

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	ASKDB8	JTC Summit	09		13		08		17		11		13	
Data Analysis with Excel DASHBOARD Reporting for Management	Yes	2	\$802.50	ASKDA8	Hotel				24-25		17-18		14-15		21-22		16-17
Effective Pivot Tables in Microsoft Excel	Yes	1	\$299.60	ASKPT8	JTC Summit		13		29		12		21		09		18
Formulas Mastery in Microsoft Excel	Yes	1	\$299.60	ASKFM8	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	NEW!	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												
Microsoft Visio	No	1	\$299.60	ASKBV7	JTC Summit												