

**PC Training Course Schedule  
Jan-Jun 2011**

Code	Course Title	Days	Jan	Feb	Mar	Apr	May	Jun	Fees
<b>Basic Skills &amp; Operating System</b>									
OA001	Introduction to PC	1	4	3	1	1	3	2	\$500
OS014	Introduction to Windows 7	1	5	4	2	7	4	2	\$500
<b>System Support and Administration</b>									
OS006	Citrix MetaFrame XP System Administration	3	6-8	☎	☎	7-9	☎	☎	\$2,700
OS015	Windows 2008 Server System Administration	5	☎	1-5	☎	12-16	☎	7-11	\$4,500
OS014	Windows 2003 Server System Administration	5	☎	8-12	☎	19-23	☎	21-25	\$6,500
LN010	Lotus Domino R7 System Administration	5	☎	☎	8-12	☎	3-7	☎	\$6,500
LN011	Lotus Domino R8 System Administration	5	☎	☎	15-19	☎	10-14	☎	\$7,500
<b>Word Processing</b>									
MO072a	Microsoft Word 2007 (Introductory)	1	6	10	15	12	5	10	\$500
MO072c	Microsoft Word 2007 (Advanced)	1	7	11	16	13	6	11	\$500
<b>Spreadsheet Systems</b>									
MO073a	Microsoft Excel 2007 (Introductory)	1	11	22	17	15	6	9	\$500
MO073c	Microsoft Excel 2007 (Advanced)	1	12	23	18	16	7	10	\$500
<b>Database Management System</b>									
MO071a	Microsoft Access 2007 (Introductory)	2	11-12	☎	22-23	☎	10-11	☎	\$1,000
MO071b	Microsoft Access 2007 (Advanced)	2	13-14	☎	24-25	☎	12-13	☎	\$1,000
DB001	Introduction to My SQL	2	☎	23-24	☎	19-20	☎	17-18	\$1,500
<b>Internet Access</b>									
IA003	Using Internet Explorer	1	15	22	24	23	18	29	\$500
IA007	Introduction to Internet Security	1	☎	☎	25	27	19	30	\$500
<b>Intranet / Web Application</b>									
MO075a	Microsoft FrontPage 2003	2	☎	☎	25-26	☎	☎	22-23	\$1,000
MA006	Macromedia Flash CS4	2	☎	8-9	☎	27-28	☎	28-29	\$1,000
MA007	Macromedia Dreamweaver CS4	2	20-21	☎	22-23	☎	19-20	☎	\$1,000
MA008	Macromedia Fireworks CS4	2	☎	☎	24-25	☎	☎	14-15	\$1,000
<b>eMail</b>									
MO076	Microsoft Outlook 2007	1	☎	2	☎	1	☎	18	\$500
LN012	Lotus Domino R7 Mail	1	20	☎	24	☎	19	☎	\$500
LN012a	Lotus Domino R7 Mail (Advanced)	1	21	☎	25	☎	20	10	\$500

**NOTE:**

- i.** Please see separate course outlines on prerequisite needed for individual training course.
- ii.** Bridging course can be arranged to students who do not meet the requirement.
- iii.** Tailor made courses can be arranged, please contact ASL for further information.
- iv.** ASL reserves the right to change the commencing date without prior notice.



A Member of the Teamsun Group

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<b>Graphics /Desktop Publishing /Presentation</b>									
MO074	Microsoft PowerPoint 2007 (Introductory)	1	22	3	29	28	24	7	\$500
MO074a	Microsoft PowerPoint 2007 (Advanced)	1	25	4	30	29	25	8	\$500
MO712	Microsoft Visio 2003	2	28-29	23-24	10-11	27-28	25-26	☎	\$1,000
AD006	Adobe PhotoShop CS4	2	28-29	25-26	15-16	29-30	26-27	☎	\$1,000
<b>Others</b>									
MO076	Microsoft Project 2007	1	25	8	☎	15	26	☎	\$500
O0004	Chinese Input Method – Changjie & Quick	1	☎	9	30	☎	27	☎	\$500
O0005	Chinese Input Method – Q9	1	25	10	☎	☎	28	22	\$500

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