

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 electronic mail (Web Mail or MS Outlook), instant messaging software, newsgroups and create simple Web pages with Microsoft FrontPage.

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 high powered multimedia presentation shows. Trainees can use design templates and slide masters to develop their skills, next they learn presentation with animation, sounds, video clips, graphics and various automated features. Finally, Trainees learn various techniques for collaborative presentation using hyperlinks and publish their works on the Web.

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 (8 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.

Intermediate Level Courses

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.

Web Design II (16 hours)

In this module, HTML coding is taught on how to turn web-pages into powerful, data-driven web applications. Trainees will be competent in database design, writing simple SQL queries and have a working knowledge of Internet backend scripting.

Graphic Design (16 hours)

As a webpage designer, it is unavoidable to use graphics to create an attractive webpage. This module aims to introduce the functional and formal design aspects of contents display and key messages required to deliver on a typical webpage. A tool is introduced to Trainees that gives powerful new creative options, easier access and the versatility to quickly produce flexible graphics for print and web. A well polished and professional-looking web design is expected.

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.

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.

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.

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 CS2 to maximize 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..

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 CS2

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.

Basic HTML Coding (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 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.

Intermediate HTML Coding (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.

Microsoft Certified Application Specialist Word 2007 (48 hours)

Microsoft Office Word 2007 teaches the new information worker 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.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for the Microsoft Certified Application Specialist Exam #77-601.

Microsoft Certified Application Specialist Excel 2007 (48 hours)

Microsoft Office Excel 2007 teaches the new information worker 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 to manage and audit numerical reports.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for the Microsoft Certified Application Specialist Exam #77-602.

Microsoft Certified Application Specialist PowerPoint 2007 (24 hours)

Microsoft Office PowerPoint 2007 teaches the new information worker 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.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for the Microsoft Certified Application Specialist Exam #77-603.

Microsoft Certified Application Specialist Outlook 2007 (24 hours)

Microsoft Office Outlook 2007 teaches the new information worker 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 or office notices.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for the Microsoft Certified Application Specialist Exam #77-604.

Microsoft Certified Application Specialist Access 2007 (24 hours)

Microsoft Office Access 2007 teaches the new information worker 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.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for the Microsoft Certified Application Specialist Exam #77-605.