

# Public Course Schedule

## Standard Desktop Applications

Course Schedule  
Jan- Dec 2021  
update 29 Sep 2020

Spreadsheets	Course Fee	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
<b>Microsoft Excel</b>													
MS-Excel 2016 level 1	3,000	13	10	9	2	5	4	2	2	1	1	1	1
MS-Excel 2016 level 2 (2 days)	6,000	14-15	11-12	10-11	7-8	6-7	7-8	5-6	3-4	2-3	4-5	2-3	2-3
MS-Excel 2016 level 3	3,000	18	15	12	9	10	9	7	5	6	6	4	7
MS-Excel Maximizing PivotTable	3,000	19	16	15	19	17	1	1	6	7	7	5	8
MS-Excel Data Analysis with PowerPivot (2 days)	6,000	25-26	17-18	22-23	20-21	11-12	10-11	8-9	9-10	8-9	11-12	11-12	8-9
MS-Excel Tips & Tricks (2 days)	3,000	27-28	22-23	25-26	22-23	13-14	14-15	19-20	16-17	20-21	14-15	18-19	13-14
Useful Excel Formulas and Functions (2 days)	6,000	21-22	24-25	29-30	26-27	17-18	16-17	12-13	18-19	22-23	18-19	25-26	15-16
MS Excel Maximized & Dynamic Chart (2 Days)	3,000	28-29	18-19	18-19	28-29	19-20	21-22	29-30	23-24	16-17	20-21	29-30	20-21
MS-Excel 2010 for HR. (Human Resource)	3,000	12	5	31	30	24	18	14	13	10	8	8	17
<b>Word Processing</b>	<b>Course Fee</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>
<b>Microsoft Word</b>													
MS-Word 2016 Level 1	3,000	18	4	8	7	27	28	14	9	24	20	8	22
MS-Word 2016 Level 2	3,000	19	5	9	8	28	29	15	10	27	21	9	23
MS-Word 2016 Level 3	3,000	20	7	10	9	31	30	16	11	28	22	10	24
<b>Database Management</b>	<b>Course Fee</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>
<b>Microsoft Access</b>													
MS-Access 2016 Level 1	3,000	25	1	23	19	24	14	7	25	13	26	15	13
MS-Access 2016 Level 2 (2 days)	6,000	26-27	2-3	24-25	20-21	27-28	15-16	8-9	26-27	14-15	27-28	16-17	14-15
MS-Access 2016 Level 3	3,000	28	4	26	22	31	17	12	30	16	29	18	16
<b>Presentations</b>	<b>Course Fee</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>
<b>Microsoft PowerPoint</b>													
MS-PowerPoint 2016 Level 1	3,000	12	11	10	1	12	1	19	16	28	20	22	24
MS-PowerPoint 2016 Level 2	3,000	13	12	11	2	13	2	20	17	29	21	23	27
MS-PowerPoint (Useful Presentation)	3,000	14	15	12	7	14	4	21	18	30	22	24	28
<b>Project Management</b>	<b>Course Fee</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>
<b>Microsoft Project</b>													
MS-Project 2016 Level 1	3,000	28	8	30	26	10	29	29	30	13	14	29	16
MS-Project 2016 Level 2	3,000	29	9	31	27	11	30	30	31	14	15	30	17
<b>Mail Packages</b>	<b>Course Fee</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>
<b>Microsoft Outlook</b>													
MS-Outlook 2016 level 1	3,000	6	15	1	21	5	24	21	18	15	18	17	15
MS-Outlook 2016 level 2	3,000	7	16	2	22	6	25	22	19	16	19	18	16
MS-Outlook 2013 level 2	3,000	8	17	3	23	7	28	23	20	17	20	19	17
<b>Digital and Technology</b>	<b>Course Fee</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>
<b>Digital Marketing for Executive</b>	3,500	*	*	*	*	*	*	*	*	*	*	*	*
<b>Blockchain for Executive</b>	3,500	*	*	*	*	*	*	*	*	*	*	*	*
<b>Desktop Publishing &amp; Graphics</b>	<b>Course Fee</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>
PageMaker 7.0 (3 days)	9,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe Indesign CC (3 days)	9,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe PhotoShop CC (3 days)	9,000	*	*	*	*	*	*	*	*	*	*	*	*
CorelDraw 14 (3 days)	9,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe Illustrator CC (3 days)	9,000	*	*	*	*	*	*	*	*	*	*	*	*
MS-Visio 2016 (2 days)	6,000	*	*	*	*	*	*	*	*	*	*	*	*
AutoCAD 2016 3D (3 days)	9,000	*	*	*	*	*	*	*	*	*	*	*	*
<b>Internet</b>	<b>Course Fee</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>
<b>Internet &amp; Web Publishing</b>													
Internet for Business with IE 8.0	2,550	*	*	*	*	*	*	*	*	*	*	*	*
Adobe Flash CC (3 days)	9,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe DreamWeaver CC (3 days)	9,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe Acrobat Reader/Writer 10 Level 1	3,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe Acrobat Reader/Writer 10 Level 2	3,000	*	*	*	*	*	*	*	*	*	*	*	*