

FUTURE DIRECTIONS SDN BHD.

COURSE SCHEDULE FOR 2018

Course Title	Days	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC
Ms Office Applications									
MS - Word - Lev 1	1	7th	5th	2nd	1st	4th	1st	1st	3rd
MS - Word - Lev 2	1	8th	6th	3rd	2nd	5th	2nd	2nd	4th
MS - Word - Lev 3	2	9th-10th	7th-8th	4th-5th	6th-7th	6th-7th	3th-4th	8th-9th	5th - 6th
MS - Excel - Lev 1	1	14th	12th	9th	20th	11th	8th	13th	10th
MS - Excel - Lev 2	1	15th	13th	10th	21st	12th	9th	14th	11th
MS - Excel - Lev 3	2	16th-17th*	14th-15th	11th-12th	22nd-23rd	13th-14th	10th-11th	15th-16th	12th - 13th
MS - PowerPoint - Lev 1	1	21st	19th	16th	27th	18th	22nd	20th	17th
MS - PowerPoint - Lev 2	1	22nd	20th	17th	28th	19th	23rd	21st	18th
MS - Outlook - Lev 1	1	23rd	21st	18th	29th	20th	24th	22nd	19th
MS - Outlook - Lev 2	1	24th	22nd	19th	30th	21st	25th	23rd	20th
MS - Outlook - Lev 3	1	25th	23rd	20th	-	22nd	26th	24th	21st
MS - Access - Lev 1	2	-	26th-27th	23rd-24th	27th-28th	25th-26th	22nd-23rd	27th-28th	24th -26th
MS - Access - Lev 2	2	-	28th-29th	25th-26th	29th-30th	27th-28th	24th-25th	29th-30th	27th - 28th
MS - Access - Lev 3	1	-	30th	27th	-	29th	26th	-	-
MS - Project - Lev 1	1	28th	19th	16th	1st	18th	29th	1st	-
MS - Project - Lev 2	1	30th	20th	17th	2nd	19th	30th	2nd	-
MS - Project - Lev 3	1	31st	21st	18th	3rd	20th	31st	3rd	-
MS-Office	4	-	17th	21st	18th	23rd	20th	18th	-
Course Title									
	Days	MAY	JUN	JUL	AUG	SEP	OCT	NOW	DEC
Operating Systems									
Windows 8/10 - Lev 1	1	2nd	4th	-	2nd	-	2nd	-	4th
Windows 8/10 - Lev 2	1	3rd	5th	-	3rd	-	3rd	-	5th
Windows 10 Intro to PC	1	-	-	2nd	-	4th	-	1st	-
Introduction to Computers	2	10th - 11th	12th - 13th	-	6th - 7th	-	8th -9th	-	12th - 13th
Social Media Approached	1	11th	13th	-	7th	-	9th	-	14th
Basic Computer Hardwares	2	-	-	9th-10th	-	11th-12th	-	6th -7th	-
Basic Networking	1	15th	19th	16th	20th	18th	22th	20th	19th
Windows 7 - Level 2 (First Look)	1	16th	20th	17th	21st	19th	23rd	21st	20th
Windows 7 - Transition From Windows XP (First Look)	1	17th*	21st	18th	22nd	20th	24th	22nd	21st

