

COURSE SCHEDULE - JANUARY TO DECEMBER 2025



All Courses Are HRDC Claimable

For more information, please email to training@pentawise.com

| COURSE | Day (Hour) | Timing Lunch (1 hr break) for 9am-5pm | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|------------|---------------------------------------|-------|-------|-------|-------|-------|-------|------|-------|-------|-------|-------|-------|
| | | | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 |
| Microsoft POWERPOINT Course | | | | | | | | | | | | | | |
| Microsoft PowerPoint (Fundamental & Intermediate) | 1 (7 hr) | 9:00am - 5:00pm | 8 | 24 | 10 | 9 | 13 | 11 | 14 | 4 | 8 | 1 | 17 | 3 |
| Microsoft PowerPoint (Advanced) | 1 (7 hr) | 9:00am - 5:00pm | 9 | 25 | 11 | 10 | 14 | 12 | 15 | 5 | 9 | 2 | 18 | 4 |
| Effective Presentation using Microsoft PowerPoint | 1 (7 hr) | 9:00am - 5:00pm | 15 | 26 | 12 | 14 | 26 | 13 | 28 | 6 | 22 | 15 | 19 | 15 |
| Infographic: Your PowerPoint Tool to an Engaging and Effective Presentation | 1 (7 hr) | 9:00am - 5:00pm | 16 | 12 | 3 | 15 | 27 | 16 | 29 | 7 | 23 | 16 | 20 | 16 |
| Microsoft PROJECT Course | | | | | | | | | | | | | | |
| Microsoft Project Made Easy | 1 (7 hr) | 9:00am - 5:00pm | 3 | 27 | 12 | 30 | 27 | 19 | 16 | 1 | 11 | 21 | 28 | 3 |
| Microsoft VISIO Course | | | | | | | | | | | | | | |
| Cross-Functional Flowchart using Microsoft Visio | 0.5 (4 hr) | 9:00am - 1:00pm | 17 | 7 | 21 | 11 | 26 | 20 | 25 | 1 | 12 | 21 | 28 | 4 |
| Microsoft WORD Course | | | | | | | | | | | | | | |
| Discover The Techniques to A Professional Word Report | 1 (7 hr) | 9:00am - 5:00pm | 2 | 5 | 3 | 16 | 5 | 5 | 14 | 11 | 8 | 6 | 24 | 8 |
| Microsoft Word Mail Merge in Depth Application | 1 (7 hr) | 9:00am - 5:00pm | 14 | 19 | 4 | 17 | 28 | 25 | 15 | 21 | 9 | 3 | 25 | 9 |
| Working with Table, Tab & Indentation in Microsoft Word | 0.5 (4 hr) | 9:00am - 1:00pm | 10 | 14 | 5 | 11 | 23 | 30 | 9 | 22 | 10 | 17 | 14 | 12 |
| Microsoft ACCESS Course | | | | | | | | | | | | | | |
| Microsoft Access (Fundamental & Intermediate) | 2 (14 hr) | 9:00am - 5:00pm | 16-17 | 3-4 | 3-4 | 9-10 | 13-14 | 12-13 | 1-2 | 14-15 | 2-3 | 7-8 | 3-4 | 22-23 |
| Microsoft Access (Advanced) | 2 (14 hr) | 9:00am - 5:00pm | 23-24 | 17-18 | 27-28 | 21-22 | 19-20 | 17-18 | 7-8 | 28-29 | 22-23 | 13-14 | 25-26 | 29-30 |

