

To enhance members' knowledge and skills in contemporary application software, *ACCA Hong Kong* will be organising a series of IT training courses which will be delivered by experienced tutors of Infocan Training Limited. Details of the courses are as follows:

Microsoft Excel Formulas and Functions for Accounting & Financial Professionals (ACCA15B01)	
KEY TOPICS	
<ul style="list-style-type: none"> ♦ Date and Time Functions <ul style="list-style-type: none"> – TODAY, NOW, DATE, TIME, YEAR, MONTH, DAY, HOUR, MINUTE, SECOND ♦ Database Functions <ul style="list-style-type: none"> – DAVERAGE, DCOUNT, DCOUNTA, DMAX, DMIN, DPRODUCT, DSUM ♦ Information Functions <ul style="list-style-type: none"> – COUNTBLANK, ISBLANK, ISERR, ISERROR, ISLOGICAL, ISNONTEXT, ISNUMBER, ISTEXT ♦ Logical Functions <ul style="list-style-type: none"> – IF, AND, OR, NOT, TRUE, FALSE ♦ Lookup Functions <ul style="list-style-type: none"> – HLOOKUP, VLOOKUP, LOOKUP, MATCH ♦ Math and Trigonometry Functions <ul style="list-style-type: none"> – ABS, COUNTIF, INT, MOD, RAND, PRODUCT 	<ul style="list-style-type: none"> – SUMIF, SUMPRODUCT, ROUND, ROUNDUP, ROUNDDOWN ♦ Statistical Functions <ul style="list-style-type: none"> – AVERAGEA, COUNTA, MODE, MEDIAN ♦ Text Functions <ul style="list-style-type: none"> – EXACT, LEFT, RIGHT, MID, LEN, SUBSTITUTE, TEXT, VALUE, TRIM, UPPER, LOWER, PROPER, CONCATENATE, DOLLAR ♦ Accounting Functions <ul style="list-style-type: none"> – SLN, DDB, SYD, VDB ♦ Financial Functions and Formulas <ul style="list-style-type: none"> – PMT, IPMT, PPMT, PV, FV – Introduction to financial formulas – Uses of financial functions and formulas ♦ Array Formulas <ul style="list-style-type: none"> – Introduction to arrays – Uses of array formulas
PREREQUISITE: A working knowledge of using PCs in the Microsoft Windows environment is required, and a familiarity with the Microsoft Excel interface would also be an advantage	
SOFTWARE VERSION: Office 2010 COURSE DURATION: 9 Hours (3 sessions – 3 hours per session)	

Microsoft Excel Advanced Formulas and Functions for Accounting and Financial Professionals (ACCA15B02)	
KEY TOPICS	
<ul style="list-style-type: none"> ♦ Reference Functions <ul style="list-style-type: none"> – INDIRECT, OFFSET, INDEX, MATCH ♦ Information Functions <ul style="list-style-type: none"> – CELL, ISNA ♦ Database Functions Review and More <ul style="list-style-type: none"> – DSUM, DAVERAGE, DCOUNT, DCOUNTA, DMAX, DMIN, DGET – Incorporate INDIRECT / OFFSET / DGET with other database and logical functions ♦ Creating Framework for Data Manipulation from Multiple Sources <ul style="list-style-type: none"> – Enhance the usage of advanced filter with formula criteria – Prevent inaccurate result by utilising sets of information function 	<ul style="list-style-type: none"> – Summarise data by combining use of functions – Combo formula technique – Use functions to retrieve metadata for collaboration ♦ Attractive Dashboard Presentation <ul style="list-style-type: none"> – Visualise performance data by Dashboard – Meter indicator – Arrow indicator – Colour bar indicator ♦ More Complicated Text Extraction with Functions <ul style="list-style-type: none"> – FIND, SEARCH ♦ Creating an Aging Report with Date Functions <ul style="list-style-type: none"> – DATEDIF, NETWORKDAYS, DAYS360 ♦ Table Referencing Sample on Exchange Rate <ul style="list-style-type: none"> – Get data from Internet through Web Query
PREREQUISITE: Attended the "Excel Formulas and Functions for Accounting and Financial Professionals" course	
SOFTWARE VERSION: Office 2010 COURSE DURATION: 9 Hours (3 sessions – 3 hours per session)	

