

Public Course Schedule

Virtual Training
Standard Desktop Applications

Course Schedule
Jan- Dec 2020
update 26 Dec 2019

| Spreadsheets | Course Fee | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 |
|--|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Microsoft Excel | | | | | | | | | | | | | |
| MS-Excel 2016 level 1 | 3,000 | 7 | 3 | 2 | 1 | 11 | 8 | 1 | 3 | 1 | 5 | 2 | 1 |
| MS-Excel 2016 level 2 (2 days) | 6,000 | 8-9 | 4-5 | 3-4 | 2-3 | 12-13 | 9-10 | 2-3 | 4-5 | 2-3 | 6-7 | 3-4 | 2-3 |
| MS-Excel 2016 level 3 | 3,000 | 10 | 6 | 5 | 8 | 14 | 11 | 7 | 6 | 4 | 8 | 5 | 4 |
| MS-Excel 365 level 1 | 9,500 | 27-28 | 11-12 | 9-10 | 20-21 | 11-12 | 8-9 | 7-8 | 3-4 | 1-2 | 1-2 | 2-3 | 1-2 |
| MS-Excel 365 level 2 | 9,500 | 29-30 | 13-14 | 11-12 | 22-23 | 13-14 | 10-11 | 9-10 | 5-6 | 3-4 | 5-6 | 4-5 | 3-4 |
| MS-Excel 365 level 3 | 5,000 | 31 | 17 | 13 | 24 | 15 | 12 | 13 | 7 | 7 | 7 | 6 | 8 |
| MS-Excel Maximizing PivotTable | 3,000 | 13 | 7 | 6 | 9 | 15 | 1 | 8 | 7 | 7 | 9 | 6 | 18 |
| MS-Excel Data Analysis with PowerPivot (2 days) | 9,500 | 14-15 | 12-13 | 9-10 | 20-21 | 18-19 | 4-5 | 9-10 | 10-11 | 8-9 | 8-9 | 9-10 | 14-15 |
| MS-Excel Tips & Tricks (2 days) | 7,000 | 16-17 | 17-18 | 11-12 | 22-23 | 20-21 | 1-2 | 13-14 | 13-14 | 10-11 | 1-2 | 11-12 | 16-17 |
| Useful Excel Formulas and Functions (2 days) | 7,000 | 20-21 | 19-20 | 16-17 | 27-28 | 25-26 | 15-16 | 15-16 | 17-18 | 14-15 | 15-16 | 16-17 | 21-22 |
| Useful Excel Formulas and Functions 365 (2 days) | 9,500 | 7-8 | 19-20 | 17-18 | 2-3 | 19-20 | 24-25 | 15-16 | 18-19 | 9-10 | 15-16 | 10-11 | 15-16 |
| MS Excel Maximized & Dynamic Chart (2 Days) | 7,000 | 22-23 | 24-25 | 18-19 | 29-30 | 27-28 | 17-18 | 20-21 | 19-20 | 16-17 | 19-20 | 18-19 | 23-24 |
| MS-Excel 2016 for HR. (Human Resource) | 4,000 | 24 | 26 | 20 | 10 | 22 | 19 | 17 | 21 | 18 | 14 | 13 | 25 |
| Microsoft Power BI | 9,500 | 9-10 | 20-21 | 19-20 | 8-9 | 21-22 | 25-26 | 16-17 | 20-21 | 10-11 | 19-20 | 12-13 | 17-18 |
| Word Processing | | | | | | | | | | | | | |
| Microsoft Word | | | | | | | | | | | | | |
| MS-Word 2016 Level 1 | 3,000 | 8 | 26 | 25 | 8 | 7 | 15 | 22 | 24 | 21 | 19 | 20 | 1 |
| MS-Word 2016 Level 2 | 3,000 | 9 | 27 | 26 | 9 | 8 | 16 | 23 | 25 | 22 | 20 | 23 | 2 |
| MS-Word 2016 Level 3 | 3,000 | 10 | 28 | 27 | 10 | 11 | 17 | 24 | 26 | 23 | 21 | 24 | 3 |
| Database Management | | | | | | | | | | | | | |
| Microsoft Access | | | | | | | | | | | | | |
| MS-Access 2016 Level 1 | 3,000 | 20 | 4 | 9 | 1 | 26 | 22 | 8 | 26 | 7 | 26 | 9 | 15 |
| MS-Access 2016 Level 2 (2 days) | 6,000 | 21-22 | 5-6 | 10-11 | 2-3 | 27-28 | 23-24 | 9-10 | 27-28 | 8-9 | 27-28 | 10-11 | 16-17 |
