

INSTITUT LATIHAN PERINDUSTRIAN KEPALA BATAS

OFFICE HOUR ICT COURSES & SCHEDULES FOR THE YEAR 2008

MICROSOFT OFFICE WORD (BASIC + INTERMEDIATE)	
COURSE CODE	SC-1025
COURSE CONTENT	
Word 2003 Orientation	Working With The Page
Working With A Document	Managing Documents
Creating A Document	Headers And Footers
Getting Help	Table Features
Working With Text	Working With Tabs
Formatting Text	Working With Drawings
Creating Tables	Creating Everyday Documents
Working With Pictures	Columns
COURSE SCHEDULE	
19 - 20 Feb	01 - 02 July
11 - 12 Mar	22 - 23 July
01 - 02 Apr	12 - 13 Aug
22 - 23 Apr	07 - 08 Oct
13 - 14 May	28 - 29 Oct
10 - 11 Jun	25 - 26 Nov

MICROSOFT OFFICE POWERPOINT (BASIC + INTERMEDIATE)	
COURSE CODE	SC-1045
COURSE CONTENT	
An Orientation To Powerpoint	Delivering A Presentation
Beginning A Presentation	Charting Data
Formatting Text Slides	Custom Design Template
Modifying Objects	Charts And Diagrams
Adding Images	Creating Web Presentations
Adding Tables	Collaborating In Powerpoint
Adding Special Effects	
COURSE SCHEDULE	
04 - 05 Mar	15 - 16 July
25 - 26 Mar	05 - 06 Aug
15 - 16 Apr	26 - 27 Aug
06 - 07 May	21 - 22 Oct
27 - 28 May	11 - 12 Nov
24 - 25 Jun	16 - 17 Dec

MICROSOFT OFFICE EXCEL (BASIC + INTERMEDIATE)	
COURSE CODE	SC-1035
COURSE CONTENT	
Excel 2003 Orientation	Working With Functions
A Simple Workbook	Sorting
Simple Formulas	Editing Data
Copying And Filling	Charting
Formatting Cells	Filters
Adjusting A Worksheet	Linking Workbooks
Search & Replace	Selecting Ranges
COURSE SCHEDULE	
26 - 27 Feb	08 - 09 July
18 - 19 Mar	29 - 30 July
08 - 09 Apr	19 - 20 Aug
29 - 30 Apr	14 - 15 Oct
20 - 21 May	04 - 05 Nov
17 - 18 Jun	02 - 03 Dec

Course Duration:	2 Days
Time:	8.30 am ~ 4.30pm
Courses Fee:	RM 20.00
Venue:	Makmal Komputer 1
Food:	Provided (Tea Break & Lunch)
Accommodation:	Nor Provided

**Please submit your application forms 3 weeks earlier*

JADUAL KURSUS JANGKA PENDEK 2008 ILP KEPALA BATAS

KOD	TAJUK KURSUS	TARIKH	YURAN (RM)
SC-1025	Microsoft Office Word (Basic + Intermediate)	7 - 8 Oct	20.00
SC-1021	Microsoft Office Word - Basic	11-Oct	FREE
SC-1022	Microsoft Office Word - Intermediate	11-Oct	FREE
SC-2041	PC Assembly	11-Oct	FREE
SC-4011	Split Unit Air Cond Installation & Maintenance	11-Oct	FREE
SC-1035	Microsoft Office Excel (Basic + Intermediate)	14 - 15 Oct	20.00
SC-1031	Microsoft Office Excel - Basic	18-Oct	FREE
SC-1032	Microsoft Office Excel - Intermediate	18-Oct	FREE
SC-7011	AutoCAD 2D Design	18-Oct	60.00
SC-2011	PC Assembly and Software Installation	18 - 19 Oct	120.00
SC-5011	Basic PLC (OMRON)	18 - 19 Oct	120.00
SC-1045	Microsoft Office Powerpoint (Basic + Intermediate)	21 - 22 Oct	20.00
SC-1041	Microsoft Office Powerpoint - Basic	25-Oct	FREE
SC-1042	Microsoft Office Powerpoint - Intermediate	25-Oct	FREE
SC-6011	Basic Electric & Electronic Theory	25-Oct	60.00
SC-2021	Computer Networking	25 - 26 Oct	120.00
SC-5021	Hydraulic & Pneumatics	25 - 26 Oct	120.00
SC-7021	Basic Automation Using MPS	25 - 26 Oct	120.00
SC-1025	Microsoft Office Word (Basic + Intermediate)	28 - 29 Oct	20.00
SC-6031	Basic House Wiring	1-Nov	FREE
SC-2031	Adobe Photoshop	1 - 2 Nov	120.00
SC-3011	Basic Fiber Optics	1 - 2 Nov	120.00
SC-5031	Stepper Motor Control	1 - 2 Nov	120.00
SC-7031	Plant Control Safety	1 - 2 Nov	120.00
SC-1035	Microsoft Office Excel (Basic + Intermediate)	4 - 5 Nov	20.00
SC-1021	Microsoft Office Word - Basic	8-Nov	FREE
SC-1022	Microsoft Office Word - Intermediate	8-Nov	FREE
SC-2051	Software Installation and Maintenance	8-Nov	FREE
SC-3021	Macromedia Flash	8-Nov	120.00
SC-5041	C++ Programming	8-Nov	60.00
SC-6041	Install Water Heater	8-Nov	FREE

