



WSQ IT COURSES

COURSE FEES, SUBSIDY & SCHEDULES

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Course Title	Course Duration	Full Fee	9% GST (based on full fee)	SME QR Singaporean Age 40 & above: Up to 70% Funding	Non-SME QR Singaporean Age 21-39 OR PR: Up to 50% Funding	Dates											
						2026											
Generative AI																	
WSQ Generative AI At Work TGS-2024048242 (Funding till 13-08-2026) ◆ ● ■	16 hrs (2-day) 9.00am - 6pm	\$700	\$63.00	\$273.00	\$413.00	8 & 9 June 13 & 20 Jun 15 & 16 Jun 25 & 26 Jun	9 & 10 Jul 11 & 18 Jul 23 & 24 Jul	11 & 12 Aug 15 & 22 Aug 20 & 21 Aug	17 & 18 Sep 12 & 19 Sep 24 & 25 Sep	12 & 13 Oct 17 & 24 Oct 26 & 27 Oct	5 & 6 Nov 14 & 21 Nov 23 & 24 Nov	3 & 4 Dec 29 & 30 Dec					
Enhancing Productivity with Copilot TGS-2024048192 (Funding till 07-08-2026) ◆ ● ■	8 hrs (1-day) 9.00am - 6pm	\$500	\$45.00	\$195.00	\$295.00	5 Jun 13 Jun 19 Jun 29 Jun	8 Jul 18 Jul 29 Jul	11 Aug 22 Aug 31 Aug	7 Sep 14 Sep 23 Sep	5 Oct 15 Oct 26 Oct	6 Nov 17 Nov 26 Nov	7 Dec 17 Dec 23 Dec					
Elevating Teamwork with Microsoft CoPilot TGS-2025055126 (Funding till 18-05-2027) ◆ ● ■	8 hrs (1-day) 9.00am - 6pm	\$450	\$40.50	\$175.50	\$265.50	12 Jun 27 Jun 30 Jun	10 Jul 22 Jul	14 Aug 24 Aug	11 Sep 29 Sep	15 Oct 26 Oct	12 Nov 23 Nov	8 Dec 21 Dec					
Workflow Automation with Power Automate TGS-2025059655 (Funding till 24-09-2027) ◆ ● ■	16 hrs (2-day) 9.00am - 6pm	\$900	\$81.00	\$351.00	\$531.00	17 & 18 Jun	22 & 23 Jul	24 & 25 Aug	28 & 29 Sep	26 & 27 Oct	23 & 24 Nov	28 & 29 Dec					
Building AI Agents with Microsoft Copilot Studio TGS-2025059655 (Funding till 07-10-2027) ◆ ● ■	8 hrs (1-day) 9.00am - 6pm	\$600	\$54.00	\$234.00	\$354.00	12 Jun 20 Jun	13 Jul 29 Jul	11 Aug 31 Aug	12 Sep 29 Sep	10 Oct 28 Oct	13 Nov 24 Nov	10 Dec 29 Dec					
Smart with Google Workspace and AI TGS-2026061291 (Funding till 04-10-2028) ● ■	16 hrs (2-day) 9.00am - 6pm	\$900	\$81.00	\$351.00	\$531.00	22 & 23 Jun	30 & 31 Jul	3 to 5 Aug									
Cybersecurity																	
One Day CyberSecurity Awareness TGS-2024048117 (Funding till 30-07-2026) ◆ ● ■	8 hrs (1-day) 9.00am - 6pm	\$400	\$36.00	\$156.00	\$236.00	10 Jun	17 Jul	18 Aug	7 Sep	21 Oct	18 Nov	7 Dec					
Keeping Cyber Safe at the Workplace TGS-2023018217 (Funding till 16-01-2027) ◆ ● ■	16 hrs (2-day) 9.00am - 6pm	\$600	\$54.00	\$234.00	\$354.00	11 & 12 Jun	20 & 21 Jul	19 & 20 Aug	23 & 24 Sep	21 & 22 Oct	18 & 19 Nov	23 & 24 Dec					
Smart Technologies & Automation																	
Automation with Intelligent Tools TGS-2023021096 (Funding till 16-05-2027) ◆ ● ■	14 hrs (2-day) 9am - 5pm	\$450	\$40.50	\$175.50	\$265.50	Dates Available Upon Request											
Mastering Data Analysis with Python TGS-2025059157 (Funding till 09-09-2027) ◆ ● ■	16 hrs (2-day) 9am - 6pm	\$950	\$85.50	\$370.50	\$560.50	24 & 25 Jun	13 & 14 Jul	17 & 18 Aug	16 & 17 Sep	19 & 20 Oct	16 & 17 Nov	16 & 17 Dec					
Digital Marketing																	
Digital Advertising Fundamentals TGS-2021010047 (Funding till 03-06-2026) ◆ ● ■	16 hrs (2-day) 9am - 6pm	\$500	\$45.00	\$195.00	\$295.00	Dates Available Upon Request											
Facebook Marketing Essential TGS-2020504021 (Funding till 04-08-2026) ◆ ● ■	16 hrs (2-day) 9am - 6pm	\$650	\$58.50	\$253.50	\$383.50	23 & 24 Jun	15 & 16 Jul	17 & 18 Aug	21 & 22 Sep	19 & 20 Oct	16 & 17 Nov	21 & 22 Dec					
WordPress Ecommerce Essential TGS-2021003025 (Funding till 06-03-2027) ◆ ● ■	16 hrs (2-day) 9am - 6pm	\$700	\$63.00	\$273.00	\$413.00	4 & 5 Jun	15 & 16 Jul	19 & 20 Aug	21 & 22 Sep	21 & 22 Oct	18 & 19 Nov	21 & 22 Dec					
Search Engine Optimisation Essential TGS-2021003026 (Funding till 06-03-2027) ◆ ● ■	16 hrs (2-day) 9am - 6pm	\$700	\$63.00	\$273.00	\$413.00	17 & 18 Jun	15 & 16 Jul	19 & 20 Aug	21 & 22 Sep	21 & 22 Oct	18 & 19 Nov	21 & 22 Dec					
Shopify Dropshipping Essential TGS-2022013999 (Funding till 03-06-2026) ◆ ● ■	16 hrs (2-day) 9am - 6pm	\$700	\$63.00	\$273.00	\$413.00	Dates Available Upon Request		20 & 21 Jul	19 & 20 Aug	21 & 22 Sep	21 & 22 Oct	18 & 19 Nov	21 & 22 Dec				