Microsoft Excel Essential Skills with the Smart Method for Intermediate Level (ACCA15B03)

KEY TOPICS

- ♦ **Using Named Ranges in Financial Statements**
 - Add and delete a named range
 - Use a named range in a formula
- ♦ **Auditing Worksheets**
 - Apply data validation rules and display user prompts
 - Work with the auditing toolbar
 - Trace and fix errors
 - Trace precedents and dependents
 - Use the formula error checker and formula evaluator
 - Use the watch window to view results in cells
 - Display formulas in worksheet cells
- ♦ **Formatting Data and Content**
 - Create and apply custom data formats
 - Use conditional formatting
 - Format and resize graphics
 - Format charts and diagrams
- ♦ **Importing and Exporting Financial Data**
 - Import data to Excel
 - Export data from Excel
 - Use Paste Special to import and manipulate data
- ♦ **Workgroup Collaboration in Accounting Environments**
 - Modify passwords, protections, and properties
 - Create a shared workbook
 - Track, accept and reject changes in financial report
 - Review a workbook using comments
 - Merge accounting and financial documents
- ♦ **Managing Workbooks**
 - Create and modify hyperlinks
 - Organise worksheets
 - Preview data in other views
 - Customise Window layout
 - Setup pages for printing
 - Print data
- ♦ **Working with Multiple Workbooks**
 - Save different views of a workbook
 - Use a workspace file
 - Link workbooks
- ♦ **Workbook Templates and Add-Ins**
 - Create, edit and apply accounting and financial templates
 - Use workgroup templates
 - Load an Add-in programme
- ♦ **Sorting and Filtering Data**
 - Create Table
 - Perform single and multi-level sorts
 - Apply a filter to a data list
- ♦ **Organising and Analysing Data**
 - Use subtotals
 - Use Scenarios
 - Create PivotTable and PivotChart reports
 - Goal Seek
 - What is Solver
- ♦ **Using Macros in Excel**
 - Record a macro
 - Run a macro from the menu or the keyboard
 - Assign a macro to a toolbar button or a menu
 - Implement macro virus file protection

PREREQUISITE: Experience of creating, formatting and printing worksheets with Microsoft Excel, with knowledge of basic functions such as SUM, AVERAGE, MAX and MIN

SOFTWARE VERSION: Office 2007

COURSE DURATION: 9 Hours (3 sessions – 3 hours per session)

Presenting Business Data using Microsoft Excel (ACCA15B04)

KEY TOPICS

- ♦ **Summarizing Data Effectively**
 - Chart handling mechanism
 - Chart components
 - Simple chart creation
 - Work with charts
- ♦ **Choose the Best Chart for Your Presentation**
 - Understand charting purpose
 - Choose from different chart types
 - Combine chart types
 - Create customized chart template
- ♦ **Capturing Attention to Data**
 - Create data series for charting
 - Add, delete, modify chart series
 - Series naming
 - Plotting order
 - Display partial data only
 - Source data from multiple worksheets
 - Handle missing data
 - Hidden data series
 - Convert data series
 - Multiple axis
- ♦ **Creating Vivid Charts with Charts Object**
 - Overview
 - Fills and Borders
 - Background and Titles
- Series and Legend
- Axes and Gridlines
- Data Labels and Data Table
- Eye-catching 3-D features
- ♦ **Forecasting with Trend Lines and Error Bars**
 - Understand trend lines
 - Linear trend lines
 - Non-linear trend lines
 - Move average trend lines
 - Show tolerance on error bar
 - Trend lines enhancement
- ♦ **Shaping Up Your Charts**
 - Auto shape
 - Smart arts
 - Word arts
 - Other graphic types
- ♦ **Distinctive Showcases of Conditional Formatting**
 - Key Performance Indicators (KPIs)
 - Signal on Strength and Weakness
 - Traffic Light
 - Arrow
- ♦ **Inserting Excel Charts into PowerPoint**
 - Embedded chart
 - Linked chart

