

SkillzXpress™ APPLICATION DEEP DIVE (TOP 10)

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

EXCEL MAGIC

Excel Automated Dashboard 2003 ***New***		CRS-N-0024893	Yes	15	\$680	5-6		8-9		17-18		12-13		13-14		8-9	
Excel Automated Dashboard 2007/2010***New***		CRS-N-0024894	Yes	15	\$680		16-17		26-27		14-15		16-17		11-12		20-21
Amazing Macros (automate repetitive tasks) 2003	ASE3006	CRS-N-0015907	Yes	7.5	\$320		7		5		1		3		5		7
Amazing Macros (automate repetitive tasks) 2007 / 2010		CRS-N-0023476	Yes	7.5	\$320	3	15	6	11	24	8	6	10	7	12	2	14
Analyzing Database (manipulate chunks of data and find what you're looking for) 2003	ASE3005	CRS-N-0015906	Yes	7.5	\$320	4		13		31		13		14		9	
Analyzing Database (manipulate chunks of data and find what you're looking for) 2007/2010		CRS-N-0023477	Yes	8	\$320	10	22	20	5	2	15	20	17	21	19	12	21
Maximizing Pivot Table (find answers within your data and make decisions) 2003	ASE3007	CRS-N-0015904	Yes	7.5	\$320		8		5		29		24		4		28
Maximizing Pivot Table (find answers within your data and make decisions) 2007		CRS-N-0019837	Yes	7.5	\$320	5	9	14	12	9	22	27	31	28	11	23	24
Maximizing Pivot Table (find answers within your data and make decisions) 2010		CRS-N-0019836	Yes	7.5	\$320	9	10	7	19	16	7	5	2	6	18	30	13
Speaking with Charts (turn numbers into graphs that speaks to your audience) 2003	ASE3010	CRS-N-0015902	Yes	7.5	\$320	11		21		23		12		13		1	
Speaking with Charts (turn numbers into graphs that speaks to your audience) 2007/2010		CRS-N-0023490	Yes	7.5	\$320	16	14	2	26	2	14	19	16	20	25	8	24
Useful Formulas (master the use of formulas) 2003	ASE3002	CRS-N-0015901	Yes	7.5	\$320		3		3		21		23		3		27
Useful Formulas (master the use of formulas) 2007/2010		CRS-N-0023491	Yes	7.5	\$320	17	17	1	5	30	28	26	30	27	10	15	26

POWERPOINT FLAIR

Efficient Formatting with Masters (professionalise and standardise your slides) 2003	ASP3003	CRS-N-0015910	Yes	7.5	\$320		29		24		13		8		24		19
Efficient Formatting with Masters (professionalise and standardise your slides) 2007/2010		CRS-N-0023479	Yes	7.5	\$320	20	21	5	2	22	20	18	15	19	31	7	26
Producing Creative Animations (make your presentations flow like fluid) 2003	ASP3005	CRS-N-0015903	Yes	7.5	\$320	30	28	8		31		25		26		14	
Producing Creative Animations (make your presentations flow like fluid) 2007		CRS-N-0023489	Yes	7.5	\$320	19	13	12	9	2	27	3	22	4	2	21	4
Producing Creative Animations (make your presentations flow like fluid) 2010		-	No	7.5	\$320	6	20	19	16	29	5	10	29	11	9	28	11
Infusing Magnificent Multimedia (create aural & visual stimuli to grab attention) 2003	ASP3004	CRS-N-0015909	Yes	7.5	\$320		27		23		12		7		16		18
Infusing Magnificent Multimedia (create aural & visual stimuli to grab attention) 2007/2010		CRS-N-0023487	Yes	7.5	\$320	5	23	26	30	7	19	17	14	18	23	6	24

WORD EFFICIENCY

Maximizing Efficiency with Mail Merge (generate personalised mail/email blasts) 2003	ASW3004	CRS-N-0015908	Yes	7.5	\$320	4		27		14		24		25		20	
Maximizing Efficiency with Mail Merge (generate personalised mail/email blasts) 2007/2010		CRS-N-0023488		7.5	\$320	18	28	15	30	21	4	31	21	3	30	27	24

SkillzXpress™ BLENDED (TOP 3)

Now with the Top 3 list of most attended courses by your peers, SkillzXpress™ Blended (Top 3) let's you focus on selecting a course to improve personal and team effectiveness. 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.

