

BASIC LEVEL COURSES

Computer Fundamentals (16 hours)

This Introductory course is designed to provide an overview on computer fundamentals and the use of Internet to persons without prior knowledge on using a computer. It introduces office productivity tools for work, presentation, calculations, Internet surfing, information search and the Windows operating system. Participants are able to associate different type of hardware devices and software packages commonly used in our daily lives.

Digital Media Fundamentals (12 hours)

This module is designed to raise the Trainee's interests in using a range of computer based digital media to capture, manipulate and refine music, photographs and video clips. Trainees are taught how to choose and use a digital camera for taking photographs and edit or enrich such media files using a variety of digital processing tools. They will also learn how to use the Microsoft Windows Movie Maker to capture video clips and audio to their computers, import digital media files, add special effects and save movies.

Internet and World Wide Web Fundamentals (12 hours)

As Internet and World Wide Web become pervasive and easily accessible to the general public, this module teaches trainees to explore the Web, use search engines, printing Web pages, cyberspace security, work with web mail, and social networking site (e.g Facebook).

Web Design Fundamentals (16 hours)

Trainees are able to learn the full end-to-end process on Web page design, from the basics of HTML to concepts of design and building a Web site, the anatomy of a typical Web page to creating a simple Web page incorporating multimedia files. The emphasis is to teach sound principles for designing Web sites where paper prototypes are frequently used with HTML coding that serves as a solid grounding for Trainees to create a moderately complex home page that they can post to the Web.

Word Processing Fundamentals (16 hours)

Word processor is an important office tool used to write and revise personal and business documents, from simple letters and memorandums to complex documents. Trainees begin by drafting and editing simple Word documents to using templates and techniques for complex formatting which include page margins, paragraph indenting, spacing, tab settings, page numbering, page setup, headers and footers. Trainee will also learn to incorporate multimedia files, columns, tables, view documents in Web preview, save Word files as Web pages and sending a Word document as an email attachment.

Presentation Fundamentals (12 hours)

In this module, trainees are taught what electronic presentations are, from creating a simple slide show to captivating presentation show with basic slide animation. Trainees can use design templates to develop their skills, and they will learn to enhance their presentation with animation.

Database Fundamentals (16 hours)

This is the first module on database management system and Trainees are introduced to relational database using MS Access. Topics include creating tables, forms, reports, edit and modify tables, data storage in tables, create and run queries, specify criteria, create calculated fields and multiple-table queries. This module ends with an exercise on creating a report using different methods, add controls, format and create calculated controls.

Spreadsheet Fundamentals (12 hours)

Spreadsheets are the second most commonly used software in offices around the world. In this basic module, Trainees learn how to create worksheets, edit data, building charts, print and publishing a spreadsheet to the Web. They will also learn to format rows, columns, cells, familiarize with margins, page breaks, hide and unhide data, add and delete worksheets in a workbook, use formulae, link workbooks, revise and print charts, create hyperlinks and other advanced functions in MS Excel.

Internet & Blogging (12 hours)

Basic Internet & Blogging is structured to equip the trainees with basic web surfing and blogging skills. In the first part of this course the trainees will learn the basic skills necessary to surf the web and to find information online. The next part of the course will introduce the trainees to blogging by letting them sign up for a blog account and the how-to to create a basic blog.

PC Upgrading (PC Hardware) (12 hours)

PC Hardware is a course design to introduce the trainees to the basics of computer hardware and the common jargons used in computer technology, as well as how to disassemble and assemble a PC.

PC Maintenance (Software & Troubleshooting) (12 hours)

In the beginning of the course, trainees will learn to perform tasks, such as partitioning and formatting, to prepare the hard disk for installation. After which, they will learn to install software, such as Microsoft Windows and Office applications. They will also learn to perform maintenance tasks, such as Disk Cleanup and Disk Defragmentation, to keep their PC in good condition. Trainees will also learn facts about the current threats and the available solutions.

Online Social Networking (12 hours)

Trainees will be introduced to various popular online social networking sites such as Facebook, My Space, Twitter, etc and be taught on the concepts, applications, ethics of using such websites.

INTERMEDIATE LEVEL COURSES

Dreamweaver I (Web Design I) (16 hours)

This module is designed to lead you through the process of creating an attractive and functional website using a suitable Internet editing tool. Trainees will learn the various stages of web creation cycle and resources needed for website development. In addition, the concept of Web accessibility will also be introduced to the trainees.

