

End User Application Training - Microsoft & Adobe

Non-Certification Track

2012 Training Calendar



Learn and Get Certified by COMAT

Course Title	Skillsconnect course code	SDF	SRP	Days	Rates S\$	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Office 2010																		
Microsoft Word 2010 Basic & Intermediate	CRS-N-0024890	Yes	No	2	450	COMAT	5-6	2-3	1-2	12-13	30/4,2/5	14-15	5-6	16-17	13-14	4-5	12/11,14/11 22-23	6-7
Microsoft Word 2010 Advanced	Application in progress	No	No	2	550	COMAT	12-13	9-10	15-16	26-27	10-11	31/5-1/6	19-20	30-31	20-21	18-19	8-9	20-21
Microsoft Excel 2010 Basic & Intermediate	CRS-N-0024886	Yes	No	2	450	COMAT	3-4 12-13 19-20	16-17 23-24	8-9 15-16	12-13 19-20	3-4 10-11	7-8 14-15	12-13 19-20	16-17 21-22	13-14 27-28	11-12 18-19	1-2 8-9 15-16 29-30	6-7 20-21
Microsoft Excel 2010 Advanced Fast Track	Application in progress	No	No	2	550	COMAT	19-20	9-10	22-23	19-20	24-25	21-22	26-27	23-24	27-28	4-5	29-30	27-28
Microsoft Excel 2010 Advanced (3 Days)	Application in progress	No	No	3	650	COMAT	9-11 16-18	6-8 20-22	12-14 26-28	2-4 16-18	14-16 21-23 28-30	4-6 18-20 25-27	2-4 9-11 16-18	30/7-1/8 13-15	3-5 10-12 17-19	1-3 8-10 15-17 29-31	5-7 19-21	3-5 17-19
Microsoft Access 2010 Basic & Intermediate	CRS-N-0024885	Yes	No	2	550	COMAT	3-4 19-20	9-10	22-23	19-20	17-18	21-22	5-6	2-3	6-7	11-12	12/11,14/11	27-28
Microsoft Access 2010 Advanced Fast Track	Application in progress	No	No	2	650	COMAT		2-3		12-13		28-29		30-31		18-19		13-14
Microsoft Access 2010 Advanced (3 Days)	Application in progress	No	No	3	750	COMAT	30/1-1/2	27-29	5-7	23-25	7-9	11-13	23-25	6-8	24-26	22-24	26-28	10-12
Microsoft PowerPoint 2010 Basic & Intermediate	CRS-N-0024888	Yes	No	2	450	COMAT	26-27	2-3	29-30	26-27	24-25	7-8	12-13	2-3	6-7	4-5	15-16	13-14
Microsoft PowerPoint 2010 Advanced	Application in progress	No	No	2	550	COMAT	5-6	16-17	1-2	19-20	3-4	28-29	26-27	23-24	20-21	11-12	22-23	27-28
Microsoft Office 2007																		
Microsoft Word 2007 Basic & Intermediate	CRS-N-0000571	Yes	No	2	450	COMAT	12-13	2-3	8-9	12-13	3-4	7-8	12-13	16-17	6-7	11-12	1-2	6-7
Microsoft Word 2007 Advanced	CRS-N-0015976	Yes	No	2	550	COMAT	3-4 19-20	23-24	22-23	26-27	17-18	28-29	26-27	21-22	20-21	18-19	22-23	20-21
Microsoft Excel 2007 Basic & Intermediate	CRS-N-0002194	Yes	No	2	450	COMAT	5-6 12-13 26-27	9-10 16-17	8-9 29-30	12-13 19-20	10-11 24-25	14-15 21-22	5-6 19-20	2-3 21-22	13-14 20-21	4-5 18-19	8-9 12/11,14/11 22-23 29-30	13-14 20-21
Microsoft Excel 2007 Advanced Fast Track	CRS-N-0015973	Yes	No	2	550	COMAT	5-6	9-10	29-30	26-27	3-4	31/5-1/6	19-20	16-17	27-28	11-12	15-16	6-7
Microsoft Excel 2007 Advanced (3 Days)	Application in progress	No	No	3	650	COMAT	9-11 30/1-1/2	13-15 27-29	5-7 19-21	9-11 23-25	7-9 21-23	4-6 11-13 25-27	2-4 16-18 23-25	30/7-1/8 6-8 27-29	3-5 10-12 24-26	1-3 8-10 15-17 29-31	5-7	10-12 17-19
Microsoft Access 2007 Basic & Intermediate	CRS-N-0004869	Yes	No	2	550	COMAT	5-6	16-17	22-23	19-20	17-18	21-22	5-6	23-24	13-14	11-12	29-30	13-14
Microsoft Access 2007 Advanced Fast Track	CRS-N-0015977	Yes	No	2	650	COMAT	3-4		15-16		24-25		26-27		27-28		8-9	
Microsoft Access 2007 Advanced (3 Days)	Application in progress	No	No	3	750	COMAT	16-18	6-8	12-14	2-4	28-30	4-6	9-11	30/7-1/8	3-5	22-24	19-21	3-5
Microsoft PowerPoint 2007 Basic & Intermediate	CRS-N-0000570	Yes	No	2	450	COMAT	3-4	2-3	1-2	26-27	30/4, 2/5	28-29	19-20	23-24	27-28	4-5	15-16	6-7
Microsoft PowerPoint 2007 Advanced	Application in progress	No	No	2	550	COMAT	26-27	23-24	15-16	12-13	10-11	31/5-1/6	12-13	30-31	6-7	18-19	22-23	27-28
Microsoft Office 2003																		
Microsoft Word 2003 Basic & Intermediate	CRS-N-0012523	Yes	No	2	450	COMAT	19-20	9-10	15-16	12-13	24-25	7-8	5-6	16-17	13-14	4-5	1-2	6-7
Microsoft Word 2003 Advanced	CRS-N-0010437	Yes	No	2	550	COMAT	26-27	23-24	29-30	26-27	3-4	14-15	19-20	30-31	20-21	11-12	12/11, 14/11	27-28
Microsoft Excel 2003 Basic & Intermediate	CRS-N-0012524	Yes	No	2	450	COMAT	3-4 26-27	16-17	22-23	19-20	30/4, 2/5	14-15	5-6	23-24	6-7	4-5	8-9 12/11, 14/11	13-14
Microsoft Excel 2003 Advanced Fast Track	CRS-N-0010430	Yes	No	2	550	COMAT	19-20	9-10	1-2	19-20	10-11	21-22	19-20	23-24	20-21		22-23	
Microsoft Excel 2003 Advanced (3Days)	Application in progress	No	No	3	550	COMAT	25-27	20-22	19-21	9-11	14-16	18-20	16-18	30/7-1/8	17-19 24-26	1-3 29-31	26-28	10-12
Microsoft Access 2003 Basic & Intermediate	CRS-N-0010916	Yes	No	2	550	COMAT	5-6	2-3	1-2	12-13	17-18	31/5-1/6	12-13	2-3	13-14	4-5	1-2	13-14
Microsoft Access 2003 Advanced	CRS-N-0010440	Yes	No	2	650	COMAT	3-4 19-20	9-10	8-9	26-27	24-25	31/5-1/6	26-27	30-31	27-28	18-19	29-30	20-21
Microsoft PowerPoint 2003 Basic & Intermediate	CRS-N-0012525	Yes	No	2	450	COMAT	5-6	9-10	15-16	19-20	3-4	14-15	12-13	2-3	20-21	11-12	1-2 12/11, 14/11	27-28
Microsoft PowerPoint 2003 Advanced	CRS-N-0010434	Yes	No	2	550	COMAT	12-13	23-24	29-30	26-27	17-18	28-29	26-27	21-22	6-7	18-19	15-16	20-21
Web and Image Editing																		
Image Editing with Adobe Photoshop CS5	Application in Progress	No	No	3	650	COMAT	9-11	13-15	12-14	23-25	28-30	18-20	9-11	13-15	10-12	1-3	5-7	3-5
Web Editing with Adobe Dreamweaver CS5	Application in Progress	No	No	3	650	COMAT	16-18	20-22	19-21	9-11	7-9	4-6	16-18	27-29	17-19	8-10	19-21	10-12
Project Management																		
Microsoft Project 2010 Foundation	Application in Progress	No	No	2	600	COMAT	12-13		8-9		10-11		19-20		6-7		8-9	
Microsoft Project 2010 Advanced	Application in Progress	No	No	2	600	COMAT		23-24		26-27		21-22		30-31		18-19		13-14
Microsoft Project 2007	CRS-N-0015972	Yes**	No	3	900	COMAT		27-29		16-18		11-13		6-8		15-17		17-19
Microsoft Project 2003 Basic & Intermediate	CRS-N-0012625	Yes**	No	3	900	COMAT	16-18		5-7		14-16		23-25		24-26		5-7	

