



Penang Address: Suite 4.01, Island Plaza 118 Jalan Tanjung Tokong 10470 Penang Malaysia. Tel : (604) 8926622

KL Address: Unit A2-3-5, Solaris Dutamas, No.1, jalan Dutamas, 50480 Malaysia. Tel : (603) 62093456

Course Code	Course Title	January 2019				February 2019				March 2019				Course Fee per pax(RM) SST(6%) - Zero SST
		7 Jan	14 Jan	21 Jan	28 Jan	4 Feb	11 Feb	18 Feb	25 Feb	4 Mar	11 Mar	18 Mar	25 Mar	
<b>Desktop Productivity Tools</b>														
<b>Microsoft Office</b>														

**Microsoft Excel 2016**

MS-EXCEL-16	Microsoft Excel 2016 Core Essentials (1 Day)		14					18				111			400
MS-EXCEL-16	Microsoft Excel 2016 Advanced Essentials (2 Days)		15-16					19-20				12-13			700
MS-EXCEL-16	Microsoft Excel 2016 and VBA (2 Days)			22-23						25-26			18-19		1,500
MS-EXCEL-16	Microsoft Excel 2016 PowerPivot (2 Days)			24-25						27-28			20-21		1,500
MS-EXCEL-16	Introduction to Microsoft Power BI (2 Days)		17-18					21-22						25-26	1,500

**Microsoft Excel 2013**

MS-EXCEL-13	Microsoft Excel 2013 Core Essentials (1 Day)			21				12				5			350
MS-EXCEL-13	Microsoft Excel 2013 Advanced Essentials (2 Days)			22-23				13-14				6-7			650

**Microsoft Excel 2010**

MS-EXCEL-10	Microsoft Excel 2010-Foundation (1 Day)	7						18						25	350
MS-EXCEL-10	Microsoft Excel 2010-Intermediate to Advanced (2 Days)	8-9						19-20						26-27	600

**Microsoft Excel 2016/2013 Promotion**

MS-EXCEL-13	Maximizing Pivot Table with Excel 2013 (1 Day)		14					11				4			500
MS-EXCEL-13	Microsoft Excel Macro Programming-Basic to Intermediate (2 Days)		15-16					12-13					11-12		800
MS-EXCEL-13	Advanced Macro Programming (1 Day)		17					14					13		500
MS-EXCEL-13	Creating Human Resource Dashboard in MS Excel 2013 (1 Day)			22						18			14		700
MS-EXCEL-13	Creating HR Professionals Reports - Excel 2013 (1 Day)			23						19				18	800
MS-EXCEL-13	Creating Dashboard in MS Excel 2013 (2 Days)			24-25						20-21			19-20		1,600

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MS-EXCEL-13	Advanced Excel Dashboard in MS Excel 2013 (2 Days)	7-8							25-26	5-6				1,600
MS-EXCEL-13	Managing Charts & illustrations Objects in MS Excel 2013 (2 Days)	9-10							27-28	7-8				700
MS-EXCEL-13	Making Formulas & Functions Using Microsoft Excel 2015 (2 Days)		14-15				12-13				12-13			1,200
MS-EXCEL-13	Making Advanced Formulas & Functions Accessible Using Microsoft Excel 2013 (2 Days)		16-17				14-15				14-15			1,200
MS-EXCEL-13	Amazing Power Pivot and Power View Reports (1 Day)			21				18				18		800
MS-EXCEL-13	Import & Export Data in Microsoft Office (1 Day)			22				19				19		500
MS-EXCEL-13	Data Manipulation in Microsoft Excel (1 Day)			23				20				20		500
MS-EXCEL-13	Tips & Tricks in Microsoft Excel (2 Days)			24-25				21-22				21-22		800
MS-EXCEL-13	Analyzing Data with Power BI (2 Days)	9-10							25-26				25-26	2,000
MS-EXCEL-13	Microsoft Excel 2013 PowerPivot in Business Analysis (1 Day)	11							27				27	800
MS-EXCEL-13	Power BI for Excel 2013 OR 2016 (5 Days)		14-18					11-15				18-22		3,000

**Microsoft Excel 2010 Promotion**

MS-EXCEL-10	Power BI for Excel 2010 (4 Days)	10-11					11-12				18-19			2,400
MS-EXCEL-10	Microsoft Excel 2010 with Pivot Table (1 Day)		14				13				20			500
MS-EXCEL-10	Microsoft Excel Macro Programming-Basic to Intermediate (2 Days)		15-16					18-19		5-6				800
MS-EXCEL-10	Advanced Macro Programming (1 Day)			22				20		7				500
MS-EXCEL-10	Creating Human Resource Dashboard in MS Excel 2010 (1 Day)			23				21		8				800