Dreamweaver II (Web Design II) (16 hours)

In this module, HTML coding is taught on how to turn web-pages into powerful, data-driven web applications. In addition, the concept of JavaScript and CSS will also be introduced to enhance the web pages. Trainees will also learn to use the Dreamweaver behaviors panel to create jump menus, swap images, pop-up windows, play sound, validate forms and to add interactivity to their site.

Prerequisite: Trainees should have completed Dreamweaver I (Web Design I).

Illustrator (12 hours)

Adobe Illustrator is a vector based imaging software ideal for drawing and illustrations for printing a video or web. Its postscript output allows crisp printouts from small to large format and produces excellent colour accuracy, be it spot or process colours. In this course, trainees will learn the basics of Illustrator and at the end of the course, be able to create digital designs using Illustrator.

Illustrator Master (12 hours)

Trainees will discover the power short cuts for quick execution of commands. Trainees will also learn advanced drawing techniques such as how to apply gradient mesh, handle clipping masks & in-panel appearance editing, warp, liquify and distort artwork as well as distribute objects accurately in a circular ring. At the end of this module, trainees will also be able to create various effects such as concentric borders with a special mathematical formula, inter-locking objects, turning 2D shapes into 3D objects complete with graphic mapping, etc.

Prerequisite: Trainees should have completed Illustrator.

Flash Professional Basic (Web Animation I) (16 hours)

This module is part of a series of modules that provides the knowledge and hands-on practice needed to create rich Flash content. Trainees will produce an engaging interface using text, graphics, animations, video, and sound. In addition to teaching essentials, the module focuses on teaching best practices for creating Flash content.

Flash ActionScript Basic (Web Animation II) (16 hours)

This is the first part of a two-part module aim to equip Trainees with adequate knowledge to design an interactive animation. ActionScript provides experienced Flash designers with the knowledge and hands-on practice they need to create dynamically generated event-driven animation and interactive games with Flash. The Module teaches fundamental programming techniques. It begins by introducing core concepts including instance names, variables, functions, properties, and methods; then proceeds through conditions, loops, event handling, and animating with ActionScript.

Prerequisite: Trainees should have completed Flash Professional Basic (Web Animation I).

Flash ActionScript Advanced (Web Animation III) (16 hours)

In this module, trainees who have completed Web Animation and Scripting 1 will learn to build a more flexible and dynamic design-based Flash content. This module focuses on teaching Trainees more advanced ActionScript that will remove a reliance on Timeline-based visual tools. Trainees will learn to generate dynamic design and navigation elements that cannot be created without ActionScript.

Prerequisite: Trainees should have completed Flash ActionScript Basic (Web Animation II).

Photoshop Basic (Digital Imaging I) (16 hours)

In this course, trainees work with image creation and editing using Photoshop. It allows them to understand the different tools and features available in Photoshop CS4 to maximise their creative potential. They will explore the Photoshop interface and use several tools for selecting parts of images, and will move, duplicate, and resize images.

Photoshop Advanced (Digital Imaging II) (16 hours)

In this course, trainees will learn to use layers, and to apply layer effects and filters to create special effects. Additionally, you will use painting tools and blending modes to create shading effects, and will perform adjustments to contrast and color balance. Finally, you will save images in formats for print and web use. In this course, you'll work with several tools and features to edit images using Photoshop CS4.

Prerequisite: Trainees should have completed Digital Imaging I.

Photoshop Master (Digital Imaging III) (12 hours)

Trainees will learn about hardware configuration for optimum performance as well as managing RAM allocation to free up RAM. Trainees will also be taught on using color range for advanced colour selection, creating smooth transitions for “difficult” objects like fire flames, clouds and water including how to reduce halos. Other major topics covered shall include nondestructive editing, the unusual ways to bring out details of images using High Pass filter and Paint Brush tool and the art of creating montages.

Prerequisite: Trainees should have completed Photoshop Advanced.

Open Source Digital Imaging - GIMP (12 hours)

Trainees will gain a knowledge of simple image transformation through scaling, cropping, rotating images, etc, and to prepare image files for the Web. Trainees will also learn feathering, layering, working with selection, brushes, patterns and using different tools to transform images, etc.

