

UPCOMING COURSES IN 2009 - COURSE OUTLINE

(1) BASIC COMPUTER (FOR BEGINNERS)

- Computer Basics & Internet
- Word
- Excel
- PowerPoint

(2) BASIC WORD

- Introduction to Microsoft Word
- Getting Started in Microsoft Word
- Setting Up Your Screen
- Working with Text, Graphics, and Text Boxes
- Viewing/Printing the Document
- Formatting
- Mail Merge...

(3) BASIC EXCEL

- Introduction to Microsoft Excel
- Spreadsheets, Worksheets and Workbooks
- Parts of the Excel Screen
- Working with Worksheets
- Creating a Spreadsheets
- Formatting
- Chart Terms and Basics
- Formulas and Functions...

(4) BASIC POWERPOINT

- Introduction to Microsoft PowerPoint
- Getting Started in Microsoft PowerPoint
- What Can You Do with PowerPoint?
- Creating a Presentation
- Creating and Editing Slides
- Design Template
- Inserting/Drawing/Animating Object
- Giving the Presentation...

(5) BASIC ACCESS

- Introduction To Microsoft Access
- Getting started in Microsoft Access
- Components of a Database
- Navigating in Access
- Entering Data/ Exporting Information/Saving Information in a Database
- Working with Tables, Forms, Queries and Reports...

(6) ADVANCED WORD

- Controlling Screen View
- Formatting Documents
- Newspaper-Style Column
- Working with Tables
- Forms
- File Security
- Recording and Running Macros
- Advanced Mail Merge
- Wizard and Templates

(7) ADVANCED EXCEL

- Working with Workbook
- Creating Formulae and Links
- Creating Graphics Objects
- Sorting and Filtering Data in a List
- Changing how you view your worksheet
- Protecting a Worksheet
- Creating a Form
- Working with Lookup Tables
- Formatting Numbers
- Using Pivot Table
- Using Analysis Tools
- Introducing Macro

(8) ADVANCED POWERPOINT

- Controls of Screen View
- Working with Text and Labels
- Using Drawing Tools
- Applying Clipart
- Applying Templates
- Working with Charts
- Animations and Sounds Effect on Slide Show
- Working with Word Art
- Presenting the Show

(9) ADVANCED ACCESS

- Advanced Tables
- Advanced Query
- Advanced Forms
- Advanced Reports
- Macros Basics

UPCOMING COURSES IN 2009 - COURSE OUTLINE

(10) TYPING

- Learn all the positions of the keys using correct fingering
- Raw Lessons
- Hand Lessons
- Finger Lessons
- Alphabetic Lessons
- Alphabetic and Number Lessons
- Keypad Lessons
- All-Keys Lessons
- Key-Review Lessons
- Reports on your progress

(11) PC HARDWARE MAINTENANCE

- Introduction to Basic Computer System
- What is Hardware?
- What is Software?
- Basic Knowledge on DOS
- Definition of the Different Components in the Computer System
- Precaution to be taken when setting up the computer system
- Knowledge of Viruses
- Solution to remove and protect your system against viruses
- Maintenance of your own system
- Basic troubleshooting of the computer
- Basic diagnosing and servicing of the computer system
- Practical training on setting up the computer system

(12) BOOK-KEEPING (ELEMENTARY)

- Introduction to Book-Keeping and Double Entry Applications
- Understanding Business Transactions, Recording Transactions Through Double Entry
- Cash Book – Payment & Receipt of Money
- Petty Cash Book and the Imprest System
- Sales DayBook and Purchase Day Book
- Purchase and Sales Returns
- General Journal
- Trial Balance
- Final Account – Trading & Profit and Loss Account
- Final Account – Balance Sheet
- Bank Reconciliation Statements
- Internal Examination

(13) BOOK-KEEPING (INTERMEDIATE)

- Advanced aspects of the syllabus for Book-keeping First Level
- Partnerships
- Limited Liability Companies
- Non-trading Organisation
- Control Accounts
- Consignment Accounts
- Branch Accounts
- Manufacturing Accounts
- Incomplete Records
- Suspense Accounts
- Bills of Exchange
- Treatment of Provision and Reserves
- Stock Valuation
- The preparation of final accounts
- Calculation and interpretation of ratios

(14) GLOBAL IMPORT & EXPORT PROCEDURES & DOCUMENTATION

- International Trade Practices
- Banking & Letter of Credit Inspection
- Documentary Collection
- Import & Export Procedures
- IE & Customs Procedures
- Goods & Services Tax
- Containerized Shipment & PSA Regulations
- Airfreight Procedures

(15) INTERNATIONAL TRADE INTERFACE WITH LOGISTICS & WAREHOUSING

- Importance of Purchasing relating to Import & Export Activities
- Distribution & Warehousing Functions
- Roles of Transportation