PREREQUISITE: General knowledge of Windows and Excel 2010

SOFTWARE VERSION: Office 2010

COURSE DURATION: 6 Hours (2 sessions – 3 hours per session)

PowerPivot for Excel 2010 Users (Course Code: ACCA13B05)

KEY TOPICS

- ♦ **Creating and Using Databases**
 - What is a Database?
- ♦ **PowerPivot Introduction**
 - PowerPivot Introduction
 - Navigate the PowerPivot windows
- ♦ **PowerPivot Data Sources**
 - Supported Data Sources
 - Load Data From SQL Server
 - Load Data From Text Files
 - Load Data via Copy and Paste
 - Cleaning data in PowerPivot
 - Create Relationship between Data Sources
- ♦ **PowerPivot Functions**
 - PowerPivot Expressions
 - Create a Time Table
 - Use DATE Functions
 - Use TIME INTELLIGENCE Functions
 - Use STATISTICAL Functions
 - Use VALUE Functions
 - Use LOGICAL and INFORMATION Functions
 - Use TEXT Functions
- ♦ **Building Reports using PowerPivot**
 - PowerPivot Reports
 - Use PivotCharts
 - Use Slicers
 - Use Sparklines

PREREQUISITE: General knowledge of Windows and Excel

SOFTWARE VERSION: Office 2010

COURSE DURATION: 6 Hours (2 sessions – 3 hours per session)

Developing Business Applications Using Microsoft Excel Macros and VBA (ACCA15B06)

KEY TOPICS

- ♦ **Introduction to Excel Macros**
 - What is a macro?
 - Record a macro
 - Run a macro
 - Relative references
 - Assign a macro to a button on a worksheet
 - Assign a macro to a button on the Quick Access Toolbar
- ♦ **Excel Workbooks and Worksheets**
 - Work with common worksheet tasks / workbook tasks
- ♦ **VBA Codes**
 - Usage of variables and different data types
 - User Interaction, MsgBox and InputBox
 - Conditions such as If...Then...Else
 - Logical Select Case
 - Looping such as Do Loop
- ♦ **Editing Excel Macros**
 - The Visual Basic editor
 - The project explorer
 - The code window
 - Procedures
 - Insert comments
 - Print Visual Basic module
- ♦ **Structure of Procedures**
 - Call procedures
 - Organise procedures
- ♦ **Working with Objects**
 - Introduction to objects and collections
 - Control objects
 - Use the object browser
 - Use objects, properties and methods
- ♦ **Controls, Dialogue Boxes and Forms**
 - Built-in dialogue boxes
 - Custom forms
 - Add form controls
 - Control and dialogue box events
 - Handle form controls
- ♦ **The Range Object**
 - What is the range object?
 - The cells property
 - The range property
 - Flexible ranges
 - Range contents
- ♦ **Debugging and Error Trapping**
 - Use debug window
 - Break mode
 - Instant watch
 - Stepping through code
 - Error handling

PREREQUISITE: A thorough working knowledge of Microsoft Excel is required. No knowledge of Visual Basic is needed

SOFTWARE VERSION: Office 2010

COURSE DURATION: 18 Hours (6 sessions – 3 hours per session)

Financial Budgeting and Analysis with Microsoft Excel (ACCA15B07)