Digital Photography (12 hours)

Trainees will have hands-on experience in metering and exposure, framing and angle capturing, how to transfer photos from storage card to computer and basic photo editing.

HTML Basic (16 hours)

HTML is the universal Hyper Text Markup Language for the Web. HTML lets the trainees format text, add graphics, create links, input forms and tables that will allow any browser to read and

display. In this course, the concept of Web accessibility and Web Accessibility Initiative (WAI) of W3C will also be introduced. This HTML tutorial takes you through the steps to building a Website. You'll start out with the basic tags for a page, adding text and graphics to a webpage and much more.

HTML Advanced (16 hours)

HTML is the universal Hyper Text Markup Language for the Web. HTML lets you format text, add graphics, create links, input forms and tables that will allow any browser to read and display. This course will teach you how to use HTML to create your own good quality and easy to access website. You will also learn tips that will make your site more popular and easier to maintain. At the end of the course, trainees would have learn the ways to develop impressive web pages that abides to the Web Accessibility Initiative (WAI) of W3C.

Prerequisite: Trainees should have completed HTML Basic.

Cascading Style Sheets Basic (16 hours)

Cascading Style Sheets is a course that is designed for beginners or prospective web designers who want to use Cascading Style Sheets to create and maintain websites, or those wishing to establish a strong foundation in CSS in order to communicate effectively with site designers and content specialists. To take this course, you should have a complete understanding of HTML language. After completing this course, you will be able to understand Cascading Style Sheets basics, control fonts, margins, borders and outlines.

Prerequisite: Trainees should have a good understanding of Web Design concepts and HTML coding.

Cascading Style Sheets Advanced (16 hours)

Cascading Style Sheets is a course that is designed for advanced web designers who want to use Cascading Style Sheets to create more fanciful websites. To take this course, you should have a complete understanding of HTML and basic CSS languages. After completing this course, you will be able to optimize element positioning, classification, dimension and visibility.

Prerequisite: Trainees must have completed Cascading Style Sheets Basic.

JavaScript Basic (16 hours)

This hands-on JavaScript training course provides the knowledge necessary to design and develop dynamic web pages using JavaScript. It introduces trainees to JavaScript and how the language can be used to turn static HTML pages into dynamic, interactive web pages. Trainees will learn the syntax of the JavaScript language and how client-side scripts interact with server-side programs. Hands-on exercises are performed throughout each day to demonstrate key concepts. At the end of this class, participants will have the knowledge necessary to utilize the power of JavaScript to provide dynamic content on their web sites.

Prerequisite: Trainees must have completed HTML Advanced course.

JavaScript Advanced (16 hours)

This hands-on JavaScript training course builds on the knowledge acquired in the basic course to design and develop dynamic web pages using JavaScript. It introduces topics such as the Document Object Model, form validation, cookies, how to create functions, how to find and manipulate existing JavaScripts, and how to create your own JavaScripts.

Prerequisite: Trainees must have completed JavaScript Basic.

Video Editing - Storyboarding (16 hours)

This course will unravel what storyboarding is all about. Trainees will also get to know what actually happens behind the scene during filming as well as learn about the various camera angles being used. Trainees will also be taught on post production workflow and film log time code. At the end of the course, trainees should have a basic understanding of the aspects of storyboard, filming techniques and an overview of video post production.

Video Editing - Premiere (16 hours)

This is a continuation to Storyboarding course. Trainees will be taught on video standards and formats, using of video transition, the basic video effects and how to convert layers. Trainees will also gain an in depth understanding on layer properties, linear and temporal interpolation as well as exporting for web and DVD.

InDesign (16 hours)

The focus of this course is to accelerate productivity to help trainees produce publication with speed and precision. Trainees will learn how to create documents such as setting and shaping of a layout of a publication, handling text and typography using Story Editor, drawing and applying colours to the pages, asset and file management such as importing graphic from other programs. Trainees shall complete this module by learning how to print a publication though understanding the processes of digital printing.

Song Arrangement Basic (12 hours)

This course consists of 2 modules & each module will consist of 6 training sessions at 1 hour/session. Trainees will be introduced to music technologies like MIDI in/out ports, selecting patches & MIDI devices. Trainees will also learn how to produce music though drum programming, using of Softsynths, etc. Trainees will also acquire techniques like chord formation, applying musical loops in an arrangement, sound balancing, microphone setup, etc.

