



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	
Application Development														
Microsoft - Visual Studio														

Microsoft Visual C#

VS-C#-17	Programming in C# using Visual Studio 2017-Basic to Intermediate (5 Days)				28-1 Feb			18-22					25-29	3,000
VS-C#-17	Programming in C# using Visual Studio 2017-Advanced (5 Days)								25-1 Mar				18-22	3,000
VS-C#-15	Programming in C# using Visual Studio 2015-Basic to Intermediate (5 Days)	7-11								4-8				3,000
VS-C#-15	Programming in C# using Visual Studio 2015-Advanced (5 Days)				28-1 Feb							11-15		3,000
VS-C#-13	Programming in C# using Visual Studio 2013-Basic to Intermediate (5 Days)	7-11											18-22	3,000
VS-C#-13	Programming in C# using Visual Studio 2013-Advanced (5 Days)					12-16								3,000
MOC-20483	Programming in C# (5 Days)								25-1 Mar					3,300

Visual C++ using Visual Studio

VS-C-17	Visual C++ Programming 2017-Basic to Intermediate (5 Days)								25-1 Mar					3,180
VS-C-17	Visual C++ Programming 2017-Advanced (5 Days)	7-12								4-8				3,180
VS-C-15	Visual C++ Basic to Intermediate 2015 (5 Days)		14-18									11-16		3,180
VS-C-15	Visual C++ Advanced Programming 2015 (5 Days)							18-22						3,180
VS-C-13	Visual C++ Basic to Intermediate 2013 (5 Days)				28-1 Feb								25-29	3,180
VS-C-13	Visual C++ Advanced Programming 2013 (5 Days)								25-1 Mar					3,180

Microsoft Web Applications(ASP.NET)

VS-WEB-17	Developing Web Applications using Microsoft Visual Studio 2017 (5 Days)		14-18											3,000
VS-WEB-15	Developing Web Applications using Microsoft Visual Studio 2015 (5 Days)				28-1 Feb					4-8				3,000
VS-WEB-13	Developing Web Applications using Microsoft Visual Studio 2013 (5 Days)						11-15							3,000
MP-10264	Developing Web Applications with Microsoft Visual Studio 2010 (5 Days)										11-16			3,300

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MP-10267	Introduction to Web Development with Microsoft Visual Studio 2010 (5 Days)											18-22		3,300
VS-WEB-15	Developing ASP.NET MVC 5 Web Applications (5 Days)							18-22						3,300
VS-WEB-15	Developing ASP.NET MVC 5 Web Applications - Advanced (5 Days)									4-8				3,300
MOC-20486	Developing ASP.NET MVC 4 Web Applications (5 Days)		14-18										25-29	3,300

Windows Presentation Foundation 2015 & 2013/Windows Communication

VS-WPF-17	Windows Presentation Foundation with Visual Studio 2017 (6 Days)									1,4-8				3,300
VS-WPF-15	Windows Presentation Foundation with Visual Studio 2015 (6 Days)				23-26 & 28-29						18-22 & 24			3,300
VS-WPF-13	Windows Presentation Foundation with Visual Studio 2013 (6 Days)			22-26 & 28								23,25-30		3,300
VS-WCF-17	Developing Windows Communication Foundation Solutions with Microsoft Visual Studio 2017 (5 Days)		14-18											3,300
VS-WCF-15	Developing Windows Communication Foundation Solutions with Microsoft Visual Studio 2015 (5 Days)													3,300

Microsoft Visual Basic 2017/2015/2013/2010

VS-VB-17	Programming in Visual Basic using Visual Studio 2015-Basic to Intermediate (5 Days)													3,000
VS-VB-13	Programming in Visual Basic using Visual Studio 2015-Basic to Intermediate (5 Days)													3,000
VS-VB-13	Programming in Visual Basic using Visual Studio 2013-Basic to Intermediate (5 Days)													3,000
VS-VB-13	Programming in Visual Basic using Visual Studio 2013-Advanced (5 Days)													3,000
MP-10550	Programming in Visual Basic with Microsoft Visual Studio 2010 (5 Days)													3,300

