Training Course Schedule (Jan - Mar 2012)

	Course Code	Course Name	Date	Time
January				
☐	201201W-GL-01	General Ledger Operation	04 Jan 2012	2:30p.m. to 5:30p.m.
☐	201201W-AR-01	Accounts Receivable Operation	11 Jan 2012	2:30p.m. to 5:30p.m.
☐	201201W-AP-01	Accounts Payable Operation	26 Jan 2012	2:30p.m. to 5:30p.m.
February				
☐	201202W-GL-01	General Ledger Operation	01 Feb 2012	2:30p.m. to 5:30p.m.
☐	201202W-AR-01	Accounts Receivable Operation	15 Feb 2012	2:30p.m. to 5:30p.m.
☐	201202W-AP-01	Accounts Payable Operation	22 Feb 2012	2:30p.m. to 5:30p.m.
March				
☐	201203W-GL-01	General Ledger Operation	07 Mar 2012	2:30p.m. to 5:30p.m.
☐	201203W-AR-01	Accounts Receivable Operation	21 Mar 2012	2:30p.m. to 5:30p.m.
☐	201203W-AP-01	Accounts Payable Operation	28 Mar 2012	2:30p.m. to 5:30p.m.

Important Remarks:

- The training courses are subject to enrollment and confirmation. Advance enrollment and confirmation is required.
- For enrollment by fee, customer should make **full payment** to Data World **in advance before confirmation of booking**.
- For enrollment by deductible support hour, customer should **sign a Deductible Agreement** with Data World **before confirmation of booking**.
- Paid training fee is not refundable unless Data World is notified in writing of withdrawal at least 5 working days before the course commences.
- A handling charge of HK$100 will be levied or charged in case of withdrawal approved by Data World.
- Data World reserves the right to cancel any course at any time if the enrollment of the courses is less than 4 students.
- In case of cancellation by Data World, enrolled students may choose to select another class schedules, or refund of paid fee.
- Data World reserves the right to reject any enrollments in any circumstances and for whatever reasons.
- All courses will be conducted in **Cantonese** with the aid of English where appropriate.

ENROLMENT FORM ---------- Fax: **2185 0313** / E-mail: **event.solutions@dataworld.com.hk**

[ ] YES! I would like to reserve seat(s)

Please mark a tick "√ " in the box above

[ ] NO! I cannot join the training, please notify me when there is a new training class.

Company Name:
Business Nature:
Employee Size:
Address:

Your Name: (Mr. / Ms.)
Title:
Tel:
Fax:
E-mail: