

# Public Course Schedule

Virtual Training

Standard Desktop Applications

Course Schedule  
Jan- Dec 2024  
update 29 Aug 2023

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