KEY TOPICS

- ♦ **Overview**
 - Budget
 - Financial models
- ♦ **Calculating Free Cash Flow**
 - Free Cash Flow Calculation
 - Financial Statements Status
- ♦ **Building Operating Budget**
 - Assumptions and Dashboard
 - The Sales and Collections Budget
 - The Cost-of-Goods-Sold Budget
 - The Inventory and Purchases Budget
 - The Operating Expenses Budget
 - Budgeted Statement of Income
- ♦ **Sensitivity Analysis**
 - Developing Dashboard in Microsoft Excel
 - Creating Data Tables in Microsoft Excel
- ♦ **Establishing Financial Budget**
 - The Capital Budget
 - The Cash Budget
 - Budgeted Balance Sheet
- ♦ **Contribution Margin Analysis**
 - Fixed and Variable Costs
 - Contribution Margin
 - Operating Leverage
 - Breakeven Point
 - Introducing Mathematical Functions In Microsoft Excel
- ♦ **Consolidating Financial Statements**
 - Balance Sheet
 - Income Statement
 - Statement of Cash Flow
- ♦ **Financial Ratio Analysis**
 - Profit Margins
 - Investment Returns
 - Management Efficiency
 - Using Financial Functions in Microsoft Excel
 - Applying Macro in Microsoft Excel for Financial Statement

PREREQUISITE: General knowledge of Windows and Excel

SOFTWARE VERSION: Excel 2007

COURSE DURATION: 12 Hours (4 sessions – 3 hours per session)

Effective Use of Microsoft Excel 2013 for Business Analysis (ACCA15B08)

KEY TOPICS

- ◆ **Preprocess**
 - Clean Up Your Data With Text Functions
 - LEFT, RIGHT, MID
 - FIND, LEN
 - TRIM
 - UPPER, LOWER, PROPER
 - SUBSTITUTE
 - TEXT, VALUE
- ◆ **Filtering**
 - Use Advanced Filter To Screen Your Data
 - Understand Advanced Filter
 - Set Up Criteria Table
 - Set Complicated Criteria For Filtering
 - Use Formula To Help Filtering
- ◆ **Lookup and Reference**
 - Use VLOOKUP Formula To Reference Data
 - Understand The VLOOKUP Formula
 - VLOOKUP Reference Table Setting
 - Error Handling On VLOOKUP
 - Compensate VLOOKUP With Other Reference Functions
 - Fix Source Data With Converting Data Between Text And Number
- ◆ **Dynamic Data Range**
 - Introduce Table
 - Create And Use Table
 - Quick Summary Using Total Row
 - Remove Duplicate In Table
 - Notation In Table When Writing Formula
- ◆ **Data Validation**
 - Ensure Data Correctness By Validation
 - Different Type Of Data Validation
 - Create A Drop Down List For Entry
 - Provide An Input Message
 - Change Alert Type For Allowing Exception
- ◆ **Data Consolidation**
 - Summarize Similar Structured Data
 - Consolidation By Position
 - Consolidation By Category
- ◆ **PivotTable**
 - PivotTable Fundamentals
 - Introduce PivotTable
 - Understand How The PivotTable Summarize Data
 - Create A Basic PivotTable
 - Clean Up Your Data Before Creating PivotTable
 - Insert A PivotTable
 - Understand Different Area In A PivotTable
 - Add Fields Into PivotTable
 - Extract Data For Each Summarized Entry
 - Customize Fields In A PivotTable
 - Change Summarizing Method On Data Field
 - Change Number Format Of Data Field
 - Create Running Total Or Other Representation
 - Format Your PivotTable Report
 - Change The Layout Of The PivotTable
 - Apply Styles To The PivotTable
 - Control The Way You View Your Pivot Data
 - Hide And Show Grand Totals And Subtotals
 - Perform Sorting And Rearranging Field Orders
 - Apply Filter To Show Interested Items
 - Apply Slicer To Quickly Selected Items
 - Create New Grouping With Date And Numerical Fields
 - Manual Grouping Fields To Create Meaningful Analysis
 - Update Data In PivotTable
 - Modification In Data Source
 - Insertion Of New Data
 - Create And Use PivotChart
 - Create PivotChart
 - Format The PivotChart
 - Filter With PivotChart Filter Pane
- ◆ **Macro**
 - Record Macro For Daily Routine
 - Macro Recording
 - Run Macro

PREREQUISITE: Basic to intermediate knowledge of Excel.