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| | | | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 |
| Microsoft EXCEL Course | | | | | | | | | | | | | | |
| CORE Microsoft Excel Courses | | | | | | | | | | | | | | |
| Microsoft Excel Essential Skills (Level 1 & 2) | 2 (14 hr) | 9:00am - 5:00pm | 6-7 | 5-6 | 13-14 | 7-8 | 6-7 | 12-13 | 1-2 | 7-8 | 8-9 | 15-16 | 3-4 | 8-9 |
| Manipulating Data Effectively with Microsoft Excel (Level 1 & 2) | 2 (14 hr) | 9:00am - 5:00pm | 20-21 | 12-13 | 24-25 | 17-18 | 19-20 | 23-24 | 10-11 | 18-19 | 29-30 | 27-28 | 10-11 | 15-16 |
| Microsoft Excel Essential Skills (Level 1) | 2 (7 hr) | 9:00am - 12:30pm | 6 | 5 | 13 | 7 | 6 | 12 | 1 | 7 | 8 | 15 | 3 | 8 |
| Microsoft Excel Essential Skills (Level 2) | 2 (7 hr) | 9:00am - 12:30pm | 7 | 6 | 14 | 8 | 7 | 13 | 2 | 8 | 9 | 16 | 4 | 9 |
| Manipulating Data Effectively with Microsoft Excel (Level 1) | 2 (7 hr) | 1:30pm - 5:00pm | 20 | 12 | 24 | 17 | 19 | 23 | 10 | 18 | 29 | 27 | 10 | 15 |
| Manipulating Data Effectively with Microsoft Excel (Level 2) | 2 (7 hr) | 1:30pm - 5:00pm | 21 | 13 | 25 | 18 | 20 | 24 | 11 | 19 | 30 | 28 | 11 | 16 |
| High End Microsoft Excel Courses - Managing and Analysing Data | | | | | | | | | | | | | | |
| Data Management with Pivot Table using Microsoft Excel | 1 (7 hr) | 9:00am - 5:00pm | 8 | 19 | 11 | 10 | 29 | 26 | 8 | 20 | 10 | 23 | 5 | 18 |
| Secret to Microsoft Excel Waterfall Charts | 0.5 (4 hr) | 9:00am - 1:00pm | 8 | 24 | 26 | 22 | 29 | 9 | 30 | 12 | 2 | 29 | 27 | 30 |
| Microsoft Excel Interactive Charts | 0.5 (4 hr) | 2:00pm - 6:00pm | 8 | 24 | 26 | 22 | 29 | 9 | 30 | 12 | 2 | 29 | 27 | 30 |
| Presenting Analysis with Microsoft Excel Charts | 0.5 (4 hr) | 9:00am - 1:00pm | 7 | 25 | 6 | 25 | 16 | 17 | 2 | 4 | 15 | 22 | 4 | 31 |
| Conditional Formatting with Microsoft Excel | 0.5 (4 hr) | 9:00am - 1:00pm | 2 | 7 | 25 | 24 | 15 | 16 | 1 | 27 | 17 | 21 | 19 | 10 |
| Custom Format with Microsoft Excel | 0.5 (4 hr) | 2:00pm - 6:00pm | 2 | 7 | 25 | 24 | 15 | 16 | 1 | 27 | 17 | 21 | 19 | 10 |
| What If Analysis with Microsoft Excel | 1 (7 hr) | 9:00am - 5:00pm | 9 | 28 | 27 | 23 | 2 | 9 | 29 | 8 | 4 | 17 | 7 | 11 |

