

Public Course Schedule

Virtual Training
Standard Desktop Applications

Course Schedule
Jan- Dec 2023
update 25 Aug 2022

Spreadsheets	Course Fee		Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
	Classroom	Live Online												
Microsoft Excel														
MS-Excel 2016 level 1	4,000	3,000	13	1	8	3	8	6	3	2	1	2	1	1
MS-Excel 2016 level 2 (2 days)	8,000	6,000	16-17	2-3	9-10	4-5	9-10	7-8	4-5	3-4	5-6	3-4	2-3	6-7
MS-Excel 2016 level 3	4,000	3,000	18	6	13	7	11	9	6	7	7	5	6	8
MS-Excel 365 level 1	11,500	9,500	19-20	7-8	14-15	17-18	11-12	8-9	10-11	8-9	5-6	3-4	2-3	7-8
MS-Excel 365 level 2	11,500	9,500	23-24	9-10	16-17	19-20	17-18	13-14	12-13	10-11	7-8	5-6	7-8	12-13
MS-Excel 365 level 3	6,000	5,000	25	13	20	21	19	15	14	15	11	9	9	14
MS-Excel Maximizing PivotTable	4,000	3,000	19	14	1	10	17	1	7	4	4	2	10	8
MS-Excel Data Analysis with PowerPivot (2 days)	11,500	9,500	25-26	15-16	2-3	11-12	11-12	12-13	6-7	9-10	7-8	11-12	13-14	7-8
MS-Excel Tips & Tricks (2 days)	9,000	7,000	23-24	20-21	21-22	24-25	30-31	14-15	19-20	15-16	19-20	17-18	15-16	13-14
Useful Excel Formulas and Functions (2 days)	9,000	7,000	30-31	22-23	23-24	26-27	17-18	19-20	11-12	17-18	21-22	18-19	23-24	18-19
Useful Excel Formulas and Functions 365 (2 days)	11,500	9,500	12-13	27-28	27-28	20-21	22-23	22-23	13-14	21-22	11-12	24-25	9-10	20-21
MS Excel Maximized & Dynamic Chart (2 Days)	9,000	7,000	10-11	1-2	29-30	3-4	22-23	21-22	26-27	23-24	14-15	26-27	29-30	25-26
MS-Excel 2016 for HR. (Human Resource)	5,000	4,000	12	17	31	7	24	16	14	15	8	6	8	18
Microsoft Power BI	11,500	9,500	10-11	16-17	7-8	17-18	23-24	27-28	25-26	22-23	12-13	19-20	6-7	19-20
Word Processing														
Microsoft Word														
MS-Word 2016 Level 1	4,000	3,000	9	24	8	24	29	28	14	9	25	20	8	22
MS-Word 2016 Level 2	4,000	3,000	10	27	9	25	30	29	17	10	26	24	9	25
MS-Word 2016 Level 3	4,000	3,000	11	28	10	26	31	30	18	11	27	25	10	26
Database Management														
Microsoft Access														
MS-Access 2016 Level 1	4,000	3,000	16	1	22	18	24	14	5	25	13	25	15	13
MS-Access 2016 Level 2 (2 days)	8,000	6,000	17-18	2-3	23-24	19-20	25-26	15-16	6-7	29-30	14-15	26-27	16-17	14-15
MS-Access 2016 Level 3	4,000	3,000	19	6	27	21	29	19	10	31	18	30	20	18
Presentations														
Microsoft PowerPoint														
MS-PowerPoint 2016 Level 1	4,000	3,000	12	20	9	3	11	1	19	16	28	19	22	25
MS-PowerPoint 2016 Level 2	4,000	3,000	13	21	10	4	12	2	20	17	29	20	23	26
MS-PowerPoint 365	6,000	5,000	16	22	13	5	8	7	21	18	27	26	27	27
MS-PowerPoint (Useful Presentation)	5,000	4,000	17	23	14	7	9	6	24	21	26	25	24	28
Project Management														
Microsoft Project														
MS-Project 2016 Level 1	4,000	3,000	30	27	30	27	10	29	4	30	13	10	29	14
MS-Project 2016 Level 2	4,000	3,000	31	28	31	28	11	30	5	31	14	11	30	15
Mail Packages														
Microsoft Outlook														
MS-Outlook 2016 level 1	4,000	3,000	9	13	1	21	2	23	20	18	15	18	17	6
MS-Outlook 2016 level 2	4,000	3,000	10	14	2	24	3	26	21	21	18	19	20	7
MS-Outlook 2013 level 1	4,000	3,000	12	16	3	25	9	28	25	22	16	20	21	18
MS-Outlook 2013 level 2	4,000	3,000	13	17	7	26	10	29	26	23	17	21	22	19
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	*	*	*	*	*	*	*	*	*	*	*	*