SOFTWARE VERSION: Excel 2013

COURSE DURATION: 6 Hours (2 sessions – 3 hours per session)

Microsoft Word for Accountants (ACCA15B09)

KEY TOPICS

- ◆ **Managing document content**
 - Insert External Information (Excel)
 - Make use of Content Controls
 - Reuse content by creating Quick Part
- ◆ **Managing Format with Style and Effect**
 - Create style
 - Modify style
 - Apply and clearing style
 - Inspect style of selected text
 - Compare selected text with a style
 - Add text effect
- ◆ **Layout Document Content**
 - Use paragraph setting to control pagination
 - Control picture layout with wrapping
- ◆ **Creating Reference**
 - Add Caption to pictures and tables
 - Create Table of Content
 - Create Table of Figure
 - Create an Index at the end of document
 - Add Footnote and Endnote
 - Create Bibliography
 - Use Cross Reference
- ◆ **Link Document and Database with Mail Merge**
 - Create Mail Merge with step by step wizard
 - Use button on Ribbon for Mail Merge
 - Mail Merge for creating labels and envelop
- ◆ **Collaboration and Sharing**
 - Track changes by different users
 - Compare and Merge documents
 - Introduce co-authoring
 - Safely viewing document downloaded with Protected View
 - Share on Web or SharePoint
- ◆ **Managing Document Versions**
 - Create a New Version of a Document
 - Compare Document Versions
 - Merge Document Versions
- ◆ **Securing a Document**
 - Update a Document's Properties
 - Hide Text
 - Remove Personal Information from a Document
 - Set Formatting and Editing Restrictions
 - Add a Digital Signature to a Document
 - Set a Password for a Document
 - Restrict Document Access

PREREQUISITE: General knowledge of Windows and Word.

SOFTWARE VERSION: Office 2010

COURSE DURATION: 12 Hours (4 sessions – 3 hours per session)

Microsoft Power BI - Transforms your Company's Data into Rich Visuals (ACCA15B10) [New Course]	
KEY TOPICS	
<ul style="list-style-type: none"> ♦ Overview Of Microsoft Power BI <ul style="list-style-type: none"> – Introduction to Database – Benefits Of Power BI – Self-Service BI In Excel <ul style="list-style-type: none"> • Power Query • Power Pivot • Power View • Power Map – Online Portal And Report Tool <ul style="list-style-type: none"> • Power BI Designer • Powerbi.Com Portal ♦ Get Started With Self-Service BI In Excel <ul style="list-style-type: none"> – Download, Install And Configure Excel Com Add-Ins ♦ Data Acquisition With Power Query <ul style="list-style-type: none"> – Power Query Data Sources 	<ul style="list-style-type: none"> – Transform Data with Power Query – Load Data to Worksheet or Data Model – Refresh Queries ♦ Data Modeling With Power Pivot <ul style="list-style-type: none"> – Explore and Understand the Data in PowerPivot – DAX Fundaments – Create Custom Calculation – Create a Time Table – Introduction to relationships ♦ Data Visualization With PivotTable and Power View <ul style="list-style-type: none"> – PivotTable Report and Power View Dashboard Overview – Aggregating and Comparing over time Overview – Convert Pivot Table to formulas
PREREQUISITE: General knowledge of Windows and Excel.	
SOFTWARE VERSION: Excel 2013	COURSE DURATION: 6 Hours (2 sessions – 3 hours per session)

