

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