



# COMPUTER APPLICATIONS TRAINING PROGRAMME 2023



## MICROSOFT OFFICE

Course Title	Level	Pax	Day(s)	Price (RM)
Microsoft Access- Office 365	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Access - 2019	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Access 2016	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Access 2013	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Access 2010	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Excel -Office 365	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Excel 2019	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Excel 2016	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Excel 2013	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Excel 2010	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500

- 1) Available for upon request
- 2) Available for online training
- 3) Classes commence from 9:00am to 5:00pm
- 4) Claimable under Pembangunan Sumber Manusia (PSMB) through SBL-KHAS



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Course Title	Level	Pax	Day(s)	Price (RM)
Microsoft Word - Office 365	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Word 2019	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Word 2016	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Word 2013	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Word 2010	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft PowerPoint- Office 365	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft PowerPoint 2019	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft PowerPoint 2016	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft PowerPoint 2013	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft PowerPoint 2010	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500

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Training Programme January — December 2023

Tel : 1700-81-7694 / 03-7877 7692 / 012-7717692 / 018-7767694 Fax : 03-7865 6619

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## MICROSOFT OFFICE

Course Title	Level	Pax	Day(s)	Price (RM)
Microsoft Outlook - Office 365	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Outlook 2019	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Outlook 2016	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Outlook 2013	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Outlook 2010	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Project - Office 365	Part 1	1	1	500
	Part 2	1	1	500
Microsoft Project 2019	Part 1	1	1	500
	Part 2	1	1	500
Microsoft Project 2016	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Project 2013	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Project 2010	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500

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## MICROSOFT OFFICE

Course Title	Level	Pax	Day(s)	Price (RM)
Microsoft Publisher - Office 365	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Publisher 2019	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Publisher 2016	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Publisher 2013	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Publisher 2010	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Visio 2019	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Visio 2016	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Visio 2013	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Microsoft Visio 2010	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500

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## MICROSOFT WINDOWS

Course Title	Level	Pax	Day(s)	Price (RM)
Windows 8.1 Pro	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500
Windows 10 Pro	Foundation	1	1	500
	Intermediate	1	1	500
	Advanced	1	1	500

## ADOBE

Course Title	Level	Pax	Day(s)	Price (RM)
Adobe Acrobat ( Latest Vision)	Foundation	1	2	1160
	Advanced	1	2	1160
Adobe Acrobat ( Latest Vision)	Foundation	1	2	1160
	Advanced	1	2	1160
Adobe After Effects (Latest Vision)	Foundation	1	2	1160
	Advanced	1	2	1160
Adobe Flash (Latest Vision)	Foundation	1	2	1160
	Advanced	1	2	1160
Adobe Dreamweaver (Latest Vision)	Foundation	1	2	1160
	Advanced	1	2	1160
Adobe Illustrator (Latest Vision)	Foundation	1	2	1160
	Intermediate	1	2	1160
	Advanced	1	2	1160

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## ADOBE & AUTOCAD

Course Title	Level	Pax	Day(s)	Price (RM)
Adobe Photoshop (Latest Vision)	Foundation	1	2	1160
	Advanced	1	2	1160
Adobe Premiere Pro ( Latest Vision)	Foundation	1	3	1740
	Advance	1	2	1160
AutoCAD ( Latest Vision)	Foundation	1	3	1740
	Intermediate	1	3	1740
	Advanced	1	3	1740

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