**Microsoft PowerPoint 2016**

MS-POINT-16	Microsoft PowerPoint 2016 Core & Intermediate Essentials (2 Days)	11				1				7				700
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**Microsoft PowerPoint 2013**



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MS-PPOINT-13	Microsoft PowerPoint 2013 Core Essentials (1 Day)			22					25				25	350
MS-PPOINT-13	Microsoft PowerPoint 2013 Advanced Essentials (2 Days)			23-24					26-27				26-27	650

**Microsoft PowerPoint 2010**

MS-PPOINT-10	Microsoft PowerPoint 2010-Foundation (1 Day)				28				20				13	350
MS-PPOINT-10	Microsoft PowerPoint 2010-Intermediate to Advanced (2 Days)				29-30				21-22				14-15	600

**Microsoft PowerPoint 2013/2016 Promotion**

MS-PPOINT-P	Core Essentials For Business Professionals - MS Powerpoint (1 Day)	2							11				4	400
MS-PPOINT-P	Infusing Magnificent Multimedia Ms Powerpoint (1 Day)	3							12				5	400
MS-PPOINT-P	Microsoft Powerpoint 2013 For Executives (1 Day)	4							13				6	400
MS-PPOINT-P	Powerpoint 2013 Advanced Series - Using Multimedia (1 Day)	5							14				7	400
MS-PPOINT-P	Surviving Public Speaking With Microsoft Powerpoint (1 Day)		14						15				8	400
MS-PPOINT-P	Create Powerful & Effective Slideshow Presentations Using Ms Powerpoint (1 Day)		15						18				11	350
MS-PPOINT-P	Personalize Your Slides Design With Microsoft Powerpoint (1 Day)		16						19				12	350
MS-PPOINT-P	Setting Advanced Animation With Microsoft Powerpoint 2013 (1 Day)		17						20				13	350
MS-PPOINT-P	Transform Your Presentation Using Microsoft Powerpoint (1 Day)			21					21				14	350
MS-PPOINT-P	Using Graphics & Diagram To Create High Impact Presentations (1 Day)			22					22				15	350

**Microsoft Word 2016**

MS-WORD-16	Microsoft Word 2016 Core Essentials (1 Day)	10											25	400
MS-WORD-16	Microsoft Word 2016 Advanced Essentials (2 Days)	11-12											26-27	700

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#### Microsoft Word 2013

MS-WORD-13	Microsoft Word 2013 Core Essentials (1 Day)		14				11					18		350
MS-WORD-13	Microsoft Word 2013 Advanced Essentials (2 Days)		15-16				12-13					19-20		650

#### Microsoft Word 2010

MS-WORD-10	Microsoft Word 2010-Foundation (1 Day)			23				20				13		350
MS-WORD-10	Microsoft Word 2010-Intermediate to Advanced (2 Days)			24-25				21-22				14-15		600

#### Microsoft Word 2013/2016 Promotion

MS-WORD-P	Create a Newsletter using Microsoft Word 2013 (1 Day)	8					12					18		400
MS-WORD-P	Managing Large Documents Using Microsoft Word (1 Day)	9					13					19		400
MS-WORD-P	Microsoft Word Perform Custom Settings (1 Day)	10					14					20		400
MS-WORD-P	Microsoft - Designing Graphical Publications (1 Day)	11					15					21		400
MS-WORD-P	Microsoft Word Mail Merge with External Data (1 Day)		14					18					25	400
MS-WORD-P	An In Depth Look Into Microsoft Word (1 Day)		15					19					26	400

#### Microsoft Access 2016

MS-ACCESS-16	Microsoft Access 2016 Core Essentials (2 Days)		14-15				12-13					11-12		800
MS-ACCESS-16	Microsoft Access 2016 Intermediate Essentials (2 Days)		16-17				14-15					13-14		800

#### Microsoft Access 2013

MS-ACCESS-13	Microsoft Access 2013 Core Essentials (2 Days)			21-22				18-19				18-19		600
MS-ACCESS-13	Microsoft Access 2013 Advanced Essentials (2 Days)			23-24				20-21				20-21		700

#### Microsoft Access 2010

MS-ACCESS-10	Microsoft Access 2010-Foundation (1 Day)		17				11					14		400
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MS-ACCESS-10	Microsoft Access 2010-Intermediate to Advanced (2 Days)		18-19				12-13				15-16			700

**Microsoft Project 2016**

MS-PROJECT-16	Microsoft Project 2016 Core Essentials (2 Days)	4						19				19		800
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**Microsoft Project 2013**

MS-PROJECT-13	Microsoft Project 2013 Core Essentials (1 Day)	10							25				25	400
MS-PROJECT-13	Microsoft Project 2013 Advanced Essentials (2 Days)	11-12							26-27				26-27	700

