

# Course Schedule

## Standard Desktop Applications

**Course Schedule**  
**May-Sep 2010 (update 1-May-10)**

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

<b>Presentations</b>	<b>Course Fee</b>	<b>May-10</b>	<b>Jun-10</b>	<b>Jul-10</b>	<b>Aug-10</b>	<b>Sep-10</b>
MS-PowerPoint 2007 level II	2,450	7,22	15	2	3	2
MS-PowerPoint Professional (2 days)	6,000	24-25	17-18	19-20	10-11	13-14
MS-PowerPoint 2007 New Feature	2,450	25	25	23	24	21
<b>Project Management</b>	<b>Course Fee</b>	<b>May-10</b>	<b>Jun-10</b>	<b>Jul-10</b>	<b>Aug-10</b>	<b>Sep-10</b>
<b>Microsoft Project</b>						
MS-Project 2003 Level 1	3,000	11	15	6	8	14
MS-Project 2003 Level 2	3,000	12	16	7	9	15
MS-Project 2003 Level 3 (2 Days)	6,000	13-14	17-18	8-9	10-11	16-17
MS-Project 2007 Level 1	3,000	6	8	13	10	7
MS-Project 2007 Level 2	3,000	7	9	14	11	8
<b>Mail Packages</b>	<b>Course Fee</b>	<b>May-10</b>	<b>Jun-10</b>	<b>Jul-10</b>	<b>Aug-10</b>	<b>Sep-10</b>
<b>Microsoft Outlook</b>						
MS-Outlook 2003 level I	2,450	4	1	5	2	1
MS-Outlook 2003 level II	2,450	6	2	6	3	2
MS-Outlook 2003 level III	2,450	7	3	7	4	3
MS-Outlook 2007 level I	2,450	24	16	28	4	6
MS-Outlook 2007 level II	2,450	25	17	29	5	7
MS-Outlook 2007 level III	2,450	26	18	30	6	8
<b>Desktop Publishing &amp; Graphics</b>	<b>Course Fee</b>	<b>May-10</b>	<b>Jun-10</b>	<b>Jul-10</b>	<b>Aug-10</b>	<b>Sep-10</b>
PageMaker 7.0 (3 days)	9,000	10-12	7-9	5-7	2-4	6-8
Adobe Indesign CS3 (3 days)	9,000	17-19	14-16	5-7	9-11	6-8
Adobe PhotoShop CS3 (3 days)	9,000	10-12	16-18	12-14	9-11	13-15
CorelDraw 14 (3 days)	9,000	17-19	21-23	28-30	23-25	20-22
Adobe Illustrator CS3 (3 days)	9,000	24-26	28-30	5-7	9-11	6-8
MS-Visio 2007 (2 days)	6,000	20-21	24-25	12-13	16-17	13-15
AutoCAD 2008 3D (3 days)	9,000	17-19	28-30	19-21	23-25	20-22
<b>Internet</b>	<b>Course Fee</b>	<b>May-10</b>	<b>Jun-10</b>	<b>Jul-10</b>	<b>Aug-10</b>	<b>Sep-10</b>
<b>Internet &amp; Web Publishing</b>						
Internet for Business with IE 7.0	2,450	7	10	9	10	10
Adobe Flash CS3 (3 days)	9,000	17-19	21-23	19-21	16-18	20-22
Adobe DreamWeaver CS3 (3 days)	9,000	24-26	28-30	28-30	23-25	27-29
Adobe Acrobat Reader/Writer 7.0 Level 1	3,000	20	17	19	16	9
Adobe Acrobat Reader/Writer 7.1 Level 2	3,000	21	18	20	17	10
MS-FrontPage 2003 (2 days)	6,000	13-14	10-11	15-16	19-20	13-14
Electronic Commerce	*	*	*	*	*	*
<b>OpenOffice.org</b>	<b>Course Fee</b>	<b>May-10</b>	<b>Jun-10</b>	<b>Jul-10</b>	<b>Aug-10</b>	<b>Sep-10</b>
OpenOffice.org Calc	2,450	*	*	*	*	*
OpenOffice.org Writer	2,450	*	*	*	*	*
OpenOffice.org Impress	2,450	*	*	*	*	*
<b>UNIX Operating Systems</b>	<b>Course Fee</b>	<b>May-10</b>	<b>Jun-10</b>	<b>Jul-10</b>	<b>Aug-10</b>	<b>Sep-10</b>
<b>Unix</b>	*	*	*	*	*	*
<b>Linux Operating Systems</b>	<b>Course Fee</b>	<b>May-10</b>	<b>Jun-10</b>	<b>Jul-10</b>	<b>Aug-10</b>	<b>Sep-10</b>
<b>Linux</b>	*	*	*	*	*	*
<b>Lotus Notes Domino</b>	<b>Course Fee</b>	<b>May-10</b>	<b>Jun-10</b>	<b>Jul-10</b>	<b>Aug-10</b>	<b>Sep-10</b>
<b>Lotus Notes</b>	*	*	*	*	*	*

**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.