

PENGENALAN KOMPUTER

004008

OBJEKTIF

Di akhir kursus ini, peserta-peserta akan memperolehi pengetahuan dan kemahiran mengenai:

- Konsep teknologi maklumat, elemen-elemen dan implikasinya;
- Mengenal apa dia komputer, komponen-komponennya dan bagaimana ianya berfungsi;
- Asas teknologi-teknologi yang lain seperti Internet, Telekomunikasi, Multimedia dan Network;
- Penggunaan program Microsoft Windows dan pengendalian fail-fail dan folder di dalam komputer melalui program Windows Explorer.

KANDUNGAN

BAHAGIAN I - PENGENALAN KEPADA TEKNOLOGI MAKLUMAT

MODUL 1 : Konsep Teknologi Maklumat

MODUL 2 : Mengenal Komputer

MODUL 3 : Konsep Teknologi-Teknologi dan Perhubungan

BAHAGIAN II - PENGENALAN KEPADA DESKTOP DAN PENGURUSAN FAIL-FAIL DAN FOLDER-FOLDER MENGGUNAKAN MICROSOFT WINDOWS

MODUL 1 : Mengubahsuai Desktop

MODUL 2 : Bekerja dengan Fail-Fail dan Folder-Folder

- Membuka Fail atau Folder
- Menyimpan Fail
- Memindah Fail atau Folder
- Membaharui nama beberapa Fail
- Mencipta Folder Baru
- Menyalin Fail atau Folder
- Menyalin Fail atau Folder ke Floppy Disk
- Menukar nama Fail atau Folder
- Menghapus Fail atau Folder
- Menghapus dan mengembalikan Fail-Fail dalam Recycle Bin
- Memindah maklumat di antara Dokumen
- Menyimpan Fail dengan nama dan format berlainan
- Mengubah Program yang membuka Fail
- Memaparkan isi kandungan Folder Sistem
- Menjadikan kesemua Folder kelihatan sama
- Menunjukkan Fail dan Folder Tasks di dalam Windows Explorer
- Mencari Fail-Fail yang hilang

PROGRAM LATIHAN 'ICT' & KEMAHIRAN PERKEMBANGAN

KANDUNGAN

MODUL 3 : Mengurus Windows

MODUL 4 : 'Logging On' dan 'Logging Off' Windows

MODUL 5 : Senarai Kekunci Pintas Windows

BAHAGIAN III - PENGENALAN KEPADA PROGRAM MICROSOFT OFFICE

MODUL 1 : Microsoft Office

MODUL 2 : Asas Mengendalikan Dokumen

FASILITATOR

- Haji Said bin Haji Yussof
- Siti Rozidah binti Jalani
- Hajah Dy Maimunah binti Haji Awg Hussin
- Rusidah binti Haji Hidup

KUMPULAN SASARAN

Kumpulan Maksima: 12 atau 18 peserta

Calun-calun peserta hendaklah terdiri dari:

- Pegawai dan Kakitangan dari Bahagian III, IV dan V

PRA-SYARAT

Calun-calun peserta yang layak adalah seperti berikut:

- Tidak ada kemahiran dan pengalaman menggunakan komputer tetapi jenis dan tempat kerja memerlukan kemahiran menggunakan komputer;
- Tidak ada kemahiran dan pengalaman menggunakan komputer;

PROGRAM LATIHAN 'ICT' & KEMAHIRAN PERKEMBANGAN

BAHASA PENGHANTAR

Bahasa Melayu

JANGKAMASA

2 hari

TARIKH

Jan, Feb, Mac April Mei, Jun

METODOLOGI

Program ini akan disampaikan secara:

- Ceramah
- Perbincangan
- Demonstrasi
- Latihan Praktikal
- Kajian-Kes

PEMROSESAN KATA 001001

OBJEKTIF

Di akhir kursus ini, peserta-peserta akan memperolehi pengetahuan dan kemahiran mengenai:

- Peranan dan ciri-ciri Microsoft Word;
- Mencipta dan mengulang dokumen;
- Asas pengendalian dan memformat permukaan dokumen;
- Asas pengendalian dan memformat teks dan paragraf;
- Asas pengendalian grafik;
- Asas pengendalian rangka jadual;

KANDUNGAN

BAHAGIAN I - PENGENALAN KEPADA MICROSOFT WORD

MODUL 1 : Fungsi dan Ciri-ciri Microsoft Word

MODUL 2 : Mengetahui Skrin Microsoft Word

BAHAGIAN II - MENCIPTA DAN MENGULANG DOKUMEN

MODUL 1 : Membuka dan Mencipta Dokumen

MODUL 2 : Menyimpan Dokumen

MODUL 3 : Membuka dan Mengulang dokumen

MODUL 4 : Membuka Dokumen Secara Berganda Menggunakan 'Window'

BAHAGIAN III - PENGENDALIAN PERMUKAAN DOKUMEN

MODUL 1 : Setting Halaman

MODUL 2 : Memisahkan Halaman

MODUL 3 : Mengimbas Permukaan Dokumen

BAHAGIAN IV - ASAS PENGENDALIAN DAN MEMFORMAT TEKS DAN PARAGRAF

MODUL 1 : Teknik Memilih Dan Menanda (Highlight)

MODUL 2 : 'Format Painter' dan 'Change Case'

MODUL 3 : Menyalin, Memindah dan Menghapus

MODUL 4 : Langkau Baris, Langkau Paragraph

MODUL 5 : Penjajaran dan Inden-Inden

MODUL 6 : 'Bullets', 'Numbering' dan 'Outline Numbering'

MODUL 7 : 'Columns' dan 'Drop Caps'

BAHAGIAN V - ASAS MEMFORMAT PERMUKAAN DOKUMEN

MODUL 1 : Kepala dan Kaki Halaman

MODUL 2 : 'Borders and Shadings'

PROGRAM LATIHAN 'ICT' & KEMAHIRAN PERKEMBANGAN

KANDUNGAN

BAHAGIAN VI- ASAS PENGENDALIAN GRAFIKS

MODUL 1 : 'Drawings', 'Pictures' dan 'ClipArt'

MODUL 2 : Memasukkan 'Caption'

BAHAGIAN VII - ASAS PENGENDALIAN RANGKA JADUAL

MODUL 1 : Fungsi dan Ciri-Ciri 'Table'

MODUL 2 : Memformat 'Table'

METODOLOGI

Program ini akan disampaikan secara:

- Ceramah
- Perbincangan
- Demonstrasi
- Latihan Praktikal
- Kajian-Kes

BAHASA PENGANTAR

Bahasa Melayu

PRA-SYARAT

Calun-calun peserta yang layak adalah seperti berikut:

- Tugas yang berkaitan dengan penyediaan dokumen seperti, minit mesyuarat, persuratan, kertas kerja atau laporan;
- Mempunyai kemahiran asas dalam pengendalian komputer;
- Tidak mempunyai kemahiran menggunakan Microsoft Word;
- Telah menghadiri kursus 004008 - Pengenalan Komputer.

KUMPULAN SASARAN

Kumpulan Maksima: 12 atau 18 peserta

Calun-calun peserta hendaklah terdiri dari:

- Pegawai dan Kakitangan Bahagian II, III, IV dan V.

PROGRAM LATIHAN 'ICT' & KEMAHIRAN PERKEMBANGAN

JANGKAMASA

4 hari

TARIKH

(Tarikh-tarikh dijadualkan mengikut kumpulan Bahagian-bahagian calun)

- Jan, Feb, Mar, Apr, Mei, Jun, Jul, Sept,

FASILITATOR

- Haji Said bin Haji Yussof
- Siti Rozidah binti Jalani
- Hajah Dy Maimunah binti Haji Awg Hussin

MENULIS LAPORAN MELALUI I.T.
001004

OBJEKTIF

Di akhir kursus ini, peserta-peserta akan memperolehi pengetahuan dan kemahiran mengenai:

- Konsep asas menulis laporan;
- Kaedah-kaedah dalam menulis laporan;
- Kaedah-kaedah teknikal - Pembentukan laporan menggunakan kombinasi program Microsoft Office seperti Microsoft Word dan Microsoft Excel.

KANDUNGAN

BAHAGIAN I - KONSEP MENULIS LAPORAN

MODUL 1 : DEFINISI DAN TUJUAN

MODUL 2 : CIRI-CIRI LAPORAN YANG MEMUASKAN

MODUL 3 : FASA MENGHASILKAN LAPORAN:

- Arahan
- Persediaan
- Perancangan dan Susunatur
- Rangka isi laporan
- Prinsip-prinsip Penulisan...
- Mengulangkaji / Semakan

BAHAGIAN II - MENULIS LAPORAN MENGGUNAKAN MICROSOFT WORD

MODUL 1 : SETTING HALAMAN

- Margin
- Gutter
- Ukuran Kertas (Paper Size)
- Layout Kertas (Layout)

MODUL 2 : FORMAT TEKS

- Format fon (Fonts)
- Saiz fon (Font Size)
- Case

MODUL 3 : FORMAT PARAGRAF

- Penjajaran (Alignment)
- Inden (Indentations)
- Langkah Paragraf (Paragraph Spacing)
- Langkah Baris (Line Spacing)
- Borders dan Shadings

PROGRAM LATIHAN 'ICT' & KEMAHIRAN PERKEMBANGAN

KANDUNGAN

MODUL 4 : FORMAT SENARAI

- Senarai Berbullet (Bullets)
- Senarai Bernombor (Numbering)
- Senarai Berbilang Tahap (Outline Numbered)

MODUL 5 : CIRI - CIRI TAMBAHAN PARAGRAF

- Teks Tabular (Table)
- Teks Berkolum (Columns)
- Teks Berperhentian Tab (Tabs)

MODUL 6 : PERMUKAAN HALAMAN

- Kepala Halaman (Header)
- Kaki Halaman (Footer)
- Nombor Halaman (Page Number)
- Jenis Pembahagian
- Pembahagian Seksyen
- Border Halaman (Page Border)

MODUL 7 : CIRI-CIRI TAMBAHAN DOKUMEN

- Drop Cap
- Objek, Grafik atau Gambar Rajah
- Kaki Nota (Footnotes)
- Nota Akhir (Endnotes)
- Jadual Isi Kandungan (Table of Contents)
- Indeks (Indexes)
- Rujukan (Bibliography)

METODOLOGI

Program ini akan disampaikan secara:

- Ceramah
- Perbincangan
- Demonstrasi
- Latihan Praktikal
- Kajian-Kes

BAHASA PENGANTAR

Bahasa Melayu

PROGRAM LATIHAN 'ICT' & KEMAHIRAN PERKEMBANGAN

PRA-SYARAT

Calun-calun peserta yang layak adalah seperti berikut:

- Tugas yang berkaitan dengan merangka dan penyediaan laporan, kertas kerja, minit mesyuarat bagi keperluan komunikasi, penyelidikan atau kegunaan dalaman dan luaran organisasi;
- Mempunyai pengalaman asas menggunakan dan mengendalikan komputer;
- Telah menghadiri kursus-kursus asas seperti:
 - 004008 - Pengenalan Komputer
 - 001001 - Pemprosesan Kata (Microsoft Word) atau
 - 005002 - Hampan Elektronik (Microsoft Excel);
- Pernah manghadiri 'Kursus Teknik Menulis Laporan, Kertas Kerja dan Minit Mesyuarat' anjuran IPA.

KUMPULAN SASARAN

Kumpulan Maksima: 18 peserta

Calun-calun peserta hendaklah terdiri dari:

- Pegawai dari Bahagian II dan III;

JANGKAMASA

5 hari

TARIKH

(Tarikh-tarikh dijadualkan mengikut kumpulan Bahagian calun)

- Apr, Mei, Jun,

FASILITATOR

- Siti Rozidah binti Jalani

PENGOLAHAN DATA DAN MAKLUMAT (MAILMERGE)

001002

OBJEKTIF

Di akhir kursus ini, peserta-peserta akan memperoleh pengetahuan dan kemahiran mengenai:

- Peranan "Data" dan "Maklumat";
- Ciri-ciri Pangkalan Data;
- Penghasilan pelbagai jenis maklumat melalui pangkalan data;
- Perkongsian maklumat;
- Peningkatan Pengetahuan yang terbit dari data dan maklumat;
- Peningkatkan mutu kerja secara amnya.

KANDUNGAN

BAHAGIAN I – PENGENALAN

MODUL 1 : Objektif

MODUL 2 : Data, Maklumat dan Pengetahuan

MODUL 3 : Penyimpanan Data dan Maklumat

MODUL 4 : Perlaksanaan Data dan Maklumat

BAHAGIAN II – MAIL MERGE

MODUL 1 : Pengendalian Persuratan

MODUL 2 : Memproses Data dan Maklumat Melalui Word Processor

MODUL 3 : Konsep Dan Langkah-Langkah Mail Merge di dalam Microsoft Word

BAHAGIAN III – PROSES PENGUBAHSUAIAN / SUMBER DATA DAN DOKUMEN UTAMA

MODUL 1 : Proses Mengubahsuai Maklumat dalam Sumber Data

MODUL 2 : Proses Menghapus Maklumat dalam Sumber Data

MODUL 3 : Mengedit Dokumen Utama

METODOLOGI

Program ini akan disampaikan secara:

- Ceramah
- Perbincangan
- Demonstrasi
- Latihan Praktikal
- Kajian-Kes

PROGRAM LATIHAN 'ICT' & KEMAHIRAN PERKEMBANGAN

BAHASA PENGANTAR

Bahasa Melayu

PRA-SYARAT

Calun-calun peserta yang layak adalah seperti berikut:

- Kerani Tingkatan III atau sebarang kakitangan yang ditugaskan dibidang perkeranian;
- Pengendali persuratan di dalam organisasi;
- Telah menghadiri kursus:
 - 004008 - Pengenalan Komputer;
 - 001001 - Pemprosesan Kata (Microsoft Word)

KUMPULAN SASARAN

Kumpulan Maksima: 18 peserta

Calun-calun peserta hendaklah terdiri dari:

- Pegawai dan kakitangan dari Bahagian III dan IV;

JANGKAMASA

3 hari

TARIKH

(Tarikh-tarikh dijadualkan mengikut kumpulan Bahagian-bahagian calun)

- Mac, Apr, Mei, Ogos, Nov

FASILITATOR

- Haji Said bin Haji Yussof
- Siti Rozidah binti Jalani
- Hajah Dy Maimunah binti Haji Awg Hussin
- Rusidah binti Haji Hidup

PROGRAM LATIHAN 'ICT' & KEMAHIRAN PERKEMBANGAN

HAMPARAN ELEKTRONIK 005002

OBJEKTIF

Di akhir kursus ini, peserta-peserta akan memperolehi pengetahuan dan kemahiran mengenai:

- Mengendali pelbagai jenis asas pengiraan melalui worksheets;
- Menukar format worksheets dan carta-carta;
- Menjelaskan dan menganalisa data.

