

# ACCA IT Training Courses (Nov/Dec 2008)



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:

<b>Microsoft Excel for Project Management (ACCA08C01) [NEW COURSE]</b>	
<b>KEY TOPICS</b>	
<ul style="list-style-type: none"> <li>♦ <b>Understanding General Project Concepts</b> <ul style="list-style-type: none"> <li>– Phase I: Initiation/ Phase II: Planning/ Phase III: Executing/ Phase IV: Monitoring/ Phase V: Closing</li> </ul> </li> <li>♦ <b>Setting up a Project File in Microsoft Excel</b> <ul style="list-style-type: none"> <li>– Save file properties/ Share file for simultaneous updates/ Protect file from unsolicited updates/ Save workspace for future updates</li> </ul> </li> <li>♦ <b>Creating the Project Baseline File</b> <ul style="list-style-type: none"> <li>– Enter project tasks/ Create necessary fields for your projects/ Create formulas to relate project tasks/ Update task lead or lag time/ Highlight import tasks/ Mark milestones</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>♦ <b>Including Extra Information for Project Tasks</b> <ul style="list-style-type: none"> <li>– Create hyperlinks to past references/ Utilize named ranges for hyperlinks</li> </ul> </li> <li>♦ <b>Finding the Appropriate Resources</b> <ul style="list-style-type: none"> <li>– Create a resource sheet/ Use data validation to maintain input consistency/ Update resources skills/ Filter Data/ Find appropriate resources with auto and advanced filters</li> </ul> </li> <li>♦ <b>Updating Project Progress</b> <ul style="list-style-type: none"> <li>– Update project duration/ Log tasks risks/ Reschedule delayed tasks</li> </ul> </li> <li>♦ <b>Summarizing Project Information</b> <ul style="list-style-type: none"> <li>– Use Excel functions to summarize project information/ Create and formatting charts</li> </ul> </li> </ul>
<p><b>PREREQUISITE:</b> Experience of creating, formatting and printing worksheets with Microsoft Excel, with knowledge of basic functions such as SUM, AVERAGE, MAX and MIN.</p> <p><b>COURSE DURATION:</b> 9 Hours (3 sessions – 3 hours per session)</p>	

<b>Microsoft Excel Advanced for Accounting &amp; Financial Professionals (ACCA08C02)</b>	
<b>KEY TOPICS</b>	
<ul style="list-style-type: none"> <li>♦ <b>Formatting Data and Content</b> <ul style="list-style-type: none"> <li>– Create and apply custom data formats/ Use conditional formatting/ Format and resize graphics/ Format charts and diagrams</li> </ul> </li> <li>♦ <b>Importing and Exporting Financial Data</b> <ul style="list-style-type: none"> <li>– Import data to Excel/ Export data from Excel/ Use Paste special to import &amp; manipulate data</li> </ul> </li> <li>♦ <b>Using Named Ranges in Financial Statements</b> <ul style="list-style-type: none"> <li>– Add and delete a named range/ Use a named range in a formula</li> </ul> </li> <li>♦ <b>Sorting and Filtering Data</b> <ul style="list-style-type: none"> <li>– Create a data list/ Use forms/ Perform single and multi-level sorts/ Apply a filter to a data list</li> </ul> </li> <li>♦ <b>Organising and Analysing Data</b> <ul style="list-style-type: none"> <li>– Use subtotals/ Using scenarios/ Create PivotTable and PivotChart reports/ Goal seek</li> </ul> </li> <li>♦ <b>Auditing Worksheets</b> <ul style="list-style-type: none"> <li>– 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</li> </ul> </li> <li>♦ <b>Managing Workbooks</b> <ul style="list-style-type: none"> <li>– Create and modify hyperlinks/ Organise worksheets/ Preview data in other views/ Customise Window layout/ Setup pages for printing/ Print data</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>♦ <b>Navigating Worksheets and Workbooks</b> <ul style="list-style-type: none"> <li>– Divide a worksheet into panes/ Switch between panes in a worksheet/ Freeze and unfreeze worksheet panes/ Change the zoom setting/ Link worksheets</li> </ul> </li> <li>♦ <b>Working with Multiple Workbooks</b> <ul style="list-style-type: none"> <li>– Save different views of a workbook/ Use a workspace file/ Link workbooks</li> </ul> </li> <li>♦ <b>Customising Excel Toolbars</b> <ul style="list-style-type: none"> <li>– Dock and float toolbars/ Customise a toolbar/ Create a new toolbar</li> </ul> </li> <li>♦ <b>Workbook Templates and Add-Ins</b> <ul style="list-style-type: none"> <li>– Create, edit and apply accounting and financial templates/ Use workgroup templates/ Load an Add-in program</li> </ul> </li> <li>♦ <b>Printing Workbooks and Reports</b> <ul style="list-style-type: none"> <li>– Print and preview multiple worksheets/ Print multiple workbooks/ Use the Report Manager</li> </ul> </li> <li>♦ <b>Workgroup Collaboration in Accounting Environments</b> <ul style="list-style-type: none"> <li>– 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</li> </ul> </li> <li>♦ <b>Using Macros in Excel</b> <ul style="list-style-type: none"> <li>– 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</li> </ul> </li> </ul>
<p><b>PREREQUISITE:</b> Experience of creating, formatting and printing worksheets with Microsoft Excel, with knowledge of basic functions such as SUM, AVERAGE, MAX and MIN.</p> <p><b>COURSE DURATION:</b> 9 Hours (3 sessions – 3 hours per session)</p>	

