





2022 TRAINING CALENDAR



TRAINING COURSE	DURATION (Day)	COURSE FEE (RM)	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
 Microsoft Word 365 (Elementary & Intermediate)	2	600.00		4 - 5		13 - 14		1 - 2		3 - 4		5 - 6
 Microsoft Word 365 (Advanced)	2	600.00		11 - 12		20 - 21		8 - 9		17 - 18		12 - 13
 Microsoft Excel 365 (Elementary & Intermediate)	2	500.00	14 - 15		9 - 10		4 - 5		5 - 6		7 - 8	
 Microsoft Excel 365 (Advanced)	2	500.00	21 - 22		17 - 18		18 - 19		12 - 13		14 - 15	
 Microsoft Excel 365 (Functions & Formulas)	2	950.00		18 - 19		27 - 28		15 - 16		24 - 25		19 - 20
 Enhancing Pivot Table with Microsoft Excel 365	1	660.00	25		27		29		23		25	
 Microsoft PowerPoint 365 (Advanced)	2	660.00	28 - 29		23 - 24		25 - 26		19 - 20		21 - 22	

DISCOUNT RATES :

- Early Bird Registration**
 - Register Three (3) weeks in advance before the course – 5%
- Group Discount**
 - Register Three (3) persons and above – 5%
- Courses Discount**
 - Register Three (3) courses and above – 5%
- The 5% is applicable to **only one** of the above.
- For (2) & (3), minimum 5-days-ahead registration required.

TERMS & CONDITIONS:

- Course fee is **INCLUSIVE** of refreshment, lunch, course materials & Certificate of Completion.
- Course fee **EXCLUDE** SST @ 6%.
- The rate of the Service Tax is subject to changes according to the current rate or at other statutory prevailing at the time when such tax is chargeable or payable.

CANCELLATIONS & TRANSFERS:

- Full payment must be made **SEVEN (7)** days prior to the course
- If cancellation occurs less than **FIVE (5)** working days from the course delivery, the **FULL** training fees for the course will be charged
- A substitute delegate is welcome at no extra charge if you are unable to attend. Kindly provide name and title of substitute participant prior to the course.

IN-HOUSE TRAINING ADVANTAGES:

- If you have a number of staffs with similar training needs, then you may wish to consider an In-house Training Solution delivered locally on-site.
- Course can be tailored to specific requirements.
- Please contact agnes@sains.com.my or **082-366 499 / 012-895 2032** for further discussion.

SAINS-PPKS Training Centre

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