



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	

Microsoft Excel 2016

MS-EXCEL-16	Microsoft Excel 2016 Core Essentials (1 Day)		14					18			11			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
MS-EXCEL-13	Advanced Excel Dashboard in MS Excel 2013 (2 Days)	7-8								25-26	5-6			1,600

HRDF Claimable - SBL Scheme

Minimum 5pax to start a class

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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

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