

COURSE SCHEDULE - JANUARY TO DECEMBER 2026



All Courses Are HRDC Claimable

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

COURSES	Day (Hour)	Timing Lunch (1 hr break) for 9am-5pm	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HRD CORP CLAIMABLE
			2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	
Microsoft POWERPOINT Course															
Microsoft PowerPoint (Fundamental & Intermediate)	1 (7 hr)	9:00am - 5:00pm	12	3	12	27	11	22	6	26	7	1	2	14	YES
Microsoft PowerPoint (Advanced)	1 (7 hr)	9:00am - 5:00pm	13	4	13	28	12	23	7	27	8	2	3	15	YES
Effective Presentation using Microsoft PowerPoint	1 (7 hr)	9:00am - 5:00pm	14	5	16	29	13	24	8	28	9	5	4	16	YES
Infographic: Your PowerPoint Tool to an Engaging and Effective Presentation	1 (7 hr)	9:00am - 5:00pm	21	6	17	30	20	25	17	12	23	6	5	23	YES
Microsoft PROJECT Course															
Microsoft Project Made Easy	1 (7 hr)	9:00am - 5:00pm	29	11	27	15	29	3	31	5	17	8	20	11	YES
Microsoft VISIO Course															
Cross-Functional Flowchart using Microsoft Visio	0.5 (4 hr)	9:00am - 1:00pm	30	13	27	1	29	2	1	24	18	16	20	11	YES
Microsoft WORD Course															
Microsoft Word (Fundamental & Intermediate)	2 (14 hr)	9:00am - 5:00pm	12-13	3-4	16-17	6-7	4-5	10-11	9-10	13-14	7-8	1-2	2-3	7-8	YES
Discover The Techniques to A Professional Word Report	1 (7 hr)	9:00am - 5:00pm	19	26	11	20	7	18	20	26	10	14	16	14	YES
Microsoft Word Mail Merge in Depth Application	1 (7 hr)	9:00am - 5:00pm	20	27	12	21	8	19	21	27	11	15	17	15	YES
Microsoft ACCESS Course															
Microsoft Access (Fundamental & Intermediate)	2 (14 hr)	9:00am - 5:00pm	12-13	5-6	18-19	6-7	11-12	8-9	2-3	10-11	1-2	1-2	10-11	1-2	YES
Microsoft Access (Advanced)	2 (14 hr)	9:00am - 5:00pm	22-23	11-12	30-31	13-14	18-19	22-23	27-28	19-20	24-25	28-29	16-17	28-29	YES
Microsoft EXCEL Course															
CORE Microsoft Excel Courses															
Microsoft Excel Essential Skills (Level 1 & 2)	2 (14 hr)	9:00am - 5:00pm	5-6	9-10	9-10	1-2	11-12	15-16	2-3	13-14	1-2	12-13	5-6	7-8	YES
Manipulating Data Effectively with Microsoft Excel (Level 1 & 2)	2 (14 hr)	9:00am - 5:00pm	19-20	12-13	16-17	27-28	21-22	22-23	9-10	26-27	7-8	22-23	12-13	21-22	YES
Microsoft Excel Essential Skills (Level 1)	1 (7 hr)	9:00am - 5:00pm	5	9	9	1	11	15	2	13	1	12	5	7	YES
Microsoft Excel Essential Skills (Level 2)	1 (7 hr)	9:00am - 5:00pm	6	10	10	2	12	16	3	14	2	13	6	8	YES
Manipulating Data Effectively with Microsoft Excel (Level 1)	1 (7 hr)	9:00am - 5:00pm	19	12	16	27	21	22	9	26	7	22	12	21	YES
Manipulating Data Effectively with Microsoft Excel (Level 2)	1 (7 hr)	9:00am - 5:00pm	20	13	17	28	22	23	10	27	8	23	13	22	YES

