

# ExecuTrain Course Schedule

 Course Schedule  
 Feb 12 - Jun 12 (update 18 Jan 11)

## Standard Desktop Applications

Operating Systems	Course Fee	Feb-12	Mar-12	Apr-12	May-12	Jun-12
<b>Microsoft Windows</b>						
MS-Windows 7	2,450	6	8	9	10	7
MS-Windows Vista Introduction	2,450	7	9	10	11	8
MS-Windows XP Introduction	2,450	*	*	*	*	*
MS-Office 2007 New Feature	2,450	13	12	12	14	14
MS-Office 2010 New Feature	2,450	14	13	13	15	15
MS-Office OneNote 2007	3,000	*	*	*	*	*
<b>Spreadsheets</b>						
<b>Microsoft Excel</b>						
MS-Excel 2010 level I	2,450	13	19	9	8	19
MS-Excel 2010 level II (2 days)	4,900	14-15	20-21	10-11	9-10	20-21
MS-Excel 2010 level III	2,450	16	22	12	11	22
MS-Excel 2007 level I	2,450	20	15	9	15	11
MS-Excel 2007 level II (2 days)	4,900	21-22	16, 19	10-11	16-17	12-13
MS-Excel 2007 level III	2,450	23	20	12	18	14
MS-Excel 2007 New Feature	2,450	13	12	13	14	14
MS-Excel 2003 (4 Days)	9,800	14-17	19-22	24-27	21-24	25-28
MS-Excel Tips & Tricks (2 days)	4,900	27-28	21-22	17-18	21-22	18-19
Excel 2003: Useful Excel Formulas and Functions	6,000	23-24	26-27	19-20	23-24	20-21
<b>Word Processing</b>						
<b>Microsoft Word</b>						
MS-Word 2010 Level I	2,450	20	5	2	2	5
MS-Word 2010 Level II	2,450	21	6	3	3	6
MS-Word 2010 Level III	2,450	22	7	4	4	7
MS-Word 2007 level I	2,450	24	21	17	28	18
MS-Word 2007 level II (2 Days)	4,900	27-28	22-23	18-19	29-30	19
MS-Word 2007 level III	2,450	29	26	20	31	20
MS-Word 2007 New Feature	2,450	13	12	13	14	14
MS-Word 2003 (3 Days)	7,350	6-8	12-14	9-12	8-11	11-14
<b>Database Management</b>						
<b>Microsoft Access</b>						
MS-Access 2010 level I	2,450	6	12	17	14	12
MS-Access 2010 level II (2 days)	4,900	7-8	13-14	18-19	15-16	13-14
MS-Access 2010 level III	2,450	9	15	20	17	15
MS-Access 2007 level I	2,450	13	8	23	21	25
MS-Access 2007 level II (2 days)	4,900	14-15	9-10	24-25	22-23	26-27
MS-Access 2007 level III	2,450	16	13	26	24	28
MS-Access 2007 level IV	2,450	17	14	27	25	29
MS-Access 2003 (5 Days)	12,250	20-24	26-30	17-20, 23	14-18	18-22
MS-Access 2007 New Feature	2,450	14	13	12	15	15
<b>Presentations</b>						
<b>Microsoft PowerPoint</b>						
MS-PowerPoint 2010 level I	2,450	1	1	9	10	7
MS-PowerPoint 2010 level II	2,450	2	2	10	11	8

