

Course Code	Course Name	Duration (Hours)	July		August		September		Course Fee HK\$
			Weekday	Weekend & Evening	Weekday	Weekend & Evening	Weekday	Weekend & Evening	
Integrated Microsoft Office Series									
MOFF2007UP	Survival Essentials with Microsoft Office 2007	3	4a	---	2a, 30a	---	1a, 19a	---	600
MOFF2010UP	Survival Essentials with Microsoft Office 2010	3	4p	---	2p, 30p	---	1p, 19p	---	600
MSOSMP-2010	Essential MS Office for Sales & Marketing Professionals	12	11-12	4e-7e	9-10	15e-18e	7-8	19e-22e	2,400
MSOPAP-2010	Power Up Your Administration Work with MS Office	12	4-5	18e-21e	15-16	22e=25e	14-15	26e-29e	2,400
MSOVBA-2010	Enable Office Integration with VBA for Non-Programmers (1)	12	20-21	25e-28e	22-23	8e-11e	19-20	5e-8e	2,400
Microsoft Office 2003 / XP / 2000 Series									
ACDATA-2003	Access 2003/2002 - Database Structure & Data Manipulation	9	4-5a, 13-14a	18e-20e	1-2a, 25-26a	15e-17e	7-8a, 26-27a	19e-21e	1,800
ACFORM-2003	Access 2003/2002 - Producing Professional Report & User Interface	9	11-12a, 27-28a	4e-6e	11-12a, 22=23a	29e-31e	8p-9, 27p-28	5e-7e	1,800
ACDEPLOY-2003	Access 2003/2002 - Database Security & Automation	9	20-21a	4e&11e&18e	15-16a, 29-30a	8e-10e	15-16a	26e-28e	1,800
ACVBA-2003	Access 2003/2002 - Database Development	18	11&18&25	---	22-24	---	14-16	---	3,600
EXBASIC-2003	Excel 2003/2002 - Essential Skill for Daily Operation	6	4, 12, 27	27e-28e	4, 12, 23	16e-17e	1, 12, 27	14e-15e	1,200
EXDATA-2003	Excel 2003/2002 - Data Management	6	6, 14, 26	11e-12e, 23	1, 16, 31	8e-9e, 24e-25e	7, 19, 30	5e-6e, 21e-22e	1,200
EXPIVOT-2003	Excel 2003/2002 - Mastering PivotTable	6	5, 13, 28	6e-7e, 18e-19e	2, 18, 29	1e-2e, 15e-16e	8, 16, 28	4, 19e-20e	1,200
EXREPORT-2003	Excel 2003/2002 - Professional Reporting	6	11, 21, 29	9, 20e-21e	5, 11, 24	6, 29e-30e	12, 29	5e-6e, 21e-22e	1,200
EXANALYSIS-2003	Excel 2003/2002 - Data Analysis	6	8, 18, 26	11e-12e	3, 15, 30	9e-10e, 27	6, 23	11, 19e-20e	1,200
EXFORMULA1-2003	Excel 2003/2002 - Be a Formula Expert 1	6	4, 14, 25	2, 27e-28e	4, 12, 24	3e-4e, 29e-30e	1, 12, 29	7e-8e	1,200
EXFORMULA2-2003	Excel 2003/2002 - Be a Formula Expert 2	6	5, 19, 27	9, 18e-19e	5, 11, 23	8e-9e, 16e-17e	5, 16, 27	14e-15e	1,200
EXVBA1-2003	Excel 2003/2002 - Macro Programming for Super Users (VBA)	12	11-12, 26-27	11e-14e	8-9, 22-23	15e-18e	7-8, 21-22	5e&12e&19e&26e	2,400
EXVBA2-2003	Excel 2003/2002 - Advanced VBA for Report Automation	12	4-5, 18-19	26e-29e	15-16, 30-31	1e-4e	12&14, 26-27	19e-22e	2,400
PPBASIC-2003	PowerPoint 2003/2002 - Refining Your Business Applications	6	4, 15, 28	7e-8e, 23	3, 12, 23	8e-9e, 20	1, 15, 26	5e-6e, 21e-22e	1,200
PPIMPACT-2003	PowerPoint 2003/2002 - High Impact Presentation	6	7, 18, 27	9, 18e-19e	5, 16, 31	13, 22e-23e	7, 16, 27	18, 28e-29e	1,200
PPMEDIA-2003	PowerPoint 2003/2002 - Cutting Edge Presentation for Multimedia	6	6, 14, 26	13e-14e, 25e-26e	8, 19, 30	3e-4e, 24e-25e	9, 15, 28	7e-8e, 19e-20e	1,200
WDBASIC-2003	Word 2003/2002 - Word for Business Document	6	5, 12, 29	27e-28e	4, 15, 30	16e-17e	1, 12, 26	7e-8e	1,200
WDPRO-2003	Word 2003/2002 - Word for Publishing	6	8, 14, 27	9, 25e-26e	5, 17, 31	22e-23e	1, 16, 29	4, 14e-15e	1,200
MPJ-2003	Project 2003/2002 - Managing a Project (Theory and Application)	12	11-12, 26-27	4e-7e	10-11, 29-30	22e-25e	7-8, 26-27	12e&14e-16e	2,400
OUTLOOK-2003	Outlook 2003/2002 - Managing Daily Operation	6	14, 29	---	3, 23	---	2, 19	---	1,200
VISIO-2003	Visio 2003/2002 - Professional Drawing	6	5, 18	---	11, 29	---	16, 27	---	1,200