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Course Title	Course Duration	Full Fee	9% GST (based on full fee)	SME OR Singaporean Age 40 & above: Up to 70% Funding	Non-SME OR Singaporean Age 21-39 OR PR: Up to 50% Funding	Dates						
						2026						
Blockchain & Digital Assets for Business <small>TGS-2026061292 (Funding till 04-01-2028)</small> 	16 hrs (2-day) 9am - 6pm	\$880	\$79.20	\$343.20	\$519.20							
Smartphone Videography												
WSQ Smartphone Videography and Video Editing for Beginners <small>TGS-2023021362 (Funding till 18-05-2027)</small> 	24 hrs (3-day) 9.00am - 6pm	\$1,200	\$108.00	\$468.00	\$708.00	8 to 10 Jun	20 to 22 Jul	17 to 19 Aug	14 to 16 Sep	21 to 23 Oct	25 to 27 Nov	16 to 18 Dec
Up Your Productivity @ Work with Smart Mobile Devices <small>TGS-2023019877 (Funding till 27-03-2027)</small> 	16 hrs (2-day) 9am - 6pm	\$480	\$43.20	\$187.20	\$283.20	17 & 18 Jun	22 & 23 Jul	25 & 26 Aug	28 & 29 Sep	27 & 28 Oct	24 & 25 Nov	28 & 29 Dec