Microsoft Visual Studio - Other Courses

MOC-40361	Software Development Fundamentals (3 Days)													2,800
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MOC-40375	HTML5 Application Development Fundamentals (3 Days)													2,800
MOC-20487	Developing Windows Azure and Web Services (5 Days)													3,400
MP-10953	HTML5 Programming (3 Days)													2,800
MOC-20480	Programming in HTML5 with JavaScript and CSS3 (5 Days)													3,400
Open Source Programming														

Python Programming

OS-PYTHON	Python Programming-Basic to Intermediate (5 Days)										11-15			3,000
OS-PYTHON	Python Programming Workshop (3 Days)													2,400

PHP Programming

OS-PHP	Web Applications with PHP Programming (4 Days)													2,800
OS-PHP	PHP Programming Workshop (3 Days)													2,400

Other Programming

OS-PERL	Perl Programming-Basic to Intermediate (5 Days)	7-11												3,000
OS-MYSQL	Querying MySQL, Optimising MySQL Queries (5 Days)													3,000
OS-JAVA	Java Programming-Basic to Intermediate (5 Days)													3,200
OS-JAVA	Basic Java Programming (4 Days)													3,000
OS-JAVA	Java ServerPages(JSP) (5 Days)													3,500
OS-ADOBE	Adobe InDesign CS6 (2 Days)													2,000
OS-PLSQL	PL/SQL- Basic to Intermediate (3 Days)													2,400
OS-UBUNTU	Basic System Administration with Ubuntu (3 Days)													2,500

Microsoft Server Courses

Microsoft Server

Microsoft Windows Server 2016(MCSA :

MOC-20740	Installation, Storage, and Computer with Windows Server 2016 (5 Days)													3,400
MOC-20741	Networking with Windows Server 2016 (5 Days)							18-22						3,400

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MOC-20742	Identity with Windows Server 2016 (5 Days)												25-29	3,400

Microsoft Windows Server 2012(MCSE : Server Infrastructure & Desktop Infrastructure)

MOC-20410	Installing and Configuring Windows Server 2012 (5 Days)							18-22						3,400
MOC-20411	Administering Windows Server 2012 (5 Days)												25-29	3,400
MOC-20412	Configuring Advanced Windows Server 2012 Services (5 Days)													3,400
MOC-20413	Designing and Implementing a Server Infrastructure (5 Days)													3,400
MOC-20414	Implementing an Advanced Server Infrastructure (5 Days)													3,400

SCOM/SCCM 2012

MOC-10748	Planning & Deploying System Center 2012 Configuration Manager (3 Days)									4-6				2,800
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Azure, Cloud & Virtualization

Microsoft Azure

MOC-10979	Microsoft Azure Fundamentals (2 Days)									4-8				3,500
MOC-20487	Developing Microsoft Azure and Web Services (5 Days)	8-12												3,500
MOC-20532	Developing Microsoft Azure Solutions (4 Days)						11-15							3,500
MOC-20533	Implementing Microsoft Azure Infrastructure Solutions (5 Days)										11-15			3,500

Microsoft Private Cloud

MOC-20246	Monitoring and Operating a Private Cloud (5 Days)				28-1 Feb									3,500
MOC-20247	Configuring and Deploying a Private Cloud (5 Days)							18-22						3,500

Microsoft Virtualization(Server 2012)

MOC-10215	Implementing & Managing Microsoft Server Virtualization (5 Days)										18-22			3,500
MOC-10324	Implementing & Managing Microsoft Desktop Virtualization (5 Days)								25-1 Feb					3,500

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MOC-20694	Virtualizing Enterprise Desktops and Apps (5 Days)	7-11												3,500
Microsoft Exchange Server														