Business Email Etiquette with OUTLOOK 2003	SX-B-BEE	-	No	7.5	360												
Surviving Public Speaking with POWERPOINT 2003	SX-B=SPS	-	No	7.5	360												
Surviving Public Speaking with POWERPOINT 2007/ 2010			No	7.5	360												
Time, Task & Contact Management with OUTLOOK 2007	SX-B-TTC	-	No	7.5	360												

SkillzXpress™ PROFESSIONALS (TOP 3)

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 2003	PSAS004	-	No	7.5	\$360												
Finance and Accounts with MICROSOFT OFFICE 2003	EFP-FAP	-	No	7.5	\$360												
Human Resources with MICROSOFT OFFICE 2003	PSHR001	-	No	7.5	\$360												

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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											
EXCEL - Lookup Formulas Tips & Tricks (2007)		-	No	7.5 hours	\$320	5	9	14	12	9	22	27	31	28	11	23	24
EXCEL - Essential Short Cuts (accelerate the usage of spreadsheets)2003	ASE3001	CRS-N-0015905	Yes	7.5 hours	\$320	16	10	7	19	16	7	5	2	6	18	30	13
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											

SkillzXpress™ BLENDED		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	CRS-N-0013971	Yes	8 hours	\$300	Please Call for Dates	
Course 4002: Forecasting and Trend Analysis Using Microsoft Office Excel 2003	BSM4002	CRS-N-0013969	Yes	8 hours	\$300	Please Call for Dates	
Course 4003: Summarizing Microsoft Office Excel 2003 Data to Make Better Business Decisions	BSM4003	CRS-N-0013967	Yes	8 hours	\$300	Please Call for Dates	
Course 4009: Setting Up Projects for Success Using Microsoft Office Project 2003	BSM4009	CRS-N-0013973	Yes	8 hours	\$300	Please Call for Dates	
Course 4001: Team Collaboration Using Microsoft Windows SharePoint Services	BSM4001	CRS-N-0013966	Yes	8 hours	\$300	Please Call for Dates	
Course 4004: Managing Critical Business Information Using Microsoft Office Access 2003	BSM4004	CRS-N-0013968	Yes	8 hours	\$300	Please Call for Dates	
Course 4005: Managing Financial Information Using Microsoft Office Access 2003	BSM4005	CRS-N-0013970	Yes	8 hours	\$360	Please Call for Dates	
Course 4008: Building Better Microsoft Office Word 2003 Documents in Less Time	BSM4008	CRS-N-0013972	Yes	8 hours	\$360	Please Call for Dates	
Course 4010: Online Merchandising Using Microsoft Office FrontPage 2003	BSM4010	CRS-N-0013974	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)	
SkillzXpress™ PROFESSIONALS		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	
SkillzXpress™ SoftSkillz		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.					
Writing Skillz							
Report Writing		Not Applicable for SDF Funding	No	7.5		Please Call for Dates	
Technical Report Writing			No	15	840	Please Call for Dates	
Effective Report Writing Skills			No	7.5	420	Please Call for Dates	
Effective Writing Skills for Email Replies			No	7.5		Please Call for Dates	
Team Building and Leadership Development							
PassionWorks		Not Applicable for SDF Funding	No	15		Please Call for Dates (Available for Corporate Class Only)	
Team Playing for Result			No	7.5		Please Call for Dates (Available for Corporate Class Only)	
Building a Motivated Team using MBTI			No	15		Please Call for Dates (Available for Corporate Class Only)	
Manager's Essential Journey			No	15		Please Call for Dates (Available for Corporate Class Only)	
Negotiating for Success			No	15		Please Call for Dates (Available for Corporate Class Only)	
Manage Stress with Effective Time Management			No	7.5		Please Call for Dates (Available for Corporate Class Only)	
Presentation Skillz							
Powerful Presentation		Not Applicable for SDF Funding	No			Please Call for Dates (Available for Corporate Class Only)	

For Enquires on various workshops or courses, please call 6323-7911 or email: 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 for more information

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