

# Microsoft Office 2000, 2002, 2003, 2007

International Computer Driving License

Jan - Jun 2010



## Learn and Get Certified by COMAT & ICDL

Last Updated: 14 Dec 2009

Course Title	SDF Course Code	SDF	SRP	Duration	Published Rates	Standard SPUR Pricing**	Jan	Feb	Mar	Apr	May	Jun
<b>Microsoft Office 2007</b>												
ICDL Module 3 : Word Processing (Microsoft Word 2007)	00355	Yes	Yes	2	\$450	\$300	14 - 15	4 - 5	18 - 19	22 - 23	20 - 21	17 - 18
ICDL Advanced Certificate - Microsoft Word 2007 Fast Track	00360	Yes**	Yes	2	\$550		28 - 29	25 - 26	30 - 31	15 - 16	13 - 14	10 - 11
ICDL Module 4 : Spreadsheets (Microsoft Excel 2007)	00352	Yes	Yes	2	\$450	\$300	7 - 8 21 - 22	11 - 12 25 - 26	11 - 12 25 - 26	8 - 9 22 - 23	6 - 7 31/5 - 1/6	10 - 11 24 - 25
ICDL Advanced Certificate - Microsoft Excel 2007 Fast Track	00357	Yes**	Yes	2	\$550		14 - 15 28 - 29	4 - 5 18 - 19	4 - 5 18 - 19	15 - 16 29 - 30	13 - 14 24 - 25	17 - 18 28 - 29
ICDL Module 5 : Using Databases (Microsoft Access 2007)	00354	Yes	Yes	2	\$550	\$300	7 - 8	11 - 12	4 - 5	8 - 9	20 - 21	24 - 25
ICDL Advanced Certificate - Microsoft Access 2007 Fast Track	00359	Yes**	Yes	2	\$650		21 - 22	25 - 26	25 - 26	29 - 30	31/5 - 1/6	17 - 18
ICDL Module 6 : Presentations (Microsoft PowerPoint 2007)	00353	Yes	Yes	2	\$450	\$300	14 - 15	4 - 5	18 - 19	15 - 16	13 - 14	10 - 11
ICDL Advanced Certificate - Microsoft PowerPoint 2007 Fast Track	00358	Yes**	Yes	2	\$550		21 - 22	11 - 12	11 - 12	22 - 23	20 - 21	24 - 25
<b>Microsoft Office 2003</b>												
ICDL Module 3 : Word Processing (Microsoft Word 2003)	00269	Yes	Yes	2	\$450	\$300	21 - 22	11 - 12	4 - 5	8 - 9	6 - 7	31/5 - 1/6
ICDL Advanced Certificate - Microsoft Word 2003 Fast Track	00330	Yes**	No	2	\$550		28 - 29	25 - 26	25 - 26	29 - 30	20 - 21	17 - 18
ICDL Module 4 : Spreadsheets (Microsoft Excel 2003)	00270	Yes	Yes	2	\$450	\$300	7 - 8 19 - 20	4 - 5	8 - 9 18 - 19	31/3 - 1/4 15 - 16	13 - 14 26 - 27	10 - 11 24 - 25
ICDL Advanced Certificate - Microsoft Excel 2003 Fast Track	00326	Yes**	Yes	2	\$550		4 - 5 21 - 22	11 - 12 25 - 26	11 - 12 29 - 30	8 - 9 22 - 23	6 - 7 24 - 25	10 - 11 21 - 22
ICDL Module 5 : Using Databases (Microsoft Access 2003)	00271	Yes	Yes	2	\$550	\$300	28 - 29	18 - 19	11 - 12	5 - 6	26 - 27	14 - 15
ICDL Advanced Certificate - Microsoft Access 2003 Fast Track	00323	Yes**	Yes	2	\$650		7 - 8	11 - 12	4 - 5	8 - 9	6 - 7	2 - 3
ICDL Module 6 : Presentations (Microsoft PowerPoint 2003)	00268	Yes	Yes	2	\$450	\$300	14 - 15	17 - 18	25 - 26	26 - 27	31/5 - 1/6	17 - 18
ICDL Advanced Certificate - Microsoft PowerPoint 2003 Fast Track	00324	Yes**	Yes	2	\$550		14 - 15	4 - 5	29 - 30	22 - 23	13 - 14	7 - 8
<b>Microsoft Office XP</b>												
ICDL Certificate - Microsoft Word 2002 Fast Track	00209	Yes	Yes	2	\$450		21 - 22	11 - 12	4 - 5	8 - 9	6 - 7	31/5 - 1/6
ICDL Advanced Certificate - Microsoft Word 2002 Fast Track	00329	Yes**	Yes	2	\$550		28 - 29	25 - 26	25 - 26	29 - 30	20 - 21	17 - 18
ICDL Certificate - Microsoft Excel 2002 Fast Track	00211	Yes	Yes	2	\$450		7 - 8	4 - 5	18 - 19	15 - 16	13 - 14	24 - 25
ICDL Advanced Certificate - Microsoft Excel 2002 Fast Track	00320	Yes**	Yes	2	\$550		21 - 22	25 - 26	11 - 12	22 - 23	6 - 7	10 - 11
ICDL Certificate - Microsoft Access 2002 Fast Track	00213	Yes	Yes	2	\$550		28 - 29	18 - 19	11 - 12	29 - 30	26 - 27	14 - 15
ICDL Advanced Certificate - Microsoft Access 2002 Fast Track	00322	Yes**	Yes	2	\$650		7 - 8	11 - 12	4 - 5	8 - 9	6 - 7	2 - 3
ICDL Certificate - Microsoft Powerpoint 2002 Fast Track	00215	Yes	Yes	2	\$450		14 - 15	17 - 18	25 - 26	26 - 27	31/5 - 1/6	17 - 18
ICDL Advanced Certificate - Microsoft PowerPoint 2002 Fast Track	00332	Yes**	Yes	2	\$550		14 - 15	4 - 5	29 - 30	22 - 23	13 - 14	7 - 8
<b>Other Modules</b>												
ICDL Module 1 : Concepts for Information and Technology	00203	Yes	Yes	1	\$275	\$150	Please Call for Dates					

