

**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  
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 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	ASKEL3	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	ASKEL6	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				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	

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Microsoft Office - Others														
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Project 2013 - Basic to Advanced	Yes	3	\$642.00	ASKPJ3	JTC Summit									For in-house upon request only.
Microsoft Publisher	Yes	1	\$299.60	ASKIP7	JTC Summit									For in-house upon request only.
Microsoft Visio	No	1	\$299.60	ASKBV7	JTC Summit									For in-house upon request only.

Video Editing & IT Related														
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IT Clinics	Yes	2	\$535.00	ASKCL7	JTC Summit		30-31		16-17		10-11		26-27	
Mobile Apps Development and Deployment for Your Organization - Beginners (previously known as Let's Build a Mobile App)	Yes	2	\$535.00	ASKMA7	JTC Summit						27-28		29-30	
					Mountbatten Square	26-27		28-29	26-27	30-31		25-26		27-28
Mobile Apps Development and Deployment for Your Organization - Advanced	Yes	2	\$535.00	ASKMD7	JTC Summit			07-08				11-12		
					Mountbatten Square				16-17				13-14	
Video & Audio Editing	Yes	2	\$535.00	ASKVA7	JTC Summit		03-04		09-10		03-04		22-23 (MBS)	
Video Editing for Beginners	Yes	1	\$299.60	ASKVE7	JTC Summit	18		05		29		08		26

Web Applications														
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Have Fun with Social Media (Facebook, Twitter, Blog, Search Engine, etc)	Yes	1	\$299.60	ASKSM3	JTC Summit			04			12			05
Infographics Concept and Data Visualization Technique	Yes	1	\$299.60	ASKGV7	JTC Summit		16		16		26		28	
Procurement Strategy using Online Platform <b>NEW !</b>	Yes	2	\$529.65	ASKPSP	Mountbatten Square			21-22		30-31		18-19		03-04
Smart Online Purchasing <b>NEW !</b>	Yes	2	\$385.20	ASKS6P	Mountbatten Square				12-13		17-18		01-02	
Website Design & Development (using Free Software)	Yes	1	\$299.60	ASKKM7	JTC Summit	30		01		08		24		05

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## ICDL - International Computer Driving Licence

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Funded Fee	Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
16hrs - ICDL Perform Spreadsheet Functions (Excel Fundamentals)	No	2	\$449.40	\$71.40	JTC Summit	12-13	09-10	11-12	02-03	06-07	10-11	18-19	01-02	03-04
					Mountbatten Square	02-03	30-31		16-17		03-04	08-09		06-07
24hrs - ICDL Perform Advanced Spreadsheet Functions (Excel Advanced)	No	3	\$556.40	\$88.40	JTC Summit	23-25	23-25	27-29	09-11	29-31	26-28	29-31	12-14	19-21
					Mountbatten Square	09-11		18-20		06-08	12-14	24-26	28-30	26-28
16hrs - ICDL Perform Word Processing Functions (Word Fundamentals)	No	2	\$449.40	\$71.40	JTC Summit		17-18		30-31		20-21		22-23	
					Mountbatten Square	16-17		28-29		02-03		29-30		20-21
24hrs - ICDL Perform Advanced Word Processing Functions (Word Advanced)	No	3	\$556.40	\$88.40	JTC Summit	11-13		20-22		06-08		10-12		10-12
					Mountbatten Square		14-16		18-20		17-19		19-21	
16hrs - ICDL Perform Presentation Functions (PowerPoint Fundamentals)	No	2	\$449.40	\$71.40	JTC Summit	19-20		21-22		29-30		29-30		17-18
					Mountbatten Square		07-08		30-31		20-21		29-30	
24hrs - ICDL Perform Advanced Presentation Functions (PowerPoint Advanced)	No	3	\$556.40	\$88.40	JTC Summit		09-11		16-18		12-14		21-23	
					Mountbatten Square	11-13		11-13		27-29		10-12		12-14
16hrs - ICDL Online Essential (Web & Outlook)	No	2	\$385.20	\$61.20	JTC Summit		21-22		26-27		24-25		22-23	
					Mountbatten Square	23-24		04-05		30-31				
16hrs - ICDL Computer Essential (Windows)	No	2	\$385.20	\$61.20	JTC Summit	26-27		25-26		20-21		01-02		10-11
					Mountbatten Square		14-15		30-31		27-28		12-13	03-04
16hrs - ICDL Secure Use of IT (IT Security)	Yes	2	\$385.20	\$61.20	JTC Summit		14-15			20-21			26-27	
					Mountbatten Square			07-08		06-07			10-11	
24hrs - ICDL Online Collaboration (Cloud Computing & Google Apps)	Yes	3	\$556.40	\$105.40	JTC Summit	18-20		04-06		27-29		29-31		26-28
					Mountbatten Square		23-25			01-03			14-16	
24hrs - ICDL Image Editing (Photoshop)	Yes	3	\$663.40	\$105.40	JTC Summit			04-06	02-04		12-14		21-23	
					Mountbatten Square	18-20	16-18			15-17		22-24		12-14
16hrs - ICDL Introduction to Computer and Internet	No	2	\$385.20	\$61.20	JTC Summit	05-06 16-17 02-03© 26-27©	07-08 17-18 03-04© 21-22©	07-08 19-20 04-05© 21-22©	02-03 19-20 05-06© 16-17©	06-07 23-24 02-03©	03-04 20-21 06-07© 17-18©	01-02 18-19 04-05© 15-16©	01-02 19-20 07-08© 19-20©	03-04 20-21 06-07© 17-18©
					Mountbatten Square	12-13 05-06©	10-11 02-03©	13-14 11-12©	05-06 09-10©	13-14 06-07©	10-11 03-04©	04-05 01-02©	07-08 15-16©	06-07 13-14©

