



Microsoft Excel 2019										2023			
Course Title	HRP	SFC Claimable	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-22	Nov-22	Dec-22	Course Fee (Inc. GST)	Jan-23	Feb-23	Mar-23
Microsoft Excel 2019 - Basic	Yes	Yes	2	\$385.20	ASKEB9	JTC Summit	06-07	17-18	01-02	\$388.80	05-06	06-07	09-10
						Mountbatten Sq	17-18	03-04	12-13		09-10	13-14	02-03
Microsoft Excel 2019 - Intermediate	Yes	Yes	2	\$385.20	ASKEL9	JTC Summit	10-11	21-22	05-06	\$388.80	09-10	09-10	13-14
						Mountbatten Sq	20-21	07-08	15-16		30-31	20-21	27-28
Microsoft Excel 2019 - Advanced	Yes	Yes	2	\$385.20	ASKEA9	JTC Summit	13-14	24-25	08-09	\$388.80	12-13	13-14	16-17
						Mountbatten Sq	25-26	10-11	19-20		16-17	20-21	09-10
Microsoft Excel: Advanced Formulas and Functions	Yes	Yes	2	\$535.00	ASKFF8	JTC Summit	25-26		28-29	\$540.00		16-17	
						Mountbatten Sq		21-22			30-31		13-14
Microsoft Excel: 99 Pro Hacks and Tips	Yes	No	1	\$299.60	ASKTH8	JTC Summit	12			\$351.00	04		15
						Mountbatten Sq			14			15	
Advanced Pivot Table Techniques in Microsoft Excel	Yes	Yes	1	\$299.60	ASKEP8	JTC Summit		23		\$302.40	11		01
						Mountbatten Sq	19		29			03	
Data Analysis with Microsoft Excel DASHBOARD Reporting for Management	Yes	Yes	2	\$802.50	ASKDR8	Hotel	17-18		19-20	\$810.00		14-15	
Bridging Big Data Analytics using Power BI	Yes	Yes	1	\$428.00	ASKBB8	JTC Summit			07	\$432.00		08	
						Mountbatten Sq		09			18		02
Introduction to Microsoft Excel Power Query, Data Model, Power Pivot and DAX	Yes	Yes	2	\$802.50	ASKPQ8	Hotel		14-15		\$810.00	30-31		20-21
Visual Basic for Applications in Microsoft Excel - Fundamental	Yes	Yes	3	\$642.00	ASK7VB	JTC Summit	10-12		19-21	\$648.00		20-22	
						Mountbatten Sq		07-09			11-13		06-08

Microsoft PowerPoint & Word 2019										2023			
Course Title	HRP	SFC Claimable	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-22	Nov-22	Dec-22	Course Fee (Inc. GST)	Jan-23	Feb-23	Mar-23
Microsoft PowerPoint 2019 - Basic and Intermediate	Yes	Yes	2	\$385.20	ASKPB9	JTC Summit	17-18	07-08	12-13	\$388.80	16-17	15-16	20-21
						Mountbatten Sq	03-04	14-15	22-23		04-05	09-10	13-14
Microsoft PowerPoint 2019 - Advanced	Yes	Yes	1	\$235.40	ASKPA9	JTC Summit	19		14	\$237.60		17	
						Mountbatten Sq		16			06		15
Creative Microsoft PowerPoint Designs Masterclass	Yes	Yes	1	\$299.60	ASKCP8	HBL	19			\$302.40			
						JTC Summit					13		09
						Mountbatten Sq						23	
Microsoft Word 2019 - Basic and Intermediate	Yes	Yes	2	\$385.20	ASKWB9	JTC Summit	20-21	09-10	15-16	\$388.80	18-19	09-10	06-07
						Mountbatten Sq	05-06	17-18	05-06		09-10	06-07	16-17
Microsoft Word 2019 - Advanced	Yes	No	1	\$235.40	ASKWA9	JTC Summit		11		\$237.60	20		08
						Mountbatten Sq	07		07			08	
Creating Digital MS Word Forms and Importing Data Automatically from MS Excel	Yes	Yes	1	\$299.60	ASKWF8	JTC Summit		30		\$302.40			
						Mountbatten Sq			30				



Microsoft Access & Outlook										2023			
Course Title	HRP	SFC Claimable	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-22	Nov-22	Dec-22	Course Fee (Inc. GST)	Jan-23	Feb-23	Mar-23
Microsoft Access 2019 - Basic and Intermediate	Yes	Yes	2	\$428.00	ASKAB9	JTC Summit	03-04		05-06	\$432.00		13-14	
						Mountbatten Sq		03-04			19-20		23-24
Microsoft Access 2019 - Advanced	Yes	No	2	\$428.00	ASKAA9	JTC Summit		14-15		\$432.00		27-28	
						Mountbatten Sq	20-21		22-23				30-31
Microsoft Outlook 2019 - Basic and Intermediate	Yes	Yes	1	\$267.50	ASKKB9	JTC Summit		10		\$270.00		09	
						Mountbatten Sq	25		01				09
Microsoft Outlook 2019 - Intermediate and Advanced	Yes	Yes	1	\$267.50	ASKKA9	JTC Summit		11		\$270.00		10	
						Mountbatten Sq			02				10