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ICDL  
International Computer  
Driving Licence

Microsoft  
GOLD CERTIFIED  
Partner

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ICDL Module 2 : Using the Computer and Managing Files (Microsoft Windows XP)	00299	Yes	Yes	1	\$275	\$150	Please Call for Dates
ICDL Module 2 : Using the Computer and Managing Files (Microsoft Windows Vista)		Yes	Yes	1	\$275	\$150	Please Call for Dates
ICDL Module 7 : Web Browsing and Communication (Microsoft Outlook 2003 and Internet Explorer 6.0)	00206	Yes	Yes	1	\$275	\$150	Please Call for Dates
ICDL Module 7 : Web Browsing and Communication (Microsoft Outlook 2007 and Internet Explorer 7.0)	00382	Yes	Yes	1	\$275	\$150	Please Call for Dates

**ICDL courses are conducted in 8 hours per day**

[About ICDL \( Upon completion of all 7 ICDL modules \)](#)

The International Computer Driving Licence™ (ICDL) is an internationally recognised qualification that enables people to demonstrate their competence in computer skills.

ICDL aims to:-

- Raise the level of IT knowledge and competency of all computer users;
- Improve productivity at work;
- Reduce IT support costs;
- Enable employers to invest more efficiently in IT; and
- Ensure that best practice and quality issues are understood and implemented.

ICDL is designed to help people both at work and at home. It confirms to potential employers that the person has a recognised, relevant and up-to-date qualification.

For those new to computers, ICDL will provide you with a solid foundation of computer skills helping you to competently and confidently use computers.

SDF Funding Rates*		SRP Funding Rates (w.e.f 1st Apr 2008)*		SPUR - SDF Funding Rates*		SPUR - SRP Funding Rates (w.e.f 1st May 2009)*	
40 and above†	Below 40	Workers aged 40 years & above with "A" levels & below qualifications	Others	40 and above†	Below 40	Workers aged 40 years & above with "A" levels & below qualifications	Others
90% of course fees subject to \$11 per trainee-hour	80% of course fees subject to \$7 per trainee-hour	90% of hourly basic salary (Capped at \$4.5 per trainee -hour)	80% of hourly basic salary (Capped at \$4 per trainee-hour)	90% of course fees subject to \$11 per trainee-hour		90% of hourly basic salary (Capped at \$10 per trainee -hour)	

+ Funding rates are subjected to change

\* Higher funding is applicable to workers aged 40 and above, and holding 'A' level qualifications and below for training AFTER working hours. The absentee payroll funding is co-shared (90:10 or 80:20)

\*\* SPUR funding is effective on 1st July 2009

### Postponement/ Cancellation Fees

If notice of cancellation is given in writing:

Two (2) weeks or more before commencement - 50% of course fee(s)

Less than two (2) weeks before commencement/ No Show – 100% of course fee(s)

### Postponement and cancellation

COMAT reserves the right to postpone or cancel the class due to unforeseen circumstances

### Website Information

Please visit our website at [www.comat.com.sg](http://www.comat.com.sg) for more information

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Information is correct at time of printing and subject to change without prior notice.