

ExecuTrain Course Schedule

Course Schedule
Jan - Jun 08

Microsoft Office

Operating Systems	Course Fee	Jan	Feb	Mar	Apr	May	Jun
Microsoft Windows							
MS-Windows Vista Introduction	2,450	22	19	18	22	22	23
MS-Windows XP Introduction	2,450	3	4	6	8	8	4
MS-Office 2000 to Office 2003	2,450	4	5	7	9	9	5
MS-Office 2003 New features	2,450	*	*	*	*	*	*
MS-Office 2003 Using Application Together	2,450	*	*	*	*	*	*
Spreadsheets	Course Fee	Jan	Feb	Mar	Apr	May	Jun
Microsoft Excel							
MS-Excel 2003 level I	2,450	7	11	10	21	6	2
MS-Excel 2003 level II (2 days)	4,900	8-9	12-13	11-12	22-23	7-8	3-4
MS-Excel 2003 level III	2,450	10	14	13	24	9	5
MS-Excel Tips & Tricks (2 days)	4,900	14-15	18-19	17-18	28-29	12-13	9-10
MS-Excel 2007 level I	2,450	21	18	17	8	20	16
MS-Excel 2007 level II (2 days)	4,900	22-23	19-20	18-19	9-10	21-22	17-18
MS-Excel 2007 level III	2,450	24	22	20	11	23	19
MS-Excel 2007 New Feature	2,450	25	25	21	14	26	20
Word Processing	Course Fee	Jan	Feb	Mar	Apr	May	Jun
Microsoft Word							
MS-Word 2003 Level I	2,450	28	25	24	16	6	9
MS-Word 2003 Level II	2,450	29	26	25	17	7	10
MS-Word 2003 Level III	2,450	30	27	26	18	8	11
MS-Word 2007 level I	2,450	7	11	10	21	20	23
MS-Word 2007 level II(2 Days)	4,900	8-9	12-13	11-12	22-23	21-22	24-25
MS-Word 2007 level III	2,450	10	14	13	24	23	26
Word & PowerPoint Tips and Tricks (1 day)	2,450	*	*	*	*	*	*
MS-Word 2007 Feature	2,450	25	15	14	14	26	27
Database Management	Course Fee	Jan	Feb	Mar	Apr	May	Jun
Microsoft Access							
MS-Access 2003 level I	2,450	21	18	17	21	12	9
MS-Access 2003 level II (2 days)	4,900	22-23	19-20	18-19	22-23	13-14	10-11
MS-Access 2003 level III	2,450	24	25	20	24	15	12
MS-Access 2003 level IV	2,450	25	26	21	25	16	13
MS-Access 2007 level I	2,450	14	25	24	21	26	16
MS-Access 2007 level II (2 days)	4,900	15-16	26-27	25-26	22-23	27-28	17-18
MS-Access 2007 level III	2,450	17	28	27	24	29	19
MS-Access 2007 level IV	2,450	18	29	28	25	30	20
MS-Access 2007 New Feature	2,450	28	18	20	18	20	23
Presentations	Course Fee	Jan	Feb	Mar	Apr	May	Jun
Microsoft PowerPoint							
MS-PowerPoint 2003 level I	2,450	2	4	3	1	12	2

Presentations	Course Fee	Jan	Feb	Mar	Apr	May	Jun
MS-PowerPoint 2003 level II	2,450	3	5	4	2	13	3
MS-PowerPoint 2007 level I	2,450	4	6	6	3	14	5
MS-PowerPoint 2007 level II	2,450	5	7	7	4	15	6
MS-PowerPoint Professional (2 days)	6,000	10-11	11-12	13-14	10-11	20-21	10-11
MS-PowerPoint 2007 New Feature	2,450	9	15	17	17	23	11
Project Management	Course Fee	Jan	Feb	Mar	Apr	May	Jun
Microsoft Project							
MS-Project 2003 Level 1	3,000	15	12	10	22	20	17
MS-Project 2003 Level 2	3,000	16	13	11	23	21	18
MS-Project 2003 Level 3 (2 Days)	6,000	17-18	14-15	12-13	24-25	22-23	19-20
Introduction 2000	3,000	*	*	*	*	*	*
Managing and Tracking Projects 2000	3,000	*	*	*	*	*	*
Advanced 2000 (2 days)	6,000	*	*	*	*	*	*
Mail Packages	Course Fee	Jan	Feb	Mar	Apr	May	Jun
Microsoft Outlook							
MS-Outlook 2003 level I	2,450	2	6	6	8	12	9
MS-Outlook 2003 level II	2,450	3	7	7	9	13	10
MS-Outlook 2003 level III	2,450	4	8	10	10	14	11
MS-Outlook 2007 level I	2,450	7	4	3	1	20	16
MS-Outlook 2007 level II	2,450	8	5	4	2	21	17
MS-Outlook 2007 level III	2,450	9	6	5	3	22	18

Remarks

- 1) * Please call in at ExecuTrain office to confirm the specific class date. Thank you.
- 2) (e) classes will be conducted in English version.
- 3) (eve) classes are in evening program 18:00-21:00 pm.
- 4) ExecuTrain reserves the right to change the schedule in case the number of participants less than 6 people or 3 pairs.