



Penang Address: Suite 4.01, Island Plaza 118 Jalan Tanjung Tokong 10470 Penang Malaysia. Tel : (604) 8926500

KL Address: Unit A2-3-5, Solaris Dutamas, No.1, Jalan Dutamas, 50480 Malaysia. Tel : (603) 2028 7484

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Course Code	Course Title	January 2022				February 2022				March 2022				Course Fee per Pax(RM) +SST(6%)	
		3 Jan	10 Jan	17 Jan	24 Jan	31 Jan	7 Feb	14 Feb	21 Feb	28 Feb	7 Mar	14 Mar	21 Mar		28 Mar
Week of														RM	
Desktop Productivity Tools															
Microsoft Office															
Microsoft Excel 2016															
MS-EXCEL-16	Microsoft Excel 2016 Core Essentials (1 Day)		10					14					21		424
MS-EXCEL-16	Microsoft Excel 2016 Advanced Essentials (2 Days)		11-12					15-16					22-23		742
MS-EXCEL-16	Microsoft Excel 2016 and VBA (2 Days)		13-14					17-18					24-25		1,590
MS-EXCEL-16	Microsoft Excel 2016 PowerPivot (2 Days)				25-26				22-23					28-29	1,590
MS-EXCEL-16	Introduction to Microsoft Power BI (2 Days)				27-28				24-25					30-31	1,590
Microsoft Excel 2013															
MS-EXCEL-13	Microsoft Excel 2013 Core Essentials (1 Day)		12					16					23		371
MS-EXCEL-13	Microsoft Excel 2013 Advanced Essentials (2 Days)		13-14					17-18					24-25		689
Microsoft Excel 2010															
MS-EXCEL-10	Microsoft Excel 2010-Foundation (1 Day)		5					9					16		Group
MS-EXCEL-10	Microsoft Excel 2010-Intermediate to Advanced (2 Days)		6-7					10-11					17-18		Group
Microsoft Excel 2007- Foundation/Intermediate/Advanced(FOR GROUP ONLY)															
MS-EXCEL-07	Microsoft Excel 2007-Foundation to Expert (4 Days)		11-14					15-18					22-25		Group
Microsoft Excel 2016/2013 Promotion															
MS-EXCEL	Power BI for Excel 2016-Advanced (2 Days)		6-7					7-8				10-11			1,696
MS-EXCEL-13	Maximizing Pivot Table with Excel 2013 (1 Day)		10					9				7			530
MS-EXCEL-13	Microsoft Excel Macro Programming-Basic to Intermediate (2 Days)		11-12					10-11				8-9			848
MS-EXCEL-13	Advanced Macro Programming (1 Day)		13					14				10			530
MS-EXCEL-13	Creating Human Resource Dashboard in MS Excel 2013 (1 Day)		14					15				11			748
MS-EXCEL-13	Creating HR Professionals Reports - Excel 2013 (1 Day)			17					23					29	848
MS-EXCEL-13	Creating Dashboard in MS Excel 2013 (2 Days)			20-21					24-25					30-31	1,696
MS-EXCEL-13	Advanced Excel Dashboard in MS Excel 2013 (2 Days)				25-26				22-23				22-23		1,696
MS-EXCEL-13	Managing Charts & illustrations Objects in MS Excel 2013 (2 Days)				27-28				24-25				24-25		748
MS-EXCEL-13	Making Formulas & Functions Using Microsoft Excel 2015 (2 Days)		10-11												1,272
MS-EXCEL-13	Making Advanced Formulas & Functions Accessible Using Microsoft Excel 2013 (2 Days)		12-13												1,272
MS-EXCEL-13	Amazing Power Pivot and Power View Reports (1 Day)		14												848
MS-EXCEL-13	Import & Export Data in Microsoft Office (1 Day)			17											530
MS-EXCEL-13	Data Manipulation in Microsoft Excel (1 Day)			19											530
MS-EXCEL-13	Tips & Tricks in Microsoft Excel (2 Days)			20-21											848
MS-EXCEL-13	Microsoft Excel 2013 PowerPivot in Business Analysis (1 Day)				21						28			25	848