To help raise funds for ACCA's annual charity fun day to be held on 14 December 2008, members are invited to donate HK\$50 when participating in member's activities organised by ACCA Hong Kong on a voluntary basis. Please mark the appropriate box in the enrolment form if you wish to make a donation.



## Microsoft Excel Formulas and Functions for Accounting & Financial Professionals (ACCA08C03)

### KEY TOPICS

- **Date and Time Functions**
  - TODAY, NOW, DATE, TIME/ YEAR, MONTH, DAY/ HOUR, MINUTE, SECOND
- **Database Functions**
  - DAVERAGE, DCOUNT, DCOUNTA/ DMAX, DMIN, DPRODUCT, DSUM
- **Information Functions**
  - COUNTBLANK, ISBLANK/ ISERR, ISERROR, ISLOGICAL/ ISNONTEXT, ISNUMBER, ISTEXT
- **Logical Functions**
  - IF, AND, OR, NOT/ TRUE, FALSE
- **Lookup Functions**
  - HLOOKUP, VLOOKUP, LOOKUP, MATCH
- **Math and Trigonometry Functions**
  - ABS, COUNTIF, INT, MOD, RAND/ PRODUCT, SUMIF, SUMPRODUCT/ ROUND, ROUNDUP, ROUNDDOWN
- **Statistical Functions**
  - AVERAGEA, COUNTA/ MAXA, MINA
- **Text Functions**
  - EXACT, LEFT, RIGHT, LEN/ SUBSTITUTE, TEXT, VALUE/ TRIM, UPPER, LOWER, PROPER/ CONCATENATE, DOLLAR
- **Accounting Functions**
  - SLN, DDB, SYD, VDB
- **Financial Functions**
  - PMT, IPMT, PPMT, PV, FV
- **Financial Formulas**
  - Introduction to financial formulas/ Uses of financial functions and formulas
- **Array Formulas**
  - 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.