KANDUNGAN

MODUL 1 : PENGENALAN

MODUL 2 : SKRIN EXCEL

MODUL 3 : MEMASUKKAN DATA MELALUI WORKSHEET

MODUL 4 : MEMBUKA, MENYIMPAN DAN MENUTUP FAIL

MODUL 5 : FORMATTING

MODUL 6 : PENGENDALIAN CARTA

MODUL 7 : MENCETAK

METODOLOGI

Program ini akan disampaikan secara:

- Ceramah ▪ Perbincangan ▪ Demonstrasi ▪ Latihan Praktikal ▪ Kajian-Kes ▪

BAHASA PENGANTAR

Bahasa Melayu

PRA-SYARAT

Calun-calun peserta yang layak adalah seperti berikut:

- Tugas yang berkaitan dengan pengiraan dan perancangan;
- Mempunyai kemahiran asas dalam pengendalian komputer;
- Tidak mempunyai kemahiran menggunakan Microsoft Excel;
- Telah menghadiri kursus 004008 - Pengenalan Komputer.

PROGRAM LATIHAN 'ICT' & KEMAHIRAN PERKEMBANGAN

KUMPULAN SASARAN

Kumpulan Maksima: 18 peserta

Calun-calun peserta hendaklah terdiri dari:

- Pegawai dari Bahagian II, III, IV dan V;

JANGKAMASA

4 hari

TARIKH

(Tarikh-Tarikh Dijadualkan Mengikut Kumpulan Bahagian Calun)

- Jan, Feb, Mac, Apr, Mei, Jun, Jul, Sept, Nov

FASILITATOR

- Haji Said bin Haji Yussof
- Siti Rozidah binti Jalani

PERSEMBAHAN
006001

OBJEKTIF

Di akhir kursus ini, peserta-peserta akan memperolehi pengetahuan dan kemahiran mengenai:

- Peranan, ciri-ciri dan manfaat Microsoft PowerPoint;
- Mencipta persembahan;
- Penggunaan ciri-ciri Microsoft PowerPoint yang tersedia;
- Mengurus dan mengawal slaid dan persembahan.

KANDUNGAN

BAHAGIAN I - PENGENALAN KEPADA PERSEMBAHAN DAN PENYAMPAIAN

MODUL 1 : Apa Dia Persembahan / Penyampaian

MODUL 2 : Persediaan

MODUL 3 : Keperluan Tambahan

BAHAGIAN II - PERSEMBAHAN DAN PENYAMPAIAN MENGGUNAKAN MS POWERPOINT

MODUL 1 : Definisi Microsoft PowerPoint

MODUL 2 : Untuk Siapa

MODUL 3 : Dimana

MODUL 4 : Mengapa Digunakan

MODUL 5 : Bagaimana

PROGRAM LATIHAN 'ICT' & KEMAHIRAN PERKEMBANGAN

KANDUNGAN

BAHAGIAN III - KEMAHIRAN PRAKTIKAL MENGGUNAKAN MS POWERPOINT

MODUL 1 : Kemahiran Praktikal

- Asas-asas Slaid
- Pengendalian Teks
- Ilustrasi
- Carta-Carta
- Warna
- Ciri-ciri Tambahan
- Pengurusan dan Pengawalan Slaid
- Cetakan

MODUL 2 : Garispandu: Bahan

MODUL 3 : Garispandu: Kandungan

MODUL 4 : Garispandu: Slaid

MODUL 5 : Garispandu: Persembahan Praktikal

MODUL 6 : Warna: Penggunaan, Makna dan Kombinasi Warna

METODOLOGI

Program ini akan disampaikan secara:

- Ceramah
- Perbincangan
- Demonstrasi
- Latihan Praktikal
- Kajian-Kes
- Persembahan Individu

BAHASA PENGANTAR

Bahasa Melayu

PROGRAM LATIHAN 'ICT' & KEMAHIRAN PERKEMBANGAN

PRA-SYARAT

Calun-calun peserta yang layak adalah seperti berikut:

- Mana-mana tugas yang memerlukan penyampaian atau kaedah komunikasi yang bermutu melalui media elektronik;
- Tugas-tugas yang berkaitan dengan perhubungan, pengendalian latihan atau pendidikan, pengendalian projek, dan lain-lain;
- Tidak mempunyai kemahiran menggunakan Microsoft PowerPoint;
- Mempunyai pengalaman asas menggunakan dan mengendalikan komputer;
- Telah menghadiri kursus-kursus asas seperti:
 - 004008 - Pengenalan Komputer
 - 001001 - Pemprosesan Kata (Microsoft Word)

KUMPULAN SASARAN

Kumpulan Maksima: 18 peserta

Calun-calun peserta hendaklah terdiri dari:

- Pegawai dan kakitangan dari Bahagian I, II, III dan IV;

JANGKAMASA

2 hari

TARIKH

(Tarikh-tarikh dijadualkan mengikut kumpulan Bahagian-bahagian calun)

- Jan, Feb, Mac, Apr, Mei

FASILITATOR

- Siti Rozidah binti Jalani
- Hajah Dy Maimunah binti Haji Awg Hussin

MEL ELEKTRONIK
004003

OBJEKTIF

Di akhir kursus ini, peserta-peserta akan memperolehi pengetahuan dan kemahiran mengenai:

- Peranan "Electronic Mail";
- Ciri-ciri dan fungsi Microsoft Outlook dan Outlook Express;
- Pengaturan tugas melalui elektronik;

KANDUNGAN

BAHAGIAN I - PENGENALAN KEPADA MEL ELEKTRONIK

MODUL 1 : Pengenalan

MODUL 2 : Persuratan Elektronik Melalui Outlook Express

MODUL 3 : Persuratan Elektronik Melalui Microsoft Outlook

BAHAGIAN II - PENGURUSAN TUGASAN MELALUI ELEKTRONIK

MODUL 1 : Pengurusan dan Penjadualan Tugas

MODUL 2 : Data dan Maklumat Perhubungan

MODUL 3 : Pengendalian Tugas Harian

MODUL 4 : Catatan dan Nota-nota melalui elektronik

MODUL 5 : Jurnal

BAHAGIAN III - PENGENALAN KEPADA INTERNET EXPLORER

MODUL 1 : ASAS-ASAS INTERNET

- Apa Dia Internet?
- Apa Keperluan Internet
- Asas-Asas E-Mail
- Berkomunikasi di Internet
- Melayari 'World Wide Web'
- Mendapatkan Maklumat dari Internet

MODUL 2 : MELAYARI WEB

- Persediaan
- Memasuki ruangan layar
- Meninggikan Tahap Pelayaran
- Ciri-ciri Baru dalam Internet Explorer
- Mendapatkan Bantuan

MODUL 3 : MENGGUNAKAN FAIL-FAIL DAN MAIL

- Menyimpan dan Mencetak
- Membebanbawah Fail-Fail
- Emel-emel 'internet-based'

PROGRAM LATIHAN 'ICT' & KEMAHIRAN PERKEMBANGAN

KANDUNGAN

MODUL 4 : KAEDAH-KAEDAH INTERNET: INTERNET EXPLORER

- Menjejak Maklumat di laman Web
- Menggunakan Search Tools
- 'Search Tools' Yang Unik
- Menyimpan apa yang telah di layari
- Membebanbawah Fail-Fail ke Komputer
- Menggunakan Fail-Fail Yang Dibebebanbawah
- Menggunakan Plug-Ins
- Mengenali 'Cookies'
- Sekuriti Internet
- Kerani Sulit, Penolong Kerani Sulit atau Kerani;
- Tugas yang berkaitan dengan pengendalian persuratan dan perhubungan melalui mel-mel elektronik;
- Mempunyai kemahiran asas dalam pengendalian komputer;
- Telah menghadiri kursus 004008 - Pengenalan Komputer;

KUMPULAN SASARAN

Kumpulan Maksima: 18 peserta

Calun-calun peserta hendaklah terdiri dari:

- Pegawai dan kakitangan dari Bahagian I, II, III dan IV;

JANGKAMASA

2 hari

TARIKH

(Tarikh-tarikh dijadualkan mengikut kumpulan Bahagian-bahagian calun)

- Jan, Feb, Mac, Apr, Mei, Jun

FASILITATOR

- Rusidah binti Haji Hidup
- Siti Rozidah Jalani
- Hajah Dy Maimunah binti Haji Awg Hussin

PANGKALAN DATA 005001

OBJEKTIF

Di akhir kursus ini, peserta-peserta akan memperolehi pengetahuan dan kemahiran mengenai:

- Mengolah data dan maklumat menggunakan pangkalan data;
- Membuat 'queries' atau pertanyaan;
- Membina laporan daripada pangkalan data;
- Mengolah data dan maklumat menggunakan pangkalan data;
- Membuat 'queries' atau pertanyaan;
- Membina laporan daripada pangkalan data.

KANDUNGAN

BAHAGIAN I – ASAS PENGGUNAAN MS ACCESS

MODUL 1 : Menenal pangkalan data

MODUL 2 : Menenal Microsoft Access

MODUL 3 : Pandu arah skrin Microsoft Access

MODUL 4 : Konsep pangkalan data

BAHAGIAN II – MEMBENTUK JADUAL (TABLE)

MODUL 1 : Menenal penjadualan (table)

MODUL 2 : Mengubah kandungan field

MODUL 3 : Mengubah kandungan rekod

MODUL 4 : Membentuk table menggunakan wizard

BAHAGIAN III – MEMBUAT QUERY (PERTANYAAN)

MODUL 1 : Memahami query

MODUL 2 : Membuat query ringkas

MODUL 3 : Penggunaan garis rekabentuk

MODUL 4 : Teknik query

BAHAGIAN IV – MEMBENTUK BORANG (FORM)

MODUL 1 : Memahami borang

MODUL 2 : Merekabentuk borang

MODUL 3 : Memformat borang

BAHAGIAN V – MENJANA LAPORAN

MODUL 1 : Memahami laporan

MODUL 2 : Mereka bentuk laporan

METODOLOGI

Program ini akan disampaikan secara:

Program Latihan 'ICT' & Kemahiran Perkembangan

- Ceramah
- Perbincangan
- Demonstrasi
- Latihan Praktikal
- Kajian-Kes

BAHASA PENGANTAR

Bahasa Melayu

PRA-SYARAT

Calun-calun peserta yang layak adalah seperti berikut:

- I.T. Professional;
- Tugas yang berkaitan dengan sistem penjadualan atau pengaturcaraan;
- Mempunyai kemahiran asas dalam pengendalian komputer;
- Tidak mempunyai pengalaman menggunakan Microsoft Access;

KUMPULAN SASARAN

Kumpulan Maksima: 18 peserta

Calun-calun peserta hendaklah terdiri dari:

- Pegawai dan kakitangan dari Bahagian II, III dan IV;

JANGKAMASA

5 hari

TARIKH

(Tarikh-tarikh dijadualkan mengikut kumpulan Bahagian calun)

- Jan, Mac, Apr, Mei, Jun, Sept

FASILITATOR

- Haji Said bin Haji Yussof

INTEGRASI APLIKASI 006006

OBJEKTIF

Di akhir kursus ini, peserta-peserta akan memperolehi pengetahuan dan kemahiran mengenai:

- Ciri-ciri Office Assistant, Office Binder dan Microsoft Bookshelf di dalam aplikasi-aplikasi Microsoft Office;
- Memasukkan data dari Excel, PowerPoint dan Access ke dalam dokumen Word;
- Memasukkan data dari Word, PowerPoint dan Access ke dalam 'workbook' Excel;
- Memasukkan data dari Word dan Excel ke dalam persembahan PowerPoint;
- Memasukkan data dari Word dan Excel ke dalam pangkalan data Access;
- Memasukkan tugas-tugas ke dalam 'task list' Outlook;
- Menjejaki kerja-kerja pada Excel, Word, Powerpoint dan Access.

KANDUNGAN

BAHAGIAN I - PENGENALAN KEPADA 'OFFICE ASSISTANT'

MODUL 1 : MENGENAL 'OFFICE ASSISTANT'

- Mengenal fungsi-fungsi 'Office Assistant'
- Menggunakan 'Office Assistant' untuk bantuan
- Mengubahsuai 'Office Assistant'
- Menggunakan 'Bookshelf' dari aplikasi
- Mengubahsuai 'Office Shortcut Bar'

BAHAGIAN II - INTEGRASI APLIKASI-APLIKASI MICROSOFT OFFICE

MODUL 1 : BEKERJA DENGAN MICROSOFT WORD

- Menyalin Excel 'workbook' ke dalam Word
- Mengedit salinan maklumat
- Memasukkan carta ke dalam Word
- Mengedit kemasukkan carta
- Menghubungkan maklumat Excel 'workbook' pada Word
- Memasukkan persembahan PowerPoint ke dalam Word
- Mengeksport persembahan PowerPoint ke dalam Word
- Mencipta persembahan PowerPoint di dalam Word
- Menjejak dokumen-dokumen Word di dalam Jurnal Outlook
- Mengeksport data dari Access ke dalam Word
- Mencipta 'hyperlink'.

MODUL 2 : BEKERJA DENGAN MICROSOFT EXCEL

- Menyalin table Word ke dalam Excel
- Mengedit table Word yang di salin ke dalam Excel
- Menghubungkan table Word ke dalam Excel
- Memasukkan dokumen Word ke dalam 'worksheet' Excel
- Memasukkan ruangan pilihan dokumen Word ke dalam 'worksheet'
- Mengedit teks dokumen Word yang di masukkan ke dalam 'worksheet'
- Memasukkan persembahan PowerPoint sebagai 'object' di dalam Excel 'worksheet'
- Mengeksport table Access ke dalam 'workbook' Excel
- Mencipta borang Access form di dalam Excel
- Menghantar mel 'spreadsheet' melalui Excel
- Mencipta 'hyperlink'.

MODUL 3 : BEKERJA DENGAN MICROSOFT POWERPOINT

- Mengimpot 'outline' dari Word
- Menghubungkan dokumen Word pada sebuah slaid
- Memasukkan table Word ke dalam slaid
- Menyalin data dari Excel ke dalam persembahan
- Menyalin carta Excel sebagai sebuah 'picture'
- Memasukkan 'workbook' Excel ke dalam sebuah persembahan
- Memasukkan sel-sel dari Excel ke dalam persembahan
- Menghubungkan sebuah carta pada sebuah persembahan
- Mengedit data yang berpautan
- Mengemul sebuah persembahan dari PowerPoint.

