
| Adobe DreamWeaver CS4 (3 days) | 9,000 | 20-22 | 26-28 | 23-25 | 21-23 | 25-27 |
| Adobe Acrobat Reader/Writer 9 Level 1 | 3,000 | 23 | 22 | 19 | 10 | 7 |
| Adobe Acrobat Reader/Writer 9 Level 2 | 3,000 | 24 | 23 | 20 | 11 | 8 |
| MS-FrontPage 2007 (2 days) | 6,000 | 16-17 | 22-23 | * | * | * |
| OpenOffice.org | Course Fee | Feb-12 | Mar-12 | Apr-12 | May-12 | Jun-12 |
| OpenOffice.org | * | * | * | * | * | * |
| UNIX Operating Systems | Course Fee | Feb-12 | Mar-12 | Apr-12 | May-12 | Jun-12 |
| Unix | * | * | * | * | * | * |
| Linux Operating Systems | Course Fee | Feb-12 | Mar-12 | Apr-12 | May-12 | Jun-12 |
| Linux | * | * | * | * | * | * |
| Lotus Notes Domino | Course Fee | Feb-12 | Mar-12 | Apr-12 | May-12 | Jun-12 |
| Lotus Notes | * | * | * | * | * | * |

Remarks

- 1) * Please call in at ExecuTrain office to confirm the specific class date. Thank you.
- 2) (e) classes will be conducted in English version.
- 3) (eve) classes are in evening program 18:00-21:00 pm.
- 4) ExecuTrain reserves the right to change the schedule in case the number of participants less than 6 people or 3 pairs.