Microsoft PowerPoint - Expert (ACCA15B11) [New Course]	
KEY TOPICS	
<ul style="list-style-type: none"> ♦ Incorporate Data From Existing Files <ul style="list-style-type: none"> – Import Outline From Word – Insert Embedded Or Linked Documents ♦ Manipulate Picture <ul style="list-style-type: none"> – Insert Pictures – Crop Images – Format Images – Remove The Background – Compress Pictures – Insert Screenshot ♦ Add And Format Clip Art <ul style="list-style-type: none"> – Insert A Clip Art – Find Clips At Office Online – Modify Clip Art ♦ Work With Shapes <ul style="list-style-type: none"> – Insert A Shape – Change A Shape – Format A Shape – Arrange Multiple Shapes – Group And Ungroup Shapes ♦ Manipulate SmartArt <ul style="list-style-type: none"> – Insert A SmartArt Diagrams – Add Text To A SmartArt Diagram 	<ul style="list-style-type: none"> – Add A Shape – Modify The SmartArt Diagram – Convert Selected Text To SmartArt Diagram – Convert Selected SmartArt Diagram To A Bulleted List ♦ Work With WordArt <ul style="list-style-type: none"> – Create WordArt Text – Add Special Effects To WordArt Text – Change The Shape Of Selected WordArt Text – Remove WordArt Styling From Selected Text ♦ Establish PowerPoint For Presentation <ul style="list-style-type: none"> – Rehearse And Record Slide Timings – Create Hyperlink To A Specific Slide – Set Up Slide Show ♦ Collaboration And Share Presentation <ul style="list-style-type: none"> – Manage Comments – Compress Media Before Share – Package For CD – Protect Presentations <ul style="list-style-type: none"> ■ Remove Extraneous Information ■ Assign Passwords ■ Mark As Final – Broadcast Slide Shows
PREREQUISITE: General knowledge of Windows and PowerPoint.	
SOFTWARE VERSION: Office 2010	COURSE DURATION: 6 Hours (2 sessions – 3 hours per session)

ACCA IT Training Course Schedule (Jul to Aug 2015)

Course	Course Code	Date(s)	Time	Fee (HK\$) ¹	CPD Units
Microsoft Excel Formulas and Functions for Accounting and Financial Professionals	ACCA15B01	10, 12, 14 Aug	18.30 - 21.30	950 (M)/ 1,100 (AE)/ 1,500 (N)	9
Microsoft Excel Advanced Formulas and Functions for Accounting and Financial Professionals	ACCA15B02	24, 26, 28 Aug	18.30 - 21.30	1,200 (M)/ 1,500 (AE)/ 2,000 (N)	9
Microsoft Excel Essential Skills with the Smart Method for Intermediate Level	ACCA15B03	10, 12, 14 Aug	18.30 - 21.30	950 (M)/ 1,100 (AE)/ 1,500 (N)	9
Presenting Business Data using Microsoft Excel	ACCA15B04	15 Aug	09.30 - 16.30	850 (M)/ 1,000 (AE)/ 1,400 (N)	6
PowerPivot for Excel 2010 Users	ACCA15B05	22 Aug	09.30 - 16.30	950 (M)/ 1,100 (AE)/ 1,500 (N)	6
Developing Business Applications using Microsoft Excel Macros and VBA	ACCA15B06	1, 8, 15 Aug	09.30 - 16.30	2,000 (M)/ 2,300 (AE)/ 2,800 (N)	18
Financial Budgeting and Analysis with Microsoft Excel	ACCA15B07	8, 15 Aug	09.30 - 16.30	3,250 (M)/ 3,550 (AE)/ 3,850 (N)	12
Effective use of Microsoft Excel 2013 for Business Analysis	ACCA15B08	29 Aug	09.30 - 16.30	850 (M)/ 1,000 (AE)/ 1,400 (N)	6
Microsoft Word for Accountants	ACCA15B09	1, 8 Aug	09.30 - 16.30	1,600 (M)/ 1,900 (AE)/ \$2,400 (N)	12
Microsoft Power BI - Transforms your Company's Data into Rich Visuals [New Course]	ACCA15B10	29 Aug	09.30 - 16.30	1,200 (M)/ 1,500 (AE)/ 2,000 (N)	6
Microsoft PowerPoint - Expert [New Course]	ACCA15B11	31 Jul, 4 Aug	18.30 - 21.30	950 (M)/ 1,100 (AE)/ 1,500 (N)	6
Venue: INFOCAN Centre, 8/F, Yen Sheng Centre, 64 Hoi Yuen Road, Kwun Tong, Kowloon.					
¹ M – Fee for Member/ Affiliate AE – Fee for Staff of Approved Employer N – Fee for Non-member					
Language: Cantonese (supplemented with English terminology), unless otherwise specified.					
Deadline: 22 July 2015					