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						2026						
Strengthen Resilience with Emotional Intelligence @ Workplace – Level 1 TGS-2023019605 (Funding till 16-03-2027)	16 hrs (2-day) 9am - 6pm	\$450	\$40.50	\$175.50	\$265.50	10 & 11 Jun		5 & 6 Aug		15 & 16 Oct		3 & 4 Dec
Make Diversity Work in the New Normal – Level 3 TGS-2023020636 (Funding till 03-05-2027)	16 hrs (2-day) 9am - 6pm	\$450	\$40.50	\$175.50	\$265.50				16 & 17 Sep		17 & 18 Nov	
Design Thinking Starts With Me TGS-2022014001 (Funding till 03-06-2027)	16 hrs (2-day) 9am - 6pm	\$600	\$54.00	\$234.00	\$354.00		8 & 9 Jul		22 & 23 Sep		10 & 11 Nov	
WSQ Problem Identification and Solutioning Techniques TGS-2022013934 (Funding till 30-05-2026)	16 hrs (2-day) 9am - 6pm	\$420	\$37.80	\$163.80	\$247.80	15 & 16 Jun		5 & 6 Aug		12 & 13 Oct		3 & 4 Dec
Teamwork												
WSQ Work in a Team TGS-201250132 (Funding till 01-12-2027)	16 hrs (2-day) 9am - 6pm	\$420	\$37.80	\$163.80	\$247.80	3 & 4 Jun		11 & 12 Aug		21 & 22 Oct		2 & 3 Dec
WSQ Facilitate Effective Work Team TGS-2011501563 (Funding till 31-12-2026)	16 hrs (2-day) 9am - 6pm	\$420	\$37.80	\$163.80	\$247.80		15 & 16 Jul		14 & 15 Sep		16 & 17 Nov	
I Am Resilient in Service: The New Normal – Level 1 TGS-2023021377 (Funding till 18-05-2027)	16 hrs (2-day) 9am - 6pm	\$450	\$40.50	\$175.50	\$265.50	3 & 4 Jun		20 & 21 Aug		8 & 9 Oct		29 & 30 Dec
Adapt for Success at the Workplace TGS-2021008643 (Funding till 30-09-2027)	16 hrs (2-day) 9am - 6pm	\$420	\$37.80	\$163.80	\$247.80	8 & 9 Jun		11 & 12 Aug				
Adapt for Successful Teams at the Workplace TGS-2022012527 (Funding till 29-03-2028)	16 hrs (2-day) 9am - 6pm	\$420	\$37.80	\$163.80	\$247.80			10 & 11 Aug		1 & 2 Oct		14 & 15 Dec
Communication												
WSQ Communicate Effectively at the Workplace TGS-2022014000 (Funding till 03-06-2026)	16 hrs (2-day) 9am - 6pm	\$420	\$37.80	\$163.80	\$247.80		13 & 14 Jul	27 & 28 Aug	10 & 11 Sep	29 & 30 Oct	11 & 12 Nov	17 & 18 Dec
WSQ Communicate Effectively as a Team Leader at the Workplace TGS-2022014002 (Funding till 03-06-2026)	16 hrs (2-day) 9am - 6pm	\$420	\$37.80	\$163.80	\$247.80	24 & 25 Jun	20 & 21 Jul	11 & 12 Aug	8 & 9 Sep	20 & 21 Oct	18 & 19 Nov	8 & 9 Dec
WSQ Conflict Management TGS-2022014975 (Funding till 08-08-2026)	16 hrs (2-day) 9am - 6pm	\$450	\$40.50	\$175.50	\$265.50		3 & 4 Jul		17 & 18 Sep		4 & 5 Nov	
WSQ Business Negotiation TGS-2022015226 (Funding till 18-08-2026)	16 hrs (2-day) 9am - 6pm	\$450	\$40.50	\$175.50	\$265.50	22 & 23 Jun		19 & 20 Aug		8 & 9 Oct		22 & 23 Dec
Leadership & Management												
Coaching My Team for Performance TGS-2025055125 (Funding till 18-05-2027)	16 hrs (2-day) 9am - 6pm	\$900	\$81.00	\$351.00	\$531.00		15 & 16 Jul		16 & 17 Sep		11 & 12 Nov	