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

## Developing Business Applications Using Microsoft Excel Macros and VBA (ACCA08C04)

### 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 a toolbar/ Button image editor
- **Editing Excel Macros**
  - The Visual Basic editor/ The project explorer/ The code window/ Procedures/ Insert comments/ Print a Visual Basic module
- **The Range Object**
  - What is the range object?/ The cells property/ The range property/ Flexible ranges/ Range contents
- **Excel Workbooks and Sheets**
  - Activate a workbook/ Activate a worksheet
- **Introduction to VBA**
  - Development environment/ Menu and toolbars
- **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
- **VBA Codes**
  - Conditions such as If...Then...Else, Select Case/ Looping such as Do Loop
- **Controls, Dialogue Boxes and Forms**
  - Built-in dialogue boxes/ Custom forms/ Add form controls/ Control and dialogue box events/ Handle form controls
- **Exchanging Data with other Applications**
  - Use OLE automation with applications/ Use OLE automation with DLLs/ Use DDE
- **Debugging and Error Trapping**
  - Use debug window/ Break mode/ Instant watch/ Stepping through code/ Error handling
- **Case Study (Lab Exercise)**
  - Review existing programs/ Identify and correct errors/ Modify existing codes for different usage

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

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

## Microsoft Access Introduction for Accounting and Financial Professionals (ACCA08C05)

### KEY TOPICS

- ♦ **Creating and Using Databases for Accounting Purpose**
  - Database concept/ Create Access databases for maintaining accounting records/ Open database objects in multiple views
- ♦ **Viewing and Organising Information**
  - Enter, edit and delete records/ Format datasheets/ Filter and sort records
- ♦ **Creating and Modifying Tables**
  - Create tables for storing transactions, customer accounts and assets/ Set field properties (default value, required, allow zero length)/ Add a predefined input masks to a field/ Create lookup fields using lookup wizard
- ♦ **Defining Relationships**
  - Understand data relationships/ Assign relationships among tables/ Enforce referential integrity
- ♦ **Creating and Modifying Query**
  - Create and modify select queries/ Create and modify action queries/ Perform calculations in queries
- ♦ **Creating and Modifying Forms**
  - Create and display forms for data entry/ Modify form properties/ List boxes and combo boxes
- ♦ **Creating and Modifying Reports**
  - Create reports/ Report design/ Report sections/ Grouping records/ Page setup and header/footer/ Add calculated controls to reports/ Print reports
- ♦ **Integrating with other Applications**
  - Import data to Access/ Export data from Access/ Create a simple data Access page

**PREREQUISITE:** General knowledge of Windows

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

## Microsoft Access Advanced for Accounting and Financial Professionals (ACCA08C06)

### KEY TOPICS

- ♦ **Indexes**
  - Create a single-field index/ Create a multiple-field index
- ♦ **Business Rules**
  - Apply a field format or an input mask/ Set field and table level validation/ Optimise data type usage
- ♦ **Using Access Functions**
  - Date functions/ String functions/ Logical functions
- ♦ **Advanced Query Design**
  - Format data in a query/ Group by month, quarter, or other time intervals/ Modify query properties/ Parameter queries/ Crosstab queries
- ♦ **Advanced Form Design**
  - Customise form sections (header, footer, detail)/ Modify control properties/ Create a main form and subform/ Set the properties of a subform/ Use the subform control and synchronise forms
- ♦ **Advanced Report Design**
  - Change the print defaults/ Set section properties/ Modify control properties/ Keep groups of records together/ Use Access functions on reports/ Incorporate sub-reports
- ♦ **Creating a Graph**
  - Add a new chart to a form or report/ Enhance a graph
- ♦ **Access Macros**
  - Create a simple macro/ Create a macro group/ Make a macro run under specific conditions/ Run a macro/ Debug macros
- ♦ **Using Access in a Multi-User Environment**
  - Share a database on a network server/ Specify whether a database opens in shared or exclusive mode by default/ Open a database read-only mode/ Share data/ Specify the default type of record locking used in a multi-user environment
- ♦ **Security**
  - Protect a database by adding a database password/ User-level security
- ♦ **Managing a Database**
  - Compact a database/ Repair a damaged database
- ♦ **Designing an Access Application for Accounting Purpose**
  - Create and delete toolbars and menu bars/ Add and delete toolbar buttons and menu items/ Create a switchboard form/ Customise startup settings

**PREREQUISITE:** Previous experience with Access is required. Participants must be able to create tables and queries in design view.