* Participants will be awarded certificates of attendance/ CPD certificates if their attendance reaches 75% or above.

Please note that **NO RE-RUN CLASSES** will be arranged for this series of IT training courses and reservation is on a **FIRST-COME-FIRST-SERVED** basis. The next round of the series is tentatively scheduled to be held from Oct to Nov 2015. Please watch out for future member circular for details.

IT Training Course (Jul-Aug 2015) - Enrolment Form

To: Infocan Fax: 2882 2707 (for enrolments only)

Address: 8/F, Yen Sheng Centre, 64 Hoi Yuen Road, Kwun Tong, Kowloon.

Participant's Particulars (Please use ENGLISH BLOCK letters to complete the form)

Name of Participant	Mr / Ms	Membership No. (if any)						
Company		Position						
Telephone		Fax						
Mobile (mandatory)		Email (mandatory)						
Address								

Personal enrolment status can be checked at <https://app.infocan.net/acca/status> 7 working days after the submission of your application form. Each enrollee will be notified of login ID and password via EMAIL. **Enrolment deadline: 22 Jul, 2015.**

Course Name [Course Fee]	Schedule	Total (in HK\$)	Bank & Cheque No. ¹
Microsoft Excel Formulas and Functions for Accounting and Financial Professionals (Course Code: ACCA15B01) [HK\$950 (M)/ HK\$1,100 (AE)/ HK\$1,500 (N)]	10, 12, 14 Aug		
Microsoft Excel Advanced Formulas and Functions for Accounting and Financial Professionals (Course Code: ACCA15B02) [HK\$1,200 (M)/ HK\$1,500 (AE)/ HK\$2,000 (N)]	24, 26, 28 Aug		
Microsoft Excel Essential Skills with the Smart Method for Intermediate Level (Course Code: ACCA15B03) [HK\$950 (M)/ HK\$1,100 (AE)/ HK\$1,500 (N)]	10, 12, 14 Aug		
Presenting Business Data using Microsoft Excel (Course Code: ACCA15B04) [HK\$850 (M)/ HK\$1,000 (AE)/ HK\$1,400 (N)]	15 Aug		
PowerPivot for Excel 2010 Users (Course Code: ACCA15B05) [HK\$950 (M)/ HK\$1,100 (AE)/ HK\$1,500 (N)]	22 Aug		
Developing Business Applications using Microsoft Excel Macros and VBA (Course Code: ACCA15B06) [HK\$2,000 (M)/ HK\$2,300 (AE)/ HK\$2,800 (N)]	1, 8, 15 Aug		
Financial Budgeting and Analysis with Microsoft Excel (Course Code: ACCA15B07) [HK\$3,250 (M)/ HK\$3,550 (AE)/ HK\$3,850 (N)]	8, 15 Aug		
Effective use of Microsoft Excel 2013 for Business Analysis (Course Code: ACCA15B08) [HK\$950 (M)/ HK\$1,100 (AE)/ HK\$1,500 (N)]	29 Aug		
Microsoft Word for Accountants (Course Code: ACCA15B09) [HK\$1,600 (M)/ HK\$1,900 (AE)/ HK\$2,400 (N)]	1, 8 Aug		
Microsoft Power BI - Transforms your Company's Data into Rich Visuals (Course Code: ACCA15B10) [New Course] [HK\$1,200 (M)/ HK\$1,500 (AE)/ HK\$2,000 (N)]	29, Aug		
Microsoft PowerPoint - Expert (Course Code: ACCA15B11) [New Course] [HK\$950 (M)/ HK\$1,100 (AE)/ HK\$1,500 (N)]	31 Jul, 4 Aug		
Grand Total:			

