

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	29p	---	7p	---	4p	---	600
MOFF2010UP	Survival Essentials with Microsoft Office 2010	3	29p	---	7p	---	4p	---	600
MOFF2013UP	Survival Essentials with Microsoft Office 2013	3	29p	---	7p	---	4p	---	600
OFFINT-2003	Enable Office 2003 Integration with VBA for Non-Programmers	12	15-16	22e-25e	20-21	---	25-26	---	2,400
OFFINT-2013	Enable Office 2010/2013 Integration with VBA for Non-Programmers	12	15-16	22e-25e	20-21	---	25-26	---	2,400
Microsoft Office 2003 / XP / 2000 Series									
ACDATA-2003	Access 2003/2002 - Database Structure & Data Manipulation	9	2-3a, 22-23a	15e-17e	1-2a, 14-15a	26e-28e	4p-5, 23-24a	16e-18e	1,800
ACFORM-2003	Access 2003/2002 - Producing Professional Report & User Interface	9	23p-24	---	15p-16	---	24p-25	9e-11e	1,800
ACDEPLOY-2003	Access 2003/2002 - Database Security & Automation	9	29a&30	---	19-20a	---	26-27a	---	1,800
ACVBA-2003	Access 2003/2002 - Database Development	18	15-17	---	26-28	---	10-12	---	3,600
EXBASIC-2003	Excel 2003/2002 - Essential Skill for Daily Operation	6	2, 19	29e-30e	7, 19	19e-20e	5, 20	2e-3e	1,200
EXDATA-2003	Excel 2003/2002 - Data Management	6	5, 17, 30	8e-9e	1, 13, 26	5e-6e	3, 16, 26	4e-5e	1,200
EXPIVOT-2003	Excel 2003/2002 - Mastering PivotTable	6	12, 22, 31	10e-11e	8, 16, 27	12e-13e	2, 11, 25	9e-10e	1,200
EXREPORT-2003	Excel 2003/2002 - Professional Reporting	6	4, 24	15e-16e	9, 28	14e-15e	6, 30	11e-12e	1,200
EXANALYSIS-2003	Excel 2003/2002 - Data Analysis	6	15, 26	17e-18e	2, 14	7e-8e	10, 27	16e-17e	1,200
EXFORMULA1-2003	Excel 2003/2002 - Be a Formula Expert 1	6	2, 16, 25	3e-4e	1, 15, 29	19e-20e	5, 17, 30	18e-19e	1,200
EXFORMULA2-2003	Excel 2003/2002 - Be a Formula Expert 2	6	18, 31	22e-23e	12, 30	5e-6e	12, 27	2e-3e	1,200
EXVBA1-2003	Excel 2003/2002 - Macro Programming for Super Users (VBA)	12	8-9, 24-25	15e-18e	7-8, 26-27	12e-15e	5-6, 18-19	9e-12e	2,400
EXVBA2-2003	Excel 2003/2002 - Advanced VBA for Report Automation	12	15-16	---	5-6	---	25-26	---	2,400
PPBASIC-2003	PowerPoint 2003/2002 - Refining Your Business Applications	6	2, 15, 30	8e-9e	2, 29	12e-13e	5, 13, 24	9e-10e	1,200
PPIMPACT-2003	PowerPoint 2003/2002 - High Impact Presentation	6	5, 16, 31	10e-11e	1, 16, 27	14e-15e	3, 16, 26	11e-12e	1,200
PPMEDIA-2003	PowerPoint 2003/2002 - Cutting Edge Presentation for Multimedia	6	12, 25	22e-23e	8, 22	21e-22e	9, 25	16e-17e	1,200
WDBASIC-2003	Word 2003/2002 - Word for Business Document	6	2, 19	10e-11e	7, 19	12e-13e	5, 20	11e-12e	1,200
WDPRO-2003	Word 2003/2002 - Word for Publishing	6	5, 26	---	15, 28	19e-20e	12, 30	2e-3e	1,200
MPJ-2003	Project 2003/2002 - Managing a Project (Theory and Application)	12	15-16, 25-26	---	7-8, 26-27	---	10-11, 25-26	---	2,400
OUTLOOK-2003	Outlook 2003/2002 - Managing Daily Operation	6	3	---	23	---	9	---	1,200
VISIO-2003	Visio 2003/2002 - Professional Drawing	6	22	---	30	---	16	---	1,200
Microsoft Office 2007 / 2010 / 2013 Series									
