

Catalogue I: Microsoft Office Training Public Class Schedules

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View Class Schedules by Categories Below

1. [Microsoft Word](#)
2. [Microsoft Excel](#)
3. [Microsoft PowerPoint](#)
4. [Other Microsoft Office Courses](#)

Microsoft Word Public Class Schedules

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Code	Course Title	Duration	Days	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUNE 2017	JUL 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2017	DEC 2017
MW16	Microsoft Office Specialist (MOS) Word 2016	8.30am-5.30pm	3			20 - 22		17 - 19		17 - 19	14 - 16	18 - 20	16, 17, 19	20 - 22	18 - 20
MW16E	Microsoft Office Specialist (MOS) Word 2016 Expert	8.30am-5.30pm	3						27 - 29		28 - 30			29 Nov – 1 Dec	
MW13	Microsoft Office Specialist (MOS) Word 2013	8.30am-5.30pm	3	3 - 5	6 - 8	6 - 8	3 - 5	2 - 4	5 - 7	3 - 5	2 - 4	4 - 6	2 - 4	1 - 3	4 - 6
MW13E	Microsoft Office Specialist (MOS) Word 2013 Expert	8.30am-5.30pm	3	31 Jan – 2 Feb		27 - 29		24 - 26		29 - 31		24 - 26		27 - 29	
MW10	Microsoft Office Specialist (MOS) Word 2010	8.30am-5.30pm	3	23 - 25	13 - 15	27 - 29	24 - 26	22 - 24	27 - 29	24 - 26	28 - 30	25 - 27	23 - 25	27 - 29	26 - 28
MW10E	Microsoft Office Specialist (MOS) Word 2010 Expert	8.30am-5.30pm	3		27 Feb – 1 Mar			29 - 31				4 - 6			11 - 13

Code	Course Title	Duration	Days	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUNE 2017	JUL 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2017	DEC 2017
W161	Word 2016 Level 1	9.30am-5.30pm	1	9	6	6	10	8	12	10	7	11	9	6	11
W162	Word 2016 Level 2	9.30am-5.30pm	1	10	7	7	11	9	13	11	8	12	10	7	12
W163	Word 2016 Level 3	9.30am-5.30pm	1	11	8	8	12	11	14	12	10	13	11	8	13
W131	Word 2013 Level 1	9.30am-5.30pm	1	16	13	13	17	15	19	17	14	18	16	13	18
W132	Word 2013 Level 2	9.30am-5.30pm	1	17	14	14	18	16	20	18	15	19	17	14	19
W133	Word 2013 Level 3	9.30am-5.30pm	1	18	15	15	19	17	21	19	16	20	19	15	20
W101	Word 2010 Level 1	9.30am-5.30pm	1	3	1	1	5	3	7	5	2	6	4	1	6
W102	Word 2010 Level 2	9.30am-5.30pm	1	4	2	2	6	4	8	6	3	7	5	2	7
W103	Word 2010 Level 3	9.30am-5.30pm	1	5	3	3	7	5	9	7	4	8	6	3	8

Microsoft Excel Public Class Schedules

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Code	Course Title	Duration	Days	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUNE 2017	JUL 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2017	DEC 2017
ME16	Microsoft Office Specialist (MOS) Excel 2016	8.30am-5.30pm	3		6 - 8		3 - 5		5 - 7	3 - 5	7,8, 10	4 - 6	2 - 4	6 - 8	4 - 6
ME16E	Microsoft Office Specialist (MOS) Excel 2016 Expert	8.30am-5.30pm	3					5 - 7		31 Jul – 2 Aug			30 Oct – 1 Nov		
ME13	Microsoft Office Specialist (MOS) Excel 2013	8.30am-5.30pm	3	11 - 13	8 - 10	8 - 10	10 - 12	9, 11, 12	14 - 16	12 - 14	16 - 18	13 - 15	11 - 13	8 - 10	13 - 15
ME13E	Microsoft Office Specialist (MOS) Excel 2013 Expert	8.30am-5.30pm	3	25 - 27		22 - 24		24 - 26		26 - 28		27 - 29		22 - 24	-
ME10	Microsoft Office Specialist (MOS) Excel 2010	8.30am-5.30pm	3	16 - 18	15 - 17	13 - 15	17 - 19	15 - 17	19 - 21	17 - 19	21 - 23	18 - 20	16, 17, 19	13 - 15	18 - 20
ME10E	Microsoft Office Specialist (MOS) Excel 2010 Expert	8.30am-5.30pm	3		20 - 22		26 - 28		27 - 29		28 - 30		23 - 25		26 - 28