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



<b>Presenting Financial Data and Reports with Microsoft Word (ACCA08C07)</b>	
<b>KEY TOPICS</b>	
<ul style="list-style-type: none"> <li>• <b>Formatting Content</b> <ul style="list-style-type: none"> <li>– Create custom styles for text, tables and lists/ Control pagination/ Format, position and resize graphics using advanced layout features/ Insert and modify objects/ Create and modify diagrams and charts using data from other sources/ Link to real-time updated files</li> </ul> </li> <li>• <b>Organising Content</b> <ul style="list-style-type: none"> <li>– Sort content in lists and tables/ Perform calculations in tables / Modify table formats/ Summarise document content using autoSummarise/ Use automated tools for document navigation/ Mail Merge with other data sources/ Structure documents using XML</li> </ul> </li> <li>• <b>Formatting Documents</b> <ul style="list-style-type: none"> <li>– Create and modify forms/ Create and modify document background or Watermark/ Create and modify document indexes and tables of contents, figures and authorities/ Insert and modify endnotes, footnotes/ Insert and modify captions/ Insert and modify cross-references/ Create and manage</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>– master documents and subdocuments</li> <li>• <b>Collaborating and Securing Documents</b> <ul style="list-style-type: none"> <li>– Modify track changes options/ Publish and edit Web documents/ Manage document versions/ Protect and restrict documents and forms/ Information Rights Management (IRM)/ Attach digital signatures to documents/ Compare and merge documents/ Customise document properties</li> </ul> </li> <li>• <b>Customising Word</b> <ul style="list-style-type: none"> <li>– Create, edit, and run macros/ Customise menus and toolbars/ Modify Word default settings</li> </ul> </li> <li>• <b>Distributing Finished Documents</b> <ul style="list-style-type: none"> <li>– Save files into different formats/ Convert Word documents into PDF/ Convert Word styles into PDF bookmarks/ Combine multiple documents into a PDF/ Secure your PDF File</li> </ul> </li> </ul>
<p><b>PREREQUISITE:</b> Previous experience with Word is required.  <b>COURSE DURATION:</b> 12 Hours (4 sessions – 3 hours per session)</p>	

<b>Reliably Sharing Professional Documents with Adobe Acrobat (ACCA08C08)</b>	
<b>KEY TOPICS</b>	
<ul style="list-style-type: none"> <li>• <b>Introduction to Portable Document Format (PDF)</b> <ul style="list-style-type: none"> <li>– What is PDF?/ Advantages of using PDF files</li> </ul> </li> <li>• <b>Introducing Adobe Acrobat</b> <ul style="list-style-type: none"> <li>– About Adobe PDF/ Adobe PDF on the web/ Getting started with Adobe Acrobat window/ Reading and navigating PDF documents/ Zooming/ Initial view</li> </ul> </li> <li>• <b>Working with PDF Files</b> <ul style="list-style-type: none"> <li>– Following links/ Searching PDF documents/ Printing PDF documents/ Comparing documents</li> </ul> </li> <li>• <b>Converting to PDF from Adobe Acrobat Professional</b> <ul style="list-style-type: none"> <li>– Converting native documents to PDF/ Using the combine wizards/ Creating and viewing with PDF Packages/ Working with files attachment</li> </ul> </li> <li>• <b>Creating PDF from Microsoft Office Files</b> <ul style="list-style-type: none"> <li>– Converting Microsoft Word files to Adobe PDF/ Converting Microsoft Excel files and starting a review/ Converting and emailing Microsoft PowerPoint presentations/ Converting and attaching files in Microsoft Outlook/ Converting web pages from Internet Explorer</li> </ul> </li> <li>• <b>Saving and Versioning Files</b> <ul style="list-style-type: none"> <li>– Saving PDF files/ Exporting data/ Saving different document version/ Reducing file size/ Using, managing security policies and password security</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Editing Text</b> <ul style="list-style-type: none"> <li>– Using the TouchUp Text tool/ Setting text editing preferences/ Using the Select Tool</li> </ul> </li> <li>• <b>Editing Images and Objects</b> <ul style="list-style-type: none"> <li>– Selecting images/ Image and object editing/ Using the Snapshot Tool/ Exporting images</li> </ul> </li> <li>• <b>Editing Pages</b> <ul style="list-style-type: none"> <li>– Working with thumbnails/ Organizing pages/ Modifying pages/ Page numbering/ Deleting a page/ Creating headers and footers/ Creating Dynamic Forms</li> </ul> </li> <li>• <b>Using Acrobat in a Review Cycle</b> <ul style="list-style-type: none"> <li>– About the review process/ Working with comments/ Exporting and importing comments/ Setting the review status and replying to comments/ Marking up documents/ Summarising comments</li> </ul> </li> <li>• <b>Adding Digital Signatures and Security</b> <ul style="list-style-type: none"> <li>– About digital signatures/ Creating digital signatures/ Adding images to your digital signatures/ Selecting a signing method/ Creating digital IDs/ Modifying signed documents/ About security/ Looking at security settings/ Adding security to PDF files/ Adding passwords/ Opening password-protected files/ Certifying PDF files/ Signing certified documents</li> </ul> </li> </ul>
<p><b>PREREQUISITE:</b> General knowledge of Windows and word processing  <b>COURSE DURATION:</b> 9 Hours (3 sessions – 3 hours per session)</p>	



