

## SkillzXpress™ 2009 Bringing You The Most Demanded Courses! - Faster Smarter @ Work

Updated: 22 Jan 2010

Course Title	Code	SDF Course Code	SDF	Duration	Rate	Jan	Feb	Mar	Apr	May	Jun
<b>SkillzXpress™ APPLICATION DEEP DIVE (TOP 10)</b>											
Now with the Top 10 list of most attended courses by your peers, SkillzXpress™ Application Deep Dive (Top 10) let's you focus on selecting a course to improve personal and team effectiveness. SkillzXpress™ Application Deep Dive is a collection of courses that equips Info-Workers and Office Professionals with essential skills to apply the features and functions to increase their individual proficiency. The curriculum covers in-depth applications of the features and functions as well as learning higher level techniques that raise personal effectiveness											
<b>EXCEL MAGIC</b>											
Amazing Macros (automate repetitive tasks)	ASE3006	00367	Yes	7.5 hours	\$320	11	17	15	15	17	9
Analyzing Database (manipulate chunks of data and find what you're looking for)	ASE3005	00366	Yes	7.5 hours	\$320	18	19	31	16	18	4
Essential Short Cuts (accelerate the usage of spreadsheets)	ASE3001	00365	Yes	7.5 hours	\$320	19	11	10	19	6	23
Maximizing Pivot Table (find answers within your data and make decisions)	ASE3007	00364	Yes	7.5 hours	\$320	14	12	1	1	7	11
Speaking with Charts (turn numbers into graphs that speaks to your audience)	ASE3010	00362	Yes	7.5 hours	\$320	25	10	2	12	19	16
Useful Formulas (master the use of formulas)	ASE3002	00361	Yes	7.5 hours	\$320	28	17	12	9	14	4
<b>POWERPOINT FLAIR</b>											
Efficient Formatting with Masters (professionalise and standardise your slides)	ASP3003	00370	Yes	7.5 hours	\$320	7	25	11	1	27	30
Producing Creative Animations (make your presentations flow like fluid)	ASP3005	00363	Yes	7.5 hours	\$320	8	19	25	23	10	16
Infusing Magnificent Multimedia (create aural & visual stimuli to grab attention)	ASP3004	00369	Yes	7.5 hours	\$320	15	26	18	22	20	17
<b>WORD EFFICIENCY</b>											
Maximizing Efficiency with Mail Merge (generate personalised mail/email blasts)	ASW3004	00368	Yes	7.5 hours	\$320	20	17	8	5	11	18
<b>SkillzXpress</b>											
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Business Email Etiquette with OUTLOOK	SX-B-BEE	-	No	7.5 hours	360	20	22	26	19	21	16
Surviving Public Speaking with POWERPOINT	SX-B-SPS	-	No	7.5 hours	360	28	25	19	6	17	14
Time, Task & Contact Management with OUTLOOK	SX-B-TTC	-	No	7.5 hours	360	8	4	9	29	27	15
<b>SkillzXpress™ PROFESSIONALS (TOP 3)</b>											
Now with the Top 3 list of most attended courses by your peers, SkillzXpress™ PROFESSIONALS (Top 3) let's you focus on selecting a course to improve personal and team effectiveness. SkillzXpress™ Professionals zooms into your profession and caters a suite of IT skills that are specific to your professional needs. The uniqueness lies in its performance-driven approach to developing the curriculum. Based on industry feedback, the key challenge lies in selecting appropriate IT skills for each professional job role. The curriculum has been designed to focus on practical and performance-driven roles to increase efficiency. The courses enable individuals and team participants to acquire skills-sets that apply at a professional level, in the shortest period of time.											
Admin Professionals and Secretaries with MICROSOFT OFFICE	PSAS004	-	No	7.5 hours	\$360	6	19	10	1	5	3
Finance and Accounts with MICROSOFT OFFICE	EFP-FAP	-	No	7.5 hours	\$360	7	12	11	28	14	25
Human Resources with MICROSOFT OFFICE	PSHR001	-	No	7.5 hours	\$360	8	5	5	9	13	16
<b>SkillzXpress™ Power Of Excel</b>											
Power of Excel in Business Reporting & Analysis with EXCEL (Full Time)	SX-B-POE			32 hrs	\$2,400	7, 8, 18, 19	10, 11, 23, 24	11, 12, 18, 19	8, 9, 19, 20	6, 7, 17, 18	10, 11, 21, 22
Power of Excel in Business Reporting & Analysis with EXCEL (Part Time)	SX-B-POE			32 hrs	\$2,400	Please Call for Dates					