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ICDL - International Computer Driving Licence														
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16hrs - ICDL Introduction to Spreadsheet and Word Processing (Excel and Word)	No	2	\$385.20	\$61.20	JTC Summit	12-13 23-24 10-11©	14-15 24-25 07-08©	25-26 27-28©	09-10 26-27 30-31©	13-14 30-31 16-17©	13-14 27-28 24-25©	08-09 25-26 22-23©	15-16 26-27 29-30©	13-14 27-28 20-21©
					Mountbatten Square	23-24 16-17©	21-22 17-18©	28-29 25-26©	16-17 26-27©	30-31 23-24©	24-25 27-28©	22-23 25-26©	29-30 26-27©	17-18 27-28©
16hrs - ICDL Tablet Fundamentals	No	2	\$385.20	\$61.20	JTC Summit	09-10 26-27 05-06© 23-24©	10-11 21-22 10-11# 16 & 23© 30-31©	13-14 28-29 11-12© 27-28©	05-06 23-24 12-13© 18 & 25© 30-31©	02-03 27-28 06-07© 27-28©	10-11 24-25 03-04© 12 & 19© 27-28©	04-05 22-23 01-02© 10 & 17© 25-26©	07-08 29-30 01-02© 05 & 12© 26-27©	06-07 17-18 03-04© 20-21© 24 & 31©
					Mountbatten Square	02-03 19-20 09 & 16© 26-27©	07-08 24-25 03-04© 21-22©	07-08 19-20 04-05© 21-22©	02-03 19-20 05-06© 23-24©	06-07 23-24 02-03© 20-21©	03-04 20-21 10-11© 24-25©	01-02 18-19 04-05© 22-23©	01-02 19-20 07-08© 19-20©	03-04 20-21 06-07© 17-18©

Soft Skills - Management Skills														
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Three Kingdoms' Leaderships in Today's Context	NEW! Yes	2	\$1,284.00	ASK3KL	Furama Hotel				19-20				22-23	
Knowing Yourself, Understanding Others with Enneagram	NEW! Yes	1	\$529.65	ASKKYU	Furama Hotel		30		23		17		20	
Be Kiasu, Be Creative and Effective in Problem Solving	Yes	2	\$529.65	ASKBKS	JTC Summit		14-15		05-06		06-07		07-08	
Creating Values with a Financial Mindset at Work	Yes	2	\$529.65	ASKCVF	JTC Summit					16-17				10-11
Critical Thinking for Divison 2 & 3 Officers	Yes	1	\$481.50	ASKCTH	Furama Hotel			28			28			04
Financial Wisdom in Life	Yes	2	\$529.65	ASKFWL	JTC Summit				19-20			25-26		
Investing for Life	Yes	2	\$529.65	ASKVFL	JTC Summit		17-18		30-31		13-14		08-09	
Sun Tzu's Art of Investing	NEW! Yes	2	\$529.65	ASKTSA	JTC Summit			19-20				15-16		
Supervisory Skills For a New Era	Yes	2	\$529.65	ASKSSE	JTC Summit		30-31		12-13		24-25		29-30	
Working Relationships with Multi-Generational People	Yes	1	\$481.50	ASKMGC	Furama Hotel			27			21			18