MFRPG-2003	Microsoft FrontPage 2003/2002	6	19	---	18	---	12	---	1,200
Microsoft Office 2007 / 2010 Series									
ACDATA-2010	Access 2007/2010 - Database Design and Data Manipulation	9	4-5a, 13-14a	18e-20e	1-2a, 25-26a	15e-17e	7-8a, 26-27a	19e-21e	1,800
ACFORM-2010	Access 2007/2010 - Building Interactive Forms and Reports	9	11-12a, 27-28a	4e-6e	11-12a, 22=23a	29e-31e	8p-9, 27p-28	5e-7e	1,800
ACDEPLOY-2010	Access 2007/2010 - Deploying a Protected Information System	9	20-21a	4e&11e&18e	15-16a, 29-30a	8e-10e	15-16a	26e-28e	1,800
ACVBA-2010	Access 2007/2010 - Developing a Sophisticated Database Application	18	11&18&25	---	22-24	---	14-16	---	3,600
EXBASIC-2010	Excel 2007/2010 - Keep Up with Excel Fundamentals	6	4, 12, 27	27e-28e	4, 12, 23	16e-17e	1, 12, 27	14e-15e	1,200
EXDATA-2010	Excel 2007/2010 - Data Management	6	6, 14, 26	11e-12e, 23	1, 16, 31	8e-9e, 24e-25e	7, 19, 30	5e-6e, 21e-22e	1,200
EXPIVOT-2010	Excel 2007/2010 - Mastering PivotTable	6	5, 13, 28	6e-7e, 18e-19e	2, 18, 29	1e-2e, 15e-16e	8, 16, 28	4, 19e-20e	1,200
EXREPORT-2010	Excel 2007/2010 - Professional Reporting & Charting	6	11, 21, 29	9, 20e-21e	5, 11, 24	6, 29e-30e	12, 29	5e-6e, 21e-22e	1,200
EXMODEL-2010	Excel 2007/2010 - Building Interactive Models	6	8, 18, 26	11e-12e	3, 15, 30	9e-10e, 27	6, 23	11, 19e-20e	1,200
EXFORMULA1-2010	Excel 2007/2010 - Be a Formula Expert 1	6	4, 14, 25	2, 27e-28e	4, 12, 24	3e-4e, 29e-30e	1, 12, 29	7e-8e	1,200
EXFORMULA2-2010	Excel 2007/2010 - Be a Formula Expert 2	6	5, 19, 27	9, 18e-19e	5, 11, 23	8e-9e, 16e-17e	5, 16, 27	14e-15e	1,200
EXVBA1-2010	Excel 2007/2010 - Macro Programming for Super Users (VBA)	12	11-12, 26-27	11e-14e	8-9, 22-23	15e-18e	7-8, 21-22	5e&12e&19e&26e	2,400
EXVBA2-2010	Excel 2007/2010 - Advanced VBA for Report Automation	12	4-5, 18-19	26e-29e	15-16, 30-31	1e-4e	12&14, 26-27	19e-22e	2,400
PPIMPACT-2010	PowerPoint 2007/2010 - High Impact Presentation	6	7, 18, 27	9, 18e-19e	5, 16, 31	13, 22e-23e	7, 16, 27	18, 28e-29e	1,200
PPMEDIA-2010	PowerPoint 2007/2010 - Cutting-Edge Presentation with Multimedia	6	6, 14, 26	13e-14e, 25e-26e	8, 19, 30	3e-4e, 24e-25e	9, 15, 28	7e-8e, 19e-20e	1,200
WDBASIC-2010	Word 2007/2010 - Sharpening the Essential Skills	6	5, 12, 29	27e-28e	4, 15, 30	16e-17e	1, 12, 26	7e-8e	1,200
WDPRO-2010	Word 2007/2010 - Preparing Professional Business Reports	6	8, 14, 27	9, 25e-26e	5, 17, 31	22e-23e	1, 16, 29	4, 14e-15e	1,200
MPJ-2010	Project 2007/2010 - Managing a Project (Theory and Application)	12	11-12, 26-27	4e-7e	10-11, 29-30	22e-25e	7-8, 26-27	12e&14e-16e	2,400
OUTLOOK-2010	Outlook 2007/2010 - Managing Daily Operation	6	14, 29	---	3, 23	---	2, 19	---	1,200
VISIO-2010	Visio 2007/2010 - Professional Drawing	6	5, 18	---	11, 29	---	16, 27	---	1,200
SPBASIC-2010	SharePoint 2007/2010 - Sharing and Managing Information on the Web	6	19	---	18	---	12	---	1,200
Adobe Products									
PSHOPM1	Adobe Photoshop - Effective Retouching Techniques for Business Images	6	4, 21	18e-19e	1, 18	7, 22e-23e	1, 20	12e&14e, 25	1,200
ILLUSM1	Adobe Illustrator - Creating Graphics for Business Publication	6	14	26e-27e	10	15e-16e	16	19e-20e	1,200
ACROBATM1	Adobe Acrobat - ePaper Solution	6	5	---	11	---	14	---	1,200
FLASHM1	Flash - Creative Animation for Web Production	6	18	---	15	---	8	---	1,200
DREAMM1	Dreamweaver - Building Creative Website	6	26	---	22	---	9	---	1,200
Others									
CINPUT	Chinese Input Method (Changjei)	6	5, 18	11e-12e, 24	1, 18	8e-9e, 22e-23e	1, 14	5e-6e, 28e-29e	1,200