<b>Foundations of IT Security: What Every Accounting and Financial Professional Needs to Know (ACCA08C09)</b>	
<b>KEY TOPICS</b>	
<ul style="list-style-type: none"> <li>♦ <b>Basic Security Concepts</b> <ul style="list-style-type: none"> <li>– Importance of IT security/ Roles and responsibilities/ Identifying information security risks/ Three Golden Security Properties: Confidentiality, Integrity, Availability (CIA)</li> </ul> </li> <li>♦ <b>Desktop Security</b> <ul style="list-style-type: none"> <li>– Firewalls and Malware tools/ Patching and updates/ Peer-to-peer dangers/ Network file shares</li> </ul> </li> <li>♦ <b>Usage of Password</b> <ul style="list-style-type: none"> <li>– Potential Dangers of using Password as an authentication tool/ Countermeasures for Password attacks</li> </ul> </li> <li>♦ <b>Email Use</b> <ul style="list-style-type: none"> <li>– Dangers of attachments/ Security measurements of Email messages</li> </ul> </li> <li>♦ <b>Spam Matters and Anti-spam Solutions</b> <ul style="list-style-type: none"> <li>– How spammers work and current trends in penetration/ Methods to identifying potentials spam/ Anti-spam technologies</li> </ul> </li> <li>♦ <b>Phishing Attacks and Countermeasures</b> <ul style="list-style-type: none"> <li>– Characteristics of phishing attacks/ Anti-phishing solutions</li> </ul> </li> <li>♦ <b>Spyware/adware Impact and Anti-spying/Anti-adware Solutions</b> <ul style="list-style-type: none"> <li>– Potential hazards of spyware/adware/ Common ways of penetrating spyware/adware/ Signs of having</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>– Spyware/adware/ Common detection and removal methods</li> <li>♦ <b>Preventing the Computer from Viruses</b> <ul style="list-style-type: none"> <li>– Understand the characteristics of virus/ Prevention for virus/ Online virus scanning</li> </ul> </li> <li>♦ <b>Handle Sensitive Financial Data</b> <ul style="list-style-type: none"> <li>– Classification of electronic information/ Potential impact on disclosure of sensitive information/ Common ways of mishandling sensitive data/ Best practices of data handling</li> </ul> </li> <li>♦ <b>Other Issues Related to IT security</b> <ul style="list-style-type: none"> <li>– Current passwords protection techniques and technologies/ Issues of data storage/ Combating computer piracy and identifying potential hazards on piracy/ Remote access/ Laptop use and special precautions/ Wireless Access/ Data leakage with portable memory devices (Flash, iPods, etc)/ Software download and/or installation</li> </ul> </li> <li>♦ <b>Backup &amp; Restore of Financial Data</b> <ul style="list-style-type: none"> <li>– Understand the backup strategy/ Windows backup &amp; restore</li> </ul> </li> </ul>
<p><b>PREREQUISITE:</b> Basic knowledge of computer  <b>COURSE DURATION:</b> 12 Hours (4 sessions – 3 hours per session)</p>	

