

ExecuTrain Course Schedule

Standard Desktop Applications

Operating Systems	Course Fee	Sep-17	Oct-17	Nov-17	Dec-17
Microsoft Windows					
MS-Windows 10	2,550	7	5	2	7
MS-Windows 8	2,550	8	6	3	8
MS-Windows 7	2,550	*	*	*	*
MS-Office 365 for End-User	3,000	*	19	6	7
MS-Office 2013 New Feature	2,550	*	20	7	8
MS-Office 2016 New Feature	2,550	22	*	9	15
Spreadsheets	Course Fee	Sep-17	Oct-17	Nov-17	Dec-17
Microsoft Excel					
MS-Excel 2016 level 1	2,550	11	24	27	12
MS-Excel 2016 level 2 (2 days)	5,100	12-13	25-26	28-29	13-14
MS-Excel 2016 level 3	2,550	14	27	30	15
MS-Excel 2013 Level 1	2,550	18	9	13	18
MS-Excel 2013 Level 2	2,550	19	10	14	19
MS-Excel 2013 Level 3 (2 days)	5,100	20-21	11-12	15-16	20-21
MS-Excel 2010 level 1	2,550	*	*	*	*
MS-Excel 2010 level 2 (2 days)	5,100	*	*	*	*
MS-Excel 2010 level 3	2,550	*	*	*	*
MS-Excel Maximizing PivotTable	2,550	25	20	17	20
MS-Excel Data Analysis with PowerPivot (2 days)	6,000	*	26-27	*	21-22
MS-Excel Tips & Tricks (2 days)	5,100	25-26	16-17	20-21	25-26
Useful Excel Formulas and Functions (2 days)	6,000	27-28	18-19	22-23	27-28
MS Excel Maximized & Dynamic Chart	5,100	*	4-5	*	7-8
MS-Excel 2010 for HR. (Human Resource)	2,550	*	*	*	*
Word Processing	Course Fee	Sep-17	Oct-17	Nov-17	Dec-17
Microsoft Word					
MS-Word 2016 Level 1	2,550	6	4	6	12
MS-Word 2016 Level 2	2,550	7	5	7	13
MS-Word 2016 Level 3	2,550	8	6	8	14
MS-Word 2013 Level 1	2,550	4	17	1	6
MS-Word 2013 Level 2	2,550	5	18	2	7
MS-Word 2013 Level 3	2,550	6	19	3	8
MS-Word 2010 Level 1-3 (3 days)	7,650	*	*	*	*
Database Management	Course Fee	Sep-17	Oct-17	Nov-17	Dec-17
Microsoft Access					
MS-Access 2016 Level 1	2,550	18	16	20	25
MS-Access 2016 Level 2 (2 days)	5,100	19-20	17-18	21-22	26-27
MS-Access 2016 Level 3	2,550	21	19	23	28
MS-Access 2013 Level 1	2,550	11	24	13	11
MS-Access 2013 Level 2 (2 days)	5,100	12-13	25-26	14-15	12-13
MS-Access 2013 Level 3	2,550	14	27	16	14
MS-Access 2010 Level 1-3 (4 days)	10,200	*	*	*	*
Presentations	Course Fee	Sep-17	Oct-17	Nov-17	Dec-17
Microsoft PowerPoint					
MS-PowerPoint 2016 Level 1	2,550	4	2	1	6

MS-PowerPoint 2016 Level 2	2,550	5	3	2	7
MS-PowerPoint 2013 Level 1	2,550	4	2	1	6
MS-PowerPoint 2013 Level 2	2,550	5	3	2	7
MS-PowerPoint 2010 Level 1-2 (2 days)	5,100	*	*	*	*
MS-PowerPoint (Useful Presentation)	3,000	6	4	3	8
MS-PowerPoint Professional (2 days)	6,000	7-8	5-6	6-7	11-12
Project Management	Course Fee	Sep-17	Oct-17	Nov-17	Dec-17
Microsoft Project					
MS-Project 2016 Level 1	3,000	5	10	7	19
MS-Project 2016 Level 2	3,000	6	11	8	20
MS-Project 2013 Level 1	3,000	7	12	9	21
MS-Project 2013 Level 2	3,000	8	13	10	22
MS-Project 2010 Level 1-2 (2 days)	6,000	*	*	*	*
Mail Packages	Course Fee	Sep-17	Oct-17	Nov-17	Dec-17
Microsoft Outlook					
MS-Outlook 2016 level 1	2,550	11	9	9	21
MS-Outlook 2016 level 2	2,550	12	10	10	22
MS-Outlook 2013 level 1	2,550	18	30	20	15
MS-Outlook 2013 level 2	2,550	19	31	21	18
MS-Outlook 2010 level 1-2 (2 days)	5,100	*	*	*	*
Desktop Publishing & Graphics	Course Fee	Sep-17	Oct-17	Nov-17	Dec-17
PageMaker 7.0 (3 days)	9,000	6-8	4-6	1-3	6-8
Adobe Indesign CS7 (3 days)	9,000	11-13	9-11	6-8	13-15
Adobe PhotoShop CS7 (3 days)	9,000	18-20	16-18	13-15	20-22
CorelDraw 14 (3 days)	9,000	25-27	24-26	20-22	25-27
Adobe Illustrator CS7 (3 days)	9,000	11-13	9-11	27-29	6-8
MS-Visio 2013 (2 days)	6,000	21-22	19	16	18
AutoCAD 2008 3D (3 days)	9,000	6-8	20	17	19
Internet	Course Fee	Sep-17	Oct-17	Nov-17	Dec-17
Internet & Web Publishing					
Internet for Business with IE 8.0	2,550	1	6	3	1
Adobe Flash CS7 (3 days)	9,000	6-8	4-6	1-3	6-8
Adobe DreamWeaver CS7 (3 days)	9,000	25-27	24-26	20-22	20-22
Adobe Acrobat Reader/Writer 10 Level 1	3,000	21	12	7	14
Adobe Acrobat Reader/Writer 10 Level 2	3,000	22	13	8	15
MS-FrontPage 2013 (2 days)	6,000	*	*	*	*
ICDL Exam Training	Course Fee	Sep-17	Oct-17	Nov-17	Dec-17
ICDL (International Computer Driving License) (2 days)	6,000	*	*	*	*
OpenOffice.org	Course Fee	Sep-17	Oct-17	Nov-17	Dec-17
OpenOffice.org	*	*	*	*	*
UNIX Operating Systems	Course Fee	Sep-17	Oct-17	Nov-17	Dec-17
Unix	*	*	*	*	*
Linux Operating Systems	Course Fee	Sep-17	Oct-17	Nov-17	Dec-17
Linux	*	*	*	*	*
Lotus Notes Domino	Course Fee	Sep-17	Oct-17	Nov-17	Dec-17
Lotus Notes	*	*	*	*	*

Remarks

- 1) * Please call in at ExecuTrain office to confirm the specific class date. Thank you.
- 3) Training time at 9:00am - 4:00pm.
- 2) (e) classes will be conducted in English version.
- 4) ExecuTrain reserves the right to change the schedule in case the number of participants less than 6 people or 3 pairs.