

West Branch - Headquarter
 (next to Jurong East Bus Interchange & MRT Station, EW Line)
 8 Jurong Town Hall Road
 #27-01 The JTC Summit
 Singapore 609434

East Branch
 (next to Mountbatten MRT Station, Circle Line)
 229 Mountbatten Road
 #03-43 Mountbatten Square
 Singapore 398007

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@ASK Training Pte Ltd
 Co. Reg. No. : 201016621D
 GST Reg. No. : 201016621D



Microsoft Excel

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Excel 2013 - Basic	Yes	2	\$353.10	ASKEB3	JTC Summit	16-17	03-04	11-12	09-10	13-14	03-04			
					Mountbatten Square	12-13	07-08	07-08	12-13	23-24	20-21			
Microsoft Excel 2013 - Intermediate	Yes	2	\$353.10	ASKEB3	JTC Summit	24-25	07-08	13-14	12-13	16-17	06-07			
					Mountbatten Square	19-20	10-11	11-12	19-20	13-14	24-25			
Microsoft Excel 2013 - Advanced	Yes	2	\$353.10	ASKEA3	JTC Summit	26-27	21-22	21-22	26-27	23-24	13-14			
					Mountbatten Square	23-24	24-25	25-26	23-24	27-28	27-28			
Microsoft Excel 2016 - Basic	Yes	2	\$353.10	ASKEB6	JTC Summit	16-17	03-04	11-12	09-10	13-14	03-04 17-18	04-05 15-16	08-09 19-20	03-04 13-14
					Mountbatten Square	12-13	07-08	07-08	12-13	23-24	06-07 20-21	11-12	12-13	10-11
Microsoft Excel 2016 - Intermediate	Yes	2	\$353.10	ASKEB6	JTC Summit	12-13 24-25	07-08 17-18	13-14 25-26	12-13 23-24	16-17 23-24	06-07 20-21	08-09 18-19	12-13 22-23	06-07 13-14
					Mountbatten Square	19-20	10-11	11-12	19-20	13-14	13-14 24-25	15-16	15-16	17-18
Microsoft Excel 2016 - Advanced	Yes	2	\$353.10	ASKEA6	JTC Summit	26-27	21-22	21-22	19-20 26-27	23-24 30-31	13-14 24-25	11-12 22-23	15-16 26-27	17-18 27-28
					Mountbatten Square	23-24	24-25	25-26	23-24	27-28	27-28	18-19	22-23	20-21
Dashboard Reporting in Microsoft Excel	Yes	1	\$299.60	ASKDB7	JTC Summit		23		25		19		14	
Effective Pivot Tables in Microsoft Excel	Yes	1	\$299.60	ASKPT0	JTC Summit	25		06		15		17		19
Formulas Mastery in Microsoft Excel	Yes	1	\$299.60	ASKFM7	JTC Summit		09		18		12		21	
Microsoft Excel For HR Professionals	Yes	1	\$299.60	ASKHR7	JTC Summit	18		27		13		10		12
Visual Basic for Applications in Microsoft Excel - Fundamental	Yes	3	\$642.00	ASK7VB	JTC Summit		07-09		09-11		05-07		12-14	
					Mountbatten Square	25-27		04-06		01-03		08-10		10-12
Visual Basic for Applications in Microsoft Excel - Advanced	Yes	3	\$695.50	ASK7VA	JTC Summit	For in-house upon request only.								

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Microsoft PowerPoint														
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft PowerPoint 2013 - Basic and Intermediate	Yes	2	\$353.10	ASKBP3	JTC Summit	09-10	24-25	18-19	23-24	27-28	10-11			
					Mountbatten Square	26-27	14-15	13-14	16-17	20-21	17-18			
Microsoft PowerPoint 2013 - Advanced	Yes	1	\$214.00	ASKPA3	JTC Summit	11		20		29				
					Mountbatten Square		16		18		19			
Microsoft PowerPoint 2016 - Basic and Intermediate	Yes	2	\$353.10	ASKPB6	JTC Summit	09-10	24-25	18-19	23-24	27-28	10-11	15-16	13-14	10-11
					Mountbatten Square	26-27	14-15	13-14	16-17	20-21	17-18	08-09	07-08	20-21
Microsoft PowerPoint 2016 - Advanced	Yes	1	\$214.00	ASKAP6	JTC Summit	11		20		29		17		12
					Mountbatten Square		16		18		19		09	

Microsoft Word														
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Word 2013 - Basic and Intermediate	Yes	2	\$353.10	ASKBW3	JTC Summit	16-17	14-15	11-12	23-24	16-17	17-18			
					Mountbatten Square	09-10	21-22	25-26	12-13	13-14	13-14			
Microsoft Word 2013 -Advanced	Yes	1	\$214.00	ASKWA3	JTC Summit		16		25		19			
					Mountbatten Square	11		27		15				
Microsoft Word 2016 - Basic and Intermediate	Yes	2	\$353.10	ASKWB6	JTC Summit	16-17	14-15	11-12	23-24	16-17	17-18	11-12	19-20	13-14
					Mountbatten Square	09-10	21-22	25-26	12-13	13-14	13-14	15-16	12-13	03-04
Microsoft Word 2016 -Advanced	Yes	1	\$214.00	ASKWA6	JTC Summit		16		25		19		21	
					Mountbatten Square	11		27		15		17		05
Multilingual & Multi-Input Word Processing (中文文字处理与输入法课程)	No	2	\$385.20	ASKWP8	JTC Summit	23 & 30		25-26		23-24		08-09		10-11
					Mountbatten Square		30-31		23-24		10-11		22-23	

Microsoft Access & Outlook														
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Access 2013 / 2016 - Basic and Intermediate	Yes	2	\$406.60	ASKAB6	JTC Summit	19-20		13-14		20-21		18-19		17-18
					Mountbatten Square		17-18		26-27		06-07		26-27	
Microsoft Access 2013 / 2016 - Advanced	Yes	2	\$406.60	ASKAA6	JTC Summit		21-22			02-03			22-23	
					Mountbatten Square			21-22			17-18			10-11
Microsoft Outlook 2013 / 2016 - Basic and Intermediate	Yes	1	\$267.50	ASKKB6	JTC Summit	25		29		15		17		12
					Mountbatten Square		09		18		12		14	
Microsoft Outlook 2013 / 2016 - Advanced	Yes	1	\$267.50	ASKKA6	JTC Summit			06			19			19
					Mountbatten Square		23			27			21	