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						2026												
WSQ People Change Management TGS-2019504486 (Funding till 22-08-2027) ● ●	16 hrs (2-day) 9am - 6pm	\$650	\$58.50	\$253.50	\$383.50		9 & 10 Jul		9 & 10 Sep		10 & 11 Nov							
Leading with Empathy TGS-2024049357 (Funding till 24-09-2026) ◆ ● ●	16 hrs (2-day) 9am - 6pm	\$800	\$72.00	\$312.00	\$472.00		24 & 25 Jun	20 & 21 Jul	24 & 25 Aug	21 & 22 Sep	26 & 27 Oct	23 & 24 Nov						
Personal Effectiveness - Build Me Up Level 3 TGS-2023022083 (Funding till 07-06-2027) ● ●	16 hrs (2-day) 9am - 6pm	\$450	\$40.50	\$175.50	\$265.50			7 & 8 Jul		23 & 24 Sep		5 & 6 Nov						
Vision Leadership: Walk The Talk – Level 4 TGS-2022015537 (Funding till 04-09-2026) ● ●	16 hrs (2-day) 9am - 6pm	\$600	\$54.00	\$234.00	\$354.00		28 & 29 Jul		17 & 18 Sep		26 & 27 Nov							
People Development: Dare To Care – Level 4 TGS-2022015538 (Funding till 04-09-2026) ● ●	16 hrs (2-day) 9am - 6pm	\$600	\$54.00	\$234.00	\$354.00		17 & 18 Jun		17 & 18 Aug		26 & 27 Oct		21 & 22 Dec					
Communicating with Influence TGS-2022015536 (Funding till 04-09-2026) ● ●	16 hrs (2-day) 9am - 6pm	\$600	\$54.00	\$234.00	\$354.00		17 & 18 Jun		11 & 12 Aug		6 & 7 Oct		9 & 10 Dec					
Strategic Thinking and Planning TGS-2025054965 (Funding Till 07-05-2027) ◆ ● ●	16 hrs (2-day) 9am - 6pm	\$800	\$72.00	\$312.00	\$472.00			6 & 7 Jul	10 & 11 Aug	7 & 8 Sep	5 & 6 Oct	9 & 10 Nov						
Systems Thinking for Professional Growth TGS-2025059851 (Funding Till 21-10-2027) ◆ ● ●	16 hrs (2-day) 9am - 6pm	\$950	\$85.50	\$370.50	\$560.50		13 & 14 Jul	17 & 18 Aug	14 & 15 Sep	12 & 13 Oct	16 & 17 Nov	14 & 14 Dec						
Service Excellence																		
WSQ Establish Excellent Relationships for Customer Confidence TGS-2019504044 (Funding till 22-08-2027) ● ●	16 hrs (2-day) 9am - 6pm	\$450	\$40.50	\$175.50	\$265.50		22 & 23 Jun		6 & 7 Aug		7 & 8 Oct		7 & 8 Dec					
WSQ Service Innovation TGS-2019504190 (Funding till 07-08-2027) ● ●	16 hrs (2-day) 9am - 6pm	\$450	\$40.50	\$175.50	\$265.50		15 & 16 Jun		18 & 19 Aug		19 & 20 Oct		16 & 17 Dec					
WSQ Engage Service Excellence TGS-2019504524 (Funding till 22-08-2027) ● ●	16 hrs (2-day) 9am - 6pm	\$450	\$40.50	\$175.50	\$265.50			28 & 29 Jul		29 & 30 Sep		26 & 27 Nov						
WSQ Achieve Service Vision TGS-2019504422 (Funding till 25-08-2027) ● ●	8 hrs (1-day) 9am - 6pm	\$200	\$18.00	\$78.00	\$118.00		12 Jun		24 Aug		26 Oct		21 Dec					
Business																		
WSQ Implement FlexiWork Arrangement TGS-2024049137 (Funding till 18-09-2026) ◆ ● ●	8 hrs (1-day) 9am - 6pm	\$400	\$36.00	\$156.00	\$236.00		Dates Available Upon Request											
Boosting Sales with a Game Changing Selling Strategy TGS-2025059447 (Funding till 24-09-2027) ◆ ● ●	16 hrs (2-day) 9am - 6pm	\$1,200	\$108.00	\$468.00	\$708.00		1 & 2 Jun		3 & 4 Aug	7 & 8 Sep	5 & 6 Oct	2 & 3 Nov	7 & 8 Dec					
Finance for Non-financial Managers TGS-2025059445 (Funding till 24-09-2027) ◆ ● ●	16 hrs (2-day) 9am - 6pm	\$800	\$72.00	\$312.00	\$472.00		29 & 30 Jun	15 & 16 Jul	17 & 18 Aug	15 & 16 Sep	22 & 23 Oct	16 & 17 Nov	15 & 16 Dec					