<b>PowerPoint Workshop for Accounting and Financial Professionals (ACCA08C10)</b>	
<b>KEY TOPICS</b>	
<ul style="list-style-type: none"> <li>♦ <b>Creating Financial Presentations</b> <ul style="list-style-type: none"> <li>– Create new presentations from templates/ Create new presentation from auto-content wizard</li> </ul> </li> <li>♦ <b>Working with Financial Data in Power Point</b> <ul style="list-style-type: none"> <li>– About working on a chart/ Add a chart/ Add or delete data to a chart/ Edit data in a chart/ Change a different chart type/ Insert symbol or special character/ Create a footnote/ Add summary slide to your presentation</li> </ul> </li> <li>♦ <b>Working With Drawing and Diagram</b> <ul style="list-style-type: none"> <li>– Add shapes/ Position shape/ Align shape/ About diagram/ Add or change a diagram</li> </ul> </li> <li>♦ <b>Importing Data From Excel</b> <ul style="list-style-type: none"> <li>– Copy Excel data into a presentation/ Link or embed an Excel chart/ Link Excel worksheet cells to a presentation</li> </ul> </li> <li>♦ <b>Working with Financial Graphics</b> <ul style="list-style-type: none"> <li>– Insert clip art from computer/ Insert clip art from website/ Format clip art/ Format pictures, shapes and graphics</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>♦ <b>PowerPoint Animation and Transitions</b> <ul style="list-style-type: none"> <li>– About animating text and objects/ About slide transition/ Add transition between slides/ Animate text and objects/ Animate a diagram/ Animate a chart</li> </ul> </li> <li>♦ <b>Working with Slide Master and Template</b> <ul style="list-style-type: none"> <li>– Work with slide masters and title master/ Customise slide templates/ Modify colour scheme/ Change the slide background</li> </ul> </li> <li>♦ <b>Collaborating</b> <ul style="list-style-type: none"> <li>– Track, accept and reject changes in a presentation/ Add, edit and delete comments in a presentation/ Compare and merge presentations</li> </ul> </li> <li>♦ <b>Managing and Delivering Presentations</b> <ul style="list-style-type: none"> <li>– Organise a presentation/ Set up slide shows for delivery/ Rehearse timing/ Deliver presentations/ Prepare presentations for remote delivery/ Save and publish presentations/ Print slides, outlines, handouts, and speaker notes/ Export a presentation to another Microsoft Office program</li> </ul> </li> </ul>
<p><b>PREREQUISITE:</b> General knowledge of Windows  <b>COURSE DURATION:</b> 12 Hours (4 sessions – 3 hours per session)</p>	

