

**SAINS COMPUTER TRAINING PROGRAMME 2010 (SIBU & BINTULU)**

				SCHEDULE										
				MAY		JUNE		JULY	AUG	SEP	OCT	NOV	DEC	
NO.	COURSE TITLE	DURATION	COURSE FEES (RM)	BINTULU	SIBU	BINTULU	SIBU	BINTULU	SIBU	BINTULU	SIBU	BINTULU	BIINTULU	SIBU
<b>Computer Appreciation</b>														
1.	Star Office Express - Writer + Calc + Impress	3 days	375			21-23		5-7			4-6			
2.	Open Office Express - Writer + Calc + Impress	3 days	375		3-5									
<b>Word Processors</b>														
3.	Microsoft Word (Elementary & Intermediate)	3 days	375		17-19			19-21						
4.	Microsoft Word (Advanced)	3 days	375						2-4	20-22				
5.	Open Office Writer (Elementary & Intermediate)	3 days	375								7-8	11-12		
6.	Open Office Writer (Advanced)	3 days	375								21-22	25-26		
<b>Spreadsheets</b>														
7.	Microsoft Excel (Elementary & Intermediate)	2 days	250		6-7			8-9						
8.	Microsoft Excel (Advanced)	2 days	250		20-21			22-23	5-6	23-24				
<b>Database</b>														
9.	Microsoft Access (Elementary & Intermediate)	3 days	375								18-20	1-3		
10.	Microsoft Access (Advanced)	3 days	375									8-10		13-15
<b>Presentations</b>														
11.	Microsoft PowerPoint (Advanced)	3 days	375				14-16					22-24		

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<b>Internet &amp; Web design</b>														
12.	Understanding And Using The Internet	1.5 days	188											
13.	Step-by-step: Creating Web page (using Netscape Composer)	3 days	375											
14.	# Macromedia Dream Weaver	3 days	705										13-15	1-3
<b>Specialized, Technical, Productivity tools</b>														
15.	# Macromedia Flash	2 days	470										16-17	16-17
16.	# Adobe Photoshop	2 days	470			24-25	17-18							
17.	# Microsoft Project (Elementary & Intermediate)	2 days	435	10-11										
18.	# Microsoft Project (Advanced)	2 days	435	24-25										

**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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