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High End Microsoft Excel Courses - Managing and Analysing Data															
Data Management with Pivot Table using Microsoft Excel	1 (7 hr)	9:00am - 5:00pm	12	4	3	14	5	16	21	4	22	15	19	10	YES
The Pivot Revolution: Supercharge your Pivot Table	1 (7 hr)	9:00am - 5:00pm	28	13	6	10	22	16	29	12	30	7	25	23	YES
Data Visualisation with Microsoft Excel Charts	1 (7 hr)	9:00am - 5:00pm	5	4	9	8	6	30	6	4	21	6	23	9	YES
Conditional Formatting & Custom Format with Microsoft Excel	1 (7 hr)	9:00am - 5:00pm	21	3	18	9	6	29	7	5	22	5	24	9	YES
What If Analysis with Microsoft Excel	1 (7 hr)	9:00am - 5:00pm	26	10	11	6	13	3	31	19	30	21	11	30	YES
High End Microsoft Excel Courses - Functions & Formulas															
Optimizing the Functions of Microsoft Excel 365 in Dynamic Data Analysis	1 (7 hr)	9:00am - 5:00pm	21	-	11	-	25	-	8	-	9	-	18	-	YES
Optimizing the Functions of Microsoft Excel 365 in Transforming Data	1 (7 hr)	9:00am - 5:00pm	-	27	-	8	-	12	-	21	-	21	-	10	YES
Microsoft Excel Functions & Formulas	2 (14 hr)	9:00am - 5:00pm	15-16	5-6	5-6	23-24	14-15	11-12	13-14	6-7	24-25	8-9	23-24	17-18	YES
Advanced Microsoft Excel Functions & Formulas	1 (7 hr)	9:00am - 5:00pm	20	10	10	28	19	16	16	11	29	13	26	22	YES
Unleash the Power of Microsoft Excel Lookup Functions (Non Excel 365)	1 (7 hr)	9:00am - 5:00pm	19	-	9	-	18	-	15	-	28	-	25	-	YES
Unleash the Power of Microsoft Excel Lookup Functions (Excel 365)	1 (7 hr)	9:00am - 5:00pm	-	9	-	27	-	15	-	10	-	12	-	21	YES
High End Microsoft Excel Courses - Automation of Tasks															
Tasks Automation with Microsoft Excel Macro / VBA (Fundamental & Intermediate)	2 (14 hr)	9:00am - 5:00pm	22-23	9-10	4-5	6-7	4-5	4-5	16-17	3-4	3-4	5-6	5-6	3-4	YES
Tasks Automation with Microsoft Excel Macro / VBA (Advanced)	2 (14 hr)	9:00am - 5:00pm	26-27	25-26	30-31	23-24	21-22	18-19	23-24	26-27	17-18	22-23	26-27	28-29	YES
High End Microsoft Excel Courses - Analytic Models															
Interactive Visual Dashboard Reporting and Analysis with Microsoft Excel	2 (14 hr)	9:00am - 5:00pm	15-16	9-10	5-6	16-17	7-8	8-9	23-24	13-14	17-18	26-27	16-17	17-18	YES
High End Microsoft Excel Courses - Power Business Intelligent															
Introduction to Power Query & Power BI	0.5 (4 hr)	9:00am - 1:00pm	5	13	27	2	20	2	1	3	9	7	27	24	YES
Power Query: Transforming work processes in Microsoft Excel	1 (7 hr)	9:00am - 5:00pm	9	3	2	13	4	15	20	3	21	14	18	9	YES
Advanced Power Query Functions in Data Transformation	1 (7 hr)	9:00am - 5:00pm	12	27	11	15	6	24	22	28	23	21	26	30	YES
Power Query: Automation of Data consolidate & Dashboards	1 (7 hr)	9:00am - 5:00pm	28	-	2	-	20	-	6	-	28	-	23	-	YES
Power Query Mastery: Time saving Techniques	1 (7 hr)	9:00am - 5:00pm	-	-	3	-	21	-	7	-	29	-	24	-	YES
Power Pivot: Powerful Data Analysis and Data Modelling in Microsoft Excel	2 (14 hr)	9:00am - 5:00pm	19-20	11-12	9-10	20-21	11-12	10-11	27-28	17-18	21-22	28-29	18-19	21-22	YES
Power BI Desktop Essential Skills	2 (14 hr)	9:00am - 5:00pm	22-23	9-10	12-13	9-10	14-15	4-5	9-10	17-18	10-11	22-23	12-13	3-4	YES
Power BI DAX	1 (7 hr)	9:00am - 5:00pm	30	9	30	22	25	15	22	21	24	30	30	24	YES
Advanced Analytic to Power BI	2 (14 hr)	9:00am - 5:00pm	26-27	25-26	16-17	13-14	18-19	8-9	13-14	19-20	14-15	26-27	16-17	7-8	YES
Data Storytelling with Power BI	2 (14 hr)	9:00am - 5:00pm	-	5-6	-	23-24	-	22-23	-	10-11	-	12-13	-	17-18	YES
Power BI for Financial Reporting	2 (14 hr)	9:00am - 5:00pm	-	11-12	-	29-30	-	25-26	-	13-14	-	19-20	-	1-2	YES
Power BI Transformations	2 (14 hr)	9:00am - 5:00pm	-	-	-	-	26	-	30-31	-	17-18	-	2-3	-	YES