## ACCA IT Training Course Schedule

Course	Course Code	Time	Date(s)	Fee (HK\$) <sup>1</sup>	CPD Units <sup>*</sup>
Microsoft Excel for Project Management [NEW COURSE]	ACCA08C01-A	9:30am-4:30pm (9:30am-12:30pm)	8, (15) Nov	1,130 (M)/ 1,230 (AE)/	9
	ACCA08C01-B	6:30pm-9:30pm	10, 17, 24 Nov	1,330(N)	
	ACCA08C01-C	6:30pm-9:30pm	2, 9, 16 Dec		
	ACCA08C01-D	6:30pm-9:30pm	15, 17, 22 Dec		
Microsoft Excel Advanced for Accounting and Financial Professionals	ACCA08C02-A	9:30am-4:30pm (9:30am-12:30pm)	22, (29) Nov	900 (M)/ 1,000 (AE)/	9
	ACCA08C02-B	6:30pm-9:30pm	14, 21, 28 Nov	1,100 (N)	
	ACCA08C02-C	6:30pm-9:30pm	4, 11, 18 Dec		
Microsoft Excel Formulas and Functions for Accounting and Financial Professionals	ACCA08C03-A	(1:30pm-4:30pm) 9:30am-4:30pm	(15), 22 Nov	900 (M)/ 1,000 (AE)/	9
	ACCA08C03-B	6:30pm-9:30pm	10, 17, 24 Nov	1,100 (N)	
	ACCA08C03-C	6:30pm-9:30pm	12, 19, 26 Nov		
	ACCA08C03-D	6:30pm-9:30pm	5, 12, 19 Dec		
Developing Business Applications Using Microsoft Excel Macros and VBA	ACCA08C04-A	9:30am-4:30pm	6, 13, 20 Dec	1,800 (M)/	18
	ACCA08C04-B	6:30pm-9:30pm	11, 13, 18, 20, 25, 27 Nov	1,900 (AE)/ 2,000 (N)	
	ACCA08C04-C	6:30pm-9:30pm	1, 3, 8, 10, 15, 17 Dec		
Microsoft Access Introduction for Accounting and Financial Professionals	ACCA08C05-A	9:30am-4:30pm	29 Nov, 6 Dec	1,030 (M)/	12
	ACCA08C05-B	6:30pm-9:30pm	12, 14, 19, 21 Nov	1,130 (AE)/ 1,230 (N)	
Microsoft Access Advanced for Accounting and Financial Professionals	ACCA08C06-A	9:30am-4:30pm	13, 20 Dec	1,030 (M)/	12
	ACCA08C06-B	6:30pm-9:30pm	1, 3, 8, 10 Dec	1,130 (AE)/ 1,230 (N)	
Presenting Financial Data and Reports with Microsoft Word	ACCA08C07-A	9:30am-4:30pm	8, 15 Nov	1,030 (M)/	12
	ACCA08C07-B	6:30pm-9:30pm	25, 27 Nov, 2, 4 Dec	1,130 (AE)/ 1,230 (N)	
Reliably Sharing Professional Documents with Adobe Acrobat	ACCA08C08-A	9:30am-4:30pm (9:30am-12:30pm)	8, (15) Nov	1,000 (M)/ 1,100 (AE)/	9
	ACCA08C08-B	6:30pm-9:30pm	5, 12, 19 Dec	1,200 (N)	
Foundations of IT Security: What Every Accounting and Financial Professional Needs to Know	ACCA08C09-A	9:30am-4:30pm	13, 20 Dec	1,600 (M)/	12
	ACCA08C09-B	6:30pm-9:30pm	9, 11, 16, 18 Dec	1,700 (AE)/ 1,800 (N)	
PowerPoint Workshop for Accounting and Financial Professionals	ACCA08C10-A	9:30am-4:30pm	29 Nov, 6 Dec	1,030 (M)/	12
	ACCA08C10-B	6:30pm-9:30pm	11, 13, 18, 20 Nov	1,130 (AE)/ 1,230 (N)	
Venue: INFOCAN Training Limited, 8/F, Greenwich Centre, 260 King's Road, Hong Kong					
<sup>1</sup> M – Fee for Member/ Affiliate      AE – Fee for Staff of Approved Employer      N – Fee for non-member					
Language: Cantonese (supplemented with English terminology)					
Deadline: <b>1 November 2008</b>					

\* Participants will be awarded certificate of attendance/ CPD certificate 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 now tentatively scheduled to be held from April to May 2009. Please watch out for future member circular for details.