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| | | | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 |
| High End Microsoft Excel Courses - Functions & Formulas | | | | | | | | | | | | | | |
| Data Analysing with Microsoft Excel Functions | 1 (7 hr) | 9:00am - 5:00pm | 22 | 26 | 5 | 23 | 2 | 30 | 16 | 1 | 4 | 6 | 14 | 11 |
| Microsoft Excel TEXT Functions | 0.5 (4 hr) | 2:00pm - 6:00pm | 7 | 25 | 6 | 25 | 16 | 17 | 2 | 4 | 15 | 22 | 4 | 31 |
| Conditional Ranking using Microsoft Excel Functions | 0.5 (4 hr) | 2:00pm - 6:00pm | 15 | 26 | 24 | 23 | 30 | 18 | 31 | 13 | 3 | 30 | 26 | 29 |
| Microsoft Excel Lookup Functions – Vlookup, Hlookup, Match, Index | 0.5 (4 hr) | 9:00am - 1:00pm | 15 | 26 | 24 | 23 | 30 | 18 | 31 | 13 | 3 | 30 | 26 | 29 |
| Optimizing the Functions of Microsoft Excel 365 | 1 (7 hr) | 9:00am - 5:00pm | 22 | 7 | 6 | 11 | 5 | 5 | 16 | 11 | 24 | 6 | 5 | 10 |
| Microsoft Excel Functions & Formulas | 2 (14 hr) | 9:00am - 5:00pm | 9-10 | 20-21 | 10-11 | 24-25 | 15-16 | 10-11 | 17-18 | 18-19 | 11-12 | 9-10 | 12-13 | 8-9 |
| Advanced Microsoft Excel Functions & Formulas | 1 (7 hr) | 9:00am - 5:00pm | 14 | 25 | 12 | 29 | 27 | 30 | 22 | 26 | 26 | 14 | 21 | 17 |
| Mastering Microsoft Excel Array Formulas | 1 (7 hr) | 9:00am - 5:00pm | 13 | 4 | 28 | 30 | 28 | 19 | 21 | 27 | 4 | 31 | 27 | 19 |
| Unleash the Power of Microsoft Excel Lookup Functions | 1 (7 hr) | 9:00am - 5:00pm | 13 | 27 | 20 | 28 | 26 | 16 | 21 | 25 | 10 | 13 | 24 | 17 |
| High End Microsoft Excel Courses - Automation of Tasks | | | | | | | | | | | | | | |
| Tasks Automation with Microsoft Excel Macro / VBA (Fundamental & Intermediate) | 2 (14 hr) | 9:00am - 5:00pm | 6-7 | 13-14 | 13-14 | 24-25 | 13-14 | 17-18 | 10-11 | 4-5 | 18-19 | 13-14 | 5-6 | 1-2 |
| Tasks Automation with Microsoft Excel Macro / VBA (Advanced) | 2 (14 hr) | 9:00am - 5:00pm | 20-21 | 20-21 | 20-21 | 28-29 | 21-22 | 23-24 | 23-24 | 18-19 | 29-30 | 30-31 | 12-13 | 22-23 |
| Microsoft Excel Survey Automation and Consolidation | 1 (7 hr) | 9:00am - 5:00pm | 22 | 28 | 27 | 30 | 23 | 20 | 28 | 20 | 15 | 31 | 21 | 5 |
| High End Microsoft Excel Courses - Analytic Models | | | | | | | | | | | | | | |
| Introduction to Dashboard Reporting | 1 (7 hr) | 9:00am - 5:00pm | 6 | 3 | 7 | 7 | 5 | 25 | 9 | 6 | 17 | 24 | 3 | 3 |
| Interactive Visual Dashboard Reporting and Analysis with Microsoft Excel | 2 (14 hr) | 9:00am - 5:00pm | 13-14 | 17-18 | 20-21 | 7-8 | 8-9 | 5-6 | 10-11 | 21-22 | 18-19 | 7-8 | 10-11 | 4-5 |