Microsoft Office - Home Based Learning (Virtual)										2023			
Course Title	HRP	SFC Claimable	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-22	Nov-22	Dec-22	Course Fee (Inc. GST)	Jan-23	Feb-23	Mar-23
Microsoft Excel 2019 - Fundamentals	Yes	No	2	\$449.40	ASK9EB	Home Based Learning	03-04	14-15	19-20	\$453.60	09-10	02-03	16-17
Microsoft Excel 2019 - Intermediate & Advanced	Yes	No	3	\$556.40	ASK9EA		05-07	16-18	21-23	\$561.60	11-13	06-08	20-22
Microsoft PowerPoint 2019 - Fundamentals	Yes	No	2	\$449.40	ASK9PB		10-11	21-22	05-06	\$453.60	16-17	20-21	02-03
Microsoft PowerPoint 2019 - Intermediate & Advanced	Yes	No	3	\$556.40	ASK9PA		12-14	23-25	07-09	\$561.60		22-24	06-08
Microsoft Word 2019 - Fundamentals	Yes	No	2	\$449.40	ASK9WB		17-18	07-08	12-13	\$453.60	05-06	13-14	09-10
Microsoft Word 2019 - Intermediate & Advanced	Yes	No	3	\$556.40	ASK9WA		19-21	09-11	14-16	\$561.60		15-17	13-15

Web Applications										2023			
Course Title	HRP	SFC Claimable	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-22	Nov-22	Dec-22	Course Fee (Inc. GST)	Jan-23	Feb-23	Mar-23
Building Your E-commerce Business Empire in Singapore with Shopee NEW !	No	Yes	1	\$160.50	ASKECS	JTC Summit	12	03	07	\$162.00	18		10
						Mountbatten Sq	17		12			08	
Infographics Concept and Data Visualization Technique	Yes	Yes	1	\$299.60	ASKGV7	JTC Summit		16		\$302.40	12		08
						Mountbatten Sq	19		13			22	
Introduction to Digital Marketing	Yes	No	2	\$535.00	ASKDM8	JTC Summit	13-14	07-08	15-16	\$540.00	12-13		20-21
						Mountbatten Sq		17-18				09-10	
Understanding E-Commerce in Your Organisation (To Build Online Shop) NEW !	Yes	Yes	2	\$535.00	ASKEB7	JTC Summit			08-09	\$540.00	09-10		16-17
						Mountbatten Sq		07-08				06-07	
Website Design & Development (using Free Software) NEW !	Yes	Yes	1	\$299.60	ASKKM7	HBL	20		13	\$302.40			
						JTC Summit						24	
						Mountbatten Sq						17	



Adobe CC										2023			
Course Title	HRP	SFC Claimable	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-22	Nov-22	Dec-22	Course Fee (Inc. GST)	Jan-23	Feb-23	Mar-23
Photoshop CC - Basic to Intermediate	Yes	Yes	2	\$513.60	ASKPB8	JTC Summit		17-18		\$518.40	05-06		23-24
						Mountbatten Sq			08-09			13-14	

Video Editing & IT Related										2023			
Course Title	HRP	SFC Claimable	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-22	Nov-22	Dec-22	Course Fee (Inc. GST)	Jan-23	Feb-23	Mar-23
IT Clinics (PC/Laptop Maintenance)	Yes	Yes	2	\$535.00	ASKCL7	JTC Summit	25-26	15-16	27-28	\$540.00	17-18	21-22	28-29
Video Production	Yes	Yes	2	\$535.00	ASKVP7	JTC Summit		29-30		\$540.00	03-04		14-15
						Mountbatten Sq	11-12		20-21			07-08	
Drone Flying - Fundamentals	Yes	No	2	\$749.00	ASKDFF	Mountbatten Sq	20-21	17-18	08-09	\$756.00	12-13	02-03	16-17
Drone Piloting - Advanced	Yes	No	2	\$749.00	ASKDPA	Mountbatten Sq	27-28	24-25	15-16	\$756.00	19-20	23-24	23-24

Digital Marketing										2023			
Course Title	HRP	SFC Claimable	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-22	Nov-22	Dec-22	Course Fee (Inc. GST)	Jan-23	Feb-23	Mar-23
(18 Hrs) WSQ - Developing Integrated Digital Marketing Strategy NEW !	Yes	Yes	2	\$1,057.16	ASQDMS	JTC Summit	03-04	01-02	08-09	\$1,067.04	03-04		06-07
						Mountbatten Sq		10-11					01-02
(18 Hrs) WSQ - Content Marketing Strategy NEW !	Yes	Yes	2	\$1,057.16	ASQCMS	JTC Summit		03-04		\$1,067.04	05-06		09-10
						Mountbatten Sq	13-14		01-02				09-10
(18 Hrs) WSQ - Digital Advertising NEW !	Yes	Yes	2	\$1,057.16	ASQDAV	JTC Summit	06-07		15-16	\$1,067.04		02-03	
						Mountbatten Sq		24-25				05-06	
(18 Hrs) WSQ – Search Engine Optimization NEW !	Yes	Yes	2	\$1,057.16	ASQSEO	JTC Summit		21-22		\$1,067.04		06-07	
						Mountbatten Sq	10-11		05-06			09-10	
(18 Hrs) WSQ – Social Media Marketing NEW !	Yes	Yes	2	\$1,057.16	ASQSMM	JTC Summit	17-18	24-25	19-20	\$1,067.04	16-17		23-24
						Mountbatten Sq		14-15					16-17
(18 Hrs) WSQ – Digital Marketing Analytics NEW !	Yes	Yes	2	\$1,057.16	ASQDMA	JTC Summit	20-21		22-23	\$1,067.04	19-20		27-28
						Mountbatten Sq		03-04					20-21
WSQ - YouTube Marketing NEW !	Yes	Yes	2	\$1,057.16	ASKYTM	JTC Summit	25-26	14-15	08-09	\$1,067.04		23-24	
						Mountbatten Sq		28-29				19-20	

* For some of the Soft Skills courses in Hotel or JTC Summit, we conduct Hybrid training by combining Home-based learners with our onsite participants.