

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