



Microsoft Excel																	
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Microsoft Excel 2016 - Basic	Yes	2	\$353.10	ASKEB6	JTC Summit	03-04 14-15	11-12	07-08	11-12	06-07 16-17	06-07 17-18	04-05 15-16	05-06 15-16	02-03 16-17	03-04 14-15	07-08 18-19	05-06 16-17
					Mountbatten Square	10-11	14-15	04-05	15-16	13-14	10-11 20-21	08-09 18-19	01-02 13-14	05-06 19-20	07-08 17-18	04-05 14-15	02-03 12-13
Microsoft Excel 2016 - Intermediate	Yes	2	\$353.10	ASKEL6	JTC Summit	07-08 17-18	18-19	11-12 25-26	15-16 25-26	09-10 21-22	10-11 20-21	11-12 18-19	07-08 19-20	09-10 19-20	07-08 17-18	11-12 21-22	09-10 19-20
					Mountbatten Square	14-15	21-22	07-08 14-15	17-18	16-17 23-24	13-14 24-25	15-16 22-23	05-06 15-16	12-13 16-17	10-11 21-22	07-08 18-19	05-06 16-17
Microsoft Excel 2016 - Advanced	Yes	2	\$353.10	ASKEA6	JTC Summit	10-11 21-22	21-22	14-15 28-29	17-18 29-30	13-14 23-24	13-14 27-28	22-23 29-30	13-14 22-23	12-13 23-24	10-11 21-22	14-15 25-26	12-13 26-27
					Mountbatten Square	17-18	25-26	11-12 18-19	22-23	21-22 30-31	17-18 26-27	18-19 25-26	19-20 26-27	16-17 26-27	14-15 24-25	11-12 21-22	09-10 19-20
Dashboard Reporting in Microsoft Excel	Yes	1	\$299.60	ASKDB7	JTC Summit	09		13		08		17		11		13	
Data Analysis with Excel DASHBOARD Reporting for Management	Yes	2	\$802.50	ASKDA7	Hotel				24-25		17-18		14-15		21-22		16-17
Effective Pivot Tables in Microsoft Excel	Yes	1	\$299.60	ASKPT0	JTC Summit		13		29		12		21		09		18
Formulas Mastery in Microsoft Excel	Yes	1	\$299.60	ASKFM7	JTC Summit	16		06		06		24		19		04	
Microsoft Excel For HR Professionals	Yes	1	\$299.60	ASKHR7	JTC Summit		01				19			20			04
Visual Basic for Applications in Microsoft Excel - Fundamental	Yes	3	\$642.00	ASK7VB	JTC Summit	28-30		04-06		13-15		08-10		04-06		18-20	
					Mountbatten Square		11-13		10-12		10-12		14-16		29-31		04-06
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	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Microsoft PowerPoint 2016 - Basic and Intermediate	Yes	2	\$353.10	ASKPB6	JTC Summit	10-11	18-19	07-08	22-23	23-24	10-11	22-23	26-27	19-20	14-15	25-26	16-17
					Mountbatten Square	14-15	11-12	11-12	25-26	13-14	17-18	15-16	19-20	09-10	21-22	18-19	09-10
Microsoft PowerPoint 2016 - Advanced	Yes	1	\$214.00	ASKPA6	JTC Summit		20		24		12		28		16		18
					Mountbatten Square	16		13		15		17		11		20	

Microsoft Word																	
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Microsoft Word 2016 - Basic and Intermediate	Yes	2	\$353.10	ASKWB6	JTC Summit	14-15	14-15	11-12	25-26	15-16	13-14	15-16	22-23	16-17	21-22	11-12	12-13
					Mountbatten Square	21-22	18-19	04-05	22-23	27-28	19-20	25-26	05-06	12-13	07-08	21-22	16-17
Microsoft Word 2016 -Advanced	Yes	1	\$214.00	ASKWA6	JTC Summit	16		13		17		17		18		13	
					Mountbatten Square		20		24		21		07		09		18
Multilingual & Multi-Input Word Processing (中文文字处理与输入法课程)	No	2	\$385.20	ASKWP8	JTC Summit			25-26			03-04			26-27			17-18
					Mountbatten Square	07-08			15-16			11-12			10-11		



