

SAINS COMPUTER TRAINING PROGRAMME 2009 (SIBU, MIRI & BINTULU)

NO.	COURSE TITLE	DURATION	COURSE FEES (RM)	SCHEDULE						
				JAN	FEB	SIBU MAY	MIRI JULY	MIRI AUG	SIBU OCT	BINTULU NOV
Computer Appreciation										
1.	Personal Computer Appreciation (Using Windows XP)	3 days	375	-	-	-	-	-	-	-
2.	Star Office Express - Writer + Calc + Impress	3 days	375	-	-	-	1-3	-	26-28	-
3.	Star Office Express - Writer + Calc + Impress + Base	4 days	500	-	-	-	-	-	-	-
4.	Open Office Express - Writer + Calc + Impress	3 days	375	-	-	18-20	13-15	-	-	2-4
Word processors										
5.	Microsoft Word (Elementary & Intermediate)	3 days	375	-	-	25-27	6-8	-	-	9-11
6.	Microsoft Word (Advanced)	3 days	375	-	-	-	-	3-5	5-7	-
7.	Star Office Writer	3 days	375	-	-	-	-	-	-	-
8.	Open Office Writer	3 days	375	-	-	-	-	-	-	-
Spreadsheets										
9.	Microsoft Excel (Elementary & Intermediate)	2 days	250	-	-	21-22	9-10	6-7	1-2	5-6
10.	Microsoft Excel (Advanced)	2 days	250	-	-	28-29	16-17	13-14	15-16	19-20
11.	Star Office Calc	2 days	250	-	-	-	-	-	-	-
12.	Open Office Calc	2 days	250	-	-	-	-	-	-	-
Database										
13.	Microsoft Access (Elementary & Intermediate)	3 days	375	-	-	-	27-29	-	12-14	23-25
14.	Microsoft Access (Advanced)	3 days	375	-	-	-	-	10-12	-	-

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				SCHEDULE						
				-	-	SIBU	MIRI	MIRI	SIBU	BINTULU
NO.	COURSE TITLE	DURATION	COURSE FEES (RM)	JAN	FEB	MAY	JULY	AUG	OCT	NOV
Presentations										
15.	Microsoft PowerPoint Xtras	3 days	375	-	-	-	20-22	-	19-21	16-18
16.	Star Office Impress	2 days	250	-	-	-	-	-	-	-
17.	Open Office Impress	2 days	250	-	-	-	-	-	-	-
Internet & Web design										
18.	Understanding And Using The Internet	1.5 days	188	-	-	-	-	-	-	-
19.	Step-by-step: Creating Web page (using Netscape Composer)	3 days	375	-	-	-	-	-	-	-
20.	# Macromedia Dream Weaver	3 days	705	-	-	-	-	-	-	-
Specialized, Technical, Productivity tools										
21.	# Macromedia Flash	2 days	470	-	-	-	23-24	-	22-23	-
22.	# Adobe Photoshop	2 days	470	-	-	-	30-31	-	8-9	12-13
23.	# Microsoft Project	3 days	435	-	-	-	-	-	-	-
24.	# Microsoft Front Page	3 days	435	-	-	-	-	-	-	-
25.	# Technical: Learn To Configure & Troubleshoot your PC	4 days	580	-	-	-	-	-	-	-

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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