Payment Method

- Credit card:** Online enrollment for payments by credit cards is available at <https://app.infocan.net/acca>. Only VISA, MASTERCARD and AMERICAN EXPRESS will be accepted.
- Cheque:** A separate cheque is required for each course title. Cheque(s) MUST be attached to the completed enrolment form. The cheque should be made payable to "Infocan Training Limited" and sent to the Infocan Office on 8/F, Yen Sheng Centre, 64 Hoi Yuen Road, Kwun Tong, Kowloon. Otherwise Infocan reserves the right to reject the enrolment.

IMPORTANT NOTES

1. Please take a moment and check the accuracy of all the information you provided. Infocan will issue the receipt and certificate for you based on the information. After your receipt and certificate are issued, an administration fee of HK\$50 shall be charged for each request for change.
2. ACCA Hong Kong or Infocan reserve the right to cancel or make any changes to the courses. No refund will be made unless the course is cancelled due to insufficient participants.
3. The event may be cancelled/re-scheduled when typhoon no. 8 or black rainstorm warning is hoisted. Enrolees will be notified for the schedule of the make-up class. No refund will be made if the participants cannot join the make-up class. Please refer to Infocan website at <http://www.infocan.net/acca/weather> for detailed arrangements.
4. **Once the enrolment form is submitted, the enrolee will then be assigned a class per course based on his/her own choices. No cancellation or change of course/class/schedule is accepted. No other arrangements (e.g. make-up session, etc.) may be offered.**
5. To facilitate the orderly allocation of enrolments via fax and mail, valid applications will be processed on a first-come-first-served basis for enrolments through each individual means. Infocan reserves the absolute right to make adjustments to the allocation of enrolments between different application channels in response to prevailing application status. In case the event is over-subscribed, the priority of enrolments will be given in the following order: ACCA Members, Affiliates, Staff of Approved Employers and Non-members.
6. Members must fill in their membership number for verification of their status. **Enrolment forms with incomplete information will not be accepted.**
7. Each enrolee will be notified **via EMAIL** of the result of their application for enrolment about one week prior to the course commencing. In case you cannot provide your email, the notification will be sent by fax. If you do not receive any notifications regarding the enrolment status, please contact Infocan. You can check the progress of your application online at <https://app.infocan.net/acca/status> after receiving your login ID and password. All unsuccessful application forms will be shredded after the event unless those which are paid by cheque will be returned to the enrolees.
8. Personal data held by ACCA related to you will be kept confidential but they may be transferred to a third party providing services to ACCA in relation to the organisation of these courses.
9. Any personal data provided in this form will only be used for the purpose of carrying out the above-mentioned courses. You are required to supply the data in order to process your enrolment. You have rights of access and correction with respect to your personal data. If you wish to exercise these rights with respect to your personal data held by us, please contact Infocan.

Please fill in your name and address:

Name: _____
Address: _____

INFOCAN Inquiry Hotline:
Ms Rosanna Shek - 2882 2456

For Office Use Only:

Status: M / A / AE / NM
Authorisation Code: _____
Handled By: _____
Reference No.: _____

Learning Paths

In order to assist you to choose the training courses in an appropriate progress, the following learning paths are recommended for your reference. The courses which are not listed in the following learning paths are independent courses, you can choose regardless of any sequence.