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Microsoft Excel Courses - Financial Application															
Mastering Power Query on Report Automation for Finance Professional	2 (14 hr)	9:00am - 5:00pm	22-23	-	-	-	18-19	-	-	-	14-15	-	-	-	YES
Power Query for Financial Professional - The Key to Efficient Consolidation	2 (14 hr)	9:00am - 5:00pm	-	23-24	-	-	-	18-19	-	-	-	19-20	-	-	YES
Microsoft Excel Courses - Human Resources Application															
Optimizing the Power of Microsoft Excel in HR	2 (14 hr)	9:00am - 5:00pm	13-14	23-24	2-3	9-10	7-8	4-5	29-30	17-18	3-4	19-20	5-6	7-8	YES
HR Dashboard Analytics	2 (14 hr)	9:00am - 5:00pm	15-16	25-26	16-17	29-30	14-15	29-30	20-21	6-7	10-11	8-9	12-13	9-10	YES
Masterclass - Automating Payroll Processes in Excel with Power Query	2 (14 hr)	9:00am - 5:00pm	-	-	18-19	-	-	-	13-14	-	-	-	19-20	-	YES
Microsoft Excel Courses - Sales & Marketing															
Analysing Sales & Marketing Data using Microsoft Excel	2 (14 hr)	9:00am - 5:00pm	29-30	12-13	18-19	20-21	7-8	25-26	6-7	17-18	7-8	5-6	10-11	14-15	YES
Microsoft Excel Courses - AI															
Copilot for Microsoft Excel	1 (7 hr)	9:00am - 5:00pm	29	11	12	27	13	3	15	24	1	16	4	16	YES
Python In Microsoft Excel	1 (7 hr)	9:00am - 5:00pm	-	-	-	28	-	-	1	-	-	16	-	-	YES
Microsoft Power Apps & Power Automate Course															
Microsoft Power Apps and Power Automate	2 (14 hr)	9:00am - 5:00pm	27-28	-	-	13-14	-	-	27-28	-	-	14-15	-	-	YES
Finance for Non Finance															
Lets Talk Finance	2 (14 hr)	9:00am - 5:00pm	-	-	-	16-17	-	-	-	19-20	-	-	-	17-18	YES
Microsoft Power Apps & Power Automate Course															
Python Unlocked: A Journey to Coding	2 (14 hr)	9:00am - 5:00pm	Dates will be available soon											YES	
Generative AI for Human Resources	1 (7 hr)	9:00am - 5:00pm	Dates will be available soon											YES	
Machine Learning Made Easy: A Guide with GUI Tools	2 (14 hr)	9:00am - 5:00pm	Dates will be available soon											YES	
The Minds of AI:An Introduction to Large Language Models	2 (14 hr)	9:00am - 5:00pm	Dates will be available soon											YES	



We are HRD Corp registered training provider.
All our courses are HRD Corp claimable.