Program Latihan 'ICT' & Kemahiran Perkembangan

KANDUNGAN

MODUL 4 : BEKERJA DENGAN MICROSOFT ACCESS

- Menhubungkait teks Word ke borang Access
- Mengedit pautan teks Word
- Mengimpot data Excel ke dalam sebuah pangkalan data
- Mengubahsuai data Excel yang telah diimpot
- Memasukkan 'workbook' Excel ke dalam table Access
- Menhubungkait data Excel ke sebuah pangkalan data
- Mengedit data pautan Excel
- Menjejak kerja pada sebuah pangkalan data Access
- Mengemul data dari Access
- Mencipta 'hyperlink'.

METODOLOGI

Program ini akan disampaikan secara:

- Ceramah
- Demonstrasi
- Latihan Praktikal

BAHASA PENGANTAR

Bahasa Melayu

PRA-SYARAT

Calun-calun peserta yang layak adalah seperti berikut:

- Tugas yang berkaitan dengan pembentukan dokumen, 'workbook', pangkalan data dan persembahan.
- Mempunyai pengalaman asas menggunakan dan mengendalikan komputer;
- Telah menghadiri kursus-kursus asas seperti berikut:
 - 004008 - Pengenalan Komputer;
 - 001001 - Pemprosesan Kata (Microsoft Word);
 - 005002 - Hampan Elektronik (Microsoft Excel);
 - 006001 - Persembahan (Microsoft PowerPoint);
 - 005001 - Asas Pangkalan Data (Microsoft Access);

PROGRAM LATIHAN 'ICT' & KEMAHIRAN PERKEMBANGAN

KUMPULAN SASARAN

Kumpulan Maksima: 18 peserta

Calun-calun peserta hendaklah terdiri dari:

- Pegawai dan kakitangan dari Bahagian II, III dan IV;

JANGKAMASA

4 hari

TARIKH

(Tarikh-tarikh dijadualkan mengikut kumpulan Bahagian calun)

- Jun, Oktober

FASILITATOR

- Haji Said bin Haji Yussof
- Siti Rozidah binti Jalani
- Hajah Dy Maimunah binti Haji Awang Hussin

MEMBUAT KEPUTUSAN MENGGUNAKAN EXCEL 006022

OBJEKTIF

Di akhir kursus ini, peserta-peserta akan memperolehi pengetahuan dan kemahiran mengenai:

- Menggunakan ciri-ciri pangkalan data di dalam Microsoft Excel;
- Mengintegrasikan hampraran elektronik dengan perisian aplikasi yang lain;
- Bekerja dengan beberapa kumpulan 'worksheets' dan 'workbooks' berganda;
- Menggunakan hampraran elektronik untuk membuat alternatif-alternatif berguna bagi menyokong dalam membuat keputusan;
- Membuat ringkasan-ringkasan bagi data yang terlalu besar;
- Mengimpot data dari aplikasi lain dan Internet.

KANDUNGAN

MODUL 1 : Pengenalan Kepada 'Decision Support System'

MODUL 2 : Pautan 'Worksheets' di Dalam 'Workbook'

MODUL 3 : Pautan Pelbagai 'Workbook'

MODUL 4 : Menggunakan Fungsi 'Logical' dan 'Lookup'

MODUL 5 : Menggunakan Pelbagai Fail

MODUL 6 : Menggunakan Format-Format Lanjutan Pada 'Worksheet-Worksheet' dan Carta-Carta

MODUL 7 : Menggunakan Senarai-Senarai Data

MODUL 8 : Fungsi 'Filtering' dan 'Extracting' Data

MODUL 9 : Alat-Alat Menganalisa dan 'Pivot Tables'

MODUL 10 : Mencipta 'Toolbar' dan 'Menu'

MODUL 11 : Menggunakan 'Macros' Bagi Otomasi Tugas

MODUL 12 : Mengimpot, Mengekspot dan Menggabungkan Data ke Dalam Aplikasi Yang Lain

MODUL 13 : Menggunakan 'Templates'

MODUL 14 : Menggunakan 'Graphics' dan 'Embedded Objects'

PROGRAM LATIHAN 'ICT' & KEMAHIRAN PERKEMBANGAN

METODOLOGI

Program ini akan disampaikan secara:

- Ceramah
- Perbincangan
- Demonstrasi
- Latihan Praktikal
- Kajian-Kes

BAHASA PENGANTAR

Bahasa Melayu

PRA-SYARAT

Calun-calun peserta yang layak adalah seperti berikut:

- Mempunyai pengalaman asas menggunakan dan mengendalikan komputer;
- Menggunakan applikasi Microsoft Excel;
- Telah menghadiri kursus-kursus asas berikut:
 - 004008 - Pengenalan Komputer
 - 005002 - Hamparan Elektronik (Microsoft Excel);
- Tugas yang berkaitan dengan menganalisa dan membuat ringkasan/rumusan maklumat.

KUMPULAN SASARAN

Kumpulan Maksima: 18 peserta

Calun-calun peserta hendaklah terdiri dari:

- Pegawai dari Bahagian I, II dan III;

JANGKAMASA

4 hari

TARIKH

(Tarikh-tarikh dijadualkan mengikut kumpulan Bahagian calun)

- Disember

FASILITATOR

Konsultan / Institut Perkhidmatan Awam

INFORMATION STRATEGIC PLANNING

006014

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Understanding the objective and importance of developing business models;
- Understand the products from ISP;
- Design business, data, applications dan technological architectures and see how it relates to each other;
- Prioritizing applications domain and develop action plans;
- Familiarise with strategic technology planning.

COURSE CONTENTS

MODULE 1: GETTING STARTED

- Purpose of Information Systems Strategic Planning
- Involvement of the Organization

MODULE 2: INFORMATION SYSTEMS STEERING COMMITTEE

MODULE 3: EXECUTIVE MANAGEMENT

- Information Systems Organization

MODULE 4: VENDOR REVIEW AND IMPLEMENTATION TEAM

- The Planning Process
- Planning Component
- Planning Process
- Plan
- Phase 1 of the Planning Process: Conceptual Business Level

MODULE 5: PROCESS

PENGURUSAN TEKNOLOGI MAKLUMAT

COURSE CONTENTS

MODULE 6: SCOPE

- Understanding the Business Direction
- Document High Level Business Direction
- Executive Management Interviews
- Summarize and Present the Business Direction
- Environmental Requirements
- Operating Vision
- Phase 2 of the Planning Process: Detailed Business Analysis
- Information Needs

MODULE 7: BUSINESS PROCESSES

- Business Requirements
- Understanding and Communicating the Current Information Systems Situation
- Phase 3 of the Planning Process: Conceptual IS Plan and Vision
- Recorder Type
- Current Situation
- Information Systems Environment

MODULE 8: BUSINESS APPLICATION ENVIRONMENT

MODULE 9: PC AND LOCAL AREA NETWORK ENVIRONMENT

MODULE 10: NETWORK

- Organizational Structure
- Expenditures
- Backlog
- Other Locations
- Industry Trends
- Competitor

MODULE 11: DETERMINING THE HIGH LEVEL DIRECTION OF INFORMATION SYSTEMS

- Mission
- Vision
- Strategic objectives
- Strategies
- Information systems and the business

PENGURUSAN TEKNOLOGI MAKLUMAT

COURSE CONTENTS

MODULE 12: GOALS

- Computing Architecture
- Policies and Responsibilities
- Annual Objectives
- Information Systems Service Architecture
- Determining the Gap Between Current Situation and Where You want to be

MODULE 13: FUTURE

- Phase 4 of The Planing Process: Option Analysis and Action Plan
- Business Operating Vision Assessment
- Environmental Requirements Assessment
- Information Needs Assessment
- External Requirements Assessment
- Business Application Assessment
- Business Requirements Assessment
- Technical Computing Architecture

MODULE 14: ASSESSMENT

- Service Architecture Gap
- Summary of the Gap

MODULE 15: DETERMINING HOW TO GET TO WHERE YOU WANT TO BE

- Option Identification
- Information Gathering
- RFQ Response Review
- Option Analysis
- Recommendation
- ROI Analysis

MODULE 16: SELLING THE RECOMMENDATION

- Management Overview
- Plan Document
- Executive Committee Presentation

PENGURUSAN TEKNOLOGI MAKLUMAT

MODULE 17: WHAT TO DO NEXT

- Vendor Review and Implementation Team
- Project Plan
- Project Kick- Off Meeting
- Vendor Review
- Vendor Selection
- Recommendation

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Case Studies

LANGUAGE

English

PREREQUISITES

The nominees should fulfill any of these requirements:

- Senior and Middle I.T. Managers;
- Systems Administrators or Supervisory levels in Information Systems;

TARGET PARTICIPANTS

Maximum: 25 participants

The nominees must be amongst:

- Officers from Divisions II and III only;

DURATION

3 days

DATE(S)

- Apr

FACILITATOR

Consultant

INFORMATION SYSTEMS MANAGEMENT

006012

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Applying appropriate problem solving methodologies to the analysis and solution of problems;
- Applying standard systems practices to the planning, implementation, management and evaluation of information systems;
- Communicating effectively using oral, written and multimedia techniques;
- Managing change in the dynamic and global environments of automated systems;
- Using technology to research information needed to produce informed decisions for organizations;
- Distinguishing relationships between programming languages and information systems;
- Developing skills in the design, creation, maintenance and reporting functions of database systems and database systems management;
- Using a systems approach to select hardware and software for the organization;
- Evaluating ethical issues in the areas of information systems, work productivity, and human factors.

COURSE CONTENTS

MODULE 1 : CURRENT ISSUES AND FUTURE TRENDS IN INFORMATION SYSTEMS (IS)

- Information Concepts
- History and motivation for IS
- The IS environment - The IS challenges
- Reasons for studying IS Management
- Computer - Based Information Systems
- Concepts of E-Commerce
- Transaction Processing System (MIS)
- Decision Support System (DSS)
- Workflow Systems and Enterprise Resource Planning (ERP)
- Supply Chain Management (SCM)
- Customer Relationship Management (CRM)
- Information System in Logistics and Transportation

COURSE CONTENTS

MODULE 2 : ORGANIZATIONS AND INFORMATION SYSTEM

- Organizational structure and IS
- Organizational culture and change
- Change Model-Control in Systems
- Systems in Management
- Multiple uses of Information
- Reengineering-continues Improvement
- Technology Diffusion, Infusion and Acceptance
- Outsourcing and Downsizing
- Total Quality Management (TQM)

MODULE 3 : RESOURCE PLANNING FOR INFORMATION SYSTEM

- Human Resource Planning
- Enterprise Resource Planning
- IS Redesigning Strategies
- Business Process with E-business
- Business Process with ERP
- Resource Planning in Logistics and Transporting System
- Planning for Transportation and Information Network, Infrastructure
- Planning for Tracing and Tracking System

MODULE 4 : PLANNING TO ORGANIZE DATA AND INFORMATION

- Data gathering and analysis techniques
- Planning for data model
- Planning to develop e-commerce model
- Planning for DBMS

MODULE 5 : PLANNING FOR SOFTWARE AND HARDWARE

- Operating systems (OS) selection desktop OS, workgroup OS, and Enterprise OS
- Application software for IS
- Software & Hardware upgrade planning

MODULE 6 : PLANNING FOR SYSTEMS CONFIGURATION AND ADMINISTRATION

- Operation system configuration & Administration planning
- DBMS administration planning
- Network administration planning

PENGURUSAN TEKNOLOGI MAKLUMAT

COURSE CONTENTS

MODULE 7 : PLANNING FOR REAL TIME PROCESSING

- Communication Model
- Communication Media
- Communication Devices
- Carriers and Services
- Network design and Administration plan
- Distributed processing planning

MODULE 8 : PLANNING TO TEST NEW INFORMATION SYSTEM

- User preparation
- IS personnel : hiring and training
- Site preparation plan
- Installation plan
- Types of testing IS
- Start-up Approaches - direct / crash / plunge, phase / piecemeal, pilot and parallel conversion approaches
- User acceptance

MODULE 9 : PLANNING FOR SECURITY, PRIVACY AND OTHER ETHICAL ISSUES

- Planning to avoid computer-related waste and mistakes (redundancy)
- Planning to avoid computer-related crimes
- Planning for privacy
- Disaster recovery plans
- Security planning for mobile commerce
- Planning for IT control and asset protection

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Case Studies

PENGURUSAN TEKNOLOGI MAKLUMAT

LANGUAGE

English

PREREQUISITES

The nominees should fulfill any of these requirements:

- Senior and Middle I.T. Managers;
- Systems Administrators or Supervisory levels in Information Systems; or
- Understand of a programming languages and basic database techniques.

TARGET PARTICIPANTS

Maximum: 25 participants

The nominees must be amongst:

- Officers from Divisions II and III only;

DURATION

3 days

DATE(S)

(Participants will be grouped according to their divisions)

- Mei

FACILITATOR

Consultant

SQL SERVER (DESIGNING) - MODULE 1

006010

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Developing logical data model;
- Implementing physical database;
- Retrieving and modifying data;
- Programming business logic;
- Tuning and Optimizing Data Access;
- Designing a Database Security Plan;

COURSE CONTENTS

MODULE 1 : An Overview of SQL Server

MODULE 2 : Exploring Transact-SQL

MODULE 3 : Designing and Implementing Databases

MODULE 4 : Creating and Managing Tables

MODULE 5 : Designing and Implementing Data Integrity

MODULE 6 : Implementing Indexes

MODULE 7 : Joining Tables

MODULE 8 : Designing Advanced Queries

MODULE 9 : Designing Views

MODULE 10 : Creating Stored Procedures

MODULE 11 : Using Functions

MODULE 12 : Creating Triggers

MODULE 13 : Understanding Transactions and Locks

MODULE 14 : Implementing Distributed Queries

MODULE 15 : Optimizing Queries

MODULE 16 : Analyzing Queries

PEMBANGUNAN SISTEM MAKLUMAT

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies
-

LANGUAGE

English

PREREQUISITES

The nominees should fulfill any of these requirements:

- I.T. professionals such as Programmer or System Developers;
- Technical users who are competent Microsoft Windows users required to implement and maintain SQL Server databases;
- No prior knowledge of relational Database or SQL is required.

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers from Divisions II and III;

DURATION

4 days

DATE(S)

(Participants will be grouped according to their divisions)

- November

FACILITATOR

Consultant

SQL SERVER (ADMINISTRATION) - MODULE 2

006016

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Planning the installation;
- Managing database files;
- Managing database security issues;
- Performing administrative tasks;
- Backing up databases;
- Restoring, transferring and monitoring databases performances;
- Maintaining high availability of database.