SFDW 2.0 COURSES

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Course Title	Course Duration	Full Fee	9% GST (based on 30% of full fee)	SME OR Singaporean Age 40 & above: Up to 90% Funding	Non-SME OR Singaporean Age 21-39 OR PR: Up to 70% Funding	Dates													
						2026													
SkillsFuture Digital Workplace 2.0 (Generic) TGS-2023037496 (Funding till 31-12-2027) ◆ ■	15 hrs (2-day) 9am - 5.30pm	\$530.00	\$14.31	\$67.31	\$173.31	11 & 12 Jun 13 & 20 Jun 29 & 30 Jun	3 & 4 Jul 12 & 19 Jul 24 & 25 Jul	4 & 5 Aug 2 & 16 Aug 20 & 21 Aug	2 & 3 Sep 12 & 19 Sep 28 & 29 Sep	5 & 6 Oct 11 & 18 Oct 29 & 30 Oct	5 & 6 Nov 15 & 22 Nov 26 & 27 Nov	3 & 4 Dec 6 & 13 Dec 18 & 19 Dec							
SkillsFuture Digital Workplace 2.0 (Retail) TGS-2023037501 (Funding till 31-12-2027) ◆ ■	15 hrs (2-day) 9am - 5.30pm	\$530.00	\$14.31	\$67.31	\$173.31		7 & 8 Jul		23 & 24 Sep		5 & 6 Nov								
SkillsFuture Digital Workplace 2.0 (Manufacturing) TGS-2023037501 (Funding till 31-12-2027) ◆ ■	15 hrs (2-day) 9am - 5.30pm	\$530.00	\$14.31	\$67.31	\$173.31	Dates Available Upon Request													
SkillsFuture Digital Workplace 2.0 (Built Environment) TGS-2023037504 (Funding till 31-12-2027) ◆ ■	15 hrs (2-day) 9am - 5.30pm	\$530.00	\$14.31	\$67.31	\$173.31			4 & 5 Aug		14 & 15 Oct			3 & 4 Dec						
SkillsFuture Digital Workplace 2.0 (Food Services) TGS-2023037504 (Funding till 31-12-2027) ◆ ■	15 hrs (2-day) 9am - 5.30pm	\$530.00	\$14.31	\$67.31	\$173.31		22 & 23 Jul		9 & 10 Sep		5 & 6 Nov								
SkillsFuture Digital Workplace 2.0 (Tourism) TGS-2023037500 (Funding till 31-12-2027) ◆ ■	15 hrs (2-day) 9am - 5.30pm	\$530.00	\$14.31	\$67.31	\$173.31	Dates Available Upon Request													
SkillsFuture Digital Workplace 2.0 (Transportation) TGS-2023037499 (Funding till 31-12-2027) ◆ ■	15 hrs (2-day) 9am - 5.30pm	\$530.00	\$14.31	\$67.31	\$173.31	Dates Available Upon Request													