**Microsoft Project 2010**

MS-PROJECT-10	Microsoft Project 2010-Foundation (1 Day)				28				27				26	400
MS-PROJECT-10	Microsoft Project 2010-Intermediate to Advanced (2 Days)				29-30				28-29				27-28	700

**Microsoft Office Outlook 2016/2013**

MS-OUTLOOK-16	Microsoft Outlook 2016 Core Essentials (2 Days)	7-8						18-19				11-12		800
MS-OUTLOOK-13	Microsoft Outlook 2013 Core Essentials (1 Day)		14					13					18	400
MS-OUTLOOK-13	Microsoft Outlook 2013 Advanced Essentials (2 Days)		15-16					14-15					19-20	800

**Microsoft Office OneNote**

MS-ONOTE-16	Microsoft OneNote 2016 (1 Day)			21				18				12		200
MS-ONOTE-13	Microsoft OneNote 2013 Core Essentials (1 Day)			22				19				13		400

**Microsoft Visio**

MS-VISIO-16	Microsoft Visio 2016 Core Essentials (2 Days)		16-17					20-21					19-20	800
MS-VISIO-13	Microsoft Visio 2013 Core Essentials (1 Day)		18					22					21	400

**Microsoft Office 2016/2013**

MS-PUBLISHER-16	Microsoft Publisher 2016 Core Essentials (1 Day)	2					11					4		400
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MS-IPATH-13	Microsoft InfoPath Designer 2013 Core Essentials (2 Days)	3				12				5				800
MS-IPATH-13	Microsoft InfoPath Filler 2013 Core Essentials (2 Days)		7-8				18-19				25-26			800

**Other Courses**

MS-PR.MGMT	Essentials Project Management (2 Days)	9-10								6-7				2,000
MS-OTH	How to create Website using wordpress (2 Days)					13-14								2,000

**Microsoft Excel 2007- Foundation/Intermediate/Advanced(FOR GROUP ONLY)**

MS-EXCEL-07	Microsoft Excel -Foundation to Expert (4 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group
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**Microsoft PowerPoint 2007-**

MS-PPPOINT-07	Microsoft PowerPoint-Foundation to Expert (4 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group
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**Microsoft Word 2007-**

MS-WORD-07	Microsoft Word-Foundation to Expert (4 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group
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**Microsoft Access 2007- Foundation/Intermediate/Advanced(FOR GROUP ONLY)**

MS-ACCESS-07	Microsoft Access-Foundation to Expert (4 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group
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**Microsoft Project 2007- Foundation/Intermediate/Advanced(FOR GROUP ONLY)**

MS-PROJECT-07	Microsoft Project-Foundation to Expert (4 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group
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**Microsoft Outlook, Office Publisher, OneNote, InfoPath, Visio 2007 (FOR GROUP ONLY)**

MS-IPATH-07	Microsoft Office InfoPath (Complete) (2 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group
MS-VISIO-07	Microsoft Visio-Complete (2 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group
MS-PSHER-07	Microsoft Office Publisher-Foundation to Expert (4 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group
MS-ONOTE-07	Microsoft OneNote-Complete (2 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group
MS-OUTLOOK-07	Microsoft Outlook-Foundation to Expert (4 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group

**Microsoft Office 365**

MS-O365	Microsoft Office 365 Core Eseentials - Part 1 (1 Day)		14					18			11			200
MS-O365	Microsoft Office 365 Core Eseentials - Part 2 (1 Day)		15					19			12			200

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MS-0365	Office 365 for End User (1 Day)		16					20			13			350
MS-0365	Introduction to Office 365 (1 Day)		17					21			14			350
MS-0365	Microsoft Office 365 Excel Essentials (1 Day)			21				25			18			350
MS-0365	Microsoft Office 365 PowerPoint Essentials (1 Day)			22				26			19			350
MS-0365	Microsoft Office 365 Word Essentials (1 Day)			23				27			20			350

**Google G Suite**

MS-GOOGLE	Google G Suite Create (2 Days)				28			25				25		1,000
MS-GOOGLE	Google G Suite Connect & Access (2 Days)				29-30			26-27				26-27		1,000

**Open Office**

**Open Office V3.3 Writer/Calc/Impress**

OS-00	Calc for End Users-Basic (1 Day)	7					11			4				400
OS-00	Calc for End Users-Intermediate to Advanced (2 Days)	8-9					12-13			5-6				1,000
OS-00	Impress for End Users-Basic (1 Day)		14					18			11			400
OS-00	Impress for End Users-Intermediate to Advanced (2 Days)		15-16					19-20			12-13			1,000
OS-00	Writer for End Users-Basic (1 Day)			21				25			18			400
OS-00	Writer for End Users- Intermediate to Advanced (2 Days)			22-23				26-27			19-20			1,000

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