

Public Course Schedule

Virtual Training

Standard Desktop Applications

Course Schedule
Jan- Dec 2022
update 20 Sep 2021

Spreadsheets	Course Fee		Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
	Classroom	Live Online												
Microsoft Excel														
MS-Excel 2016 level 1	4,000	3,000	14	9	9	1	5	6	1	2	1	3	1	1
MS-Excel 2016 level 2 (2 days)	8,000	6,000	17-18	10-11	10-11	7-8	9-10	7-8	5-6	3-4	5-6	4-5	2-3	6-7
MS-Excel 2016 level 3	4,000	3,000	19	15	14	11	11	9	7	5	7	6	4	8
MS-Excel 365 level 1	11,500	9,500	18-19	10-11	9-10	20-21	11-12	8-9	7-8	8-9	5-6	4-5	2-3	1-2
MS-Excel 365 level 2	11,500	9,500	20-21	14-15	14-15	25-26	17-18	13-14	11-12	10-11	7-8	6-7	7-8	7-8
MS-Excel 365 level 3	6,000	5,000	24	17	16	27	19	15	14	15	9	10	9	9
MS-Excel Maximizing PivotTable	4,000	3,000	19	18	15	19	17	1	1	1	7	7	4	8
MS-Excel Data Analysis with PowerPivot (2 days)	11,500	9,500	25-26	17-18	22-23	20-21	11-12	9-10	7-8	9-10	8-9	11-12	10-11	8-9
MS-Excel Tips & Tricks (2 days)	9,000	7,000	27-28	22-23	24-25	4-5	30-31	14-15	19-20	16-17	20-21	17-18	17-18	13-14
Useful Excel Formulas and Functions (2 days)	9,000	7,000	20-21	24-25	29-30	26-27	17-18	16-17	11-12	18-19	22-23	18-19	24-25	15-16
Useful Excel Formulas and Functions 365 (2 days)	11,500	9,500	13-14	21-22	17-18	28-29	19-20	23-24	14-15	18-19	8-9	20-21	10-11	15-16
MS Excel Maximized & Dynamic Chart (2 Days)	9,000	7,000	27-28	02-Mar	30-31	28-29	19-20	21-22	26-17	23-24	15-16	20-21	29-30	20-21
MS-Excel 2016 for HR. (Human Resource)	5,000	4,000	12	4	31	1	24	17	14	15	9	7	8	16
Microsoft Power BI	11,500	9,500	11-12	22-23	7-8	7-8	23-24	27-28	25-26	22-23	12-13	19-20	10-11	19-20
Word Processing														
Microsoft Word														
MS-Word 2016 Level 1	4,000	3,000	18	4	8	7	27	28	14	9	23	20	8	22
MS-Word 2016 Level 2	4,000	3,000	19	7	9	8	30	29	15	10	26	21	9	23
MS-Word 2016 Level 3	4,000	3,000	20	8	10	11	31	30	18	11	27	25	10	26
Database Management														
Microsoft Access														
MS-Access 2016 Level 1	4,000	3,000	25	1	23	19	24	14	6	25	13	26	15	13
MS-Access 2016 Level 2 (2 days)	8,000	6,000	26-27	2-3	24-25	20-21	26-27	15-16	7-8	29-30	14-15	27-28	16-17	14-15
MS-Access 2016 Level 3	4,000	3,000	28	4	28	22	30	17	11	31	16	31	18	16
Presentations														
Microsoft PowerPoint														
MS-PowerPoint 2016 Level 1	4,000	3,000	12	11	10	1	12	1	19	16	28	20	22	23
MS-PowerPoint 2016 Level 2	4,000	3,000	13	14	11	4	13	2	20	17	29	21	23	26
MS-PowerPoint 365	6,000	5,000	18	17	15	8	17	7	22	19	27	26	25	22
MS-PowerPoint (Useful Presentation)	5,000	4,000	14	15	16	7	18	6	21	18	30	25	24	28
Project Management														
Microsoft Project														
MS-Project 2016 Level 1	4,000	3,000	28	8	30	26	10	29	4	30	13	10	29	15
MS-Project 2016 Level 2	4,000	3,000	31	9	31	27	11	30	5	31	14	11	30	16
Mail Packages														
Microsoft Outlook														
MS-Outlook 2016 level 1	4,000	3,000	6	1	1	21	5	24	21	18	15	18	17	15
MS-Outlook 2016 level 2	4,000	3,000	7	2	2	22	6	27	22	19	16	19	18	16
MS-Outlook 2013 level 1	4,000	3,000	10	17	3	25	9	28	25	22	19	20	21	29
MS-Outlook 2013 level 2	4,000	3,000	11	18	4	26	10	29	26	23	20	21	22	30
Digital and Technology														
Digital Marketing for Executive	6,000	5,000	*	*	*	*	*	*	*	*	*	*	*	*
Blockchain for Executive	6,000	5,000	*	*	*	*	*	*	*	*	*	*	*	*
Desktop Publishing & Graphics														
PageMaker 7.0 (3 days)														
PageMaker 7.0 (3 days)	15,000	12,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe InDesign CC (3 days)	15,000	12,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe PhotoShop CC (3 days)	15,000	12,000	*	*	*	*	*	*	*	*	*	*	*	*
CorelDraw 14 (3 days)	15,000	12,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe Illustrator CC (3 days)	15,000	12,000	*	*	*	*	*	*	*	*	*	*	*	*
MS-Visio 2016 (2 days)	10,000	8,000	*	*	*	*	*	*	*	*	*	*	*	*
AutoCAD 2016 3D (3 days)	15,000	12,000	*	*	*	*	*	*	*	*	*	*	*	*
Internet & Web Publishing														
Internet for Business with IE 8.0														
Internet for Business with IE 8.0	5,000	4,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe Flash CC (3 days)	15,000	12,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe DreamWeaver CC (3 days)	15,000	12,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe Acrobat Reader/Writer 10 Level 1	5,000	4,000	*	*	*	*	*	*	*	*	*	*	*	*
Adobe Acrobat Reader/Writer 10 Level 2	5,000	4,000	*	*	*	*	*	*	*	*	*	*	*	*