Microsoft Exchange Server 2013

MOC-20341	Core Solutions of Microsoft Exchange Server 2013 (5 Days)												25-29	3,400
MOC-20342	Advanced Solutions of Microsoft Exchange Server 2013 (5 Days)	29-1 Feb												3,400
Microsoft SQL Server														

Microsoft SQL Server 2016

MOC-20761	Querying Data with Transacr-SQL (5 Days)								25-1 Mar					3,300
MOC-20762	Developing SQL Server Databases (5 Days)												25-29	3,300
MOC-20764	Administering a SQL Databases Infrastructure (5 Days)				28-1 Feb									3,300
MOC-20765	Provisioning SQL Databases (5 Days)		14-18											3,300
MOC-20767	Implementing a SQL Data Warehouse (5 Days)									4-8				3,300

Microsoft SQL Server 2012/2014

MOC-20461	Querying Microsoft SQL Server Databases (5 Days)	7-11										11-15		3,300
MOC-20462	Administering Microsoft SQL Server Databases (5 Days)							18-22						3,300
MOC-20463	Implementing a Data Warehouse with Microsoft SQL Server (5 Days)									4-8				3,300
MOC-20464	Developing Microsoft SQL Server Databases (5 Days)								25-1 Mar					3,300
MOC-20465	Designing Solution for Microsoft SQL Server (5 Days)		14-18											3,300
MOC-20466	Implementing Data Models & Reports with SQL Server 2014 (5 Days)											18-22		3,300

Microsoft Server Related Courses

Microsoft SharePoint

Microsoft SharePoint 2016

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MS-SHAREPOINT-16	Microsoft SharePoint 2016 For Users (1 Day)							18						700
MS-SHAREPOINT-16	Microsoft SharePoint 2016 For Site Owners (1 Day)							19						800
MS-SHAREPOINT-16	Microsoft SharePoint 2016 For Site Administration (1 Day)							20						800

SharePoint Server 2013

MOC-20331	Core Solutions of Microsoft SharePoint Server 2013 (5 Days)		14-18											3,400
MOC-20332	Advanced Solutions of Microsoft SharePoint Server 2013 (5 Days)								25-1 Mar					3,400
MOC-20488	Developing Microsoft SharePoint Server 2013 Core Solutions (5 Days)									11-15				3,400
MOC-20489	Developing Microsoft SharePoint Server 2013 Advanced Solutions (5 Days)						11-14							3,400
MS-SPS-13	Microsoft SharePoint Server 2013-Complete (2 Days)								25-26					2,000

SharePoint Designer 2013

MS-SPD-13	Microsoft SharePoint Designer 2013 Core Essentials (2 Days)	7-8								6-7				2,000
MS-SPD-13	Microsoft SharePoint Designer 2013 Advanced (2 Days)	9-10								8-9				2,000

Microsoft Skype for Business

MS-SKYPE-16	Microsoft Skype for Business 2016 (1 Day)									11				200
MOC-20334	Core Solutions of Skype for Business 2015 (5 Days)							18-22						3,500

Microsoft Sway/Microsoft Teams

MS-SWAY-16	Microsoft Sway (1 Day)		2					12				11		200
MS-TEAMS-16	Microsoft Teams (2 Days)		3-4					13-14				12-13		400

Microsoft Lync Server 2013

MOC-20336	Core Solutions of Microsoft Lync Server 2013 (5 Days)				28-1 Feb									3,500
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Operating System