ICDL NON-FUNDED COURSES

COURSE FEES, SUBSIDY & SCHEDULES



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ICDL Non-Funded Courses	Duration	Full Fee	9% GST (based on full fee)	Nett Fee Payable	Dates						
					2026						
ICDL - Perform Presentation Functions (Microsoft PowerPoint) Core Level 2-days	17 hrs (2-days) 8.30am - 6pm	\$390	\$35.10	\$425.10	8 & 9 Jun		13 & 14 Aug		12 & 13 Oct		17 & 18 Dec
ICDL - Perform Presentation Functions (PowerPoint 2016/2019) EC	24 hrs (3-days)	\$500	\$45.00	\$545.00							
ICDL - Perform Advanced Presentation Functions (Advanced PowerPoint 2016/2019) EC	17 hrs (2-days)	\$490	\$44.10	\$534.10							
ICDL - Perform Advanced Presentation Functions (Microsoft PowerPoint) Advanced Level 3-days	24 hrs (3-days) 8.30am - 6pm	\$600	\$54.00	\$654.00	9 to 11 Jun						
ICDL - Perform Word Processing Functions (Microsoft Word) Core Level 2-days	17 hrs (2-days) 8.30am - 6pm	\$390	\$35.10	\$425.10							
ICDL - Perform Word Processing Functions (Word 2016/2019) EC	24 hrs (3-days)	\$500	\$45.00	\$545.00							
ICDL - Perform Advanced Word Processing Functions (Advanced Word 2016/2019) EC	17 hrs (2-days)	\$490	\$44.10	\$534.10							
ICDL - Perform Advanced Word Processing Functions (Advanced Word) 3-days	24 hrs (3-days) 8.30am - 6pm	\$600	\$54.00	\$654.00							
ICDL - Perform Spreadsheet Functions (Microsoft Excel) Core Level 2-days	17 hrs (2-days) 8.30am - 6pm	\$390	\$35.10	\$425.10	8 & 9 Jun 29 & 30 Jun	9 & 10 Jul 20 & 21 Jul	27 & 28 Aug	24 & 25 Sep	28 & 29 Oct	19 & 20 Nov	15 & 16 Dec
ICDL - Perform Advanced Spreadsheet Functions (Microsoft Excel) Advanced Level 2-days	17 hrs (2-days) 8.30am - 6pm	\$490	\$44.10	\$534.10	2 & 3 Jun	1 & 2 Jul	3 & 4 Aug	3 & 4 Sep	5 & 6 Oct	2 & 3 Nov	1 & 2 Dec
ICDL - Perform Advanced Spreadsheet Functions (Microsoft Excel) Advanced Level 3-days	24 hrs (3-days) 8.30am - 6pm	\$600	\$54.00	\$654.00	10 to 12 Jun 26, 29 & 30 Jun	22 - 24		21 - 23 Sep		16 - 18 Nov	
ICDL Data Analytics – Foundation	16 hrs (2-days) 8.30am - 5.30pm	\$490	\$44.10	\$534.10	3 & 4 Jun 26	6 & 7 Jul	11 & 12 Aug	1 & 2 Sep	8 & 9 Oct	4 & 5 Nov	9 & 10 Dec
ICDL Computing	16 hrs (2-days)	\$490	\$44.10	\$534.10							
Demonstrate Secure Use of IT (ICDL Certification Module: Secure Use of IT)	16 hrs (2-days)	\$390	\$35.10	\$425.10							
ICDL Insights - Internet of Things	8 hrs (1day)	\$400	\$36.00	\$436.00							
ICDL Insights - Cloud Computing	8 hrs (1day)	\$400	\$36.00	\$436.00							
ICDL Digital Marketing (E-Commerce Campaign Management)	16 hrs (2-days) 8.30am - 5.30pm	\$480	\$43.20	\$523.20	15 & 16 Jun	15 & 16					