KOD	TAJUK KURSUS	TARIKH	YURAN (RM)
SC-7041	Handling Plant Operatrion System	8-Nov	60.00
SC-1045	Microsoft Office Powerpoint (Basic + Intermediate)	11 - 12 Nov	20.00
SC-1031	Microsoft Office Excel - Basic	15-Nov	FREE
SC-1032	Microsoft Office Excel - Intermediate	15-Nov	FREE
SC-6021	Single Phase Wiring	15 - 16 Nov	120.00
SC-1025	Microsoft Office Word (Basic + Intermediate)	17 - 18 Nov	Free
SC-1045	Microsoft Office Powerpoint (Basic + Intermediate)	17 - 18 Nov	Free
SC-1025	Microsoft Office Word (Basic + Intermediate)	19 - 20 Nov	Free
SC-1045	Microsoft Office Powerpoint (Basic + Intermediate)	19 - 20 Nov	Free
SC-1041	Microsoft Office Powerpoint - Basic	22-Nov	FREE
SC-1042	Microsoft Office Powerpoint - Intermediate	22-Nov	FREE
SC-1025	Microsoft Office Word (Basic + Intermediate)	24 -25 Nov	Free
SC-1045	Microsoft Office Powerpoint (Basic + Intermediate)	24 -25 Nov	Free
SC-1025	Microsoft Office Word (Basic + Intermediate)	26 - 27 Nov	Free
SC-1045	Microsoft Office Powerpoint (Basic + Intermediate)	26 - 27 Nov	Free
SC-1025	Microsoft Office Word (Basic + Intermediate)	1 - 2 Dec	Free
SC-1045	Microsoft Office Powerpoint (Basic + Intermediate)	1 - 2 Dec	Free
SC-1025	Microsoft Office Word (Basic + Intermediate)	3 - 4 Dec	Free
SC-1045	Microsoft Office Powerpoint (Basic + Intermediate)	3 - 4 Dec	Free
SC-1021	Microsoft Office Word - Basic	13-Dec	FREE
SC-1022	Microsoft Office Word - Intermediate	13-Dec	FREE
SC-2041	PC Assembly	13-Dec	FREE
SC-4011	Split Unit Air Cond Installation & Maintenance	13-Dec	FREE
SC-1025	Microsoft Office Word (Basic + Intermediate)	15 - 16 Dec	Free
SC-1045	Microsoft Office Powerpoint (Basic + Intermediate)	15 - 16 Dec	Free
SC-1025	Microsoft Office Word (Basic + Intermediate)	17 - 18 Dec	Free
SC-1045	Microsoft Office Powerpoint (Basic + Intermediate)	17 - 18 Dec	Free
SC-1031	Microsoft Office Excel - Basic	20-Dec	FREE
SC-1032	Microsoft Office Excel - Intermediate	20-Dec	FREE
SC-1041	Microsoft Office Powerpoint - Basic	27-Dec	FREE
SC-1042	Microsoft Office Powerpoint - Intermediate	27-Dec	FREE

INSTITUT LATIHAN PERINDUSTRIAN KEPALA BATAS

MODULAR COURSES & SCHEDULE

No.	COURSE DETAIL			FEES (RM)		Maximum Participant for Group Registration
	Code	Course Title	Duration (Hour)	Individual Registration	Group Registration	
1	SC-2011	PC Assembly and software installation	12	120	900	15
2	SC-2021	Computer Networking	12	120	900	15
3	SC-2031	Adobe Photoshpe	12	120	900	15
4	SC-3011	Macromedia Flash	12	120	900	15
5	SC-3021	Basic Fibre Optics	12	120	760	8
6	SC-3031	Multi Storage Building (MSB)	6	60	380	8
7	SC-3041	Residential Storage Building (RSB)	6	60	380	8
8	SC-4011	Split Unit AC Installation & Maintenance	12	120	800	10
9	SC-5011	Basic PLC - OMRON	12	120	760	8
10	SC-5021	Basic Hydraulics	6	60	380	8
11	SC-5031	Basic Pnumatics	6	60	380	8
12	SC-5041	Stepper Motor Control	12	120	760	8
13	SC-5051	Computer Programming	12	120	900	15
14	SC-5061	Soldering Techniques	6	60	450	15
15	SC-6011	Electric & Electronics Theory	6	60	500	20
16	SC-6021	Single Phase Wiring	12	120	800	10
17	SC-7011	AutoCAD 2D Design	12	120	900	15

* Food is provided : 2 meals (Tea Break + Lunch)

* For Group registration, date can be set by the customers

* For Individual registration, courses will be started once 6 or more participants has been registered. Date will be decided later.