

SAINS COMPUTER TRAINING PROGRAMME 2012 (KUCHING)

NO.	COURSE TITLE	DURATION	COURSE FEES (RM)	SCHEDULE											
				JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
Computer Appreciation															
1.	Star Office Express - Writer + Calc + Impress	3 days	365	-	-	-	-	-	-	-	-	-	-	-	-
2.	Open Office Express - Writer + Calc + Impress	3 days	365	-	-	-	-	-	6-8	-	-	-	1-3	-	-
Word processors															
3.	Microsoft Word (Elementary & Intermediate)	3 days	365	-	8-10	-	18-20	2-4	-	-	-	3-5	-	5-7	-
4.	Microsoft Word (Advanced)	3 days	365	-	-	5-7	-	14-16	-	2-4	-	-	3-5	-	3-5
5.	Open Office Writer (Elementary & Intermediate)	3 days	365	-	-	12-14	-	7-9	-	-	-	10-12	-	-	-
6.	Open Office Writer (Advanced)	3 days	365	-	-	-	2-4	-	11-13	-	-	-	-	12-14	-
Spreadsheets															
7.	Microsoft Excel (Elementary & Intermediate)	2 days	250	-	8-9	-	-	10-11	-	30-31	-	6-7	-	8-9	-
8.	Microsoft Excel (Advanced)	2 days	250	-	-	15-16	-	-	-	5-6	27-28	-	8-9	29-30	-
9.	Open Office Calc (Elementary & Intermediate)	2 days	250	-	-	-	9-10	-	14-15	-	-	-	15-16	-	-
10.	Open Office Calc (Advanced)	2 days	250	-	-	-	-	24-25	-	-	-	13-14	-	-	6-7
Database															
11.	Microsoft Access (Elementary & Intermediate)	3 days	365	-	-	19-21	-	-	18-20	-	-	19-21	-	19-21	-
12.	Microsoft Access (Advanced)	3 days	365	-	27-29	-	11-13	-	-	9-11	-	-	17-19	-	10-12
13.	Open Office Base	3 days	365	-	-	-	16-18	-	-	-	1-3	-	-	-	-
Presentations															
14.	Microsoft PowerPoint (Advanced)	3 days	365	-	20-22	-	-	21-23	-	2-4	-	-	22-24	-	17-19

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15.	Open Office Impress	3 days	365	-	-	-	23-25	-	25-27	-	-	-	-	-	12-14
Internet & Web Design															
16.	Understanding And Using The Internet	1.5 days	190	-	-	22-23	-	-	-	-	9-10	-	-	-	-
17.	Step-by-step: Creating Web page (using Netscape Composer)	3 days	365	-	-	26-28	-	-	-	16-18	-	-	-	-	-
18.	# Adobe Dream Weaver	3 days	800	-	13-15	-	-	-	-	25-27	-	-	29-31	-	-
Specialized, Technical, Productivity tools															
19.	# Autocad 2011 - Essential	3 days	1,900	-	20-22	-	2-4	28-30	-	2-4	1-3	10-12	22-24	-	-
20.	# Autocad 2011 - Intermediate	3 days	1,900	-	-	5-7	23-25	-	11-13	9-11	13-15	24-26	-	5-7	-
21.	# Autocad 2011 – Creating 3D Models	3 days	1,900	-	-	26-28	-	14-16	25-27	16-18	27-29	-	8-10	19-21	-
22.	# Adobe Flash	2 days	630	-	-	29-30	-	-	-	-	-	20-21	8-9	-	20-21
23.	# Adobe Photoshop	2 days	630	-	16-17	-	26-27	-	-	12-13	-	-	11-12	-	-
24.	# Microsoft Project (Elementary & Intermediate)	2 days	520	-	-	1-2	-	-	28-29	-	-	-	22-23	-	-
25.	# Microsoft Project (Advanced)	2 days	520	-	-	-	-	17-18	-	-	-	27-28	-	26-27	-
26.	# Technical: Learn To Configure & Troubleshoot your PC	4 days	680	-	-	-	2-5	-	18-21	-	-	24-27	-	5-8	-

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.

SBL Scheme Claimable
(Subject to HRDC approval)

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



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>