

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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 Co. Reg. No. : 201016621D  
 GST Reg. No. : 201016621D



## Microsoft Excel 2019

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Microsoft Excel 2019 - Basic	Yes	2	\$385.20	ASKEB9	JTC Summit	12-13	09-10	17-18	07-08	04-05	04-05
					Mountbatten Sq	08-09	16-17	14-15	11-12	01-02	01-02
Microsoft Excel 2019 - Intermediate	Yes	2	\$385.20	ASKEI9	JTC Summit	08-09 19-20	16-17 26-27	10-11 21-22	11-12 28-29	08-09	08-09 18-19
					Mountbatten Sq	05-06 15-16	23-24	17-18	07-08 18-19	04-05	04-05 15-16
Microsoft Excel 2019 - Advanced	Yes	2	\$385.20	ASKEA9	JTC Summit	22-23	19-20	14-15	18-19	18-19	11-12
					Mountbatten Sq	19-20	26-27	21-22	21-22	16-17	08-09
Microsoft Excel: Advanced Formulas and Functions <b>NEW !</b>	Yes	2	\$535.00	ASKFF8	JTC Summit	15-16		21-22			08-09
					Mountbatten Sq		16-17		04-05		
Microsoft Excel: 99 Pro Hacks and Tips <b>NEW !</b>	Yes	1	\$299.60	ASKTH8	JTC Summit		12		13		
					Mountbatten Sq	14		03		04	
Advanced Pivot Table Techniques in Microsoft Excel <b>NEW !</b>	Yes	1	\$299.60	ASKEP8	JTC Summit		18			10	
					Mountbatten Sq	29		30			
Dashboard Reporting in Microsoft Excel	Yes	1	\$299.60	ASKDB8	JTC Summit	01			Course will be discontinued		
					Mountbatten Sq		06				
Data Analysis with Microsoft Excel DASHBOARD Reporting for Management	Yes	2	\$802.50	ASKDR8	Hotel	08-09		07-08		16-17	
Bridging Big Data Analytics using Power BI	Yes	1	\$428.00	ASKBB8	JTC Summit		25		21		
					Mountbatten Sq			04			03
Introduction to Microsoft Excel Power Query, Data Model, Power Pivot and DAX	Yes	2	\$802.50	ASKPQ8	Hotel		12-13		18-19		15-16
Visual Basic for Applications in Microsoft Excel - Fundamental <b>NEW !</b>	Yes	3	\$642.00	ASK7VB	JTC Summit	14-16		07-09		22-24	
					Mountbatten Sq		09-11		25-27		22-24

## Microsoft PowerPoint

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Microsoft PowerPoint 2019 - Basic and Intermediate	Yes	2	\$385.20	ASKPB9	JTC Summit	19-20	19-20	07-08	21-22	22-23	11-12
					Mountbatten Sq	22-23	23-24	10-11	25-26	18-19	08-09
Microsoft PowerPoint 2019 - Advanced	Yes	1	\$235.40	ASKPA9	JTC Summit	21		09		24	
					Mountbatten Sq		25		27		10
Creative Microsoft PowerPoint Designs Masterclass <b>NEW !</b>	Yes	1	\$299.60	ASKCP8	JTC Summit			21			02
					Mountbatten Sq		06			03	

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Microsoft Word											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Microsoft Word 2019 - Basic and Intermediate	Yes	2	\$385.20	ASKWB9	JTC Summit	22-23	16-17	17-18	25-26	16-17	15-16
					Mountbatten Sq	19-20	19-20	07-08	14-15	08-09	11-12
Microsoft Word 2019 - Advanced	Yes	1	\$235.40	ASKWA9	JTC Summit		18		27		17
					Mountbatten Sq	21		09		10	
Creating Digital MS Word Forms and Importing Data Automatically from MS Excel <span style="color: orange;">NEW!</span>	Yes	1	\$299.60	ASKWF8	JTC Summit	14		23			
					Mountbatten Sq		05				22

Microsoft Access & Outlook											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Microsoft Access 2019 - Basic and Intermediate	Yes	2	\$428.00	ASKAB9	JTC Summit	22-23		10-11		08-09	
					Mountbatten Sq		19-20		07-08		11-12
Microsoft Access 2019 - Advanced	Yes	2	\$428.00	ASKAA9	JTC Summit		23-24			25-26	
					Mountbatten Sq			21-22			18-19
Microsoft Outlook 2019 - Basic and Intermediate	Yes	1	\$267.50	ASKKB9	JTC Summit	21		14		10	
					Mountbatten Sq		12		20		03
Microsoft Outlook 2019 - Intermediate and Advanced	Yes	1	\$267.50	ASKKA9	JTC Summit			15			17
					Mountbatten Sq		13			24	

Microsoft Office - Home Based Learning <span style="color: orange;">NEW!</span>											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Microsoft Excel 2019 - Fundamentals	Yes	2	\$449.40	ASK9EB	Home Based Learning	05-06 22-23	02-03 19-20	10-11 28-29	11-12	01-02	08-09
Microsoft Excel 2019 - Intermediate & Advanced	Yes	3	\$556.40	ASK9EA		12-14 28-30	04-06 23-25	07-09 16-18	13-15	24-26	29-31
Microsoft PowerPoint 2019 - Fundamentals	Yes	2	\$449.40	ASK9PB		01-02 26-27	09-10 26-27	07-08 21-22	21-22	04-05	01-02
Microsoft PowerPoint 2019 - Intermediate & Advanced	Yes	3	\$556.40	ASK9PA		19-21	11-13	28-30	-	08-10	03-05
Microsoft Word 2019 - Fundamentals	Yes	2	\$449.40	ASK9WB		12-13 29-30	05-06 23-24	01-02 14-15	25-26	04-05	11-12
Microsoft Word 2019 - Intermediate & Advanced	Yes	3	\$556.40	ASK9WA		19-21	09-11	16-18	-	08-10	15-17

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Adobe CC											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Photoshop CC - Basic to Intermediate	Yes	2	\$513.60	ASKPB8	JTC		19-20		25-26		

Video Editing & IT Related											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
IT Clinics (PC/Laptop Maintenance)	Yes	2	\$535.00	ASKCL7	JTC Summit			21-22			15-16
Mobile Apps Development and Deployment for Your Organization - Beginners	Yes	2	\$535.00	ASKMP7	JTC Summit		26-27		28-29		18-19
					Mountbatten Sq	29-30	17-18	18-19			
Mobile Apps Development and Deployment for Your Organization - Advanced <b>NEW !</b>	Yes	2	\$535.00	ASKMA7	JTC Summit					25-26	
					Mountbatten Sq						
Video Production	Yes	2	\$535.00	ASKVP7	JTC Summit		16-17		18-19		
					Mountbatten Sq	12-13	07-08		01-02		

Web Applications											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Infographics Concept and Data Visualization Technique	Yes	1	\$299.60	ASKGV7	JTC Summit		13		20		10
					Mountbatten Sq			16		22	
Introduction to Digital Marketing	Yes	2	\$535.00	ASKDM8	JTC Summit		09-10		11-12		04-05
					Mountbatten Sq	15-16		09-10		08-09	
Understanding E-Commerce in Your Organisation (To Build Online Shop) <b>NEW !</b>	Yes	2	\$535.00	ASKEB7	JTC Summit	12-13		14-15		16-17	
					Mountbatten Sq		16-17		19-20		16-17
Website Design & Development (using Free Software)	Yes	1	\$299.60	ASKKM7	JTC Summit			22			01
					Mountbatten Sq		05			23	