

## SAINS COMPUTER TRAINING PROGRAMME 2010 (KUCHING)

				SCHEDULE											
NO.	COURSE TITLE	DURATION	COURSE FEES (RM)	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
<b>Computer Appreciation</b>															
1.	Star Office Express - Writer + Calc + Impress	3 days	330	-	-	-	-	3-5	-	-	-	-	4-6	-	-
2.	Open Office Express - Writer + Calc + Impress	3 days	330	-	-	1-3	-	-	9-11	-	-	13-15	-	-	1-3
<b>Word processors</b>															
3.	Microsoft Word (Elementary & Intermediate)	3 days	330	-	8-10	-	-	3-5	-	5-7	-	-	4-6	-	-
4.	Microsoft Word (Advanced)	3 days	330	-	-	15-17	-	-	9-11	-	-	27-29	-	1-3	-
5.	Open Office Writer (Elementary & Intermediate)	3 days	330	-	-	-	5-7	-	-	12-14	-	-	-	-	-
6.	Open Office Writer (Advanced)	3 days	330	-	-	-	-	-	14-16	-	-	20-22	-	-	-
<b>Spreadsheets</b>															
7.	Microsoft Excel (Elementary & Intermediate)	2 days	230	-	4-5	-	-	-	17-18	-	2-4	-	7-8	-	-
8.	Microsoft Excel (Advanced)	2 days	230	-	-	-	-	24-25	-	8-9	-	23-24	-	11-12	-
9.	Open Office Calc (Elementary & Intermediate)	2 days	230	-	-	8-10	-	26-27	-	-	-	-	28-29	-	-
10.	Open Office Calc (Advanced)	2 days	230	-	-	-	-	-	-	15-16	-	-	-	-	8-10
<b>Database</b>															
11.	Microsoft Access (Elementary & Intermediate)	3 days	330	-	-	-	12-14	-	-	19-21	-	-	-	8-10	-
12.	Microsoft Access (Advanced)	3 days	330	-	-	-	-	-	28-30	-	-	20-22	-	-	13-15
13.	Open Office Base	3 days	330	-	-	-	-	24-26	-	-	-	-	-	22-24	-
<b>Presentations</b>															
14.	Microsoft PowerPoint (Advanced)	3 days	330	-	1-3	-	19-21	-	-	26-28	-	-	11-13	-	13-15

NO.	COURSE TITLE	DURATION	COURSE FEES (RM)	SCHEDULE											
				JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
15.	Open Office Impress	3 days	330	-	-	-	-	-	14-16	-	-	-	-	1-3	-
<b>Internet &amp; Web Design</b>															
16.	Understanding And Using The Internet	1.5 days	170	-	-	-	-	-	-	22-23	-	-	-	-	-
17.	Step-by-step: Creating Web page (using Netscape Composer)	3 days	330	-	22-24	-	-	12-14	-	-	16-18	-	-	-	-
18.	# Macromedia Dream Weaver	3 days	780	-	-	-	26-28	-	-	-	2-4	-	-	-	1-3
<b>Specialized, Technical, Productivity tools</b>															
19.	# Autocad 2009 - Essential	3 days	1,700	-	-	29-31	-	-	28-30	-	-	27-29	-	-	-
20.	# Autocad 2009 - Intermediate	3 days	1,700	-	-	-	26-28	-	-	26-28	-	-	25-27	-	-
21.	# Autocad 2009 – Creating 3D Models	3 days	1,700	-	-	-	-	17-19	-	-	23-25	-	-	22-24	-
22.	# Macromedia Flash	2 days	550	-	22-24	-	-	-	17-18	-	-	16-17	-	-	16-17
23.	# Adobe Photoshop	2 days	550	-	-	11-12	-	6-7	-	-	5-6	-	7-8	-	-
24.	# Microsoft Project (Elementary & Intermediate)	2 days	480	-	-	-	15-16	-	-	15-16	-	-	14-15	-	-
25.	# Microsoft Project (Advanced)	2 days	480	-	-	-	-	20-21	-	-	5-6	-	-	29-30	-
26.	# Technical: Learn To Configure & Troubleshoot your PC	4 days	650	-	-	22-25	-	-	21-24	-	-	-	18-21	-	-

**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

**Sarawak Information Systems Sdn. Bhd.** (213181-W)  
Level 3, Wisma Bapa Malaysia, Petra Jaya, 93502 Kuching, Sarawak, MALAYSIA  
Tel: (60) 82-444199 Fax: (60) 82-444211  
Email: service@sains.com.my  
Website: www.sains.com.my

**Pusat Latihan Teknologi Maklumat Sarawak**  
Ground Floor, Lot 369, Block 10,  
Jalan Tun Ahmad Zaidi Adruce,  
93150 Kuching, Sarawak  
Tel : (60) 82-239004 Fax : (60) 82-235522

Contact Person :  
**Agnes Chan / Jean Sim**  
Email : training@sains.com.my  
Website : http://www.sains.com.my/sains/services/ittraining.shtml