



Upcoming courses in Year 2010

Having the right skills is critical in today's competitive job market. Come & embark on the fun and exciting lessons to improve your skills.

Courses	Month (Day) Time	Duration (Sessions)	Fee \$ ('O' & 'L' members)	Fee \$ ('A' members)	*Refundable Deposit \$
			Course fees stated are after subsidy (inclusive of refundable deposit)		
1. Basic Computer (For Beginners)	TBC	10	20.00	25.00	-
2. Basic Word	25 January (Mon) 7pm – 9.30pm	4	50.00	70.00	10.00
3. Basic Excel	28 January (Thurs) 7pm – 9.30pm	4	50.00	70.00	10.00
4. Basic PowerPoint	April (Thurs) 7pm – 9.30pm	4	50.00	70.00	10.00
5. Basic Access	TBC	4	50.00	70.00	10.00
6. Advanced Word	March (Mon) 7pm – 9.30pm	5	62.50	87.50	12.50
7. Advanced Excel	March (Thurs) 7pm – 9.30pm	6	62.50	87.50	12.50
8. Advanced PowerPoint	May (Thurs) 7pm – 9.30pm	5	62.50	87.50	12.50
9. Advanced Access	TBC	5	62.50	87.50	12.50
10. Typing	January (Fri) 7pm – 9pm	8	72.50	101.50	14.50
11. PC Hardware Maintenance	April (Mon) 7pm – 9.30pm	6	109.50	153.30	21.90
12. Book-keeping (Elementary)	March (Fri) 7pm – 9.30pm	6	75.00	105.00	15.00
13. Book-keeping (Intermediate)	TBC	20	270.00	405.00	45.00
14. Global Import & Export Procedures & Documentation	January (Sat) 10am – 1pm	6	120.00	168.00	24.00
15. International Trade Interface with Logistics & Warehousing	February (Sat) 10am – 1pm	3	60.00	84.00	12.00
16. Floral Arrangement (Basic/Intermediate)	(Wed) 7pm – 8.30pm		Look out for our next round of class.		

Note: TBC – To Be Confirmed. Classes will only commence upon the justified number of participants. All information provided are subject to changes.

*Refundable deposit only upon completion of course with 75% attendance.



Transport: Members requiring subsidy in transport costs can apply for assistance. The application will be subjected for approval under existing guidelines.

For more information and registration, please contact [WorkLife Development Department @ 62543006](http://WorkLifeDevelopment.Department@62543006)