COURSE CONTENTS

PART 2 — SQL SERVER 2000 ADMINISTRATION

MODULE 1: SQL SERVER OVERVIEW

- What is SQL Server?
- SQL Server integration
- SQL Server Databases
- SQL Server Security
- Working with SQL Server

MODULE 2: PLANNING TO INSTALL SQL SERVER

- Hardware Installation Considerations
- SQL Server 2000 Editions
- Software Installation Considerations
- Methods of Installing SQL Server
- Upgrading SQL Server
- Verifying the Installation
- Configuration SQL Server Enterprise Manager
- Troubleshooting

MODULE 3 : MANAGING DATABASE FILES

- Introduction to Data Structures
- Creating Databases
- Managing Databases
- Placing Database File and Logs
- Optimizing a Database Using Hardware-based RAID
- Optimizing a Database Using Filegroups
- Optimizing the Database Using Filegroups with Hardware-based RAID
- Capacity Planning
- Performance Considerations

MODULE 4 : MANAGING SECURITY

- Implementing and Authentication Mode
- Assigning Login Accounts to Users and Roles
- Assigning Permissions to Users and Roles
- Managing Security Within SQL Server
- Managing Application Security
- Managing SQL Server Security in the Enterprise

MODULE 5 : PERFORMING ADMINISTRATIVE TASKS

- Configuration Tasks
- Routine SQL Server Administrative Tasks
- Automating Routine Maintenance Tasks
- Creating Alerts
- Troubleshooting SQL Server Automation
- Automating Multiserver Jobs

MODULE 6: BACKING UP DATABASES

- Preventing Data Loss
- Setting and changing a Database Recovery Model
- SQL Server backup
- When to Back Up Databases
- Performing Backups
- Types of Backup Methods
- Planning a Backup Strategy
- Performance Considerations

PEMBANGUNAN SISTEM MAKLUMAT

COURSE CONTENTS

MODULE 7: RESTORING DATABASES

- SQL Server Recovery Process
- Preparing to Restore a Database
- Restoring Backups
- Restoring Databases from Different Backup Types
- Restoring Damaged System Databases

MODULE 8 : MONITORING SQL SERVER FOR PERFORMANCE

- Why to monitor SQL Server
- Performance Monitoring and Tuning
- Tools for Monitoring SQL Server
- Common Monitoring and Tuning Tasks

MODULE 9 : TRANSFERRING DATA

- Introduction to Transferring Data
- Tools for Importing and Exporting Data in SQL Server
- Introduction to DTS
- Transforming Data with DTS

MODULE 10 : MAINTAINING HIGH AVAILABILITY

- Introduction to Availability
- Increasing availability Using Failover Clustering
- Standby Servers and Log Shipping

MODULE 11 : INTRODUCING REPLICATION

- Introduction to Distributed Data
- Introduction to SQL Server Replication
- SQL Server Replication Agents
- SQL Server Replication Types
- Physical Replication Models

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- December

FACILITATOR

Consultant

MICROSOFT ACCESS WITH VISUAL BASIC

005003

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Use the built in Macros to automate applications;
- Create simple applications using Access 2000 VBA.

COURSE CONTENTS

MODULE 1 : GETTING STARTED WITH WIZARDS

- Use Wizard for application development
- Create a database with Database Wizard
- Add object to application

MODULE 2 : CUSTOMISING AN APPLICATION WITH VISUAL BASIC

- Customise a command button
- Modify a command button created using the Wizard
- Make a form read-only by default
- Create a command button without the Wizard
- Create Event procedures for Form events
- Display a message to the user

MODULE 3 : FINDING AND FILTERING RECORDS IN A FORM

- Create a combo box to find records
- Filter data

MODULE 4 : RESPONDING TO DATA ENTRY EVENTS

- Understand Form and Control events
- Perform actions as the user moves in a form or changes data
- Respond to Keyboard events
- Validate data

MODULE 5 : USING THE WRITE FUNCTIONS

- Understand modules and procedures
- Create General procedures in a standard module
- Use General procedures on a form
- Create General functions in a form module

MODULE 6 : MONITORING AND DEBUGGING CODE

- Step through code line by line
- Find and fix bugs in code
- Replace standard error messages
- Respond to a combo box error
- Create error- handling routines

MODULE 7 : GATHER INFORMATION IN A DIALOG BOX

- Create an application and use Dialog boxes
- Create Dialog box to a specific record
- Filter data in a report
- Make forms work together
- Display related records in Pop-up form
- Open a form to add related records

MODULE 8 : DISPLAYING CUSTOM MENUS AND TOOLBARS

- Use menus and toolbars in user interface
- Create customer menu bar
- Customise toolbars
- Control how application starts
- Prepare to distribute application to users

MODULE 9 : WORKING WITH DATA AND OBJECTS

- Introduce Issue application
- Understand objects and collections
- Use the For Each statement with a collection
- Use a multiple-selection list box
- Work directly with database objects
- Find and change data in a recordset
- Create and run an action query

PEMBANGUNAN SISTEM MAKLUMAT

COURSE CONTENTS

MODULE 10 : CUSTOMISING REPORTS WITH VISUAL BASIC

- Use standard reporting features
- Respond to report events
- Calculate totals while a report is printing

MODULE 11 : SHARING DATA WITH OTHER APPLICATIONS

- Use automating objects
- Send commands to Microsoft Word
- Get information from another application
- Work with folders in Microsoft Outlook

MODULE 12 : CONNECTING TO THE WEB

- Use Hyperlinks
- Create Web pages for application

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies

LANGUAGE

Malay / English

PREREQUISITES

The nominees should fulfill any of these requirements:

- I.T. professionals such as Programmers;
- Familiarity with Windows 98/2000 environment;
- Working knowledge of Microsoft Access application.

PEMBANGUNAN SISTEM MAKLUMAT

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers and staff from Divisions II, III and IV;

DURATION

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- SEPTEMBER

FACILITATOR

Consultant / CSI

SQL SERVER (IMPLEMENTATION) - MODULE 3

006023

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Plan for a SQL Server installation;
- Install SQL Server;
- Configure SQL Server, manage files and databases;
- Choose a LOGIN security method;
- Configure login security;
- Plan and implement database permissions;
- Back up databases;
- restore databases;
- Automate administrative tasks using SQL Server Agent;
- Import, export and transform data;
- Monitor AND maintain SQL Server performance;
- Replicate data from one SQL Server to another;

COURSE CONTENTS

PART 3 — SQL SERVER 2000 IMPLEMENTATION

MODULE 1: INTRODUCTION TO MICROSOFT SQL SERVER 2000

- Overview of SQL Server 2000
- Components of SQL Server 2000
- Overview of SQL Server 2000 Architecture

MODULE 2: USING TRANSACT-SQL ON A SQL SERVER DATABASE

- SQL Server Programming Tools
- Introduction to Transact-SQL
- Transact-SQL Syntax Elements
- Executing Transact-SQL Statements

MODULE 3: DESIGNING A SQL SERVER DATABASE

- Introduction to Database Design
- Planning a SQL Server Database
- Identifying: System Requirements
- Developing a Logical Data Model

MODULE 4: IMPLEMENTING SQL SERVER DATABASES & TABLES

- Creating and Managing a SQL Server Database
- Identifying Data
- Creating and Managing Tables

MODULE 5: IMPLEMENTING DATA INTEGRITY

- Introduction to Data
- Implementing Integrity

MODULE 6: ACCESSING AND MODIFYING DATA

- Accessing Data in a SQL Server Database
- Using SELECT Statements to Access Data
- Modifying Data in a SQL Server Database Exercise

MODULE 7: MANAGING AND MANIPULATING DATA

- Importing and Exporting Data
- Using Distributed Queries to Access External Data
- Using Cursors to Retrieve Data
- Retrieving XML Data

MODULE 8: IMPLEMENTING STORED PROCEDURES

- Introduction to Stored Procedures
- Creating, Modifying, & Deleting Stored Procedures
- Programming Stored Procedures

MODULE 9: IMPLEMENTING TRIGGERS

- Introduction to Triggers
- Creating and Managing Triggers
- Programming Triggers

MODULE 10: IMPLEMENTING VIEWS

- Introduction to Views
- Creating, Modifying, and Deleting Views
- Accessing Data through Views

MODULE 11: IMPLEMENTING INDEXES

- Index Architecture
- Index Creation & Administration

PEMBANGUNAN SISTEM MAKLUMAT

COURSE CONTENTS

MODULE 12: MANAGING SQL SERVER TRANSACTIONS & LOCKS

- Transaction & Locking Architecture
- Managing SQL Server
- Managing SQL Server Locking

MODULE 13: DESIGNING & ADMINISTERING SQL SERVER 2000 SECURITY

- Overview of SQL Server 2000 Security
- Designing a Database Security Plan
- Database Security Implementation & Administration

MODULE 14: SQL SERVER MONITORING & TUNING

- Monitoring Databases with SQL Profiler
- Index Tuning & Database Partitioning

FACILITATOR

Consultant

PENGENALAN KEPADA INTERNET (INTERNET EXPLORER)

004001

OBJEKTIF

Di akhir kursus ini, peserta-peserta akan memperolehi pengetahuan dan kemahiran mengenai:

- Fungsi, ciri dan keperluan asas Internet dan Internet Explorer;
- Kaedah-kaedah Internet and Internet Explorer ;
- Teknik-teknik melayari laman web;
- Penggunaan fail-fail dan dan mel-mel;

KANDUNGAN

MODUL 1 : ASAS-ASAS INTERNET

- Apa Dia Internet?
- Apa Keperluan Internet
- Asas-Asas E-Mail
- Berkomunikasi di Internet
- Melayari 'World Wide Web'
- Mendapatkan Maklumat dari Internet

MODUL 2 : MELAYARI WEB

- Persediaan
- Memasuki ruangan layar
- Meninggikan Tahap Pelayaran
- Ciri-ciri Baru dalam Internet Explorer
- Mendapatkan Bantuan

MODUL 3 : MENGGUNAKAN FAIL-FAIL DAN MAIL

- Menyimpan dan Mencetak
- Membebanbawah Fail-Fail
- Emel-emel 'internet-based'

MODUL 4 : KAEDAH-KAEDAH INTERNET: INTERNET EXPLORER

- Menjejak Maklumat di laman Web
- Menggunakan Search Tools
- 'Search Tools' Yang Unik
- Menyimpan apa yang telah di layari
- Membebanbawah Fail-Fail ke Komputer
- Menggunakan Fail-Fail Yang Dibebanbawah
- Menggunakan Plug-Ins
- Mengenali 'Cookies'
- Sekuriti Internet

INTERNET & PEMBANGUNAN LAMAN WEB

METODOLOGI

Program ini akan disampaikan secara:

- Ceramah
- Perbincangan
- Demonstrasi
- Latihan Praktikal
- Kajian-Kes

BAHASA PENGANTAR

Bahasa Melayu

PRA-SYARAT

Calun-calun peserta yang layak adalah seperti berikut:

- Mempunyai pengalaman asas menggunakan dan mengendalikan komputer;
- Telah menghadiri kursus-kursus asas seperti:
 - 004008 - Pengenalan Komputer.

KUMPULAN SASARAN

Kumpulan Maksima: 18 peserta

Calun-calun peserta hendaklah terdiri dari:

- Pegawai kakitangan dari Bahagian I, II III dan IV;

JANGKAMASA

1 hari

TARIKH

(Tarikh-tarikh dijadualkan mengikut kumpulan Bahagian calun)

- March, April

FASILITATOR

- Rusidah binti Haji Hidup

PEMBANGUNAN LAMAN WEB (MICROSOFT FRONTPAGE & HTML)

004005

OBJEKTIF

Di akhir kursus ini, peserta-peserta akan memperolehi pengetahuan dan kemahiran mengenai:

- Asas-asas laman web;
- Cara menggunakan wizard;
- Mencipta laman web;
- Mengimport web dari luar.

KANDUNGAN

MODUL 1 : PENGENALAN

- Pengenalan Kepada Internet, Web dan World Wide Web

MODUL 2 : HTML

- Overview of Website Development
- Website Overview
- HTML Structure
- Lists
- Tables
- Presentation
- Hyperlinks
- Forms
- Frames
- Sejarah HTML
- Cascading Style Sheets
- Font Attributes
- Background Attributes
- Text Attributes
- Margin Attributes
- Padding Attributes
- Border Attributes
- Advanced Style Sheets
- Introduction to Scripts
- Introduction to JavaScript
- Intrinsic Events
- Mouse Events
- Keyboard Events
- Data Entry Events
- HTML 4.0 Forms

INTERNET & PEMBANGUNAN LAMAN WEB

KANDUNGAN

MODUL 3 : PENGGUNAAN MICROSOFT FRONTPAGE

- Bekerja dengan Microsoft FrontPage
- Bekerja dengan web-web
- Bekerja dengan 'page view'
- Mencipta web-web
- Bekerja dengan pautan
- Memformat dan meningkatkan halaman-halaman web
- Menggunakan graphics dan animasi
- Menggunakan 'tables'
-

MODUL 4 : MENERBITKAN WEB

- Menyempurnakan dan menerbitkan laman-laman web
- Memilih hos laman atau tapak laman
- Menggunakan Penciptaan Ringkas Web

METODOLOGI

Program ini akan disampaikan secara:

- Ceramah
- Perbincangan
- Demonstrasi
- Latihan Praktikal
- Kajian-Kes
-

BAHASA PENGANTAR

Bahasa Melayu

PRA-SYARAT

Calun-calun peserta yang layak adalah seperti berikut:

- Tugas dalam bidang teknikal dan profesional IT;
- Tugas yang berkaitan dengan pembentukan, perkembangan dan pemeliharaan laman web rasmi Jabatan atau Kementerian menggunakan Microsoft FrontPage.

KUMPULAN SASARAN

Kumpulan Maksima: 18 peserta

Calun-calun peserta hendaklah terdiri dari:

- Pegawai dan kakitangan dari Bahagian II, III dan IV;

INTERNET & PEMBANGUNAN LAMAN WEB

JANGKAMASA

5 hari

TARIKH

(Tarikh-tarikh dijadualkan mengikut kumpulan Bahagian calun)

- Jan, Feb, Mac, Sept, Nov

FASILITATOR

- Rusidah binti Haji Hidup

PEGAWAI PROJEK/PROGRAM

- Haji Said bin Haji Yussof
- Siti Rozidah binti Jalani

WEBSITE DEVELOPMENT (ACTIVE SERVER PAGES - ASP)

005006

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Establish and maintain an Intranet/Internet web site;
- Configure a Web server;
- Interface to a database management system;
- Write a VBScripts codes;
- Create web pages using HTML and DHTML;
- Develop ASP applications;
- Implement security and control into their applications;
- Incorporate Internet technologies into their applications.

