

## MICROSOFT OFFICE COURSES for JAN - JUN 2010

MICROSOFT OFFICE 2007 COURSES	Durations (Days)	Fees (RM)	Year 2010					
			Jan	Feb	Mar	Apr	May	Jun
Microsoft Word 2007 (Foundation & Intermediate)	2	500.00	5-6	2-3	2-3	1-2	4-5	1-2
Microsoft Word 2007 (Advanced)	2	550.00	8-9	5-6	5-6	6-7	7-8	4-5
Microsoft Excel 2007 (Foundation & Intermediate)	2	500.00	12-13	9-10	10-11	9-10	11-12	8-9
Microsoft Excel 2007 (Advanced)	2	550.00	15-16	11-12	12-13	13-14	14-15	11-12
Microsoft PowerPoint 2007 (Foundation & Intermediate)	1	250.00	Upon Request					
Microsoft PowerPoint 2007 (Advanced)	1	300.00						
Microsoft Access 2007 (Foundation & Intermediate)	2	950.00						
Microsoft Access 2007 (Advanced)	2	1100.00						
Microsoft Project 2007 (Foundation & Intermediate)	2	950.00	19-20	19-20	16-17	15-16	18-19	15-16
Microsoft Project 2007 (Advanced)	1	750.00	21	23	18	17	20	17
Microsoft Publisher 2007 (Foundation, Intermediate and Advanced)	2	750.00	Upon Request					
Microsoft Visio 2007 (Foundation & Intermediate)	2	1500.00						
Microsoft Outlook 2007 (Foundation & Intermediate)	2	550.00						
Microsoft Outlook 2007 (Advanced)	1	300.00						
Microsoft Office 2007 (Foundation)	5	1250.00						
Microsoft Office 2007 (Intermediate)	5	1250.00						
Microsoft Office 2007 (Advanced)	5	1500.00						
MICROSOFT OFFICE 2003 COURSES	Durations (Days)	Fees (RM)	Year 2010					
			Jan	Feb	Mar	Apr	May	Jun
Microsoft Word 2003 (Foundation & Intermediate)	2	500.00	12-13	12-13	18-19	20-21	21-22	18-19
Microsoft Word 2003 (Advanced)	2	550.00	15-16	16-17	19-20	23-24	25-26	22-23
Microsoft Excel 2003 (Foundation & Intermediate)	2	500.00	19-20	16-17	19-20	23-24	25-26	22-23
Microsoft Excel 2003 (Advanced)	2	550.00	29-30	23-24	26-27	29-30	29-30	29-30
Microsoft PowerPoint 2003 (Foundation & Intermediate)	1	250.00	Upon Request					
Microsoft PowerPoint 2003 (Advanced)	1	300.00						
Microsoft Access 2003 (Foundation & Intermediate)	2	950.00						
Microsoft Access 2003 (Advanced)	2	1100.00						
Microsoft Project 2003 (Foundation & Intermediate)	2	950.00	19-20	25-26	25-26	22-23	13-14	17-18
Microsoft Project 2003 (Advance)	1	750.00	21	27	27	24	15	19

Microsoft Visio 2003 (Foundation & Intermediate)	2	1500.00	Available Upon Request					
Microsoft Outlook 2003 (Foundation & Intermediate)	2	550.00						
Microsoft Outlook 2003 (Advanced)	1	315.00						
Microsoft Office 2003 (Foundation)	5	1250.00						
Microsoft Office 2003 (Intermediate)	5	1250.00						
Microsoft Office 2003 (Advanced)	5	1500.00						
<b>MICROSOFT OFFICE XP COURSES</b>	<b>Durations (Days)</b>	<b>Fees (RM)</b>	<b>Year 2010</b>					
			Jan	Feb	Mar	Apr	May	Jun
Microsoft Word XP (Foundation & Intermediate)	2	500.00	Available Upon Request					
Microsoft Word XP (Advanced)	2	550.00						
Microsoft Excel XP (Foundation & Intermediate)	2	500.00						
Microsoft Excel XP (Advanced)	2	550.00						
Microsoft PowerPoint XP (Foundation & Intermediate)	1	250.00						
Microsoft PowerPoint XP (Advanced)	1	275.00						
Microsoft Access XP (Foundation & Intermediate)	2	500.00						
Microsoft Access XP (Advanced)	1	275.00						
Microsoft Publisher XP (Foundation, Intermediate and Advanced)	2	550.00						
Microsoft Visio XP (Foundation & Intermediate)	2	550.00						
Microsoft Outlook XP (Foundation & Intermediate)	2	500.00						
Microsoft Outlook XP (Advanced)	1	275.00						
Microsoft Office Package XP (Basic)	5	1250.00						
Microsoft Office Package XP (Foundation)	5	1250.00						
Microsoft Office Package XP (Advanced)	5	1500.00						
<b>MICROSOFT VISUAL BASIC 6 COURSES</b>	<b>Durations (Days)</b>	<b>Fees (RM)</b>	<b>Year 2010</b>					
			Jan	Feb	Mar	Apr	May	Jun
Mastering Microsoft Visual Basic 6 Development	5	2750.00		9-13			4-8	
Mastering Microsoft Visual Basic 6 Faudamentals	5	2750.00			16-20			8-12