

Microsoft Excel											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
Microsoft Excel 2016 - Basic	Yes	2	\$353.10	ASKEB6	JTC Summit	04-05 15-16	08-09 19-20	03-04 13-14	03-04 14-15	11-12	07-08
					Mountbatten Square	11-12	12-13	10-11	10-11	14-15	04-05
Microsoft Excel 2016 - Intermediate	Yes	2	\$353.10	ASKEI6	JTC Summit	08-09 18-19	12-13 22-23	06-07 13-14	07-08 17-18	18-19	11-12 25-26
					Mountbatten Square	15-16	15-16	17-18	14-15	21-22	07-08 14-15
Microsoft Excel 2016 - Advanced	Yes	2	\$353.10	ASKEA6	JTC Summit	11-12 22-23	15-16 26-27	17-18 27-28	10-11 21-22	21-22	14-15 28-29
					Mountbatten Square	18-19	22-23	20-21	17-18	25-26	11-12 18-19
Dashboard Reporting in Microsoft Excel	Yes	1	\$299.60	ASKDB7	JTC Summit		14		09		13
Data Analysis with Excel DASHBOARD Reporting for Management NEW!	Yes	2	\$802.50	ASKDFM	Hotel	New course launch in April 2019					
Effective Pivot Tables in Microsoft Excel	Yes	1	\$299.60	ASKPT0	JTC Summit	17		19		13	
Formulas Mastery in Microsoft Excel	Yes	1	\$299.60	ASKFM7	JTC Summit		21		16		06
Microsoft Excel For HR Professionals	Yes	1	\$299.60	ASKHR7	JTC Summit	10		12		01	
Visual Basic for Applications in Microsoft Excel - Fundamental	Yes	3	\$642.00	ASK7VB	JTC Summit		12-14		28-30		04-06
					Mountbatten Square	08-10		10-12		11-13	
Visual Basic for Applications in Microsoft Excel - Advanced	Yes	3	\$695.50	ASK7VA	JTC Summit	For in-house upon request only.					

Microsoft PowerPoint											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
Microsoft PowerPoint 2016 - Basic and Intermediate	Yes	2	\$353.10	ASKPB6	JTC Summit	15-16	13-14	10-11	10-11	18-19	07-08
					Mountbatten Square	08-09	07-08	20-21	14-15	11-12	11-12
Microsoft PowerPoint 2016 - Advanced	Yes	1	\$214.00	ASKPA6	JTC Summit	17		12		20	
					Mountbatten Square		09		16		13



Microsoft Word											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
Microsoft Word 2016 - Basic and Intermediate	Yes	2	\$353.10	ASKWB6	JTC Summit	11-12	19-20	13-14	14-15	14-15	11-12
					Mountbatten Square	15-16	12-13	03-04	21-22	18-19	04-05
Microsoft Word 2016 -Advanced	Yes	1	\$214.00	ASKWA6	JTC Summit		21		16		13
					Mountbatten Square	17		05		20	
Multilingual & Multi-Input Word Processing (中文文字处理与输入法课程)	No	2	\$385.20	ASKWP8	JTC Summit	08-09		10-11			25-26
					Mountbatten Square		22-23		07-08		

Microsoft Access & Outlook											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
Microsoft Access 2016 - Basic and Intermediate	Yes	2	\$406.60	ASKAB6	JTC Summit	18-19		17-18		11-12	
					Mountbatten Square		26-27		24-25		07-08
Microsoft Access 2016 - Advanced	Yes	2	\$406.60	ASKAA6	JTC Summit		22-23			14-15	
					Mountbatten Square			10-11			14-15
Microsoft Outlook 2016 - Basic to Intermediate	Yes	1	\$267.50	ASKKB6	JTC Summit	17		12		13	
					Mountbatten Square		14		23		06
Microsoft Outlook 2016 - Intermediate to Advanced	Yes	1	\$267.50	ASKKA6	JTC Summit			19			13
					Mountbatten Square		21			27	

Microsoft Office - Others											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
Bridging Big Data Analytics using Power BI	<i>NEW!</i> Yes	1				New course launch in April 2019					
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.					