COURSE CONTENTS

MODULE 1: USING INTERNET INFORMATION SERVER

- Internet Information Server
 - About Internet Information Server
 - Virtual Directories
- Uniform Resource Locator
 - Request & Response
 - Uniform Resource Locator
- Active Server Pages
 - About Active Server Pages
 - Returning Contents
 - Procedures
 - Functions
 - Server-Side Includes
 - Remarks

MODULE 2: USING MICROSOFT DATA ACCESS

- Data Access Components
 - Microsoft Data Access Components
 - OLE DB Providers
 - Using Connection Strings
 - Storing Connection Strings
- Connection Object
 - Making a connection
 - Sending Commands
 - Returning Recordsets
 - Closing A Connection
- Recordset Object
 - Navigating a Recordset
 - Accessing Fields

MODULE 3: USING VBSCRIPTS

- Variables & Constants
 - Declaring Variables
 - Variable Scope
 - Declaring Constants
- Arrays
 - Declaring Arrays
- Control Flow
 - For Next Statement
 - Do Loop Statement
 - If Statement
 - Select Case Statement
- Date & Time Functions
 - Date & Time Statement
 - String Functions

MODULE 4: USING ASP OBJECTS

- Response
 - Response Object
 - Changing Content-Type
 - Generating Content
 - Ending a Response
 - Expiring Contents
 - Content Buffering
 - Content Redirection
 - Sending Cookies Request

- Request Object
 - Retrieving Cookies
 - Query
 - Forms
 - Server Variables

- Application & Session
 - Application Object
 - Session Object

- Server
 - Server Object

MODULE 5: USING HTML

- HTML Tags
- Spacing Tags
- Using Parameters
- Section Tags
- Document Title
- Document Settings
- Formatting Text
- Embedding Media
- Bookmarks & Hyperlinks
- Table Tags
- Using Frames
- Forms & Controls

MODULE 7: USING IIS COMPONENTS

- File System Object
 - Retrieving Drives
 - Retrieving Folders & Files
 - Linking Drives to Files
 - Linking SubFolders
 - Parent Folder
 - Folder Maintenance
 - File Maintenance
 - Reading & Writing Files
- CDONTS
 - Using CDONTS
- Counters
 - Using Counters

MODULE 8: DEVELOPING ASP APPLICATIONS

- Implementing Data Access
 - Data Access Applications
 - Data Access Library
 - Database Connection
 - Data Access Procedures
- Presentation
 - Stylesheets
 - General Includes
 - Building Pages

MODULE 9: VISUALIZER'S TIPS AND TRICKS

- Implementing Data Access
 - Multiple Submit Buttons
 - Hidden Controls
 - Dynamic Controls
- Presentation Tips & Tricks
 - Graphic Images
 - Multipage Recordsets

INTERNET & PEMBANGUNAN LAMAN WEB

COURSE CONTENTS

MODULE 10: IMPLEMENTING SECURITY AND CONTROL

- System Account
 - Internet Users
 - Intranet Users
- Database Security
 - NT Integrated Security
 - Database Security
- Global.asa
 - Session Control
 - Application Control
 - Objects

DURATION

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- July, September

FACILITATOR

Consultant

PROJECT/PROGRAM OFFICER

- Haji Said bin Haji Yussof
- Rusidah binti Haji Hidup

WEBSITE INTERACTIONS (XTENDED MARKUP LANGUAGE-XML)

004010

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- List the uses and benefits of XML on a Web site;
- Create well-formed and valid XML documents;
- Create an XML schema;
- Use XSL to display XML data in a Web browser;
- Use XSL to transform XML data into a different format;
- Display dynamic XML data in a Web browser by using data binding and the Document Object Model;
- Use ASP and ADO to read data from a data source and store it as XML;
- Add, delete, and update data on the client by using XML and saving data to a database on the server.

COURSE CONTENTS

MODULE 1 : OVERVIEW OF XML DOCUMENTS

- Structuring Data
- What is XML?
- Creating XML Documents
- Grammars and Namespaces

MODULE 2 : OVERVIEW OF XML TECHNOLOGIES

- XML Technologies: The Big Picture
- Viewing XML with Style Sheets
- Binding XML to HTML
- Accessing XML with the Document Object Model (DOM)
- Validating XML

MODULE 3 : GENERATING XML DATA FROM A DATABASE

- Overview of XML-Based Web Applications
- Using Active Server Pages
- Accessing Data with ADO
- Returning XML to the Client

COURSE CONTENTS

MODULE 4 : DISPLAYING AN XML DOCUMENT USING XSL

- Transforming XML with XSL
- Using Templates
- Filtering and Sorting XML
- XSL Language Constructs
- Creating New Nodes Dynamically

MODULE 5 : EMBEDDING XML DATA IN HTML

- Using Data in Web Browsers
- Data Binding
- Manipulating the Data Source

MODULE 6 : MANIPULATING XML DATA ON THE CLIENT USING DOM

- The DOM View of XML Documents
- Accessing DOM Trees
- Transforming XML with XSL Programmatically
- Working with Elements and Attributes
- Displaying XML Data Using DOM

MODULE 7 : POSTING XML DATA FROM CLIENT TO SERVER

- Preparing XML Data on the Client
- Posting Data to the Server
- DOM Manipulation on the Server
- Receiving the Response on the Client

MODULE 8 : VALIDATING XML DATA USING SCHEMAS

- The Need for Validation
- Writing an XML Schema
- Extending an XML Schema
- Validating XML in a Client/Server Environment

MODULE 9 : INTRODUCING BIZTALK™

- Business-to-Business Challenges
- BizTalk Server
- BizTalk Jumpstart Kit

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies

INTERNET & PEMBANGUNAN LAMAN WEB

LANGUAGE

English

PREREQUISITES

The nominees should fulfill any of these requirements:

- I.T. Professionals such as Web developers and Programmers who want to build Web applications using XML;
- Knowledge of HTML and Relational databases;
- Programming using Microsoft Visual Basic®, Visual Basic for Applications, or the Visual Basic, Scripting Edition (VBScript) language: creating procedures, using loops, variables, and COM objects;
- Knowledge of a data-access API such as DAO, RDO, or ADO;

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers from Divisions II and III;

DURATION

5 days

DATE(S)

(Participants will be grouped according to their Divisions)

- Jun, Sept

FACILITATOR

Consultant

PROJECT/PROGRAM OFFICER

- Haji Said bin Haji Yussof
- Rusidah binti Haji Hidup

INTRODUCTION TO MULTIMEDIA

004007

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Concepts of multimedia;
- Applications of multimedia;
- Using examples of multimedia applications such as Microsoft PhotoDraw and Macromedia Flash.

COURSE CONTENTS

PART II - MICROSOFT PHOTODRAW

MODULE 1 : ABOUT THE PHOTODRAW INTERFACEPORT

- About PhotoDraw Interface
- About the Picture List
- About the Visual Menu
- About Workpanes
- Items that appear in the Status Bar
- Ways to open a picture

MODULE 2 : WORKING WITH OBJECTS

- File formats MS Photo Draw can save
- Grouping and Ungrouping Objects
- Ordering Objects in a Picture
- Aligning Objects
- Scanning Pictures

MODULE 3 : DRAWING AND COLOURING AN OBJECT

- Drawing Lines Curves and Freeform Objects
- AutoShapes
- Adjusting Object's Brightness,
- Contrast, Tint, Hue & Saturation
- Colorize an Object
- RGB & HSV

MODULE 5 : FULL EFFECTS ON OBJECTS

- Shadow, Transperency, Fade Out Effect
- Blurring & Sharpening an Object
- 3 D and Designer Effect
- Pencil-sketch Effect, Rough-Surface chalk Effect
- Oil Painting Effect
- Emboss Effect to Enhance Mosaic Effect

COURSE CONTENTS

PART III - MACROMEDIA FLASH

MODULE 1 : ABOUT FLASH 5.0

- Flash Basic
- About Vector & Bitmap Graphics
- Flash Work Environment
- The Stage & Timeline
- Symbols and Instances
- Library Window
- Panels

MODULE 2 : MOVIE SETTING

- Creating a new movie and Setting
- Properties
- Previewing movies in authoring
- Environment
- Testing & Saving movies

MODULE 3 : WORKING WITH TOOLBARS

- Using Toolbox
- Using Toolbars (Windows)
- Using Context Menus
- Using Timeline
- Using Scenes
- Using Library
- View the Stage
- Drawing with the Pencil Tool
- Painting with the Brush Tool
- Reshaping using the Arrow tool

MODULE 4 : WORKING WITH COLOR OVERVIEW

- Specifying Stroke and fill attributes
- Using the Stroke and Fill controls in the toolbox
- Specifying stroke color, style and
- Weight in the Stroke Panel
- Using the Paint Bucket Tool
- Using Imported Artwork Overview
- Placing Artwork into Flash

COURSE CONTENTS

MODULE 5 : WORKING WITH OBJECTS AND LAYERS

- Working with Objects Overview
- Selecting Objects
- Using Arrow Tool
- Modifying Selections
- Moving, Copying and Deleting
- Object
 - Stacking
 - Rotating
 - Scaling
 - Flipping and Aligning
- Breaking Apart Groups and Objects
- Using Layers Overview
- Layers
 - Creating & Viewing
 - Editing
- Using Symbols and Instance
- Types of Symbol Behavior

MODULE 6 : ANIMATION AND PUBLISHING

- Buttons
- Creating Animation Overview
- Creating Keyframes
- Respresenbtations of animations in the Timeline
- About Frame Rates
- About Tweenedd Animation
- Tweening Instance, Groups and Type
- Tweeing motion along a path
- Creating Frame-by-frame
- Animations
- Publishing Flash Movies
- Publishing a Flash Player Movie
- Publishing to HTML
- Exporting Movies and Images

MULTIMEDIA & PENGURUSAN REKABENTUK GRAFIKS

PART I - CONCEPTS OF MULTIMEDIA

- Definitions of Multimedia
- Elements of Multimedia
- Interactivity in Multimedia
- Development of Multimedia Technologies
- Processes in developing Multimedia Applications
- Usage of Multimedia
- Applications of Multimedia

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals

LANGUAGE

English

PREREQUISITES

The nominees should fulfill any of these requirements:

- I.T. Professionals such as Programmers, System Analyst and Developers;
- Web Designers and Administrators;
- E-learning designers.

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers from Divisions II, III and IV

DURATION

2 days

DATE(S)

(Tarikh-tarikh dijadualkan mengikut kumpulan Bahagian calon)

- April, Jun

FACILITATOR

Consultant / CSI

MULTIMEDIA (MACROMEDIA DIRECTOR)

004011

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on how to:

- Create dazzling entertainment with sound, movie and video;
- Present information through the corporate intranets or World Wide Web.

COURSE CONTENTS

MODULE 1 : INTRODUCTION

- What is Director?
- Director file types
- Movie properties

MODULE 2 : NAVIGATING THE DIRECTOR INTERFACE

- The Authoring Environment
- The Cast
- The Score
- Sprites
- Behaviors
- Frames And Channels
- Inspectors

MODULE 3 : USING TOOLS

- The Toolbar
- Arrow Tool
- Rotate And Skew Tool
- Hand Tool
- Magnifying Glass Tool
- Text Tool
- Line Tool
- Filled Rectangle And Rectangle Tool
- Filled Round Rectangle And Round Rectangle Tool
- Filled Ellipse And Ellipse Tool
- Check Box Tool
- Radio Button Tool
- Field Tool
- Push Button Tool
- Pattern Tool

COURSE CONTENTS

MODULE 4 : PAINTING AND DRAWINGS

- The Paint Window
- Use the Paint Tools
- Use the Paint Toolbar
- Importing Bitmaps
- The Vector Shape Window
- Vector Tools
- The Vector Toolbar

MODULE 5 : WORKING WITH COLOR

- Use the Color Depth
- Use the Color Mode
- Use the Color Choices
- Use the Color Palettes

MODULE 6 : WORKING WITH TEXT

- Use the Text Windows
- Use the Field Windows

MODULE 7 : ASSEMBLING THE MOVIE

- Adding Cast Members To The Score
- Adding Behaviors To The Score

MODULE 8 : STANDALONE PLAYER

- Create the Projector
- Using Projector Options
- Publish Settings Formats
- Publish Settings General
- Publish Settings Shockwave
- Publish Settings Compression
- Publish Settings Shockwave Save
- Publish Settings Image

MODULE 9 : ADVANCED DRAWING AND PAINTING

- Use Ink Masks
- Apply Onion Skins

MODULE 10 : ANIMATING SPRITES

- Apply Tweening
- Path Of A Sprite
- Recording
- Animated Sequences

COURSE CONTENTS

MODULE 11 : USING FLASH MOVIES AND DIGITAL VIDEO

- Use a Flash Movies
- Importing Digital Video
- Digital Video Properties
- Editing Video
- Use Animated Gif

MODULE 12 : IMPORTING SOUND

- Place sounds in the score
- Sound to actions
- Compressing sounds
- Create External Shockwave Audio Files

MODULE 13 : STREAMING AUDIO OR MPEG 3 FILES

- Set Linked Sound To Stream
- Using the SWA Cast Member Properties

MODULE 14 : PLAYING MOVIES

- Use the Control Panel
- Set the Movie Tempo
- Use Target Tempo and Actual Tempo
- Lock Playback Speed
- Set Pauses In A Movie
- Set a Transitions Within Scenes

MODULE 15 : USING SHOCKWAVE

- Use Shockwave
- Change Publish Settings
- Play A Shockwave Movie
- Generate A Shockwave Movie
- Organize Files For Web Delivery

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies

LANGUAGE

English

Multimedia & Pengurusan Rekabentuk Grafiks

PREREQUISITES

The nominees should fulfill any of these requirements:

- I.T. professionals, Web developers, content developers, marketing and graphics staff, managers and technical support personnel;
- A familiarity with Microsoft Windows environment;
- A familiarity with Web terminology;
- Have attended 004007 - Introduction To Multimedia Course.

