

Public Course Schedule

Virtual Training

Standard Desktop Applications

Course Schedule
Jan- Dec 2026
update 4 September 2025

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