

Public Course Schedule

Virtual Training

Standard Desktop Applications

Course Schedule
Jan- Dec 2021
update 30 Nov 2020

Spreadsheets	Course Fee	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Microsoft Excel													
MS-Excel 2016 level 1	3,000	13	10	9	2	5	4	2	2	1	1	1	1
MS-Excel 2016 level 2 (2 days)	6,000	14-15	11-12	10-11	7-8	6-7	7-8	5-6	3-4	2-3	4-5	2-3	2-3
MS-Excel 2016 level 3	3,000	18	15	12	9	10	9	7	5	6	6	4	7
MS-Excel 365 level 1	9,500	18-19	11-12	9-10	20-21	11-12	8-9	7-8	3-4	1-2	4-5	2-3	1-2
MS-Excel 365 level 2	9,500	20-21	15-16	11-12	22-23	13-14	10-11	12-13	5-6	6-7	6-7	4-5	7-8
MS-Excel 365 level 3	5,000	22	17	15	26	17	14	14	9	8	8	8	9
MS-Excel Maximizing PivotTable	3,000	19	16	15	19	17	1	1	6	7	7	5	8
MS-Excel Data Analysis with PowerPivot (2 days)	9,500	25-26	17-18	22-23	20-21	11-12	10-11	8-9	9-10	8-9	11-12	11-12	8-9
MS-Excel Tips & Tricks (2 days)	7,000	27-28	22-23	25-26	22-23	13-14	14-15	19-20	16-17	20-21	14-15	18-19	13-14
Useful Excel Formulas and Functions (2 days)	7,000	21-22	24-25	29-30	26-27	17-18	16-17	12-13	18-19	22-23	18-19	25-26	15-16
Useful Excel Formulas and Functions 365 (2 days)	9,500	14-15	18-19	17-18	1-2	19-20	24-25	15-16	18-19	9-10	14-15	10-11	15-16
MS Excel Maximized & Dynamic Chart (2 Days)	7,000	28-29	18-19	18-19	28-29	19-20	21-22	29-30	23-24	16-17	20-21	29-30	20-21
MS-Excel 2016 for HR. (Human Resource)	4,000	12	5	31	30	24	18	14	13	10	8	8	17
Microsoft Power BI	9,500	11-12	22-23	18-19	8-9	20-21	24-25	15-16	19-20	9-10	19-20	11-12	16-17
Word Processing													
Microsoft Word													
MS-Word 2016 Level 1	3,000	18	4	8	7	27	28	14	9	24	20	8	22
MS-Word 2016 Level 2	3,000	19	5	9	8	28	29	15	10	27	21	9	23
MS-Word 2016 Level 3	3,000	20	7	10	9	31	30	16	11	28	22	10	24
Database Management													
Microsoft Access													
MS-Access 2016 Level 1	3,000	25	1	23	19	24	14	7	25	13	26	15	13
MS-Access 2016 Level 2 (2 days)	6,000	26-27	2-3	24-25	20-21	27-28	15-16	8-9	26-27	14-15	27-28	16-17	14-15
MS-Access 2016 Level 3	3,000	28	4	26	22	31	17	12	30	16	29	18	16
Presentations													
Microsoft PowerPoint													
MS-PowerPoint 2016 Level 1	3,000	12	11	10	1	12	1	19	16	28	20	22	24
MS-PowerPoint 2016 Level 2	3,000	13	12	11	2	13	2	20	17	29	21	23	27
MS-PowerPoint 365	5,000	18	16	15	8	17	7	22	19	27	26	25	22
MS-PowerPoint (Useful Presentation)	4,000	14	15	12	7	14	4	21	18	30	22	24	28
Project Management													
Microsoft Project													
MS-Project 2016 Level 1	3,000	28	8	30	26	10	29	29	30	13	14	29	16
MS-Project 2016 Level 2	3,000	29	9	31	27	11	30	30	31	14	15	30	17
Mail Packages													
Microsoft Outlook													
MS-Outlook 2016 level 1	3,000	6	15	1	21	5	24	21	18	15	18	17	15
MS-Outlook 2016 level 2	3,000	7	16	2	22	6	25	22	19	16	19	18	16
MS-Outlook 2013 level 1	3,000	8	17	3	23	7	28	23	20	17	20	19	17
MS-Outlook 2013 level 2	3,000	11	18	4	26	10	29	29	23	20	21	22	20
Digital and Technology													
Digital Marketing for Executive	5,000	*	*	*	*	*	*	*	*	*	*	*	*
Blockchain for Executive	5,000	*	*	*	*	*	*	*	*	*	*	*	*
Desktop Publishing & Graphics													
PageMaker 7.0 (3 days)	12,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe InDesign CC (3 days)	12,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe Photoshop CC (3 days)	12,000	*	*	*	*	*	*	*	*	*	*	*	*
CorelDraw 14 (3 days)	12,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe Illustrator CC (3 days)	12,000	*	*	*	*	*	*	*	*	*	*	*	*
MS-Visio 2016 (2 days)	8,000	*	*	*	*	*	*	*	*	*	*	*	*
AutoCAD 2016 3D (3 days)	12,000	*	*	*	*	*	*	*	*	*	*	*	*
Internet & Web Publishing													
Internet for Business with IE 8.0	4,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe Flash CC (3 days)	12,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe DreamWeaver CC (3 days)	12,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe Acrobat Reader/Writer 10 Level 1	4,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe Acrobat Reader/Writer 10 Level 2	4,000	*	*	*	*	*	*	*	*	*	*	*	*