

**SAINS COMPUTER TRAINING PROGRAMME 2017 (KUCHING)**

NO.	COURSE TITLE	DURATION	COURSE FEES (RM)	SCHEDULE											
				JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
<b>Computer Appreciation</b>															
1.	Open Office Express - Writer + Calc + Impress	3 days	520.00	-	-	1-3	-	-	7-9	-	-	-	2-4	-	-
<b>Word Processors</b>															
2.	Microsoft Word (Elementary & Intermediate)	3 days	520.00	4-6	22-24	6-8	3-5	-	7-9	-	1-3	-	-	-	-
3.	Microsoft Word (Advanced)	3 days	520.00	16-18	-	20-22	-	24-26	-	12-14	-	4-6	-	1-3	-
4.	Open Office Writer (Elementary & Intermediate)	3 days	520.00	-	22-24	6-8	3-5	-	7-9	-	1-3	-	-	6-8	-
5.	Open Office Writer (Advanced)	3 days	520.00	-	-	20-22	-	24-26	-	12-14	-	4-6	-	13-15	-
<b>Spreadsheets</b>															
6.	Microsoft Excel (Elementary & Intermediate)	2 days	400.00	19-20	16-17	2-3	6-7	4-5	5-6	3-4	3-4	7-8	5-6	2-3	4-5
7.	Microsoft Excel (Advanced)	2 days	400.00	23-24	23-24	20-21	10-11	11-12	8-9	6-7	10-11	14-15	12-13	9-10	11-12
8.	Microsoft Excel (Functions & Formulas)	2 days	950.00	-	23-24	27-28	17-18	15-16	15-16	10-11	17-18	18-19	19-20	16-17	18-19
9.	Enhancing Pivot Table with Microsoft Excel	1 day	660.00	-	9	-	6	-	-	26	-	7	-	16	-
10.	BIG DATA Analytics with Microsoft Excel <b>(New!!!)</b>	2 days	1200.00	-	-	-	-	11-12	-	-	-	-	-	-	-
11.	VBA with Microsoft Excel <b>(New!!!)</b>	2 days	1200.00	-	-	30-31	-	-	12-13	-	-	-	-	-	-
12.	Financial Modelling with Microsoft Excel <b>(New!!!)</b>	2 days	1200.00	-	-	-	-	-	29-30	-	-	-	-	-	-
13.	Excel Dashboards & Interactive Reports <b>(New!!!)</b>	2 days	1200.00	-	-	-	-	8-9	-	-	-	-	-	-	-
14.	Open Office Calc (Elementary & Intermediate)	2 days	400.00	-	-	2-3	-	4-5	15-16	-	3-4	-	5-6	2-3	-
15.	Open Office Calc (Advanced)	2 days	400.00	-	-	20-21	-	11-12	-	6-7	-	-	-	9-10	-
<b>Database</b>															
16.	Microsoft Access (Elementary & Intermediate)	2 days	510.00	5-6	-	16-17	-	22-23	-	13-14	-	28-29	-	16-17	-
17.	Microsoft Access (Advanced)	2 days	510.00	-	2-3	-	27-28	-	15-16	-	24-25	-	-	23-24	-
18.	Open Office Base	2 days	510.00	-	-	16-17	-	22-23	-	13-14	-	28-29	-	-	-

NO.	COURSE TITLE	DURATION	COURSE FEES (RM)	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
<b>Presentations</b>															
19.	Microsoft PowerPoint (Advanced)	3 days	510.00	23-25	-	13-15	24-26	-	7-9	26-28	7-9	13-15	4-6	-	13-15
20.	Open Office Impress	3 days	510.00	-	-	13-15	-	-	7-9	-	7-9	-	4-6	-	13-15
<b>Internet &amp; Web Design</b>															
21.	# Adobe Dream Weaver	3 days	930.00	-	-	13-15	-	17-19	-	-	23-25	-	16-18	-	-
<b>Specialized, Technical, Productivity Tools</b>															
22.	# Autocad - Essentials	3 days	1950.00	-	1-3	1-3	3-5	3-5	5-7	5-7	1-3	4-6	2-4	1-3	-
23.	# Autocad - Intermediate	3 days	1950.00	-	8-10	6-8	10-12	15-17	12-14	12-14	7-9	11-13	9-11	6-8	-
24.	# Autocad – Advanced	3 days	1950.00	-	-	13-15	17-19	22-24	19-21	19-21	14-16	18-20	16-18	13-15	-
25.	# Autocad – Creating 3D Models	3 days	1950.00	-	-	1-3	24-26	-	-	26-28	21-23	25-27	23-25	20-22	-
26.	# Adobe Flash	3 days	815.00	-	15-17	6-8	3-5	-	19-21	-	28-30	-	-	27-29	-
27.	# Adobe Photoshop	3 days	815.00	16-18	-	13-15	10-12	-	-	5-7	-	25-27	-	22-24	-
28.	# GIMP (GNU Image Manipulation Program)	3 days	815.00	9-11	-	13-15	17-19	-	12-14	12-14	1-3	-	23-25	-	-
29.	# Microsoft Project (Elementary & Intermediate)	2 days	620.00	-	-	16-17	24-25	-	-	19-21	-	4-5	-	-	-
30.	# Microsoft Project (Advanced)	2 days	620.00	-	-	-	27-28	-	-	-	17-18	28-29	-	-	-
31.	# Technical: Learn To Configure & Troubleshoot your PC	4 days	880.00	-	13-16	-	24-27	-	-	17-20	-	-	23-26	-	-
32.	# Build Your PC With Raspberry Pi 3 <b>(New!!!)</b>	3 days	1299.00	-	-	-	19-21	24-26	-	-	23-25	-	16-18	-	-

**Discount Rates**

**1. Early Bird Registration**

- Register Three (3) weeks in advance before the course – 5%

**2. Group Discount**

- Register Three (3) persons and above – 5%

**3. Courses Discount**

- Register Three (3) courses and above – 5%

The 5% 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.
- **Course Fee is inclusive of GST @ 6%**

**SBL Scheme Claimable**  
(Subject to HRDF approval)