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers and staff from Divisions II, III and IV;

DURATION

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- April

FACILITATOR

Consultant / CSI

MULTIMEDIA (MACROMEDIA FLASH)

004012

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Understanding the Macromedia Flash MX environment
- Work with graphics and text
- Create layers, frames and timeline
- Create masks
- Use symbols, instances and libraries
- Use animations
- Use motion guides and Shape Hints
- Create buttons
- Add sound
- Publishing

COURSE CONTENTS

MODULE 1 : INTRODUCTION

- Introduction to Flash MX
- Flash file types
- Movie properties

MODULE 2 : FLASH INTERFACE

- The Authoring Environment
- Toolbars
- The Timeline
- Panels
- Frames
- Scenes
- Layers
- The Movie Explorer

COURSE CONTENTS

MODULE 3 : USING TOOLS

- Toolbox
- Arrow Tool
- Lasso Tool
- Oval Tool
- Rectangle Tool
- Line Tool
- Pencil Tool
- Brush Tool
- Pen Tool
- Text Tool
- Ink Bottle Tool
- Paint Bucket Tool
- Subselect Tool
- Dropper Tool
- Eraser Tool
- Hand Tool
- Zoom Tool

MODULE 4 : DRAWING AND PAINTING

- Draw A Line
- Apply Fills
- Draw A Shape
- Select the Shapes
- Modify Shapes
- Use the Custom Colors
- Use the Gradient Color

MODULE 5 : CREATING TEXT AND GRAPHICS

- Create A Text
- Apply Font Types
- Use The Vector Graphics
- Use The Raster Graphics
- Import The Vector Graphics
- Import The Raster Graphics

COURSE CONTENTS

MODULE 6 : USING OBJECTS

- Group The Objects
- Transform Objects
- Arrange Objects
- Align Objects
- Use The Rulers
- Use The Grid
- Use the Guides

MODULE 7 : CREATING SYMBOLS AND LIBRARIES

- Understand The Symbol Types
- Create Symbols
- Create Libraries

MODULE 8 : PUBLISHING

- Publishing Options
- Formats Options
- Flash Options
- HTML Options
- Projector

MODULE 9 : ADDING ANIMATION

- Creating Animation
- Previewing The Animation
- Apply Onion Skin Tool

MODULE 10 : USING MOTION TWEENING

- Use the Motion Tween
- Use the Position Tween
- Use the Scale Tween
- Use the Rotation Tween
- Use the Motion Tween Modifiers

MODULE 11 : APPLYING EFFECTS

- Apply Motion Tween Effects
- Apply Color Tween Effects

MODULE 12 : WORKING WITH GUIDES

- Use the Guide Layers
- Use the Motion Guides

MODULE 13 : USING SHAPE AND TEXT TWEENING

- Use the Shape Tween
- Use the Text Tween
- Use the Shape Tween Modifiers

Multimedia & Pengurusan Rekabentuk Grafiks

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies

LANGUAGE

English

PREREQUISITES

The nominees should fulfill any of these requirements:

- I.T professionals, graphic, video and web professionals who need an essential understanding of interactive motion graphics for the website development
- A familiarity with Microsoft Windows environment
- A familiarity with Web terminology
- Have attended 004007 - Introduction To Multimedia Course

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers and staff from Divisions II, III and IV

DURATION

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- Mei

FACILITATOR

Consultant / CSI

MULTIMEDIA (MACROMEDIA DREAMWEAVER)

004013

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on how to:

- Create a web site
- Add contents to site
- Links documents
- Insert graphics on web pages
- Create HTML forms
- Create layers
- Add users interactivity
- Add animations

COURSE CONTENTS

MODULE 1 : INTRODUCTION

- Introduction to Dreamweaver
- An Overview of HTML

MODULE 2 : NAVIGATING THE DREAMWEAVER INTERFACE

- The Authoring Environment
- The Toolbar
- The Status Bar & The Launcher
- The Properties Inspector
- The Preferences

MODULE 3 : USING TOOLS

- The Objects Panel
- Common Objects
- Character Objects
- Form Objects
- Frames Objects
- Head Objects
- Invisible Objects
- Special Objects

COURSE CONTENTS

MODULE 4 : USING CONTROL

- Use the Storyboarding
- Defining A Site
- File And Folder Management
- Understand the Path Structure
- Creating A Site Map

MODULE 5 : WORKING WITH PAGE BASICS

- Create A Local Site
- Create The Homepage
- Add Images
- Add Text
- Align Images And Text
- Modify Page Properties
- Add Meta Tags
- View The Code

MODULE 6 : WORKING WITH LINKING

- Link With Point-To-File
- Browse For Files
- Use Email Links
- Named Anchors
- Link Using Images And Text
- Check The Links

MODULE 7 : PUBLISHING THE SITE

- Preview the Site Pages
- Use the Remote Site
- Transfer Files To The Server
- Synchronize Files

MODULE 8 : HTML

- The HTML Code Window
- The Code Inspector
- External HTML Editors
- The Quick Tag Editor
- Clean Up HTML
- Clean Up Word HTML

COURSE CONTENTS

MODULE 9 : LAYOUT

- Draw the Cells
- Trace Images
- Convert Layers To Table
- Convert Tables To Layers
- Use the Design Notes
- Use the Background Images
- Image Spacers

MODULE 10 : CREATING TABLES

- Create Tables
- Table Borders And Cells
- Modify Tables
- Align In Tables
- Import And Sorting Tabular Data
- Image Assembly Using Tables

MODULE 11 : TYPOGRAPHY

- Working With Text
- Fonts
- Html Styles
- Lists
- Text Color
- Correct Text
- The History Panel
- Create Frames
- Modify Frames
- Links And Targets
- Splitting Frames
- Background Images With Frames

MODULE 12 : WORKING WITH TEMPLATES AND LIBRARIES

- Templates In Action
- Apply New Template
- Modify A Template
- Use The Library Items In Action
- Modify A Library Item

Multimedia & Pengurusan Rekabentuk Grafiks

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies

LANGUAGE

English

PREREQUISITES

The nominees should fulfill any of these requirements:

- I.T. professionals, Web developers, content developers, marketing and graphics staff, managers and technical support personnel;
- A familiarity with Microsoft Windows environment;
- A familiarity with Web terminology;
- Have attended 004007 - Introduction To Multimedia Course.

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers and staff from Divisions II, III and IV

DURATION

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- Jun

FACILITATOR

Consultant / CSI

JAVA (JAVASCRIPT PROGRAMMING)

005005

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Overview and Basics of JavaScripts;
- Variables and Data Types;
- Scripting for Frames;
- Mathematical Calculations;
- Operators;
- Window Manipulation;
- Validating Data;
- Browser Detection.

COURSE CONTENTS

MODULE 1 : JAVASCRIPT OVERVIEW

- What JavaScript *is*
- What JavaScript *isn't*
- JavaScript implementations
- Why use multiple browsers
- Script errors

MODULE 2 : JAVASCRIPT PROGRAMMING BASICS

- JavaScript syntax
- Putting code in web page

MODULE 3 : VARIABLES AND DATA TYPES

- Primitive data types

COURSE CONTENTS

MODULE 4 : USING VARIABLES AND LITERALS

- Declaring variables
- Naming variables
- Undeclared, undefined, and not defined
- Special data values
- Data types and converting between them
- Type declaration and conversion
- Converting numbers between bases
- A couple of extras
- Garbage collection
- Reserved words and keywords

MODULE 5 : OPERATORS

- Assignment operators
- Operator precedence
- Overriding precedence and associativity
- The JavaScript: Pseudo-URL

MODULE 6 : CONTROLLING THE FLOW:

- JavaScript Control Statements
- Conditional branching
- Comparison operators
- Logical operators
- If...else and if-else-if
- The switch statement
- The conditional operator
- Looping
- For loops
- Do/while loops
- For/in loops
- Control statement extras

COURSE CONTENTS

MODULE 7 : FUNCTIONS

- Passing data
- Passing multiple values
- Returning values
- Function libraries
- Variable scope
- Code interpretation

MODULE 8 : OBJECTS

- Object basics
- Instances
- Destroying instance
- Built-in objects
- The global object
- Custom objects

MODULE 9 : THE WINDOW OBJECT

- The object hierarchy
- Properties, methods, event handlers (PMEs)

MODULE 10 : DIALOG BOXES

- Alert
- Security and further considerations
- Confirm
- Prompt

MODULE 11 : STATUS BAR MESSAGES

- Transient status bar messages
- Default status bar messages
- Scrolling status bar messages
- String manipulations
- Code timing
- Clearing scheduled

MODULE 12 : WINDOW MANIPULATIONS

- Opening windows
- Window features
- Closing windows
- Creating new pages in a new window

COURSE CONTENTS

MODULE 13 : THE DOCUMENT OBJECT

- Properties, methods, event handlers (PMEs)

MODULE 14 : WRITING TO DOCUMENTS

- Writing to a fully loaded document
- Document.writeln()

MODULE 15 : DYNAMIC DOCUMENTS

- Dueling DOMS
- Internet Explorer
- Navigator
- Dynamic layers
- Dynamic HTML
- Level 0 DOM
- Cross-browsing image rollovers

MODULE 16 : HTML FRAMES REVIEW

- Creating a frameset

MODULE 17 : SCRIPTING FOR FRAMES

- Naming frames
- Cross-frame scripting
- Detecting frames and breaking out

MODULE 18 : THE FORM OBJECT

- Accessing forms
- Properties, methods, event handlers (PMEs)
- Form element objects

MODULE 19 : WORKING WITH FORM ELEMENTS AND THEIR PROPERTIES

- Text-style elements
- Reading text-style elements
- Writing to text-style fields
- Reading from select one lists
- Reading from select multiple forms
- Adding to select lists
- Removing items from a select list
- Radio buttons and check boxes
- Checking out radio buttons and check boxes
- Buttons

COURSE CONTENTS

MODULE 20 : THE GENERAL APPROACH

- The general methodology
- The specifics steps
- Calling the function

MODULE 21 : TESTING FOR REQUIRED FIELDS

- CharAt()

MODULE 22 : VALIDATING NUMERIC DATA

- Range checking

MODULE 23 : VALIDATING STRING DATA

- Zip code validator
- Phone number validator
- State validator
- More string functions
- Creating a library file

MODULE 24 : THE DATE OBJECT

- Properties, methods, event handlers (PMEs)

MODULE 25 : USING AND MANIPULATING DATES

- Current date and time
- Clocks
- Date math

MODULE 26 : THE MATH OBJECT

- Properties, methods, event handlers (PMEs)

MODULE 27 : DOING MATH WITH JAVASCRIPT

- Random numbers
- Rounding numbers
- Rounding with decimal places

MODULE 28 : EXAMINING THE COMPATIBILITY LANDSCAPE

- Browser and JavaScript versions
- Specifying the language version
- Compatibility strategies

COURSE CONTENTS

MODULE 29 : DETECTING BROWSERS AND PLATFORMS

- The navigator object
- String function
- The if(object) shortcut
- Detection script techniques

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies

LANGUAGE

English

PREREQUISITES

The nominees should fulfill any of these requirements:

- I.T. professionals, Programmers, Web developers, content developers, managers and technical support personnel;
- A familiarity with Microsoft Windows environment;
- A familiarity with Web terminology;
- Knowledge of HTML and basic event-driven programming principles;
- Have attended courses on HTML and XML.

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers and staff from Divisions II, III and IV;

Multimedia & Pengurusan Rekabentuk Grafiks

DURATION

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- Mac, Sept

FACILITATOR

Consultant / CSI

DESKTOP PUBLISHING (MICROSOFT PUBLISHER)

004004

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Creating and designing publications, brochures, newsletters and booklet;
- Present information through the corporate intranets or World Wide Web using Microsoft Publisher.

COURSE CONTENTS

MODULE 1 : INTRODUCTION

- What is Microsoft Publisher?
- Start and quit Publisher
- Creating an Electronic Form

MODULE 2 : CREATING TYPE OF PUBLICATION

- Create a new publication based on an existing one
- Create a new publication based on a template
- Create a newsletter, booklet or catalog from scratch
- Create an unfolded booklet or newsletter from scratch
- Create an 8.5 by 11 inch folded booklet from scratch
- Create a folded booklet or newsletter from scratch
- Create a publication with a wizard

MODULE 3 : WORKING WITH PUBLISHER

- Working with background
- Changing Color Scheme
- Changing Scheme Color
- Changing Non-Scheme Color

MODULE 4 : WORKING WITH OBJECTS

- Using ruler guides
- Snapping Objects
- Grouping Objects
- Layering Objects
- Rotating Objects
- Flipping Objects

COURSE CONTENTS

MODULE 5 : MAIL MERGE

- Creating Data Source
- Customise Fields
- Keying and Filtering Records
- Saving Data Source
- Create users-defined reports

MODULE 6 : WORKING WITH TABLES

- Creating Tables
- Creating Table of Contents

MODULE 7 : CREATING WEB PAGES

- Run the Web Site Wizard
- Customize a Web Site
- Create a Hyperlink
- Change the background texture and
- Color of a Web site

MODULE 8 : WORKING WITH WEB PAGE FORM

- What is an Electronic Form?
- Creating an Electronic Form from scratch

MODULE 9 : WORKING WITH FORM CONTROLS

- Add Form Controls
- Examples of controls
- Save electronic form data on a Web server
- Send electronic form data by e-mail

MODULE 10 : CUSTOMISING PUBLISHER

- General options
- Edit Options
- User-Assistance Options

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies

LANGUAGE

Malay / English

Multimedia & Pengurusan Rekabentuk Grafiks

PREREQUISITES

The nominees should fulfill any of these requirements:

- I.T. professionals or graphic professionals who wish to create catalog, newsletters, booklets and cards using Microsoft Publisher 2000;
- A familiarity with Microsoft Windows environment.

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers and staff from Divisions II, III and IV;

DURATION

4 days

DATE(S)

(Participants will be grouped according to their divisions)

- July

FACILITATOR

Consultant / CSI

DESKTOP PUBLISHING (ADOBE PAGEMAKER)

004014

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Creating and designing dazzling publications, brochures, newsletters and booklet;
- Present information through the corporate intranets or World Wide Web using Adobe PageMaker.

