

| Courses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Schedule                                                                                                                                                      |
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| <b>Excel Associate</b><br>Manage worksheets and workbooks, format sheets, adjust views, and print workbooks. Use formulas, statistical functions, IF function, and text functions with absolute and relative references. Create and modify charts, use sparklines, and apply the Quick Analysis tool. Manage tables and named ranges, sort and filter data, and import or export information<br><b>Windows Class will be on 07 Jul (1:00 pm-4:00 pm)</b>                                                                                  | <b>Start:</b> Jul 08<br><b>End:</b> Jul 29<br><b>Tue, Wed, Thu, Fri</b><br>01:00 pm - 04:00 pm<br>Course Length: 39 hours<br>(Online)<br><b>Fee: \$350</b>    |
| <b>Excel Associate with MOS Certification</b><br>Organize worksheets and workbooks; format sheets, adjust views, and print files. Create formulas using statistical, IF, and text functions with absolute and relative references. Build and customize charts; analyze data using sparklines and the Quick Analysis tool. Manage tables and named ranges; sort, filter, and import or export data. Prepare for and attempt the Certiport MOS Exam with exam voucher included.<br><b>Windows Class will be on 07 Jul (1:00 pm-4:00 pm)</b> | <b>Start:</b> Jul 08<br><b>End:</b> Jul 30<br><b>Tue, Wed, Thu, Fri</b><br>01:00 pm - 04:00 pm<br>Course Length: 42 hours<br>(Online)<br><b>Fee: \$500</b>    |
| <b>Word Associate</b><br>Manage documents; format text, paragraphs, sections, and adjust page setup. Use headers, footers, section breaks and styles and use references to navigate documents. Create and modify tables, lists, illustrations, text boxes, and graphic text. Add footnotes, endnotes, table of contents, comments as well as track changes.<br><b>Windows Class will be on 07 Jul (1:00 pm-4:00 pm)</b>                                                                                                                   | <b>Start:</b> Jul 08<br><b>End:</b> Jul 29<br><b>Tue, Wed, Thu, Fri</b><br>09:00 am - 12:00 pm<br>Course Length: 39 hours<br>(Online)<br><b>Fee: \$350</b>    |
| <b>Word Associate with MOS Certification</b><br>Manage documents and format text, paragraphs, sections, and page layout. Use section breaks, headers, footers, styles, and references for navigation. Create and modify tables, lists, illustrations, and text boxes. Add footnotes, endnotes, table of contents, comments, and track changes. Prepare for and attempt the Certiport MOS Exam with exam voucher included.<br><b>Windows Class will be on 07 Jul (1:00 pm-4:00 pm)</b>                                                     | <b>Start:</b> Jul 08<br><b>End:</b> Jul 30<br><b>Tue, Wed, Thu, Fri</b><br>09:00 am - 12:00 pm<br>Course Length: 42 hours<br>(Online)<br><b>Fee: \$500</b>    |
| <b>Outlook Associate</b><br>Create and manage new messages. Use action buttons for email handling. Insert pictures and save messages. Apply and manage email signatures. Use the calendar and create tasks                                                                                                                                                                                                                                                                                                                                | <b>Start:</b> Aug 04<br><b>End:</b> Aug 07<br><b>Tue, Wed, Thu, Fri</b><br>09:00 am - 04:00 pm<br>Course Length: 24 hours<br>(In-person)<br><b>Fee: \$200</b> |

