Jan - June 2010 Schedule
Microsoft Applications

Microsoft GOLD CERTIFIED Partner

Learning Solutions
Information Worker Solutions
Networking Infrastructure Solutions

Code Course	Days	Fees (RM)	JAN	FEB	MAR	APR	MAY	JUNE
Microsoft Office Productivity Series								
Microsoft Office 2007 – Migration	1	500	4	25	18	21	31	10
Data Extractions and Analysis (Microsoft Excel)	1	500	14	7	15	28	12	3
Increase Productivity by Maximising Mail Merge (Microsoft Word 2007)	½	150	11 (AM)	8 (AM)	22 (AM)	27 (AM)	17 (AM)	30 (AM)
Automating Table of Contents and References with Styles (Microsoft Word 2007)	½	150	11 (PM)	8 (PM)	22 (PM)	27 (PM)	17 (PM)	30 (PM)
Financial Analysis with Microsoft Excel 2007	1	500	12	3	8	12	5	2
Microsoft Outlook 2007 – Tips & Tricks	1	500	19	10	15	19	13	16
Improve Forecasting & Trend Analysis to Maximise Profit (Microsoft Excel 2003)	1	500	26	17	22	27	21	24
Effective Utilization of Business Contacts, Leads & Opportunities (Microsoft Business Contact Manager 2007)	1	799	14	24	29	23	25	30
Windows Housekeeping 101	1	500	AVAILABLE UPON REQUEST					
Microsoft Windows Vista Bootcamp: Empowering Professionals on Windows Vista	1	500	8	19	30	7	21	14
Microsoft Office 2007 System								
Microsoft Word 2007 – Foundation	1	269	4	9	22	5	10	21
Microsoft Word 2007 – Intermediate	1	279	5	10	23	6	11	22
Microsoft Word 2007 – Advanced	1	289	6	11	24	7	12	23
Microsoft Word 2007 – Expert	1	299	7	12	25	8	13	24
Microsoft Excel 2007 – Foundation	1	269	11	2	8	19	17	7
Microsoft Excel 2007 – Intermediate	1	279	12	3	9	20	18	8
Microsoft Excel 2007 – Advanced	1	289	13	4	10	21	19	9
Microsoft Excel 2007 – Expert	1	299	14	5	11	22	20	10
Microsoft PowerPoint 2007 – Foundation	1	269	18	17	1	26	24	14
Microsoft PowerPoint 2007 – Intermediate	1	279	19	18	2	27	25	15
Microsoft PowerPoint 2007 – Advanced	1	289	20	19	3	28	26	16

course schedule

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Code Course	Days	Fees (RM)	JAN	FEB	MAR	APR	MAY	JUNE
Microsoft Office 2007 System – cont.								
Microsoft PowerPoint 2007 – Expert	1	299	21	22	4	29	27	17
Microsoft Outlook 2007 – Foundation	1	269	4	22	29	27	24	1
Microsoft Outlook 2007 – Intermediate	1	279	5	23	30	28	25	2
Microsoft Outlook 2007 – Advanced	1	289	6	24	31	29	26	3
Microsoft Outlook 2007 - Expert	1	299	7	25	-	30	27	4
Microsoft Access 2007 – Foundation	1	399	22	8	29	28	3	14
Microsoft Access 2007 – Intermediate	2	699	25-26	9-10	30-31	29-30	4-5	15-16
Microsoft Access 2007 – Advanced	1	499	28	11	-	1	6	17
Microsoft Access 2007 – Expert	1	599	29	12	-	2	7	18
Microsoft SharePoint Designer 2007 - Foundation	1	499	AVAILABLE UPON REQUEST					
Microsoft SharePoint Designer 2007 - Intermediate	1	599						
Microsoft SharePoint Designer 2007 - Advanced	1	699						
Microsoft SharePoint Designer 2007 - Expert	1	799						
Microsoft Project 2007 – Foundation	1	599	22	8	29	28	3	14
Microsoft Project 2007 – Intermediate	2	999	25-26	9-10	30-31	29-30	4-5	15-16
Microsoft Project 2007 – Advanced	1	799	28	11	-	1	6	17
Microsoft Project 2007 – Expert	1	999	29	12	-	2	7	18
Microsoft Publisher 2007 – Foundation	1	499	AVAILABE UPON REQUEST					
Microsoft Publisher 2007 – Intermediate	1	599						
Microsoft Publisher 2007 – Advanced	1	699						
Microsoft Publisher 2007 – Expert	1	799						
Microsoft InfoPath 2007 - Foundation	1	499	AVAILABE UPON REQUEST					

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Code Course	Days	Fees (RM)	JAN	FEB	MAR	APR	MAY	JUNE
Microsoft Office 2007 System – cont.								
Microsoft InfoPath 2007 – Intermediate	1	599	AVAILABLE UPON REQUEST					
Microsoft InfoPath 2007 – Advanced	1	699						
Microsoft InfoPath 2007 - Expert	1	799						
Microsoft OneNote 2007 - Complete	1	699	AVAILABLE UPON REQUEST					
Microsoft Business Contact Manager - Complete	1	799	AVAILABLE UPON REQUEST					
Microsoft Visio 2007 - Complete	1	799	AVAILABLE UPON REQUEST					
Microsoft Office 2003								
Microsoft Word 2003 – Foundation	1	219	18	22	3	14	5	16
Microsoft Word 2003 – Intermediate	1	229	19	23	4	15	6	17
Microsoft Word 2003 – Advanced	1	239	20	24	5	16	7	18
Microsoft Excel 2003 – Foundation	1	219	4	17	29	28	25	2
Microsoft Excel 2003 – Intermediate	1	229	5	18	30	29	26	3
Microsoft Excel 2003 – Advanced	1	239	6	19	31	30	27	4
Microsoft PowerPoint 2003 – Foundation	1	219	11	2	23	7	19	28
Microsoft PowerPoint 2003 – Intermediate	1	229	12	3	24	8	20	29
Microsoft PowerPoint 2003 – Advanced	1	239	13	4	24	9	21	30
Microsoft Outlook 2003 – Foundation	1	219	AVAILABLE UPON REQUEST					
Microsoft Outlook 2003 – Intermediate	1	229						
Microsoft Outlook 2003 – Advanced	1	239						
Microsoft Access 2003 – Foundation	1	239	25	2	15	19	31	-
Microsoft Access 2003 – Intermediate	2	500	26-27	3-4	16-17	20-21	-	1-2
Microsoft Access 2003 – Advanced	1	259	28	5	18	22	-	3

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Microsoft Office 2003 – cont.								
Microsoft FrontPage 2003 – Foundation	1	300	AVAILABLE UPON REQUEST					
Microsoft FrontPage 2003 – Intermediate	1	350						
Microsoft Project 2003 – Foundation	1	500	18	2	29	12	24	7
Microsoft Project 2003 – Intermediate	1	550	19	3	30	13	25	8
Microsoft Project 2003 – Advanced	1	600	20	4	31	14	26	9
Microsoft Publisher 2003 – Foundation	1	350	AVAILABLE UPON REQUEST					
Windows Vista								
Windows Vista - Foundation	1	269	8	22	29	12	31	-
Windows Vista – Intermediate	1	279	15	23	30	13	-	1
Windows Vista – Advanced	1	289	22	24	31	14	-	2
Windows Vista – Expert	1	299	29	25	-	1	-	3

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