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Course Title	Days	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC
Microsoft Office Specialist (MOS) Certification									
Word Training & Certification Exam - Bas & Inter	2	-	-	16th-17th	-	18th-19th	-	20th-21st	-
Word Training & Expert Certification Exam - Adv	2	-	-	18th-19th	-	20th-21st	-	22nd-23rd	-
Excel Training & Certification Exam - Bas & Inter	2	2nd-3rd	5th-6th	-	27th-28th	-	1st-2nd	-	5th-6th
Excel Training & Expert Certification Exam - Adv	2	4th-5th	7th-8th	-	29th-30th	-	3rd-4th	-	7th-8th
Powerpoint Training & Certification Exam - Bas & Inter	2	-	-	25th-26th	-	13th-14th	-	15th-16th	-
Access Training & Certification Exam - Bas & Inter	2	10th-11th	14th-15th	-	1st-2nd	-	10th-11th	-	14th-15th
Outlook Training & Certification Exam - Bas & Inter	2	24th-25th	21st-22nd	-	6th-7th	-	24th-25th	-	21st-22nd
Course Title	Days	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC
Microsoft Certified Application Specialist (MCAS) Certification									
Microsoft Certified Application Specialist Exam in Windows	2	-	19th-20th	-	20th-21st	-	1st-2nd	-	19th-20th
Microsoft Certified Application Specialist Exam in Microsoft Office Word	2	-	12th-13th	-	22nd-23rd	-	8th-9th	-	12th-13th
Microsoft Certified Application Specialist Exam in Microsoft Office Excel	2	14th-15th	-	9th-10th	-	11th-12th	-	13th-14th	-
Microsoft Certified Application Specialist Exam in Microsoft Office PowerPoint	2	-	26th-27th	-	29th-30th	-	22nd-23rd	-	26th-27th
Microsoft Certified Application Specialist Exam in Microsoft Office Outlook	2	28th-29th*	-	23rd-24th	-	25th-26th	-	27th-28th	-
Microsoft Certified Application Specialist Exam in Microsoft Office Access	2	7th-8th	-	2nd-3rd	-	4th-5th	-	8th-9th	-
Course Title	Days	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC
Adobe/Macromedia									
Publisher - Lev 1	1	-	16th	-	6th	-	13th	-	1st
Flash - Lev 1	2	-	1st-2nd	-	23th-24th	-	25th-26th	-	27th-28th
Flash - Lev 2	2	-	3rd-4th	-	25th-26th	-	27th-28th	-	29th-30th
Illustrator - Lev 1	1	7th	14th	12th	9th	20th	11th	8th	13th
Illustrator - Lev 2	1	8th	15th	13th	10th	21st	12th	9th	14th
Dreamweaver - Lev 1	1	9th	-	14th	-	27th	-	22nd	-
Dreamweaver - Lev 2	1	10th	-	15th	-	28th	-	23rd	-
Dreamweaver - Lev 3	1	11th	-	16th	-	29th	-	24th	-
Photoshop - Lev 1	2	9th-10th	7th-8th	5th-6th	2nd-3rd	1st-2nd	4th-5th	1st-2nd	1st-2nd
Photoshop - Lev 2	2	23rd-24th	9th-10th	7th-8th	4th-5th	6th-7th	6th-7th	3rd-4th	8th-9th
Indesign - Lev 1	1	17th	21st	19th	16th	22nd	18th	10th	20th
Indesign - Lev 2	1	18th	22nd	20th	17th	23rd	19th	11th	21st
HTML 5.01 : Web Authoring - Lev 1	1	24th	-	21st	-	22nd	-	8th	-
HTML 5.01 : Web Authoring - Lev 2	1	25th	-	22nd	-	23rd	-	9th	-
HTML 5.01 : Web Authoring - Lev 3	1	26th	-	23rd	-	24th	-	10th	-
Wordpress - Level 1	1	15th	12th	10th	14th	11th	16th	13th	11th
Wordpress - Level 2	1	16th	13th	11th	15th	12th	17th	14th	12th
CorelDraw 12	1	-	28th	-	11th	-	13th	-	15th
GoLive CS2 - Lev 1	1	24th	-	28th	-	28th	-	29th	-
GoLive CS2 - Lev 2	1	25th	-	29th	-	29th	-	30th	-
Premier - Basic Video Editing	1	21st	-	30th	-	24th	-	25th	-

* Future Directions SB reserves the right to reschedule/cancel/postpone any courses

* Should you need specific corporate training, please do not hesitate to contact us.

FUTURE DIRECTIONS SDN. BHD. (424304-U)

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