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| Courses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Schedule                                                                                                                                                                                                                                                                                 |
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| <p><b>Outlook Associate with MOS Certification</b></p> <p>Create and manage new messages. Use action buttons for email handling. Insert pictures and save messages. Apply and manage email signatures. Use the calendar and create tasks. Certiport MOS Exam with exam voucher included.</p>                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Start:</b> Aug 04<br/> <b>End:</b> Aug 07<br/> <b>Tue, Wed, Thu, Fri</b><br/>           09:00 am – 04:00 pm<br/>           Course Length: 24 hours<br/>           (In-person)<br/> <b>Fee: \$350</b></p>                                                                           |
| <p><b>PowerPoint Presentation</b></p> <p>Creating a new presentation; applying themes; applying and customizing slide layouts; managing slide masters, handout masters and note masters; organizing slides; using text boxes; using charts and tables; adding multimedia elements; aligning and grouping slide content; using transitions; using animations; reviewing presentations; customizing presentations; running the slide show; exporting presentations in other formats.</p>                                                                                                                                                                                    | <p><b>Start:</b> Aug 11<br/> <b>End:</b> Aug 14<br/> <b>Tue, Wed, Thu, Fri</b><br/>           09:00 am – 04:00 pm<br/>           Course Length: 27 hours<br/>           (In-person)<br/> <b>Fee: \$250</b></p>                                                                           |
| <p><b>PowerPoint Presentation with MOS Certification</b></p> <p>Creating a new presentation; applying themes; applying and customizing slide layouts; managing slide masters, handout masters and note masters; organizing slides; using text boxes; using charts and tables; adding multimedia elements; aligning and grouping slide content; using transitions; using animations; reviewing presentations; customizing presentations; running the slide show; exporting presentations in other formats. Certiport MOS Exam with exam voucher included.</p>                                                                                                              | <p><b>Start:</b> Aug 11<br/> <b>End:</b> Aug 14<br/> <b>Tue, Wed, Thu, Fri</b><br/>           09:00 am – 04:00 pm<br/>           Course Length: 27 hours<br/>           (In-person)<br/> <b>Fee: \$400</b></p>                                                                           |
| <p><b>Excel Expert</b></p> <p>Managing workbooks; applying advanced conditional formatting; applying custom numeric formats; using the correct syntax for functions; looking up data by using functions; using advanced date and time functions;; pivot tables and charts; linking external workbooks; consolidating data; protecting the workbook; advanced charts; creating and modifying pivot tables and pivot charts; financial functions; nesting functions; performing logical operations in formulas; using the Goal Seek tool; creating macros; preparing workbooks for collaboration.</p>                                                                       | <p><b>Start:</b> Sep 08<br/> <b>End:</b> Sep 18<br/> <b>Tue, Wed, Thu, Fri</b><br/>           09:00 am -12:00 pm (1<sup>st</sup> week)<br/>           09:00 am -04:00 pm (2<sup>nd</sup> week)<br/>           Course Length: 24 hours<br/>           (Online)<br/> <b>Fee: \$450</b></p> |
| <p><b>Excel Expert with MOS Certification</b></p> <p>Managing workbooks; applying advanced conditional formatting; applying custom numeric formats; using the correct syntax for functions; looking up data by using functions; using advanced date and time functions;; pivot tables and charts; linking external workbooks; consolidating data; protecting the workbook; advanced charts; creating and modifying pivot tables and pivot charts; financial functions; nesting functions; performing logical operations in formulas; using the Goal Seek tool; creating macros; preparing workbooks for collaboration. Certiport MOS Exam with exam voucher included.</p> | <p><b>Start:</b> Sep 08<br/> <b>End:</b> Sep 18<br/> <b>Tue, Wed, Thu, Fri</b><br/>           09:00 am - 04:00 pm<br/>           Course Length: 27hours<br/>           (Online)<br/> <b>Fee: \$600</b></p>                                                                               |

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| Courses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Schedule                                                                                                                                                                           |
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| <p><b>Word Expert</b></p> <p>Managing documents and templates; protecting documents; using advanced editing and formatting features; creating and managing paragraph, character and table styles; customizing document design elements; creating and modifying building blocks; controlling the text flow; importing and linking to external content; setting up forms; adding custom fields; working with building blocks.</p>                                                                      | <p><b>Start:</b> Aug 18<br/> <b>End:</b> Aug 27<br/> <b>Tue, Wed, Thu, Fri</b><br/> 09:00 am - 04:00 pm<br/> Course Length: 24 hours<br/> (Online)<br/> <b>Fee: \$450</b></p>      |
| <p><b>Word Expert with MOS Certification</b></p> <p>Managing documents and templates; protecting documents; using advanced editing and formatting features; creating and managing paragraph, character and table styles; customizing document design elements; creating and modifying building blocks; controlling the text flow; importing and linking to external content; setting up forms; adding custom fields; working with building blocks. Certiport MOS Exam with exam voucher included</p> | <p><b>Start:</b> Aug 18<br/> <b>End:</b> Aug 28<br/> <b>Tue, Wed, Thu, Fri</b><br/> 09:00 am - 04:00 pm<br/> Course Length: 27 hours<br/> (Online)<br/> <b>Fee: \$600</b></p>      |
| <p><b>Customer service &amp; Reception</b></p> <p>Understanding customer types and effective customer handling techniques. Managing customer complaints. Front desk operations and administrative task management. Delivering professional and high-quality customer service. Using office tools and systems (phone, Xerox printer, binder, Zoom, forms, filing)</p>                                                                                                                                 | <p><b>Start:</b> Jul 13<br/> <b>End:</b> Aug 10<br/> <b>Mon</b><br/> 09:00 am – 04:00 pm<br/> Course Length: 24 hours<br/> (Hybrid)<br/> <b>Fee: \$350</b></p>                     |
| <p><b>Bookkeeping Principles</b></p> <p>Understand basic accounting principles and record transactions using journals and ledgers. Prepare financial statements, perform the closing process, and create post-closing trial balances. Learn bank reconciliation, merchandising operations, inventory valuation, and payroll calculations. Use QuickBooks to create invoices, record payments, manage customers, and generate sales reports.<br/> (Includes 2 sessions Intro to QuickBooks)</p>       | <p><b>Start:</b> Aug 26<br/> <b>End:</b> Sep 21<br/> <b>Mon, Tue, Wed, Thu, Fri</b><br/> 01:00 pm – 04:00 pm<br/> Course Length: 45 hours<br/> (Hybrid)<br/> <b>Fee: \$450</b></p> |

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