

SAINS COMPUTER TRAINING PROGRAMME 2009 (KUCHING)

				SCHEDULE											
NO.	COURSE TITLE	DURATION	COURSE FEES (RM)	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
Computer Appreciation															
1.	Personal Computer Appreciation (Using Windows XP)	3 days	285	-	-	-	13-15	-	-	-	-	7-9	-	-	-
2.	Star Office Express - Writer + Calc + Impress	3 days	285	-	-	2-4	-	4-6	-	1-3	-	-	5-7	-	7-9
3.	Star Office Express - Writer + Calc + Impress + Base	4 days	380	-	-	-	-	-	-	-	-	1-4	-	-	-
4.	Open Office Express - Writer + Calc + Impress	3 days	285	-	2-4	-	13-15	-	-	-	3-5	-	-	2-4	-
Word processors															
5.	Microsoft Word (Elementary & Intermediate)	3 days	285	19-21	-	23-25	-	11-13	-	27-29	-	28-30	-	16-18	-
6.	Microsoft Word (Advanced)	3 days	285	-	23-25	-	27-29	-	17-19	-	24-26	-	26-28	-	14-16
7.	Star Office Writer	3 days	285	-	-	-	-	-	22-24	-	-	-	-	-	-
8.	Open Office Writer	3 days	285	-	-	-	1-3	-	-	-	3-5	-	-	-	2-4
Spreadsheets															
9.	Microsoft Excel (Elementary & Intermediate)	2 days	190	19-20	-	19-20	-	21-22	-	23-24	-	-	15-16	-	-
10.	Microsoft Excel (Advanced)	2 days	190	-	12-13	-	23-24	-	25-26	-	-	1-2	-	19-20	-
11.	Star Office Calc	2 days	190	-	-	-	-	14-15	-	-	-	-	8-9	-	-
12.	Open Office Calc	2 days	190	-	-	10-11	-	-	-	6-7	-	-	-	-	10-11
Database															
13.	Microsoft Access (Elementary & Intermediate)	3 days	285	-	16-18	-	20-22	-	22-24	-	17-19	-	19-21	-	-
14.	Microsoft Access (Advanced)	3 days	285	-	-	16-18	-	18-20	-	20-22	-	14-16	-	9-11	-
Presentations															

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				JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
15.	Microsoft PowerPoint Xtras	3 days	285	-	9-11	-	20-22	-	15-17	-	10-12	-	12-14	-	14-16
16.	Star Office Impress	2 days	190	-	5-6	-	-	-	-	30-31	-	-	-	-	-
17.	Open Office Impress	2 days	190	-	-	-	-	7-8	-	-	-	3-4	-	5-6	-
Internet & Web design															
18.	Understanding And Using The Internet	1.5 days	145	-	-	-	16-17	-	-	-	6-7	-	-	-	-
19.	Step-by-step: Creating Web page (using Netscape Composer)	3 days	285	-	2-4	-	-	4-6	-	-	10-12	-	-	23-25	-
20.	# Macromedia Dream Weaver	3 days	675	-	-	16-18	-	-	8-10	-	-	28-30	-	-	2-4
Specialized, Technical, Productivity tools															
21.	# Macromedia Flash	2 days	450	-	-	-	16-17	-	-	-	13-14	-	-	12-13	-
22.	# Adobe Photoshop	2 days	450	-	-	12-13	-	14-15	-	9-10	-	-	1-2	-	-
23.	# Microsoft Project	3 days	375	-	-	2-4	-	-	8-10	-	-	7-9	-	-	7-9
24.	# Microsoft Front Page	3 days	375	-	-	-	1-3	-	-	-	24-26	-	-	-	-
25.	# Technical: Learn To Configure & Troubleshoot your PC	4 days	500	-	-	10-13	-	25-28	-	13-16	-	-	-	23-26	-

Discount Rates

1. Early Bird Registration

- Register Three (3) weeks in advance before the course – 10%

2. Group Discount

- Register Three (3) persons and above – 10%

3. Courses Discount

- Register Three (3) courses and above – 10%

The 10% is applicable to only one of the above. For (2) & (3), minimum 5-days-ahead registration required.

Certificate of Attendance will be presented upon completion of course.

Cancellations & Transfers:

- Full payment must be made SEVEN (7) days prior to the course
- If cancellation occurs less than FIVE (5) working days from the course delivery, the FULL training fees for the course will be charged
- A substitute delegate is welcome at no extra charge if you are unable to attend. Kindly provide name and title of substitute participant prior to the course

SBL Scheme Claimable
(Subject to HRDC approval)



Pembangunan Sumber
Manusia Berhad

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