MS-EXCEL-13	Power BI for Excel 2013 OR 2016 (4 Days)				25-28			22-25						28-31	3,180
Microsoft Excel 2010 Promotion															
MS-EXCEL-10	Power BI for Excel 2010 (4 Days)		11-14					15-18					22-25		Group
MS-EXCEL-10	Microsoft Excel 2010 with Pivot Table (1 Day)			17					21			8			Group
MS-EXCEL-10	Microsoft Excel Macro Programming-Basic to Intermediate (2 Days)			19-20					22-23			9-10			Group
MS-EXCEL-10	Advanced Macro Programming (1 Day)			21					24			11			Group
MS-EXCEL-10	Creating Human Resource Dashboard in MS Excel 2010 (1 Day)				24						28		14		Group
Microsoft PowerPoint 2016															
MS-PPOINT-16	Microsoft PowerPoint 2016 Core Essentials (1 Day)		5					9					16		424
MS-PPOINT-16	Microsoft PowerPoint 2016 Advanced Essentials (2 Days)		6-7					10-11					17-18		742
Microsoft PowerPoint 2013															
MS-PPOINT-13	Microsoft PowerPoint 2013 Core Essentials (1 Day)		10					16					23		371
MS-PPOINT-13	Microsoft PowerPoint 2013 Advanced Essentials (2 Days)		11-12					17-18					24-25		689
Microsoft PowerPoint 2010															
MS-PPOINT-10	Microsoft PowerPoint 2010-Foundation (1 Day)			19					23					29	Group
MS-PPOINT-10	Microsoft PowerPoint 2010-Intermediate to Advanced (2 Days)			20-21					24-25					30-31	Group
Microsoft PowerPoint 2007- Foundation/Intermediate/Advanced(FOR GROUP ONLY)															
MS-PPOINT-07	Microsoft PowerPoint-Foundation to Expert (4 Days)		11-14					15-18					22-25		Group
Microsoft PowerPoint 2016/2013 Promotion															
MS-PPOINT-P	Infographics in PowerPoint (2 Days)		6-7					10-11					17-18		1,272
MS-PPOINT-P	Infusing Magnificent Multimedia Ms Powerpoint (1 Day)		3					7				7			424
MS-PPOINT-P	Microsoft Powerpoint 2013 For Executives (1 Day)		4					8				8			424
MS-PPOINT-P	Powerpoint 2013 Advanced Series - Using Multimedia (1 Day)		5					9				9			424
MS-PPOINT-P	Surviving Public Speaking With Microsoft Powerpoint (1 Day)		10					14				10			424
MS-PPOINT-P	Create Powerful & Effective Slideshow Presentations Using Ms Powerpoint (1 Day)		11					15				11			371
MS-PPOINT-P	Personalize Your Slides Design With Microsoft Powerpoint (1 Day)		12					16				14			371
MS-PPOINT-P	Setting Advanced Animation With Microsoft Powerpoint 2013 (1 Day)		13					17				15			371
MS-PPOINT-P	Transform Your Presentation Using Microsoft Powerpoint (1 Day)		14					18				16			371
MS-PPOINT-P	Using Graphics & Diagram To Create High Impact Presentations (1 Day)			17					21				21		371
Microsoft Word 2016															
MS-WORD-16	Microsoft Word 2016 Core Essentials (1 Day)			19				16					23		424
MS-WORD-16	Microsoft Word 2016 Advanced Essentials (2 Days)			20-21				17-18					24-25		742
Microsoft Word 2013															



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		3 Jan	10 Jan	17 Jan	24 Jan	31 Jan	7 Feb	14 Feb	21 Feb	28 Feb	7 Mar	14 Mar	21 Mar		28 Mar
Week of														RM	
MS-WORD-13	Microsoft Word 2013 Core Essentials (1 Day)		12				8					16		371	
MS-WORD-13	Microsoft Word 2013 Advanced Essentials (2 Days)		13-14				9-10					17-18		689	
Microsoft Word 2010															
MS-WORD-10	Microsoft Word 2010-Foundation (1 Day)			19						23				29	Group
MS-WORD-10	Microsoft Word 2010-Intermediate to Advanced (2 Days)			20-21					24-25					30-31	Group
Microsoft Word 2007															
MS-WORD-07	Microsoft Word-Foundation to Expert (4 Days)	4-7					8-11					15-18			Group
Microsoft Word 2013/2016 Promotion															
MS-WORD-P	Create a Newsletter using Microsoft Word 2013 (1 Day)		10					14					21		424
MS-WORD-P	Managing Large Documents Using Microsoft Word (1 Day)		11					15					22		424
MS-WORD-P	Microsoft Word Perform Custom Settings (1 Day)		12					16					23		424
MS-WORD-P	Microsoft - Designing Graphical Publications (1 Day)		13					17					24		424
MS-WORD-P	Microsoft Word Mail Merge with External Data (1 Day)		15					18					25		424
MS-WORD-P	An In Depth Look Into Microsoft Word (1 Day)			17					21					28	424
Microsoft Access 2016															
MS-ACCESS-16	Microsoft Access 2016 Core Essentials (2 Days)			17&19					22-23					28-29	636
MS-ACCESS-16	Microsoft Access 2016 Intermediate Essentials (2 Days)			20-21					24-25					30-31	848
Microsoft Access 2013															
MS-ACCESS-13	Microsoft Access 2013 Core Essentials (2 Days)		11-12					15-16				12-13			636
MS-ACCESS-13	Microsoft Access 2013 Advanced Essentials (2 Days)		13-14					17-18				14-15			742
Microsoft Access 2010															
MS-ACCESS-10	Microsoft Access 2010-Foundation (1 Day)	5						16					23		Group
MS-ACCESS-10	Microsoft Access 2010-Intermediate to Advanced (2 Days)	6-7						17-18					24-25		Group
Microsoft Access 2007- Foundation/Intermediate/Advanced(FOR GROUP ONLY)															
MS-ACCESS-07	Microsoft Access-Foundation to Expert (4 Days)	4-7					8-11					15-18			Group
Microsoft Project 2016															
MS-PROJECT-16	Microsoft Project 2016 Core Essentials (1 Day)			19			9					16			424
MS-PROJECT-16	Microsoft Project 2016 Advanced Essentials (2 Days)			20-21			10-11					17-18			848
Microsoft Project 2013															
MS-PROJECT-13	Microsoft Project 2013 Core Essentials (1 Day)		12					16			9				424
MS-PROJECT-13	Microsoft Project 2013 Advanced Essentials (2 Days)		13-14					17-18			10-11				742
Microsoft Project 2010															
MS-PROJECT-10	Microsoft Project 2010-Foundation (1 Day)	5					9					16			424
MS-PROJECT-10	Microsoft Project 2010-Intermediate to Advanced (2 Days)	6-7					10-11					17-18			742
Microsoft Project 2007- Foundation/Intermediate/Advanced(FOR GROUP ONLY)															
MS-PROJECT-07	Microsoft Project-Foundation to Expert (4 Days)				25-28				22-25				28-31		Group
Microsoft Office Outlook 2016/2013															
MS-OUTLOOK-16	Microsoft Outlook 2016 Core Essentials (1 Days)	4					8					15			Group
MS-OUTLOOK-13	Microsoft Outlook 2013 Core Essentials (1 Day)	5					9					16			Group
MS-OUTLOOK-13	Microsoft Outlook 2013 Advanced Essentials (2 Days)	6-7					10-11					17-18			Group
MS-OUTLOOK-07	Microsoft Outlook 2007-Foundation to Expert (4 Days)		11-14					15-18					22-25		Group
Microsoft Office OneNote															
MS-ONOTE-16	Microsoft OneNote 2016 (1 Day)		11				8					15			212
MS-ONOTE-13	Microsoft OneNote 2013 Core Essentials (1 Day)		12				9					16			424