Microsoft Access & Outlook																	
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Microsoft Access 2016 - Basic and Intermediate	Yes	2	\$406.60	ASKAB6	JTC Summit		11-12		17-18		24-25		13-14		17-18		19-20
					Mountbatten Square	24-25		07-08		23-24		11-12		19-20		14-15	
Microsoft Access 2016 - Advanced	Yes	2	\$406.60	ASKAA6	JTC Summit		14-15			09-10			15-16			21-22	
					Mountbatten Square			14-15			13-14			23-24			12-13
Microsoft Outlook 2016 - Basic to Intermediate	Yes	1	\$267.50	ASKKB6	JTC Summit		13		24		10		05		16		05
					Mountbatten Square	23		06		16		17		18		25	
Microsoft Outlook 2016 - Intermediate to Advanced	Yes	1	\$267.50	ASKKA6	JTC Summit			13			11			25			06
					Mountbatten Square		27			17			07			26	

Microsoft Office - Others																	
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Bridging Big Data Analytics using Power BI <i>NEW !</i>	Yes	1	\$428.00	ASKBB7	JTC Summit					07		18		11		05	
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	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
IT Clinics	Yes	2	\$535.00	ASKCL7	JTC Summit	21-22		04-05			17-18			23-24			09-10
Mobile Apps Development and Deployment for Your Organization - Beginners (previously known as Let's Build a Mobile App)	Yes	2	\$535.00	ASKMP7	JTC Summit	24-25		21-22		30-31		25-26		26-27		14-15	
					Mountbatten Square		21-22		25-26		27-28		22-23		17-18		26-27
Video & Audio Editing	Yes	2	\$535.00	ASKVA7	JTC Summit	28-29		14-15	Discontinue								
Video Editing for Beginners	Yes	1	\$299.60	ASKVE7	JTC Summit		20		Discontinue								
Video Production <i>NEW !</i>	Yes	2	\$535.00	ASKVP7	JTC Summit				21-22		11-12		12-13		07-08		
					Mountbatten Square			29-30		24-25		01-02		14-15		19-20	

Web Applications																	
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Infographics Concept and Data Visualization Technique	Yes	1	\$299.60	ASKGV7	JTC Summit	23		20		13		19		18		20	
Understand E-Commerce and Build Your Online Shop <i>NEW !</i>	Yes	2	\$535.00	ASKEC7	JTC Summit						24-25		19-20		14-15		16-17
					Mountbatten Square						22-23		23-24		11-12		
Website Design & Development (using Free Software)	Yes	1	\$299.60	ASKKM7	JTC Summit			01			26			25			03

West Branch - Headquarter  
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GST Reg. No. : 201016621D



Soft Skills - Management Skills																	
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Adopt Money Mind (Not Money Face) at Work <b>NEW !</b>	Yes	2	\$529.65	ASKAMM	JTC Summit						20-21			05-06			05-06
Be Kiasu, Be Creative and Effective in Problem Solving	Yes	2	\$529.65	ASKBKS	JTC Summit	03-04		11-12		02-03		02-03		10-11		11-12	
Computational Thinking with Coding <b>NEW !</b>	Yes	2	\$802.50	ASKCTC	Hotel					13-14		11-12		23-24		11-12	
Critical Thinking for Division 2 & 3 Officers	Yes	1	\$481.50	ASKCTH	Hotel			06		24		19		27		08	
Financial Wisdom in Life	Yes	2	\$529.65	ASKFWL	JTC Summit	07-08				30-31			19-20			07-08	
Influencing Others to Enhance Every Relationship @ Workplace <b>NEW !</b>	Yes	1	\$529.65	ASKFLU	Hotel	28		25		02		17		25		18	
Investing for Life	Yes	2	\$529.65	ASKVFL	JTC Summit	17-18			25-26			08-09			03-04		
Learned from Warren Buffett's Investing Approach <b>NEW !</b>	Yes	1	\$481.50	ASKWBA	Hotel					15		12		27		20	
Sun Tzu's Art of Investing	Yes	2	\$529.65	ASKTSA	JTC Summit	30-31					27-28			23-24			12-13
Supervisory Skills For a New Era	Yes	2	\$529.65	ASKSSE	JTC Summit	24-25			23-24			22-23			15-16		
Three Kingdoms' Leaderships in Today's Context <b>NEW !</b>	Yes	2	\$1,284	ASK3KL	Hotel		27-28			27-28			22-23			19-20	
Working Relationships with Multi-Generational People	Yes	1	\$481.50	ASKMGC	Hotel			12			14			20			18

