

SKILLS DEVELOPMENT PROGRAM-JULY 2016-JUNE 2017

SUBJECT	COURSE	DATE	DAYS	TIMINGS	INVESTMENT (PKR)
ENGLISH LANGUAGE & COMMUNICATION	Effective Drafting Skills	December 23, 2016-January 25, 2017	Monday, Wednesday & Friday	6:00 pm to 9:00 pm	16,000
	Successful Business Communication	January 16-February 27, 2017	Monday to Thursday	6:30 pm to 8:30 pm	24,000
	Power Talking	January 13-February 10, 2017	Friday	6:00 pm to 9:00 pm	16,000
	Effective Public Speaking	February 14-March 9, 2017	Tuesday and Thursday	6:30 pm to 8:30 pm	16,000
	Social Correspondence	February 15-March 3, 2017	Wednesday & Friday	6:00 pm to 9:00 pm	12,000
	Interactive English	March 20-April 21, 2017	Monday, Wednesday & Friday	6:00 pm to 9:00 pm	16,000
	Successful Business Communication	March 13-April 24, 2017	Monday to Thursday	6:30 pm to 8:30 pm	24,000
	Power Talking	April 21-May 19, 2017	Friday	6:00 pm to 9:00 pm	16,000
MICROSOFT EXCEL	Microsoft Excel (Basic to Intermediate)	January 17-February 7, 2017	Tuesday, Wednesday & Thursday	6:30 pm to 8:30 pm	15,000
	Microsoft Excel Intermediate to Advanced	February 14-March 7, 2017	Tuesday, Wednesday & Thursday	6:30 pm to 8:30 pm	15,000
	Advanced Excel 2013	March 21-April 6, 2017	Tuesday, Wednesday & Thursday	6:30 pm to 8:30 pm	15,000
	Dashboard Reporting in Microsoft Excel	April 11-27, 2017	Tuesday, Wednesday & Thursday	6:30 pm to 8:30 pm	15,000
	Power Pivot & Power Query	May 2-18, 2017	Tuesday, Wednesday & Thursday	6:30 pm to 8:30 pm	15,000
	Power BI	May 23-June 8, 2017	Tuesday, Wednesday & Thursday	6:30 pm to 8:30 pm 3:30 pm to 5:30 pm (Ramadan Timings)	15,000
GRAPHICS & WEBDESIGNING	Graphics Designing	January 24-April 25, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	20,000
	Web Designing	February 15-April 11, 2017	Wednesday & Saturday	6:30 pm to 8:30 pm	15,000
Finance & Accounting	Financial Management	January 17-February 2, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	12,500
	Analysis of Financial Statements	February 14-March 9, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	15,000
	Accounting Fundamentals for Decision Making	March 21-April 6, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	12,000
	Finance Boot Camp	April 18-May 18, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	15,000
Management	Personal Management for Success	February 17-March 10, 2017	Friday	6:00 pm to 9:00 pm	12,000
	Decision Making	March 14-April 13, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	20,000
	Interpersonal Skills	April 18-May 18, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	20,000
TEACHER TRAINING	ESL Teacher Capacity Building Program	April 19-May 14, 2017	Saturday	10:00 am to 01:00 pm	20,000
IELTS	IELTS Preparation	Feb 11 - Mar 5, 2017	Saturday & Sunday	6:00 pm to 9:00 pm (Sat) 1:00 pm to 4:00pm (Sun)	12,000
	IELTS Preparation	Apr 1 - 23, 2017	Saturday & Sunday	6:00 pm to 9:00 pm (Sat) 1:00 pm to 4:00pm (Sun)	12,000
	IELTS Preparation	May 13- Jun 4, 2017	Saturday & Sunday	6:00 pm to 9:00 pm (Sat) 1:00 pm to 4:00pm (Sun)	12,000
SAP ERP	SAP ERP Financial	Jan 1 - April 23, 2017	Sunday	10:00 am to 02:00pm	26,000