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| | | | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 |
| High End Microsoft Excel Courses - Power Business Intelligent | | | | | | | | | | | | | | |
| Introduction to Power Query & Power BI | 0.5 (4 hr) | 9:00am - 1:00pm | 3 | 12 | 7 | 8 | 23 | 26 | 25 | 29 | 26 | 3 | 14 | 5 |
| Power Query: Transforming work processes in Microsoft Excel | 1 (7 hr) | 9:00am - 5:00pm | 6 | 19 | 10 | 9 | 28 | 4 | 7 | 11 | 8 | 22 | 6 | 10 |
| Advanced Power Query Functions in Data Transformation | 1 (7 hr) | 9:00am - 5:00pm | 10 | 28 | 12 | 23 | 30 | 10 | 22 | 20 | 9 | 24 | 7 | 12 |
| Power Query: Automating Data Consolidation and Creating Dashboard | 1 (7 hr) | 9:00am - 5:00pm | 17 | - | 10 | - | 5 | - | 1 | - | 29 | - | 10 | - |
| Power Query Unleashed: Effective Merging and Group By Techniques | 1 (7 hr) | 9:00am - 5:00pm | 10 | - | 11 | - | 26 | - | 23 | - | 17 | - | 14 | - |
| Power Query: Multi Approach in Data Cleaning | 1 (7 hr) | 9:00am - 5:00pm | 6 | - | 13 | - | 27 | - | 28 | - | 15 | - | 3 | - |
| Power Pivot: Powerful Data Analysis and Data Modelling in Microsoft Excel | 2 (14 hr) | 9:00am - 5:00pm | 2-3 | 20-21 | 24-25 | 7-8 | 6-7 | 9-10 | 14-15 | 12-13 | 22-23 | 7-8 | 17-18 | 8-9 |
| Power Pivot DAX Functions | 1 (7 hr) | 9:00am - 5:00pm | 13 | 24 | 26 | 16 | 22 | 30 | 21 | 28 | 25 | 29 | 26 | 12 |
| Power BI Desktop Essential Skills | 2 (14 hr) | 9:00am - 5:00pm | 20-21 | 13-14 | 3-4 | 9-10 | 15-16 | 3-4 | 7-8 | 21-22 | 2-3 | 15-16 | 19-20 | 11-12 |
| Power BI Data Modelling | 1 (7 hr) | 9:00am - 5:00pm | 22 | 19 | 5 | 11 | 21 | 16 | 9 | 27 | 26 | 23 | 27 | 17 |
| Advanced Analytic to Power BI | 2 (14 hr) | 9:00am - 5:00pm | 23-24 | 17-18 | 27-28 | 17-18 | 19-20 | 25-26 | 17-18 | 25-26 | 29-30 | 27-28 | 24-25 | 15-16 |
| Power BI: Advanced DAX for Data Analysis | 2 (14 hr) | 9:00am - 5:00pm | - | 20-21 | - | 14-15 | - | 19-20 | - | 14-15 | - | 30-31 | - | 1-2 |
| Data storytelling with Power BI | 2 (14 hr) | 9:00am - 5:00pm | - | 24-25 | - | 28-29 | - | 5-6 | - | 18-19 | - | 1-2 | - | 18-19 |
| Microsoft Power BI for Financial Reporting | 2 (14 hr) | 9:00am - 5:00pm | - | 27-28 | - | 24-25 | - | 12-13 | - | 7-8 | - | 13-14 | 12-13 | |
| Microsoft Excel Courses - Financial Application | | | | | | | | | | | | | | |
| Mastering Power Query on Report Automation for Finance Professional | 2 (14 hr) | 9:00am - 5:00pm | 16-17 | - | - | - | 22-23 | - | - | - | 18-19 | - | - | - |
| Power Query for Financial Professional - The Key to Efficient Consolidation | 2 (14 hr) | 9:00am - 5:00pm | - | 20-21 | - | - | - | 19-20 | - | - | - | 23-24 | - | - |

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| | | | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 |
| Microsoft Excel Courses - Human Resources Application | | | | | | | | | | | | | | |
| Optimizing the Power of Microsoft Excel in HR | 2 (14 hr) | 9:00am - 5:00pm | 13-14 | 17-18 | 13-14 | 14-15 | 6-7 | 10-11 | 3-4 | 12-13 | 18-19 | 22-23 | 17-18 | 1-2 |
| Applying Microsoft Excel for HR | 2 (7 hr) | 9:00am - 12:30pm | 16-17 | 12-13 | 10-11 | 7--8 | 8-9 | 3-4 | 17-18 | 28-29 | 11-12 | 1-2 | 20-21 | 18-19 |
| HR Dashboard Analytics | 2 (14 hr) | 9:00am - 5:00pm | 20-21 | 26-27 | 20-21 | 21-22 | 13-14 | 17-18 | 24-25 | 14-15 | 24-25 | 9-10 | 12-13 | 15-16 |
| Masterclass - Automating Payroll Processes in Excel with Power Query | 2 (14 hr) | 9:00am - 5:00pm | - | - | 13-14 | - | - | - | 24-25 | - | - | - | 20-21 | - |
| Microsoft Excel Courses - Sales & Marketing | | | | | | | | | | | | | | |
| Analysing Sales & Marketing Data using Microsoft Excel | 2 (14 hr) | 9:00am - 5:00pm | 23-24 | 5-6 | 6-7 | 28-29 | 21-22 | 19-20 | 23-24 | 25-26 | 24-25 | 9-10 | 10-11 | 1-2 |
| Microsoft Power Apps & Power Automate Course | | | | | | | | | | | | | | |
| Microsoft Power Apps and Power Automate | 2 (14 hr) | 9:00am - 5:00pm | 20-21 | - | - | 28-29 | - | - | 21-22 | - | - | 27-28 | - | - |
| Finance for Non Finance | | | | | | | | | | | | | | |
| Lets Talk Finance | 2 (14 hr) | 9:00am - 5:00pm | - | - | - | 17-18 | - | - | - | 21-22 | - | - | - | 11-12 |