Code	Course Title	Duration	Days	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUNE 2017	JUL 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2017	DEC 2017
E161	Excel 2016 Level 1	9.30am-5.30pm	1	25	22	29	26	29	28	26	21	27	25	27	27
E162	Excel 2016 Level 2	9.30am-5.30pm	1	26	23	30	27	30	29	27	22	28	26	28	28
E163	Excel 2016 Level 3	9.30am-5.30pm	1	27	24	31	28	31	30	28	23	29	27	29	29
E164	Excel 2016 VBA	9.30am-5.30pm	3			13 - 15			12 - 14			11 - 13			11 - 13
E131	Excel 2013 Level 1	9.30am-5.30pm	1	4	1	1	3	2	5	3	2	4	2	1	4
E132	Excel 2013 Level 2	9.30am-5.30pm	1	5	2	2	4	3	6	4	3	5	3	2	5
E133	Excel 2013 Level 3	9.30am-5.30pm	1	6	3	3	5	4	7	5	4	6	4	3	6
E134	Excel 2013 VBA	9.30am-5.30pm	3		20 - 22		24 - 26		27 - 29		28 - 30		30 Oct – 1 Nov		26 - 28
E101	Excel 2010 Level 1	9.30am-5.30pm	1	11	8	8	11	9	14	12	8	13	11	8	13
E102	Excel 2010 Level 2	9.30am-5.30pm	1	12	9	9	12	11	15	13	10	14	12	9	14
E103	Excel 2010 Level 3	9.30am-5.30pm	1	13	10	10	13	12	16	14	11	15	13	10	15
E104	Excel 2010 VBA	9.30am-5.30pm	3	25 - 27		20 - 22		24 - 26		26 - 28		27 - 29		20 - 22	

Microsoft PowerPoint Public Class Schedules

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Code	Course Title	Duration	Days	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUNE 2017	JUL 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2017	DEC 2017
MP16	Microsoft Office Specialist (MOS) PowerPoint 2016	8.30am-5.30pm	3			22 - 24			21 - 23			13 - 15			13 - 15
MP13	Microsoft Office Specialist (MOS) PowerPoint 2013	8.30am-5.30pm	3		22 - 24			24 - 26			26 - 28			29 Nov – 1 Dec	
MP10	Microsoft Office Specialist (MOS) PowerPoint 2010	8.30am-5.30pm	3	3 - 5			3 - 5			3 - 5			2 - 4		

Code	Course Title	Duration	Days	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUNE 2017	JUL 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2017	DEC 2017
P161	PowerPoint 2016 Level 1	9.30am-5.30pm	1	19	16	16	20	18	22	20	17	21	19	16	21
P162	PowerPoint 2016 Level 2	9.30am-5.30pm	1	20	17	17	21	19	23	21	18	22	20	17	22
P131	PowerPoint 2013 Level 1	9.30am-5.30pm	1	12	9	9	12	11	15	13	10	14	12	9	14
P132	PowerPoint 2013 Level 2	9.30am-5.30pm	1	13	10	10	13	12	16	14	11	15	13	10	15
P101	PowerPoint 2010 Level 1	9.30am-5.30pm	1	19	16	16	20	18	22	20	17	21	19	16	21
P102	PowerPoint 2010 Level 2	9.30am-5.30pm	1	20	17	17	21	19	23	21	18	22	20	17	22

Other Microsoft Office Courses Public Class Schedules

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The following Microsoft Office Courses are available upon request:

1. Microsoft Outlook
2. Microsoft Access
3. Microsoft OneNote
4. Microsoft InfoPath
5. Microsoft SharePoint Designer
6. Microsoft Visio

Any other Application Courses that not stated above are available upon request.