Soft Skills - Interpersonal Skills																	
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Brainpower - Discovering and Developing Our Mental Skills for Div 1 & 2 Officers	Yes	2	\$802.50	ASKBDD	Hotel	Oct-19		07-08			26-27			25-26			18-19
Business Dining and Networking Etiquette for Div 1 & 2 Officers	Yes	1	\$428.00	ASKBDN	Hotel	18		01		07		02		03		05	
Conquer Procrastination Using Aikido Principles <b>NEW !</b>	Yes	1	\$481.50	ASKCPA	Hotel					15		18		11		13	
Dealing with Difficult People at Work	Yes	2	\$529.65	ASKDDP	JTC Summit			18-19			03-04			16-17			09-10
Enhance Your Memory	Yes	1	\$481.50	ASKEYM	Hotel		15		26		28		30		31		20
Managing Emotions in Customer Experience	Yes	1	\$481.50	ASKECE	Hotel			15									
Master Your Message with Powerful Body Language <b>NEW !</b>	Yes	1	\$481.50	ASKMBL	Hotel	21		18			04		06		08		03
Outwit Your Obstacles <b>NEW !</b>	Yes	1	\$481.50	ASKOYO	Hotel					23		16		19		22	
Wisdom in Using Time and Achieving Goals	Yes	1	\$481.50	ASKWUT	Hotel		18				28			09			13

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### Soft Skills - Social & Emotional Skills

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Dining in the Dark	Yes	1	\$428.00	ASKDTD	SAVH		20				12			04			16
Effective Relaxation Techniques	Yes	1	\$481.50	ASKERT	Hotel		19			14		22		16		14	
Ergonomics at the Workplace	Yes	1	\$374.50	ASKEWP	JTC Summit		01				19		21		23		11
Let's Get Your Anger Right! (Anger Management: Understanding Anger-Yours and Others)	Yes	2	\$529.65	ASKGAR	JTC Summit		18-19			21-22			05-06			25-26	
Managing Stress and Achieving Wellness	Yes	2	\$529.65	ASKSAW	JTC Summit		26-27		10-11		19-20		07-08		10-11		09-10
The Happiness DNA	Yes	2	\$529.65	ASKHAP	JTC Summit		25-26										
Work-Life Balance	Yes	1	\$481.50	ASKWLB	Hotel			05			19			18			11
Live to Work or Work to Live?	Yes	1	\$481.50	ASKLTW	Hotel			11	29			15			09		
Stop Burning-Out and Start Settling with Passion	Yes	1	\$481.50	ASKSSP	Hotel			04		10			16			15	

### Soft Skills - Communication Skills

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Better Spoken English for Div 2 and 3 Officers	Yes	2	\$529.65	ASKBSE	JTC Summit			14-15			17-18			26-27			19-20
Effective Writing Skills	Yes	2	\$529.65	ASKEWS	JTC Summit			18-19		23-24			15-16			18-19	
Grammar for Effective Business Communication	Yes	1	\$299.60	ASKGEC	JTC Summit		25		29		21		26		25		16
Phonics and Phonetics for Adults	Yes	1	\$299.60	ASKPPA	JTC Summit		20		30		25		27		29		30
Report Writing	Yes	2	\$529.65	ASKRPW	JTC Summit		27-28			27-28				09-10			
Persuasive Communication for Leaders	Yes	1	\$481.50	ASKPCL	Hotel			13		15			19			13	
Email Writing at Workplace	Yes	1	\$299.60	ASKEWW	JTC Summit		28			29			28			20	
Write Minutes of Meeting	Yes	2	\$529.65	ASKWRM	JTC Summit		21-22					15-16				11-12	

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Soft Skills - Motivational Skills																	
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Applied Motivation for Division 1 & 2 Officers	Yes	2	\$802.50	ASKAPM	Hotel			13-14			20-21			12-13			10-11
Attitude - Your Most Priceless Possession	Yes	2	\$802.50	ASKAPP	Hotel		25-26			07-08			06-07			07-08	
Birds of Different Feathers Can Flock Together	Yes	1	\$481.50	ASKBDF	Hotel	30						04			02		
Even Eagles Need a Push	Yes	1	\$481.50	ASKEEP	Hotel		22			13			16			13	
H.E.A.R.T. @ Work	Yes	1	\$481.50	ASKHAW	Hotel			06			27			18			04
Taking Initiatives	Yes	2	\$802.50	ASKTKT	Hotel	24-25						24-25			17-18		
The 7-Ups to Personal Effectiveness	Yes	1	\$481.50	ASK7UP	Hotel			20			13			05			13
Winning Relationships with the 5 Love Languages @Workplace	Yes	1	\$481.50	ASK5LW	Hotel		14				28		21		03		09
Women Are Always Right and Men Are Never Wrong (Understanding Gender Differences @ the Workplace)	Yes	1	\$481.50	ASKWMW	Hotel			27		09		05		25		15	