Song Arrangement Intermediate (12 hours)

This course consists of 2 modules & each module will consist of 6 training sessions at 1 hour/session. This is a continuation into intermediate level of song arranging and focuses on how to create musical styles that would enhance musical arrangements for different context in events like product launches, jingles, commercial music, etc. Trainees will be able to create music blogs with optimized music file formats & perform song analysis of the song files.

Digital Piano Basic (24 hours)

This course consists of 4 basic modules & each module will consist of 6 training sessions at 1 hour/session. This is an entry level course for students with no prior music background as it prepares them with the basics in reading music as well as technique to play the piano or keyboard. The objective of this course is to enable students to play the piano and experience "live" performance, reading music and recording in a fun way through the use of technology. Trainees also learn how to create and convert music files to MP3, make their own ringtones from the music they play and even upload their performance files onto their own Blog pages.

Digital Piano Intermediate (24 hours)

This course consists of 4 basic modules & each module will consist of 6 training sessions at 1 hour/session. This is a continuing course to the Digital Piano (Basic) and further equips trainees with knowledge and technical skills in "Pop" piano-style playing enhanced with the use of computers & internet technology. Trainees will get the hands-on experience of recording their own musical performance, converting music files to MP3 or ringtones, cutting a CD album, showcasing on the internet as well as application of "pop" chords and piano style accompaniment. This level is a course for students with prior keyboard background of at least 1 year or equivalent.

Effective Computer-Assisted Learning Course (20 hours)

This course is catered to people with dyslexia where they will learn to use assistive technology to develop strategies in coping with dyslexia which is a life-long learning difficulty. It is designed to teach study and examination skills to students with dyslexia who are preparing for a public examination. This is in hope that they can apply these skills independently. Consequently, they may translate into better examination results for the students.

Online Marketing - Google Analytics (16 hours)

This module includes discussion on the technical implementation of Google Analytics on a site & the KPI metrics the management needs to deduce an ROI. Trainees will also learn how to create appealing & effective functioning websites including the proper usage of Facebook, Twitter, Youtube, etc., and how to use them as marketing tools. Trainees will also be taught on Wordpress & how to integrate their website designs into Wordpress.

Desktop Publishing (16 hours)

Trainees will be able to use a DTP tool to create newsletters, advertisements, books, brochures and other marketing materials at the end of the course. Valuable techniques and timesaving tips will be shared to make the Trainee more productive and efficient through hands-on experience on various features found in DTP tool. This module will ends with a project on Newsletter design or similar professional standing.

Microsoft Certified Application Specialist Word 2007 (16 hours)

Microsoft Office Word 2007 teaches trainees how to work with different types of documents using a variety of features to create, modify and format common business reports such as letters, reports, forms and newsletters. This course is designed for those people who require the skills necessary to use a word processing program on a daily basis in a business environment.

Microsoft Certified Application Specialist Excel 2007 (16 hours)

Microsoft Office Excel 2007 teaches trainees how to work with worksheets and workbooks to analyze data using a variety of features to create, modify and format common business reports such as budgets, inventory reports, invoices and charts. This course is designed for those people who require the skills necessary to use a spreadsheet program on a daily basis in a business environment.

Microsoft Certified Application Specialist PowerPoint 2007 (16 hours)

Microsoft Office PowerPoint 2007 teaches trainees how to create and manage presentations using a variety of commands and functions to create different items such as pictures, text boxes, shapes to enhance the text in the presentation. The course is designed for computer users who require the skills necessary to use a presentation program on a daily basis in a business environment.

Microsoft Certified Application Specialist Outlook 2007 (16 hours)

Microsoft Office Outlook 2007 teaches trainees how Outlook is structured, how to use the various modules to coordinate communications and collaborations with others. Modules covered in this course include Mail, Calendar, Contacts, Tasks and Notes. Also included are some advanced features commonly used for collaboration purposes such as sharing calendars, using RSS Feeds, adding address lists or sending out office notices.

Microsoft Certified Application Specialist Access 2007 (16 hours)

Microsoft Office Access 2007 teaches trainees how to create simple database objects including tables, forms, reports and queries, using a variety of commands, functions and Microsoft Office Access 2007 capabilities. The course is designed for computer users who are new to database programs or who only plan to use Access occasionally.