ACDATA-2010	Access 2007/2010 - Database Design and Data Manipulation	9	2-3a, 22-23a	15e-17e	1-2a, 14-15a	26e-28e	4p-5, 23-24a	16e-18e	1,800
ACFORM-2010	Access 2007/2010 - Building Interactive Forms and Reports	9	23p-24	---	15p-16	---	24p-25	9e-11e	1,800
ACDEPLOY-2010	Access 2007/2010 - Deploying a Protected Information System	9	29a&30	---	19-20a	---	26-27a	---	1,800
ACVBA-2010	Access 2007/2010 - Developing a Sophisticated Database Application	18	15-17	---	26-28	---	10-12	---	3,600
EXBASIC-2010	Excel 2007/2010 - Keep Up with Excel Fundamentals	6	2, 19	29e-30e	7, 19	19e-20e	5, 20	2e-3e	1,200
EXDATA-2010	Excel 2007/2010 - Data Management	6	5, 17, 30	8e-9e	1, 13, 26	5e-6e	3, 16, 26	4e-5e	1,200
EXPIVOT-2010	Excel 2007/2010 - Mastering PivotTable	6	12, 22, 31	10e-11e	8, 16, 27	12e-13e	2, 11, 25	9e-10e	1,200
EXREPORT-2010	Excel 2007/2010 - Professional Reporting & Charting	6	4, 24	15e-16e	9, 28	14e-15e	6, 30	11e-12e	1,200
EXMODEL-2010	Excel 2007/2010 - Building Interactive Models	6	15, 26	17e-18e	2, 14	7e-8e	10, 27	16e-17e	1,200
EXFORMULA1-2010	Excel 2007/2010 - Be a Formula Expert 1	6	2, 16, 25	3e-4e	1, 15, 29	19e-20e	5, 17, 30	18e-19e	1,200
EXFORMULA2-2010	Excel 2007/2010 - Be a Formula Expert 2	6	18, 31	22e-23e	12, 30	5e-6e	12, 27	2e-3e	1,200
EXVBA1-2010	Excel 2007/2010 - Macro Programming for Super Users (VBA)	12	8-9, 24-25	15e-18e	7-8, 26-27	12e-15e	5-6, 18-19	9e-12e	2,400
EXVBA2-2010	Excel 2007/2010 - Advanced VBA for Report Automation	12	15-16	---	5-6	---	25-26	---	2,400
PPIMPACT-2010	PowerPoint 2007/2010 - High Impact Presentation	6	5, 16, 31	10e-11e	1, 16, 27	14e-15e	3, 16, 26	11e-12e	1,200
PPMEDIA-2010	PowerPoint 2007/2010 - Cutting-Edge Presentation with Multimedia	6	12, 25	22e-23e	8, 22	21e-22e	9, 25	16e-17e	1,200
WDBASIC-2010	Word 2007/2010 - Sharpening the Essential Skills	6	2, 19	10e-11e	7, 19	12e-13e	5, 20	11e-12e	1,200
WDPRO-2010	Word 2007/2010 - Preparing Professional Business Reports	6	5, 26	---	15, 28	19e-20e	12, 30	2e-3e	1,200
MPJ-2010	Project 2007/2010 - Managing a Project (Theory and Application)	12	15-16, 25-26	---	7-8, 26-27	---	10-11, 25-26	---	2,400
OUTLOOK-2010	Outlook 2007/2010 - Managing Daily Operation	6	3	---	23	---	9	---	1,200
VISIO-2010	Visio 2007/2010 - Professional Drawing	6	22	---	30	---	16	---	1,200
SPBASIC-2010	SharePoint 2007/2010 - Sharing and Managing Information on the Web	6	26	---	29	---	30	---	1,200
Adobe Products									
PSHOPM1	Adobe Photoshop - Effective Retouching Techniques for Business Images	6	5, 22	10e-11e	1, 23	7e-8e	5, 24	4e-5e	1,200
ILLUSM1	Adobe Illustrator - Creating Graphics for Business Publication	6	11	---	12	---	2	---	1,200
ACROBATM1	Adobe Acrobat - ePaper Solution	6	23	---	13	---	23	---	1,200
FLASHM1	Flash - Creative Animation for Web Production	6	19	---	19	---	24	---	1,200
DREAMM1	Dreamweaver - Building Creative Website	6	2	---	20	---	17	---	1,200
Others									
CINPUT	Chinese Input Method (Changjei)	6	10	17e-18e	2, 14	21e-22e	10, 25	16e-17e	1,200