<b>Presentations</b>	<b>Course Fee</b>	<b>Feb-12</b>	<b>Mar-12</b>	<b>Apr-12</b>	<b>May-12</b>	<b>Jun-12</b>
MS-PowerPoint 2007 level I	2,450	6	5	2	9	7
MS-PowerPoint 2007 level II	2,450	7	6	3	10	8
MS-PowerPoint 2007 New Feature	2,450	14	13	12	15	15
MS-PowerPoint 2003 (2 Days)	4,900	1-2	1-2	2-3	3-4	5-6
MS-PowerPoint Professional (2 days)	6,000	8-9	8-9	10-11	14-15	11-12
<b>Project Management</b>	<b>Course Fee</b>	<b>Feb-12</b>	<b>Mar-12</b>	<b>Mar-12</b>	<b>Mar-12</b>	<b>Mar-12</b>
<b>Microsoft Project</b>						
MS-Project 2010 Level 1	3,000	9	8	11	15	12
MS-Project 2010 Level 2	3,000	10	9	12	16	13
MS-Project 2007 Level 1	3,000	21	13	18	22	26
MS-Project 2007 Level 2	3,000	22	14	19	23	27
MS-Project 2007 Advanced	3,000	*	*	*	*	*
<b>Mail Packages</b>	<b>Course Fee</b>	<b>Feb-12</b>	<b>Mar-12</b>	<b>Apr-12</b>	<b>May-12</b>	<b>Jun-12</b>
<b>Microsoft Outlook</b>						
MS-Outlook 2010 level I	2,450	27	16	23	21	25
MS-Outlook 2010 level II	2,450	28	17	24	22	26
MS-Outlook 2010 level III	2,450	29	18	25	23	27
MS-Outlook 2007 level I	2,450	1	3	2	2	5
MS-Outlook 2007 level II	2,450	2	4	3	3	6
MS-Outlook 2007 level III	2,450	3	5	4	4	7
MS-Outlook 2003 (3 Days)	7,350	13-15	11-13	2-4	2-4	6-8
<b>Desktop Publishing &amp; Graphics</b>	<b>Course Fee</b>	<b>Feb-12</b>	<b>Mar-12</b>	<b>Apr-12</b>	<b>May-12</b>	<b>Jun-12</b>
PageMaker 7.0 (3 days)	9,000	1-3	6,8-9	2-4	2-4	6-8
Adobe Indesign CS4 (3 days)	9,000	6-8	12-14	17-19	8-10	11-13
Adobe PhotoShop CS4 (3 days)	9,000	13-15	19-21	9-11	14-16	18-20
CorelDraw 14 (3 days)	9,000	20-22	26-28	23-25	21-23	25-27
Adobe Illustrator CS4 (3 days)	9,000	27-29	6, 8-9	2-4	28-30	6-8
MS-Visio 2007 (2 days)	6,000	9-10	15-16	5-6	10-11	7-8
AutoCAD 2008 3D (3 days)	9,000	*	*	*	*	*
<b>Internet</b>	<b>Course Fee</b>	<b>Feb-12</b>	<b>Mar-12</b>	<b>Apr-12</b>	<b>May-12</b>	<b>Jun-12</b>
<b>Internet &amp; Web Publishing</b>						
Internet for Business with IE 8.0	2,450	6	9	9	11	8
Adobe Flash CS4 (3 days)	9,000	6-8	12-14	17-19	2-4	5-7
Adobe DreamWeaver CS4 (3 days)	9,000	20-22	26-28	23-25	21-23	25-27
Adobe Acrobat Reader/Writer 9 Level 1	3,000	23	22	19	10	7
Adobe Acrobat Reader/Writer 9 Level 2	3,000	24	23	20	11	8
MS-FrontPage 2007 (2 days)	6,000	16-17	22-23	*	*	*
<b>OpenOffice.org</b>	<b>Course Fee</b>	<b>Feb-12</b>	<b>Mar-12</b>	<b>Apr-12</b>	<b>May-12</b>	<b>Jun-12</b>
OpenOffice.org	*	*	*	*	*	*
<b>UNIX Operating Systems</b>	<b>Course Fee</b>	<b>Feb-12</b>	<b>Mar-12</b>	<b>Apr-12</b>	<b>May-12</b>	<b>Jun-12</b>
<b>Unix</b>	*	*	*	*	*	*
<b>Linux Operating Systems</b>	<b>Course Fee</b>	<b>Feb-12</b>	<b>Mar-12</b>	<b>Apr-12</b>	<b>May-12</b>	<b>Jun-12</b>
<b>Linux</b>	*	*	*	*	*	*
<b>Lotus Notes Domino</b>	<b>Course Fee</b>	<b>Feb-12</b>	<b>Mar-12</b>	<b>Apr-12</b>	<b>May-12</b>	<b>Jun-12</b>
<b>Lotus Notes</b>	*	*	*	*	*	*

- 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.