| MS-Access 2016 Level 3 | 3,000 | 23 | 7 | 12 | 7 | 29 | 25 | 13 | 31 | 10 | 29 | 12 | 18 |
| Presentations | | | | | | | | | | | | | |
| Microsoft PowerPoint | | | | | | | | | | | | | |
| MS-PowerPoint 2016 Level 1 | 3,000 | 27 | 12 | 4 | 20 | 11 | 26 | 1 | 5 | 28 | 5 | 4 | 21 |
| MS-PowerPoint 2016 Level 2 | 3,000 | 28 | 13 | 5 | 21 | 12 | 29 | 2 | 6 | 29 | 6 | 5 | 22 |
| MS-PowerPoint 365 | 5,000 | 6 | 18 | 16 | 1 | 18 | 23 | 14 | 17 | 8 | 8 | 9 | 14 |
| MS-PowerPoint (Useful Presentation) | 4,000 | 29 | 14 | 6 | 22 | 13 | 30 | 3 | 7 | 30 | 7 | 6 | 23 |
| Project Management | | | | | | | | | | | | | |
| Microsoft Project | | | | | | | | | | | | | |
| MS-Project 2016 Level 1 | 3,000 | 30 | 17 | 30 | 16 | 7 | 10 | 23 | 3 | 24 | 1 | 19 | 8 |
| MS-Project 2016 Level 2 | 3,000 | 31 | 18 | 31 | 17 | 8 | 11 | 24 | 4 | 25 | 2 | 20 | 9 |
| Mail Packages | | | | | | | | | | | | | |
| Microsoft Outlook | | | | | | | | | | | | | |
| MS-Outlook 2016 level 1 | 3,000 | 13 | 18 | 16 | 27 | 20 | 15 | 27 | 19 | 16 | 27 | 11 | 14 |
| MS-Outlook 2016 level 2 | 3,000 | 14 | 19 | 17 | 28 | 21 | 16 | 29 | 20 | 17 | 28 | 12 | 15 |
| MS-Outlook 2013 level 1 | 3,000 | 15 | 20 | 18 | 29 | 22 | 17 | 30 | 21 | 18 | 29 | 13 | 16 |
| MS-Outlook 2013 level 2 | 3,000 | 16 | 21 | 19 | 30 | 25 | 18 | 31 | 24 | 21 | 30 | 16 | 17 |
| Digital and Technology | | | | | | | | | | | | | |
| Digital Marketing for Executive | 5,000 | * | * | * | * | * | * | * | * | * | * | * | * |
| Blockchain for Executive | 5,000 | * | * | * | * | * | * | * | * | * | * | * | * |
| Desktop Publishing & Graphics | | | | | | | | | | | | | |
| PageMaker 7.0 (3 days) | 12,000 | * | * | * | * | * | * | * | * | * | * | * | * |
| Adobe InDesign CC (3 days) | 12,000 | * | * | * | * | * | * | * | * | * | * | * | * |
| Adobe Photoshop CC (3 days) | 12,000 | * | * | * | * | * | * | * | * | * | * | * | * |
| CorelDraw 14 (3 days) | 12,000 | * | * | * | * | * | * | * | * | * | * | * | * |
| Adobe Illustrator CC (3 days) | 12,000 | * | * | * | * | * | * | * | * | * | * | * | * |
| MS-Visio 2016 (2 days) | 8,000 | * | * | * | * | * | * | * | * | * | * | * | * |
| AutoCAD 2016 3D (3 days) | 12,000 | * | * | * | * | * | * | * | * | * | * | * | * |
| Internet & Web Publishing | | | | | | | | | | | | | |
| Internet for Business with IE 8.0 | 4,000 | * | * | * | * | * | * | * | * | * | * | * | * |
| Adobe Flash CC (3 days) | 12,000 | * | * | * | * | * | * | * | * | * | * | * | * |
| Adobe DreamWeaver CC (3 days) | 12,000 | * | * | * | * | * | * | * | * | * | * | * | * |
| Adobe Acrobat Reader/Writer 10 Level 1 | 4,000 | * | * | * | * | * | * | * | * | * | * | * | * |
| Adobe Acrobat Reader/Writer 10 Level 2 | 4,000 | * | * | * | * | * | * | * | * | * | * | * | * |