

Public Course Schedule

Virtual Training

Standard Desktop Applications

Course Schedule
Jan- Dec 2025
update 10 September 2024

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