COURSE CONTENTS

MODULE 1 : GETTING STARTED

- Starting Pagemaker
- Assembling a two-column flyer
- Producing the Flyer

MODULE 2 : ARCHITECT'S LETTERHEAD

- Assembling a custom template
- Assembling an envelope, business card, letter head and letter

MODULE 3 : PROJECT PROPOSAL

- Assembling master page, first page, third page
- Producing the proposal

MODULE 4 : JEWELCASE BOOKLET

- Assembling the master page
- Assembling the booklet cover
- Assembling the first double-page spread
- Assembling the last spread
- Assembling the back cover
- Building a booklet
- Printing the booklet

MODULE 5 : CYCLING GUIDEBOOK

- Setting up the document
- Finishing the cover
- Working with styles
- Finishing the first spread
- Laying out the next spread

COURSE CONTENTS

MODULE 6 : ADVENTURE NEWSLETTER

- Starting the Publication
- Setting up the master pages
- Beginning page 1
- Adding guides
- Placing art on page 1
- Placing the text
- Formatting the Bungee article
- Adding the continuation linf
- Adding the Editor's Note
- Finishing the Bungee article
- Formatting the Kayaking article
- Positioning the pull quote
- Laying out thr Tibetan Treks sidebar
- Using Story editor
- Finding and changing text
- Checking spelling

MODULE 7 : RECREATIONAL CATALOG

- Placing a Kodak Photo CD image
- Working with color
- Working with inline graphics
- Attaching rules to text
- About graphic file formats
- Placing and linking a graphic
- Managing links
- Preparing for commercial printing

MODULE 8 : SAILING PUBLICATION

- Creating a book list
- Adding index entires
- Generating the table of contents
- Formatting the table of contents
- Printing the book

COURSE CONTENTS

MODULE 9 : NEWSLETTER ON THE WEB

- Comparing HTML and PDF
- Adding Hyperlinks
- Adding a source on a master page
- Testing Hyperlinks
- Adapting color for the Web
- Exporting to Adobe PDF
- Preparing the HTML version
- Exporting to HTML
- Comparing the final versions
- Adobe on the Web

MODULE 10 : PDF WEB PAGE

- Previewing the final version
- Setting up the publication
- Using text and graphics as hyperlinks anchor
- Testing hyperlinks
- Adding a source on a master page
- Setting up anchors for the rest of the publication
- Completing the hyperlink sources
- Completing the linked table of contents
- Creating a multiple-source image map out of one graphic
- Linking to a movie
- Creating URL anchors
- Importing URL anchors
- Dragging URL anchors
- Adding index entries
- Generating the hyperlinked index
- Exporting to PDF
- Viewing the PDF in a web

4 days

DATE(S)

(Participants will be grouped according to their divisions)

- Jun

FACILITATOR

Consultant / CSI

DESKTOP PUBLISHING (ADOBE PHOTOSHOP)

004015

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Usage of the toolbox, palettes and views
- Using Guides and zooming
- Working with selections
- Use layers
- Working with vector artwork
- Work with masks and channels
- Retouching photos
- Use advanced layer techniques
- Use filters

COURSE CONTENTS

MODULE1: GETTING TO KNOW THE WORK ENVIRONMENT

- Start Adobe Photoshop and Open files
- Use the tools
- Enter Values
- View images
- Work with palettes
- Use context menus
- Use Online Help
- Use Adobe online services

MODULE 2: USING THE FILE BROWSER

- Exploring File Browser

COURSE CONTENTS

MODULE 3: BASIC PHOTO CORRECTION

- Strategy for retouching
- Resolution and image size
- Crop an image
- Adjust the tonal image
- Remove a color cast
- Replace colors in an image
- Adjust saturation with the sponge tool
- Adjust lightness with the dodge tool
- Remove unwanted objects
- Replace part of an image
- Apply the unsharp mask filter
- Save the image for four-color printing
- Paint with the art history brush

MODULE 4: WORKING WITH SELECTION

- Selection tool overview
- Select using rectangular marquee tool
- Select using elliptical marquee tool
- Move a selection
- Select with the magic wand
- Select with the lasso tool
- Add and subtract selections
- Select with the magnetic lasso
- Transform a selections
- Combine selection tool
- Crop the completed image

MODULE 5: UNDERSTANDING LAYER BASICS

- Organise artwork on layers
- Create and view layers
- Select and remove artwork on layer
- Rearrange layers
- Change opacity and mode of a layer
- Link layers
- Add a gradient to a layer
- Add text
- Apply a layer style
- Flatten and save files

COURSE CONTENTS

MODULE 6: WORKING WITH MASKS AND CHANNELS

- Create a quick mask
- Edit a quick mask
- Save a selection as a mask
- Edit a mask
- Load a mask as a selection and apply an adjustment
- Extract an image
- Apply a filter effect to a masked selection
- Create a gradient mask
- Apply effects using a gradient mask

MODULE 7: RETOUCHING AND REPAIRING

- Repairing areas with the clone stamp tool
- Using the pattern stamp tool
- Using healing brush and patch tools
- Retouching on a separate layer

MODULE 8: PAINTING AND EDITING

- Defining a custom workspace
- Fill the background layer with color
- Blend image with the background
- Changing image with the history tools
- Paint the image
- Correct your work
- Controlling dither
- Using Patternmaker to create picture frame

MODULE 9: BASIC PEN TOOL TECHNIQUES

- Understanding paths and pen tools
- Drawing straight path
- Drawing curved paths
- Combining curved and straight paths segments
- Editing anchor points
- Using path with artworks
- Adding layers to complete the effect.

COURSE CONTENTS

MODULE 10: USING VECTOR MASKS, SHAPES AND CLIPPING PATHS

- Bitmap and vector images
- Creating the poster background
- Use clipping paths to control what is shown in a layer
- Create a logo using vector shapes and clipping paths
- Work with text
- Work with defined custom shapes
- Use actions and styles

MODULE 11: ADVANCED LAYER TECHNIQUES

- Creating paths to clip a layer
- Creating layer sets
- Creating an adjustment layer
- Creating knockout gradient layer
- Applying layer styles
- Clipping a layer
- Creating a border layer
- Flattening a layer image

MODULE 12: CREATING SPECIAL EFFECTS

- Automating a multi-step task
- Setting up a 4 four-image montage
- Hand colour selection on layers
- Customise grid
- Desaturate a selection
- Create a color blending mode layer
- Choose web-safe colors
- Adjustment layers
- Apply various filters

MODULE 13: PREPARING IMAGES FOR TWO COLOR PRINTING

- Using channels and the Channels palettes
- Convert color image to monochrome
- Adjust the tonal range of an image by using

COURSE CONTENTS

MODULE 14: OPTIMIZING WEB IMAGE AND IMAGE MAPS

- Optimizing a JPEG image
- Optimizing a GIF image
- Controlling dither
- Specify background transparency
- Creating a dithered transparency
- Working with image maps
- Batch processing file optimization

MODULE 15: ADDING INTERACTIVE SLICES AND ROLLOVERS

- Understanding Slices
- Slicing an image in Photoshop, Image Ready
- Optimizing slices in Image Ready
- Creating rollovers
- Preview
- Saving the sliced images in ImageReady

MODULE 16: CREATING ANIMATED IMAGES FOR THE WEB

- Creating animations in Adobe ImageReady
- Animating by hiding and showing layers
- Animating with layer opacity and position
- Using Advanced layer features to create animations
- Black and white points
- Sharpen the image
- Add spot color to selected areas of the image

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies

LANGUAGE

Malay / English

Multimedia & Pengurusan Rekabentuk Grafiks

PREREQUISITES

The nominees should fulfill any of these requirements:

- I.T. professionals such as Webmaster; or
- Graphic professionals such as desinger, Illustrator, photographer, video artist;
- A familiarity with Microsoft Windows environment.

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers and staff from Divisions II, III and IV

DURATION

4 days

DATE(S)

(Participants will be grouped according to their divisons)

- Jun

FACILITATOR

Consultant / CSI

PROJECT MANAGEMENT (MICROSOFT PROJECT)

006004

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Understand the Project Management Fundamentals;
- Manage the Project Resources and the Schedule;
- Create Reports based on the project;
- Monitor the project;
- Customise the Project Environment.

COURSE CONTENTS

MODULE 1 : UNDERSTANDING THE PROJECT MANAGEMENT FUNDAMENTALS

- Project Management Fundamentals

MODULE 2 : INTRODUCTION

- What is Microsoft Project?
- Overview of Microsoft Project

MODULE 3 : CREATING A PROJECT

- The basics of setting up a new project
- Enter tasks, project start and finish dates
- Modifying tasks
- Establishing task relationships
- Understanding Lead/Lag Time
- Overview to the Project
- Applying Project Filter

COURSE CONTENTS

MODULE 4 : MANAGING RESOURCES

- How to enter resources
- Create calendar
- Customise calendar
- Use scheduling
- Display different combination views of Project info
- Review resource allocation
- Adjust resource allocation
- Sort the order in which tasks/resources are displayed
- Review project costs
- Adjust project costs

MODULE 5 : MANAGING THE SCHEDULE

- How to place constraints in tasks
- Track progress by comparing plan against progress
- Shorten the critical path

MODULE 6 : REPORTING

- Print charts and reports
- Customise presentation
- Create user-defined reports

MODULE 7 : CUSTOMISING PROJECT ENVIRONMENT

- Create user-defined Views
- Create user-defined Tables
- Create user-defined Filters

COURSE CONTENTS

MODULE 8: TEAM PROJECT MANAGEMENT

- Access Project Server
- Navigate Project Server Interface
- Understand Project Server permissions
- Make Project Data available to your team
- Update a Project to the Web Server
- Initiate Workgroup messages
- Use the Home Page features
- Send and receive messages
- Respond to messages
- Use rules to automatically handle message
- Change Project Server password
- Work with Tasks
- Use Timesheet
- Use Views
- Create and send Status Report
- Submit Status Report
- Complete Status Report
- View Status Report
- Distribute Status Report
- Send updated Project 2002 data into Project Server

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies

Pengurusan Projek

LANGUAGE

Malay / English

PREREQUISITES

The nominees should fulfill any of these requirements:

- Familiarity with Windows 98/2000 environment.

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers from Divisions I, II and III

DURATION

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- July

FACILITATOR

Consultant / CSI

SPSS FOR WINDOWS

006002

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on how to:

- Collect and present statistical data in various graphical and tabular methods;
- Calculate basic statistical information and frequency analysis;
- Make inferences about the body of data when only a part of it is known;
- Analyse bivariate and multivariate data using correlation and regression procedures;
- Analyse categorical data and perform goodness of fit tests.

COURSE CONTENTS

MODULE 1 : INTRODUCTION TO STATISTICS

- What is Statistics
- Basic Concepts
- Measurement Scales
- Sampling Methods
- Methods of data collection

MODULE 2 : READING & ENTERING DATA

- SPSS Windows
- Entering data in SPSS
- Editing data
- Data transformations

MODULE 3 : EXAMINING DATA

- Out-of-range Values
- Consistency Errors
- Missing Data
- Locating errors

COURSE CONTENTS

MODULE 4 : MODIFYING DATA VALUES DATA

- Creating new variables
- Recoding variables
- Counting occurrences
- Ranking cases

MODULE 5 : PRESENTATION OF DATA

- Frequency tables
- Frequency analysis
- Plotting graphs
- Plotting charts
- Editing charts

MODULE 6 : DESCRIPTIVE STATISTICS

- Central tendencies
- Dispersion and variability
- Skewness
- Kurtosis
- Distribution

MODULE 7 : INFERENCE STATISTICS

- Point estimation
- Confidence intervals
- Hypothesis testing
- P-value of a test
- Power of a test

MODULE 8 : MAKING COMPARISON

- Difference between two means
- Difference between two proportions
- Paired sample
- Nonparametric methods

COURSE CONTENTS

MODULE 9 : MAKING EXTENDED COMPARISON

- Sources of Variation
- One-way ANOVA
- Two-way ANOVA
- Nonparametric test

MODULE 10 : ANALYSIS OF BIVARIATE DATA

- Presenting bivariate data
- Plotting bivariate data
- Correction
- Regression

MODULE 11 : ANALYSIS OF MULTIVARIATE DATA

- Multiple plots
- Partial correlations
- Multiple regression
- Beta Coefficients
- Collinearity Diagnostics

MODULE 12 : ANALYSIS OF CATEGORICAL VARIABLES

- Goodness of Fit
- Log-Likelihood Ratio
- Fisher's Exact Tes
- Pearson's Chi-square
- Measure of Association

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies
-

LANGUAGE

English

Pengurusan Projek

PREREQUISITES

The nominees should fulfill any of these requirements:

- Statisticians who wish to analyse statistical data using SPSS;
- A familiarity with Microsoft Windows environment;
- Participants who have attended Research Methodology Course;

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers from Divisions II and III;

DURATION

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- July

FACILITATOR

Consultant

NETWORKING ESSENTIALS

006007

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Understand the primary building blocks of networks;
- Understand the most popular networking technologies;
- Determine which approach to networking and which technologies are best.

COURSE CONTENTS

PART I - CONCEPTS OF NETWORKING

- Network Orientation
- What Is Networking?
- Concept of networking
- Why use a network
- Components of a local area network.
- Describe the advantages of networking.
- Peer-to-peer network.
- Designing the network layout
- Hubs
- Connecting Network Components
- Network Cabling
- Cabling System
- Network Adapter Cards
- Common protocols
- Implementing and removing protocols
- Network Architectures
- Ethernet
- 10 Mbps IEEE Standard
- 100 Mbps IEEE standard
- Network Operations
- Managing Network Accounts
- Ensuring Network Data Security
- Backup
- Uninterruptible power supply (UPS)
- Larger Networks
- Advanced WAN Technologies
- Overview of the latest wide area network technologies

COURSE CONTENTS

PART II - WINDOWS 2000 NETWORKING

MODULE 1: INTRODUCTION TO WINDOWS 2000 AND NETWORKING

- Windows 2000 Operating Systems
- Introduction to Networks
- Windows 2000 Implementation of Networking

MODULE 2: ADMINISTRATION OF A WINDOWS 2000 NETWORK

- Windows 2000 Help
- Administrative Tasks
- Administrative Tools

MODULE 3: SECURING A WINDOWS 2000 NETWORK

- User Accounts
- Groups
- User Rights
- Permissions

MODULE 4: EXAMINING THE NETWORK

- Scope of Networks
- Basic Connectivity Components
- Network Topologies
- Network Technologies
- Expanding the Network
- Architecture (Simulation)

MODULE 5: EXAMINING NETWORK PROTOCOLS

- Introduction to Protocols
- Protocols and Data Transmissions
- Common Protocols
- Other Communication Protocols
- Remote Access Protocols

MODULE 6: EXAMINING TCP/IP

- Introduction to TCP/IP
- TCP/IP Protocol Suite
- Name Resolution
- Examining the Data Transfer Process
- Routing Data

COURSE CONTENTS

MODULE 7: EXAMINING IP ADDRESSING

- Classful IP Addressing
- Subnetting a Network
- Planning IP Addressing
- Assigning TCP/IP Addresses

MODULE 8: OPTIMIZING IP ADDRESS ALLOCATION

- Classless Inter-Domain Routing (CIDR)
- Binary IP Addresses
- Binary Subnet Masks
- IP Address Allocation Using CIDR

MODULE 9: EXAMINING WEB SERVICES

- Identifying Internet Concepts
- Using Client Technologies
- Connecting to the Internet
- Identifying Web Server Concepts

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Case Studies

LANGUAGE

English

PREREQUISITES

The nominees should fulfill any of these requirements:

- Experience of the Windows interface including, locating, creating, copying and manipulating folders and files and configuring the desktop;
- Knowledge of computer hardware such as hard disks, memory and CPUs;
- Knowledge of fundamental networking concepts including client/server networks, LANS and network operating systems;
- Experienced users such as I.T. Professionals such as Network Administrator, Webmasters, Web Designers, System Analyst or Software Engineers;

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TARGET PARTICIPANTS

Maximum: 25 participants

The nominees must be amongst:

- Officers from Divisions II and III only;

DURATION

3 days

DATE(S)

(Participants will be grouped according to their divisions)

- October

FACILITATOR

Consultant

NETWORK ADMINISTRATION (WINDOWS 2000)

006008

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Configuring Windows 2000 environment;
- Managing users and groups on network;
- Managing performance and tuning of network;
- Maintaining and troubleshoot procedures for possible network problems.

