

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	566.00	-	26 – 28	5 – 7	2 – 4	-	6 – 8	-	1 – 3	-	-	-	-
2.	Microsoft Word (Advanced)	3 days	566.00	-	-	19 – 21	-	21 – 23	-	9 – 11	-	3 – 5	-	5 – 7	-
3.	Open Office Writer (Elementary & Intermediate)	3 days	566.00	-	26 – 28	5 – 7	2 – 4	-	6 – 8	-	1 – 3	-	-	12 – 14	-
4.	Open Office Writer (Advanced)	3 days	566.00	-	-	19 – 21	-	21 – 23	-	9 – 11	-	3 – 5	-	26 – 28	-
Spreadsheets															
5.	Microsoft Excel (Elementary & Intermediate)	2 days	424.00	-	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	424.00	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	896.00	-	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	622.00	-	5	-	5	-	-	24	-	25	-	29	-
9.	Open Office Calc (Elementary & Intermediate)	2 days	424.00	-	-	1 – 2	-	3 – 4	7 – 8	-	6 – 7	-	4 – 5	1 – 2	-
10.	Open Office Calc (Advanced)	2 days	424.00	-	-	8 – 9	-	10 – 11	-	12 – 13	-	-	-	8 – 9	-
Database															
11.	Microsoft Access (Elementary & Intermediate)	2 days	622.00	Available upon request											
12.	Microsoft Access (Advanced)	2 days	622.00	Available upon request											
13.	Open Office Base	2 days	622.00	Available upon request											

NO.	COURSE TITLE	DURATION	COURSE FEES (RM)	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
Presentations															
14.	Microsoft PowerPoint (Advanced)	3 days	622.00	22 – 24	-	12 – 14	23 – 25	-	25 – 27	24 – 26	8 – 10	24 – 26	22 – 24	-	12 – 14
15.	Open Office Impress	3 days	622.00	-	-	12 – 14	-	-	25 – 27	-	8 – 10	-	22 – 24	-	12 – 14
Design & Productivity Tools															
16.	Autocad - Essentials	3 days	1839.00	-	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	1839.00	-	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	1839.00	-	-	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	1839.00	-	-	-	23 – 25	-	-	25 – 27	27 – 29	26 – 28	29 – 31	26 – 28	-
20.	Adobe Flash	3 days	801.00	Available upon request											
21.	Adobe Dream Weaver	3 days	877.00	Available upon request											
22.	Web Design using Dreamweaver & Flash (New!!)	4 days	1226.00	-	-	26 – 29	-	-	19 – 22	-	7 – 10	-	-	5 – 8	-
23.	Adobe Photoshop	3 days	801.00	-	-	12 – 14	16 – 18	-	-	16 – 18	-	26 – 28	-	12 – 14	-
24.	GIMP (GNU Image Manipulation Program)	3 days	801.00	-	-	12 – 14	16 – 18	-	-	16 – 18	1 – 3	-	22 – 24	-	-
25.	Microsoft Project (Elementary & Intermediate)	2 days	754.00	Available upon request											
26.	Microsoft Project (Advanced)	2 days	943.00	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.

SBL Scheme Claimable
(Subject to HRDF approval)

