

# ICT PROGRAMME FOR THE YEAR 2017

Code	Course	Duration (Days)	Fee (RM)
K1	MICROSOFT WORD 2010 / 2013 / 2016	2	150
K2	MICROSOFT EXCEL 2010 / 2013 / 2016	2	150
K3	MICROSOFT POWERPOINT 2010 / 2013 / 2016	2	150
K4	MICROSOFT OFFICE PACKAGE (WORD,EXCEL & POWERPOINT)	6	400
K5	MICROSOFT OUTLOOK 2010 / 2013 / 2016	2	150
K6	MICROSOFT ACCESS 2010 / 2016	2	150
K7	MICROSOFT PUBLISHER 2016	2	150
K8	WINDOWS 7 / 8 / 10 - SETUP AND MAINTENANCE	1	150
K9	ADOBE PHOTOSHOP CS5 / CS6	2	150
K10	ADOBE ILLUSTRATOR CS5 / CS6	2	150
K11	ADOBE INDESIGN CS5	2	150
K12	INTERNET AND EMAILING	1	150
K13	OPENOFFICE PACKAGE	6	450
K14	PC REPAIR AND MAINTENANCE	1	150
K15	COMPUTER NETWORKING BASICS	1	150
K16	WEB DESIGN AND ADMINISTRATION	3	450
K17	HOW TO RUN ONLINE BUSINESS / MARKET YOUR BUSINESS	1	300
K18	3D DESIGN AND MODELLING with GOOGLE	3	300
K19	AUTOCAD 2015 TUTORING - LEVEL 1 2D	2	700
K20	AUTOCAD 2015 TUTORING - LEVEL 2 3D	2	750
K21	PHOTO RETOUCHING & RESTORATION	1	150
K22	FUNDAMENTAL OF AUDITING – 2 DAY COURSE	2	1000
K23	FUNDAMENTAL OF TAXATION – 2 DAY COURSE	2	1000
K24	VIDEO EDITING AND CREATION WITH MOVIE MAKER 2	1	150
K25	DATA AND FILE PROTECTION AGAINST HACKERS AND VIRUSES	1	150
K26	CLOUD COMPUTING WITH ANDROID AND APPLE	1	250
K27	SOLIDWORKS 2012 LEVEL 1 - ESSENTIALS	2	600
<b>Soft Skills</b>			
K27	Director's Duties In The Content Of The Companies Act 1965	2	1000
K28	Malaysian Tax Computation	2	1000
K29	Managing Finance in a SME	2	1000
K30	Practice Guide in Preparing A Bank Dossier	2	1000

**Our Facilities here :-**

1. MULTIMEDIA TRAINING LAB WITH INTERNET ACCESS (AIR-CONDITIONED) - up to 14 pax per session
2. PANTRY AND SURAU
3. PARKING SPACE AVAILABLE ALL DAY
4. ACCESS TO EATERIES AROUND THE FACILITY
5. AIR CONDITIONED TRAINING ROOM WITH WHITEBOARD AND PROJECTOR (available for rental too)

*We also cater for group training up to 14 pax (special training discount)*

**Please call 05-2551559 (Ms.Suba / Cik Rina / Mr.Kana) for  
more information or enquiries**

**KOMPAS INTERNATIONAL COLLEGE (Approved HRDF Training Provider)**

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