MS-ONOTE-07	Microsoft OneNote 2007-Complete (2 Days)		13-14				10-11					17-18			Group
Microsoft Visio															
MS-VISIO-16	Microsoft Visio 2016 Core Essentials (1 Days)			25					22					28	848
MS-VISIO-13	Microsoft Visio 2013 Core Essentials (1 Day)			26					23					29	424
MS-VISIO-07	Microsoft Visio 2007-Complete (2 Days)			27-28					24-25					30-31	Group
Microsoft Publisher															
MS-PUBLISHER-16	Microsoft Publisher 2016 Core Essentials (1 Day)		10					14					21		424
MS-PSHER-07	Microsoft Office Publisher-Foundation to Expert (4 Days)		11-14					15-18					22-25		Group
Microsoft InfoPath															
MS-IPATH-13	Microsoft InfoPath Designer 2013 Core Essentials (2 Days)	4-5					10-11				8-9				848
MS-IPATH-13	Microsoft InfoPath Filler 2013 Core Essentials (2 Days)	6-7						14-15			10-11				848
MS-IPATH-07	Microsoft Office InfoPath 2007(Complete) (2 Days)		10-11					16-17				14-15			Group
Other Courses															
MS-PR.MGMT	Essentials Project Management (2 Days)		11-12					15-16					22-23		2,120
MS-OTH	How to create Website using Wordpress (2 Days)		13-14					17-18					24-25		2,120
Microsoft Office 365															
Microsoft Office 365															
MS-O365	Enabling and Managing Office 365 (5 Days)				24-28				21-25				21-25		3,180
MS-O365	Microsoft Office 365 Core Essentials - Part 1 (1 Day)	3						14					21		212
MS-O365	Microsoft Office 365 Core Essentials - Part 2 (1 Day)	4						15					22		212
MS-O365	Microsoft Office 365 Excel Essentials (1 Day)	5						16					23		371
MS-O365	Microsoft Office 365 PowerPoint Essentials (1 Day)	6						17					24		371



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Week of														RM
MS-O365	Microsoft Office 365 Word Essentials (1 Day)	7						18					25	371
Microsoft SharePoint 2016														
MS-SHAREPOINT-16	Microsoft SharePoint 2016 For Users (1 Day)		12					16					23	742
MS-SHAREPOINT-16	Microsoft SharePoint 2016 For Site Owners (1 Day)		13					17					24	848
MS-SHAREPOINT-16	Microsoft SharePoint 2016 For Site Administration (1 Day)		14					18					25	848
Microsoft Skype for Business														
MS-SKYPE-16	Microsoft Skype for Business 2016 (1 Day)			20						28				212
MOC-20334	Core Solutions of Skype for Business 2015 (5 Days)				24-28				21-25				21-25	3,710
Microsoft Sway/Microsoft Teams														
MS-SWAY-16	Microsoft Sway (1 Day)	5					9				9			212
MS-TEAMS-16	Microsoft Teams (2 Days)	6-7					10-11				10-11			424
Open Office														
Open Office V3.3 Writer/Calc/Impress														
OS-OO	Calc for End Users-Basic (1 Day)	5					9				9			424
OS-OO	Calc for End Users-Intermediate to Advanced (2 Days)	6-7					10-11				10-11			1,060
OS-OO	Impress for End Users-Basic (1 Day)		12					16				16		424
OS-OO	Impress for End Users-Intermediate to Advanced (2 Days)		13-14					17-18				17-18		1,060
OS-OO	Writer for End Users-Basic (1 Day)			19					23				23	424
OS-OO	Writer for End Users- Intermediate to Advanced (2 Days)			20-21					24-25				24-25	1,060
Google G Suite														
MS-GOOGLE	Google G Suite Create (2 Days)	6-7						17-18				14-15		1,060
MS-GOOGLE	Google G Suite Connect & Access (2 Days)		10-11						21-22			16-17		1,060