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Courses	Duration	Full Fee	9% GST (based on full fee)	Nett Fee Payable	Dates	
					2026	
Introduction to Generative AI	8 hrs (1-day) 9am - 6pm	\$300	\$27.00	\$327.00	19 Jun	
Power BI Made Simple with AI – One Day to a Dashboard	8 hrs (1-day) 9am - 6pm	\$400	\$36.00	\$436.00	22 Jun	10 Jul 20 Aug 23 Sep 9 Oct 6 Nov 29 Dec
Mastering Excel with AI and ChatGPT	8 hrs (1-day) 9am - 6pm	\$380	\$34.20	\$414.20	26 Jun	24 Jul 21 Aug 11 Sept 23 Oct 20 Nov 4 Dec
Mastering Excel with AI and Copilot	8 hrs (1-day) 9am - 6pm	\$380	\$34.20	\$414.20	12 Jun	31 Jul 28 Aug 24 Sept 30 Oct 27 Nov 11 Dec
Dashboard with Power Query	8 hrs (1-day) 9am - 6pm	\$380	\$34.20	\$414.20	11 Jun	
Power Query & Power Pivot (Excel 365)	8 hrs (1-day) 9am - 6pm	\$380	\$34.20	\$414.20	19 Jun	17 Jul 6 Aug 4 Sep 7 Oct 13 Nov 11 Dec
2 days - Visual Basic Application for Excel 2016	15 hrs (2-day) 9am - 5.30pm	\$650	\$58.50	\$708.50	29 & 30 Jun	27 & 28 Jul 26 & 27 Aug 24 & 25 Sep 15 & 16 Oct 19 & 20 Nov 29 & 30 Dec
Visual Basic Application for Access	15 hrs (2-day) 9am - 5.30pm	\$600	\$54.00	\$654.00	8 & 9 Jun	29 & 30 Jul 20 & 21 Aug 28 & 29 Sep 29 & 30 Oct 26 & 27 Nov 22 & 23 Dec
Data Visualisation with Excel Dashboards	8 hrs (1-day) 9am - 6pm	\$320	\$28.80	\$348.80	2 Jun	2 Jul 7 Aug 3 Sep 9 Oct 6 Nov 3 Dec
Reporting with Pivot Table and Pivot Chart	8 hrs (1-day) 9am - 6pm	\$300	\$27.00	\$327.00	22 Jun	
Reporting with Pivot Table and Pivot Chart (E-Learning) Online (Zoom)	8 hrs (1-day) 9am - 6pm	\$300	\$27.00	\$327.00	Dates Available Upon Request	
Leveraging Functions and Formulas using MS Excel	8 hrs (1-day) 9am - 6pm	\$300	\$27.00	\$327.00	8 Jun	3 Jul 5 Aug 9 Sep 6 Oct 13 Nov 4 Dec
Effective Data Analysis Skills using MS Excel	8 hrs (1-day) 9am - 6pm	\$300	\$27.00	\$327.00	5 Jun	6 Aug 1 Oct 8 Dec
01 day - Designing Impactful Executive Presentation using PowerPoint	8 hrs (1-day) 9am - 6pm	\$320	\$28.80	\$348.80	24 Jun	1 Jul 4 Sep 3 Nov
Impressive Images and Diagrams in PowerPoint	8 hrs (1-day) 9am - 6pm	\$300	\$27.00	\$327.00	29 Jun	



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					2026						
Infographics Made Easy	7 hrs (1-day) 9am - 5pm	\$300	\$27.00	\$327.00	8 Jun						
01 day - Microsoft Outlook 2016	8 hrs (1-day) 9am - 6pm	\$280	\$25.20	\$305.20	19 Jun						
Business Communication via Email & Letter	7 hrs (1-day) 9am - 5pm	\$300	\$27.00	\$327	5 Jun		7 Aug		2 Oct		11 Dec
Telephone Etiquette and Techniques	8 hrs (1-day) 9am - 6pm	\$300	\$27.00	\$327	4 Jun						
Telephone Etiquette and Techniques (Online Training)	8 hrs (1-day) 9am - 6pm	\$300	\$27.00	\$327	Dates Available Upon Request						
Administer Goods and Services Tax (GST) in Singapore	8 hrs (1-day) 9am - 6pm	\$350	\$31.50	\$381.50	9 Jun		14 Aug		16 Oct		11 Dec
Claude Cowork for Business Automation	16 hrs (2-day) 9am - 6pm	\$1,200	\$108.00	\$1,308.00		13 to 14 Jul	10 to 11 Aug	14 to 15 Sep	12 to 13 Oct	16 to 17 Nov	7 to 8 Dec