

SAINS COMPUTER TRAINING PROGRAMME 2018 (KUCHING)

NO.	COURSE TITLE	DURATION	COURSE FEES (RM)	SCHEDULE											
				JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
Word Processors															
1.	Microsoft Word (Elementary & Intermediate)	3 days	600.00	-	26 – 28	5 – 7	2 – 4	-	6 – 8	-	1 – 3	-	-	-	-
2.	Microsoft Word (Advanced)	3 days	600.00	-	-	19 – 21	-	21 – 23	-	9 – 11	-	3 – 5	-	5 – 7	-
3.	Open Office Writer (Elementary & Intermediate)	3 days	600.00	-	26 – 28	5 – 7	2 – 4	-	6 – 8	-	1 – 3	-	-	12 – 14	-
4.	Open Office Writer (Advanced)	3 days	600.00	-	-	19 – 21	-	21 – 23	-	9 – 11	-	3 – 5	-	26 – 28	-
Spreadsheets															
5.	Microsoft Excel (Elementary & Intermediate)	2 days	450.00	-	1 – 2	1 – 2	5 – 6	3 – 4	7 – 8	5 – 6	6 – 7	6 – 7	4 – 5	1 – 2	3 – 4
6.	Microsoft Excel (Advanced)	2 days	450.00	25 – 26	8 – 9	8 – 9	12 – 13	10 – 11	21 – 22	12 – 13	13 – 14	13 – 14	11 – 12	8 – 9	10 – 11
7.	Microsoft Excel (Functions & Formulas)	2 days	950.00	-	27 – 28	22 – 23	19 – 20	17 – 18	25 – 26	19 – 20	27 – 28	20 – 21	18 – 19	15 – 16	17 – 18
8.	Enhancing Pivot Table with Microsoft Excel	1 day	660.00	-	5	-	5	-	-	24	-	25	-	29	-
9.	Open Office Calc (Elementary & Intermediate)	2 days	450.00	-	-	1 – 2	-	3 – 4	7 – 8	-	6 – 7	-	4 – 5	1 – 2	-
10.	Open Office Calc (Advanced)	2 days	450.00	-	-	8 – 9	-	10 – 11	-	12 – 13	-	-	-	8 – 9	-
Database															
11.	Microsoft Access (Elementary & Intermediate)	2 days	660.00	Available upon request											
12.	Microsoft Access (Advanced)	2 days	660.00	Available upon request											
13.	Open Office Base	2 days	660.00	Available upon request											

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Presentations															
14.	Microsoft PowerPoint (Advanced)	3 days	660.00	22 – 24	-	12 – 14	23 – 25	-	25 – 27	24 – 26	8 – 10	24 – 26	22 – 24	-	12 – 14
15.	Open Office Impress	3 days	660.00	-	-	12 – 14	-	-	25 – 27	-	8 – 10	-	22 – 24	-	12 – 14
Design & Productivity Tools															
16.	Autocad - Essentials	3 days	1950.00	-	5 – 7	5 – 7	2 – 4	7 – 9	6 – 8	2 – 4	1 – 3	3 – 5	1 – 3	5 – 7	-
17.	Autocad - Intermediate	3 days	1950.00	-	26 – 28	12 – 14	9 – 11	14 – 16	20 – 22	9 – 11	8 – 10	12 – 14	8 – 10	12 – 14	-
18.	Autocad – Advanced	3 days	1950.00	-	-	19 – 21	16 – 18	21 – 23	27 – 29	16 – 18	15 – 17	19 – 21	15 – 17	21 – 23	-
19.	Autocad – Creating 3D Models	3 days	1950.00	-	-	-	23 – 25	-	-	25 – 27	27 – 29	26 – 28	29 – 31	26 – 28	-
20.	Adobe Flash	3 days	850.00	Available upon request											
21.	Adobe Dream Weaver	3 days	930.00	Available upon request											
22.	Web Design using Dreamweaver & Flash (New!!)	4 days	1300.00	-	-	26 – 29	-	-	19 – 22	-	7 – 10	-	-	5 – 8	-
23.	Adobe Photoshop	3 days	850.00	-	-	12 – 14	16 – 18	-	-	16 – 18	-	26 – 28	-	12 – 14	-
24.	GIMP (GNU Image Manipulation Program)	3 days	850.00	-	-	12 – 14	16 – 18	-	-	16 – 18	1 – 3	-	22 – 24	-	-
25.	Microsoft Project (Elementary & Intermediate)	2 days	800.00	Available upon request											
26.	Microsoft Project (Advanced)	2 days	1000.00	Available upon request											

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)