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EXCEL - Beyond Excel Charts 1	ASE3008	-	No	7.5 hours	\$320						Please Call for Dates
EXCEL - Editing Tools	ASE3003	-	No	7.5 hours	\$320						Please Call for Dates
EXCEL - Introduction to XML in Microsoft Excel	ASE3012	-	No	7.5 hours	\$320						Please Call for Dates
EXCEL - Lookup Formulas Tips & Tricks	ASE3009	-	No	7.5 hours	\$320						Please Call for Dates
OUTLOOK - Tasks Management for better Productivity	ASO3003	-	No	7.5 hours	\$320						Please Call for Dates
POWERPOINT - Designer PowerPoint - Visual Enhancement for Your PowerPoint	ASP3002	-	No	7.5 hours	\$320						Please Call for Dates
WORD - Creating Tables of Contents for Better Reports and Proposals	ASW3001	-	No	7.5 hours	\$320						Please Call for Dates
<b>SkillzXpress™ BLENDED</b>											
SkillzXpress™ Blended is a collection of courses that equips PMETs with critical Business - IT skills to raise personal and team effectiveness. SkillzXpress™ Blended mix the best of Business Soft Skills and IT Training, ensuring participants' effective performance in day-to-day work for better business and operations efficiency.											
Course 4007: Effective Presentations Using Microsoft Office PowerPoint 2003	BSM4007	00295	Yes	8 hours	\$300						Please Call for Dates
Course 4002: Forecasting and Trend Analysis Using Microsoft Office Excel 2003	BSM4002	00291	Yes	8 hours	\$300						Please Call for Dates
Course 4003: Summarizing Microsoft Office Excel 2003 Data to Make Better Business Decisions	BSM4003	00292	Yes	8 hours	\$300						Please Call for Dates
Course 4009: Setting Up Projects for Success Using Microsoft Office Project 2003	BSM4009	00297	Yes	8 hours	\$300						Please Call for Dates
Course 4001: Team Collaboration Using Microsoft Windows SharePoint Services	BSM4001	00290	Yes	8 hours	\$300						Please Call for Dates
Course 4004: Managing Critical Business Information Using Microsoft Office Access 2003	BSM4004	00293	Yes	8 hours	\$300						Please Call for Dates
Course 4005: Managing Financial Information Using Microsoft Office Access 2003	BSM4005	00294	Yes	8 hours	\$360						Please Call for Dates
Course 4008: Building Better Microsoft Office Word 2003 Documents in Less Time	BSM4008	00296	Yes	8 hours	\$360						Please Call for Dates
Course 4010: Online Merchandising Using Microsoft Office FrontPage 2003	BSM4010	00298	Yes	8 hours	\$360						Please Call for Dates
POWERPOINT - Presentation Alive! with MS PowerPoint	SX-PA	-	No	8 hours	\$360						Please Call for Dates (Available for Corporate Class Only)
POWERPOINT - Beyond Bullet Points with The Case Maker	BYD-BTPT	-	No	8 hours	\$360						Please Call for Dates (Available for Corporate Class Only)
<b>SkillzXpress™ PROFESSIONALS</b>											
SkillzXpress™ Professionals zooms into your profession and caters a suite of IT skills that are specific to your professional needs. The uniqueness lies in its performance-driven approach to developing the curriculum. Based on industry feedback, the key challenge lies in selecting appropriate IT skills for each professional job role. The curriculum has been designed to focus on practical and performance-driven roles to increase efficiency. The courses enable individuals and team participants to acquire skills-sets that apply at work, in the shortest period of time.											
Executive and Managers with EXCEL and POWERPOINT	SX-P-XLPP	-	No	8 hours	\$360						Please Call for Dates
Project Managers with PROJECT	SX-P-PM	-	No	8 hours	\$360						Please Call for Dates

For Enquires on various workshops or courses, please call 6323-7911 or email: [trainme\\_comat@comat.com.sg](mailto:trainme_comat@comat.com.sg)

### Postponement and cancellation charge

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

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