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Microsoft Windows														
Windows 10														
MOC-40349	Windows Operating System Fundamentals (3 Days)	7-11								4-8				2,800
MOC-20697-1	Installing & Configuring Windows 10 (5 Days)							18-22						3,300
MOC-20697-2	Deploying and Managing Windows 10 using Enterprise Services (5 Days)										1-Nov			3,300
Windows 8														
MOC-20687	Configuring Windows 8.1 (5 Days)											18-22		3,000
MOC-20688	Supporting Windows 8.1 (5 Days)				28-31									3,000
MS-WINDOWS	Microsoft Windows 8-Foundation to Expert (4 Days)									4-8				2,000
Open Source														
Linux														
OS-LINUX	Enterprise Linux Essentials (5 Days)													3,500
OS-LINUX	Enterprise Linux Administration (5 Days)													3,500
OS-LINUX	Enterprise Linux Networking & Security Administration (4 Days)													3,500
OS-LINUX	Enterprise Linux Server Virtualization (3 Days)													4,600
OS-LINUX	Linux Essentials (4 Days)													3,000
OS-LINUX	Linux System Administration (4 Days)													3,000
OS-LINUX	Linux Unix Programming (5 Days)													3,500
Android														
OS-ANDROID	Android Application Development-Beginner (5 Days)							18-22						3,200
OS-ANDROID	Android Application Development-Advanced Essentials (5 Days)										18-22			3,200
Desktop Productivity Tools														
Microsoft Office														
Microsoft Excel 2016														
MS-EXCEL-16	Microsoft Excel 2016 Core Essentials (1 Day)		14					18			111			400

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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
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

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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		2,000
MS-EXCEL-13	Microsoft Excel 2013 PowerPivot in Business Analysis (1 Day)	11										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-PPOINT-16	Microsoft PowerPoint 2016 Core & Intermediate Essentials (2 Days)	11				1				7				700
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Microsoft PowerPoint 2013

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

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



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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
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



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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	
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
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
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HRDF Claimable - SBL Scheme

Minimum 5pax to start a class

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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-PPOINT-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

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
MS-O365	Office 365 for End User (1 Day)		16					20				13		350
MS-O365	Introduction to Office 365 (1 Day)		17					21				14		350
MS-O365	Microsoft Office 365 Excel Essentials (1 Day)			21						25			18	350

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MS-O365	Microsoft Office 365 PowerPoint Essentials (1 Day)			22					26				19	350
MS-O365	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									11		400
OS-00	Impress for End Users-Intermediate to Advanced (2 Days)		15-16									12-13		1,000
OS-00	Writer for End Users-Basic (1 Day)			21									18	400
OS-00	Writer for End Users- Intermediate to Advanced (2 Days)			22-23									19-20	1,000

Soft Skills & Other Courses

Soft Skills

Soft Skills & Team Building Training(PROMOTION)

SS	MARKETING 5.0(MARKETING + RESEARCH + BRANDING + CX) (1 Day)							16-Jan						1,300
SS	The Success Truth (1 Day)													900
SS	Digital Marketing in Facebook & Instagram (2 Days)	8								20				1,300
SS	Business Communication & Writing Skills (2 Days)		13										25	1,300

Soft Skills & Team Building Training(FOR GROUP ONLY)

SS	Unlock a NEW You through LEADS Teambuilding (2 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group
SS	Selling Your Way to Success (1 Day)	@	@	@	@	@	@	@	@	@	@	@	@	Group
SS	Effective Supervisory Management Skills (2 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group
SS	Personal Leadership (1 Day)	@	@	@	@	@	@	@	@	@	@	@	@	Group

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SS	Team Leadership (1 Day)	@	@	@	@	@	@	@	@	@	@	@	@	Group
SS	Change Management (1 Day)	@	@	@	@	@	@	@	@	@	@	@	@	Group
SS	LEADS-Leadership/Environment/Aspire/Desire/Skills (2 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group
SS	Leadership & Interpersonal Skills (2 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group
SS	Essential Skills to be a Presenter (1 Day)	@	@	@	@	@	@	@	@	@	@	@	@	Group
SS	Leadership & Team Development (2 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group
SS	Problem Solving & Decision Making(Interpersonal Level) (1 Day)	@	@	@	@	@	@	@	@	@	@	@	@	Group
SS	Who moved My Cheese (1 Day)	@	@	@	@	@	@	@	@	@	@	@	@	Group
Other Courses														
Six Sigma(FOR GROUP ONLY)														
MIS-6Sigma	Six Sigma Green Belt Training (5 Days)	@	@	@	@	@	@	@	@	@	@	@	@	Group