Business Graphics																			
Microsoft Visio 2010 - Basic & Intermediate	CRS-N-0024889	No	No	2	600	COMAT	19-20		1-2		24-25		26-27		27-28		15-16		
Microsoft Visio 2007 - Basic & Intermediate	CRS-N-0002193	Yes**	No	2	600	COMAT		16-17		12-13		7-8		16-17		11-12		27-28	
Microsoft Visio 2003	CRS-N-0010475	Yes**	No	2	600	COMAT	Please Call for Dates												
Programming																			
Microsoft Access 2010 For Developers	Application in Progress	No	No	3	900	COMAT			26-28			25-27			3-5			3-5	
Microsoft Access 2007 For Developers	Application in Progress	No	No	3	900	COMAT		27-29			21-23			27-29			26-28		
Microsoft Access 2003 For Developers	CRS-N-0008213	SME**	No	3	900	COMAT	9-11			23-25			2-4			22-24			
Microsoft Excel VBA Programming (2010)	Application in Progress	Yes	No	3	900	COMAT			26-28			11-13			24-26			10-12	
Microsoft Excel VBA Programming (2007)	CRS-N-0024882	Yes	No	3	900	COMAT	18-20	6-8			21-23			13-15			19-21		
Microsoft Excel VBA Programming (2003)	CRS-N-0008404	SME**	No	3	900	COMAT	25-27			2-4			9-11			1-3			
SharePoint																			
Office 365 SharePoint Online - End User	Application in Progress	No	No	2	600	COMAT	5-6	23-24	22-23	12-13	17-18	7-8	5-6	23-24	13-14	4-5	29-30	13-14	
Office 365 SharePoint Online - Content Manager	Application in Progress	No	No	2	600	COMAT	12-13	2-3	29-30	19-20	3-4	28-29	12-13	2-3	20-21	11-12	1-2	20-21	
Office 365 SharePoint Online - Designer	Application in Progress	No	No	2	600	COMAT	26-27	16-17	1-2	26-27	10-11	31/5-1/6	26-27	16-17	27-28	18-19	15-16	6-7	

SDF Funding rates

Funding Component	Courses Targeted at Rank-and-File
Course Fee Support	80% of course fee capped at \$7/hr

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 for more information

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