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## Soft Skills - Interpersonal Skills

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Brainpower - Discovering and Developing Our Mental Skills for Div 1 & 2 Officers	Yes	2	\$529.65	ASKBDD	JTC Summit		16-17		17-18		20-21		15-16	
Business Dining and Networking Etiquette for Div 1 & 2 Officers	Yes	1	\$428.00	ASKBDN	Furama Hotel	24	22			28	25	23	27	
Dealing with Difficult People at Work	Yes	2	\$529.65	ASKDDP	JTC Summit			07-08		20-21		04-05		06-07
Enhance Your Memory	Yes	1	\$481.50	ASKEYM	Furama Hotel	27		29		30		26		03
Managing Emotions in Customer Experience	Yes	1	\$481.50	ASKECE	Furama Hotel			26			14			14
Wisdom in Using Time and Achieving Goals <b>NEW !</b>	Yes	1	\$481.50	ASKWUT	Furama Hotel		25			15			09	

## Soft Skills - Social & Emotional Skills

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dining in the Dark	Yes	1	\$428.00	ASKDTD	SAVH		08	05		07	11	09	13	
Effective Relaxation Techniques	Yes	1	\$481.50	ASKERT	Furama Hotel		24	25		14			08	
Ergonomics at the Workplace	Yes	1	\$374.50	ASKEWP	JTC Summit		11			08			28	
Let's Get Your Anger Right! (Anger Management: Understanding Anger-Yours and Others)	Yes	2	\$529.65	ASKGAR	JTC Summit	19-20		18-19		20-21		22-23		27-28
Managing Stress and Achieving Wellness	Yes	2	\$529.65	ASKSAW	JTC Summit	05-06		13-14		14-15		09-10		06-07
The Happiness DNA	Yes	2	\$529.65	ASKHAP	JTC Summit		03-04		19-20		17-18		15-16	
Work-Life Balance	Yes	1	\$481.50	ASKWLB	Furama Hotel			21			19			06
Live to Work or Work to Live? <b>NEW !</b>	Yes	1	\$481.50	ASKLTW	Furama Hotel			22			20			07
Stop Burning-Out and Start Settling with Passion <b>NEW !</b>	Yes	1	\$481.50	ASKSSP	Furama Hotel			20			18			05

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<b>Soft Skills - Communication Skills</b>														
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Better Spoken English for Div 2 and 3 Officers	Yes	2	\$529.65	ASKBSE	JTC Summit			07-08			06-07			17-18
Business Communication Skills for Div 1 and 2 Officers	Yes	2	\$529.65	ASKBCS	JTC Summit					16-17 (MBS)			12-13	
Effective Writing Skills	Yes	2	\$529.65	ASKEWS	JTC Summit			19-20 (MBS)			27-28			27-28
Grammar for Effective Business Communication	Yes	1	\$299.60	ASKGEC	JTC Summit		23			15			21	
Phonics and Phonetics for Adults	Yes	1	\$299.60	ASKPPA	JTC Summit			29			05			19
Report Writing	Yes	2	\$529.65	ASKRPW	JTC Summit		30-31			28-29			26-27 (MBS)	
Write Email	Yes	1	\$299.60	ASKWRE	JTC Summit			01		08		24		12
Write Minutes of Meeting	Yes	2	\$529.65	ASKWRM	JTC Summit				26-27				01-02	

<b>Soft Skills - Motivational Skills</b>														
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Applied Motivation for Division 1 & 2 Officers	Yes	2	\$802.50	ASKAPM	Furama Hotel			06-07			27-28			20-21
Attitude - Your Most Priceless Possession	Yes	2	\$802.50	ASKAPP	Furama Hotel		09-10			16-17			01-02	
Birds of Different Feathers Can Flock Together	Yes	1	\$481.50	ASKBDF	Furama Hotel				05			04		
Even Eagles Need a Push	Yes	1	\$481.50	ASKEEP	Furama Hotel		07			08			07	
H.E.A.R.T. @ Work	Yes	1	\$481.50	ASKHAW	Furama Hotel			18			03			19
Taking Initiatives	Yes	2	\$802.50	ASKTKT	Furama Hotel				25-26			16-17		
The 7-Ups to Personal Effectiveness	Yes	1	\$481.50	ASK7UP	Furama Hotel			05			26			17