COURSE CONTENTS

MODULE 1 : INTRODUCTION TO WINDOWS 2000

MODULE 2 : CONFIGURING THE WINDOWS 2000 ENVIRONMENT

MODULE 3 : USERS AND GROUPS

MODULE 4 : DISK MANAGEMENT AND FILE SYSTEMS

MODULE 5 : NTFS

MODULE 6 : NETWORKING

MODULE 7 : AUTOMATIC IP CONFIGURATION AND NAME RESOLUTION

MODULE 8 : REMOTE ACCESS SERVICE

MODULE 9 : PRINTING

MODULE 10 : THE WINDOWS 2000 BOOT PROCESS

MODULE 11 : PERFORMANCE AND TUNING

MODULE 12 : TROUBLESHOOTING AND MAINTENANCE

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METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies
-

LANGUAGE

English

PREREQUISITES

The nominees should fulfill any of these requirements:

- I.T. Professionals
- Experience of the Windows interface including, locating, creating, copying and manipulating folders and files and configuring the desktop;
- Knowledge of computer hardware such as hard disks, memory and CPUs;
- Knowledge of fundamental networking concepts including client/server networks, LANS and network operating systems.
- Has attended 006007 - Networking Essentials Course

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers from Divisions II and III

DURATION

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- August, November

FACILITATOR

Consultant

PC TROUBLESHOOTING

006009

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Recognise and repair PC faults quickly and efficiently
- Significantly improve system uptime
- Differentiate between hardware and software faults
- Use troubleshooting diagnostic tools to effectively diagnose PC faults
- Carry out effective and trouble-free preventive maintenance

COURSE CONTENTS

MODULE 1 : INTRODUCTION TO COMPUTERS

- The development of the computer
The Role of a Computer Service Professional

MODULE 2 : UNDERSTANDING ELECTRONIC COMMUNICATION

- Computer Communication
- The Computer Bus

MODULE 3 : AN OVERVIEW OF THE PERSONAL COMPUTER

- The Three Stages of Computing
- Components of a Computer
- Support Hardware

MODULE 4 : THE CENTRAL PROCESSING UNIT

- Microprocessors
- Replacing And Upgrading a CPU

MODULE 5 : POWER SUPPLIES

- Power Supplies
- Power Supply Problems

MODULE 6 : MOTHERBOARD AND ROM BIOS

- Computer cases
- Network Printing
- ROM BIOS

COURSE CONTENTS

MODULE 7 : MEMORY

- ROM and RAM
- Memory Mapping
-

MODULE 8 : EXPANSION BUSES, CABLES AND CONNECTORS

- Understanding Expansion Buses
- Configuring Expansion Cards
- Cables and connectors

MODULE 9 : BASIC DISK DRIVERS

- Floppy disk Drivers
- Hard disk Drivers

MODULE 10 : ADVANCED DISK DRIVE TECHNOLOGY

- CD-ROM and DVD Drivers
- Advanced Hard Disk Drivers
- SCSI Drivers

MODULE 11 : THE DISPLAY SYSTEM

- Monitors
- Flat Panel Displays
- Display Adapters
- Choosing and Troubleshooting Display Systems

MODULE 12 : PRINTER

- Printers

MODULE 13 : PORTABLE COMPUTERS

- Portable Computers

MODULE 14 : CONNECTIVITY AND NETWORKING

- Networks
- LAN Types
- Network Interface Cards
- Network Cabling
- Network and Token Ring
- Network components
- Wide Area Networks

COURSE CONTENTS

MODULE 15 : TELECOMMUNICATIONS : MODEMS AND INTERNET

- Modems
- The Internet and Web Browsers

MODULE 16 : OPERATING SYSTEMS FUNDAMENTALS

- Operating Systems Basics
- The command Prompt and DOS mode Operations
- File System Basics

MODULE 17 : INTRODUCTION AND INSTALLING MICROSOFT WINDOWS

- The Windows Family
- Preparing for Windows Installation
- Installing Windows

MODULE 18 : RUNNING MICROSOFT WINDOWS

- How Windows 98 Works
- How Windows 2000 Works Managing Windows

MODULE 19 : MAINTAINING THE MODERN COMPUTER

- The right Tools for the job
- Planing and Reforming Regular Maintenance
- Maintaining the Windows System Environment

MODULE 20 : UPGRADING A COMPUTER

- Computer disassembly and Reassembly
- Upgrading a Computer

MODULE 21 : TROUBLESHOOTING TECHNIQUES AND CLIENT RELATIONS

- Basic Troubleshooting Techniques
- Windows Traoubleshooting Tools
- Clients Relations

MODULE 22 : THE BASIC OF ELECTRICAL ENERGY

- Power
- Electrostatic Discharge
- Safety and Electical Power

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Group Work

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LANGUAGE

Malay / English

PREREQUISITES

The nominees should fulfill any of these requirements:

- I.T Professionals such as : Office Manager, PC Support Co-ordinator, Systems Analyst, Help Desk Officer, Network Manager, LAN Administrator or Computer Technician.
- General troubleshooting skills;
- No fear of the PC environment;
- Some experience or familiarity with DOS.

TARGET PARTICIPANTS

Maximum: 16 participants (8 groups)

The nominees must be amongst:

- Officers and staff from Divisions II, III and IV

DURATION

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- Jun, August

FACILITATOR

Consultant

ADVANCED PC TROUBLESHOOTING

006024

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Identify and fix common failures;
- Comprehend hard disk intricacies;
- Troubleshoot all major PC components;
- Effectively use diagnostic tools;
- Employ effective troubleshooting techniques;
- Keep out of trouble when upgrading;

COURSE CONTENTS

MODULE 1 : UNDERSTANDING YOUR PC

- Hardware Specification
- Software Content

MODULE 2 : DISK OPERATING SYSTEM (DOS)

- Basic DOS command
 - Introduction to MS-DOS
 - Installing and Networking MS-DOS
 - Using and Configuring MS-DOS
 - Troubleshooting MS-DOS

MODULE 3 : PC TROUBLE-SHOOTING

MODULE 4 : BASIC NETWORKING

- TCP-IP
 - TCP/IP Fundamentals
 - The TCP/IP Protocol Suite
 - IP Addressing, Subnetting, and Supernetting
 - IP Addressing
 - Interior Gateway Protocols
 - Introduction to Subnetting
 - Supernetting
 - Accessing and Using a TCP/IP Network
 - Configuring Clients for TCP/IP Networks
 - TCP/IP Suite Utilities
 - Using TCP/IP Suite Utilities
 - Network Security and Fault Tolerance
 - Security Models
 - Password Security
 - Data Encryption
 - Firewalls and Proxy Servers
 - System Fault Tolerance
 - Backing Up Data
 - Preparing for Network Installation
 - Planning and Gathering Information
 - Environmental Issues
 - Networking Components and Connectors
 - Compatibility Issues

COURSE CONTENTS

- Maintaining the Network
 - Network Documentation
 - Backup Strategies
 - Virus Protection
 - Patches and Other Software Updates
- Troubleshooting the Network
 - Exploring Troubleshooting Models
 - Identifying Troubleshooting Tools
- DHCP
- DNS
- Basic Networking Knowledge
 - Network and Internetwork Concepts
 - Network Topologies
 - Networking Strategies
- Servers and Clients
 - Network Operating System Basics
 - Network Clients
 - Directory Services
- Introduction to the OSI Model
- Families of Protocols
- The Physical Media
 - Data-transmission Media
 - Unbounded Media
 - Signaling
 - Signal Transmissions
- The Data Link Layer
 - Data Link Layer Considerations
 - Media Access Control (MAC) and Logical Link Control (LLC)
 - Data Transmission
 - Introduction to Network Connection Devices
 - Network Adapters
 - Putting Data on the Cable
 - Network Topologies
 - Bridges

Pengurusan Komputer & Rangkaian

COURSE CONTENTS

MODULE 6 : WINDOWS 2000

- Overview of Windows 2000
- Installing Windows 2000
- Server-based Installation

TARGET PARTICIPANTS

Maximum: 16 participants (8 groups)

The nominees must be amongst:

- Officers and staff from Divisions II, III and IV

DURATION

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- September, December

FACILITATOR

Consultant

INFORMATION SYSTEMS SECURITY

006020

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- The security requirements of the system and describe the controls in place or planned for meeting those requirements;
- Delineate responsibilities and expected behavior of all individuals who access the information system;
- Various types of attacks and how to stay up-to-date;
- Recent and future trends, such as intruder detection, smart cards and biometrics.

COURSE CONTENTS

MODULE 1: INFORMATION SECURITY POLICIES

- Policy Guidelines
- Purposes of Information security Plans
- Information Security Plan Responsibilities

MODULE 2 : MANAGEMENT AND OPERATIONAL CONTROLS

- Risk Assessment and Management
- Review of Security Controls
- Planning of Security in the Life Cycle
- Major Application: Operational Controls

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Case Studies

LANGUAGE

English

Keselamatan Teknologi Maklumat

PREREQUISITES

The nominees should fulfill any of these requirements:

- Information Manager who need to ensure that their information system is properly secured against all kinds of threats;
- Managers responsible for creating a security plan for their organization;
- Systems Manager & Technical I.T. professionals who must evaluate, select, & implement security products;
- System developers who need to become more familiar with information security.

TARGET PARTICIPANTS

Maximum: 25 participants

The nominees must be amongst:

- Officers from Divisions II and III;

DURATION

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- August

FACILITATOR

Consultant

NETWORK AND INTERNET SECURITY - MODULE 1

006017

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Use and implementation of security on network and Internet;
- Growth, development and support services and applications that runs on network and the internet.

COURSE CONTENTS

MODULE 1 — NETWORK SECURITY AND FIREWALLS

- What is Security ?
- Elements of Security
- Applied Encryption
- Types of Attacks
- Principles of General Security
- Layers of Protocols and Security
- Resources Security
- Firewalls and Virtual Private Networks (VPN)
- Phases of Firewalls Protections
- Integrations
- Tracking and Avoiding Crimes of 'Hackers'
- Incidents Feedback

COURSE CONTENTS

MODULE 2 — INTERNET SECURITY

- Overview Of Internet Security
- History
- Network Security Incidents
 - Sources of incidents
 - Types of incidents
 - Incidents and Internet Growth
 - Incident Trends
- Internet Vulnerabilities
 - Why internet is Vulnerable
 - Types of Technical Vulnerabilities
- Improving Security
 - Security Policy, procedures, and Practices
 - Security Technology
- Information Warfare

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies

LANGUAGE

English

PREREQUISITES

The nominees should fulfill any of these requirements:

- I.T Professionals such as Network Administrators, Webmasters, Web Application Developers, System Analyst, Programmers or Software Engineers;
- Familiarity with Windows NT / Windows 2000, Networking, Web-browsing, Database Concepts, programming and networking.

Keselamatan Teknologi Maklumat

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers from Divisions II and III;

DURATION

2 days

DATE(S)

(Participants will be grouped according to their divisions)

- September

FACILITATOR

Consultant

NETWORK AND INTERNET SECURITY - MODULE 2

006018

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Designing the systematic network and internet security system;
- Analysing requirements ;
- Establishing a secure management model.

COURSE CONTENTS

MODULE 1 : OVERVIEW OF DESIGN

- The Role of Systematic Design in Development
- The Role of Systematic Design in Developing Effective IT Solutions in Business

MODULE 2 : ANALYZING BUSINESS REQUIREMENTS

- Analyzing Existing and Planned Business Models
- Analyzing Existing and Planned Organizational Structures
- Analyzing Factors That Influence Company Strategies
- Data Collection and Analysis

MODULE 3 : WINDOWS 2000 SECURITY FUNDAMENTALS

- Security Overview
- Designing Active Directory for Security

MODULE 4 : ESTABLISHING A SECURE MANAGEMENT MODEL

- Administrative Modelling
- Using Administrative Tools
- Planning Users and Groups for Security

MODULE 5 : WINDOWS 2000 COMPUTER SECURITY

- Physical Security
- Security Templates
- File System and Printer Security
- Encrypting File System (EFS) Design Strategies
- Backup Planning and Virus Protection

COURSE CONTENTS

MODULE 6 : PUBLIC KEY INFRASTRUCTURE DESIGN

- Introduction to Cryptography
- Installing Certificate Services
- Using Certificates with IIS
- Designing a PKI

MODULE 7 : USING IP SECURITY

- Designing IP Layer Security with IPSec

MODULE 8 : REMOTE ACCESS SECURITY

- Designing a Plan for Remote Access Users

MODULE 9 : PROTECTING YOUR NETWORK WITH FIREWALLS

- Introduction to Firewall Concepts
- Network Server Placement
- Microsoft Internet Security and Acceleration(ISA) Server and Microsoft Proxy Server

MODULE 10 : PLANNING AND DESIGN FOR INTERNET ACCESS

- Deciding on How to Connect to an Internet Service Provider
- Configuring Security in Internet Explorer

MODULE 11 : REMOTE AUTHENTICATION AND RESOURCE ACCESS SCENARIOS

- External Access to Internal Resources
- Partner Authentication and Resource Access

MODULE 12 : SECURITY FOR OTHER CLIENT COMPUTER TYPES

- Security and Non-Microsoft Clients

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies

LANGUAGE

English

Keselamatan Teknologi Maklumat

PREREQUISITES

The nominees should fulfill any of these requirements:

- I.T Professionals such as Network Administrators, Webmasters, Web Application Developers, System Analyst, Programmers or Software Engineers;
- Familiarity with Windows NT / Windows 2000, Networking, Web-browsing, Database Concepts, programming and networking.

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers from Divisions II and III;

DURATION

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- September

FACILITATOR

Consultant

INFORMATION TECHNOLOGY FOR MANAGERS

006025

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- understand information technology, its major components and its broad applications;
- how these major components (operating systems, software, networks, and databases) relate to the personal computer or workstation;
- The fundamental terminology of computing
- What an operating system is and what it provides
- How a computer uses software
- The software development process
- Networking, what network protocols are, and how systems use them to communicate
- How the Internet sends information around the world
- How web technologies provide information to users of the Internet
- The basics of client-server software development

COURSE CONTENTS

PART II - INTRODUCTION TO INFORMATION TECHNOLOGY

MODULE 1: ORGANIZATIONS, MANAGEMENT, AND THE NETWORK REVOLUTION.

- The information systems revolution: Transforming business and management
- The strategic role of information systems
- Information systems, Organizations, and Management - Business processes and enterprise systems

MODULE 2: INFORMATION TECHNOLOGY INFRASTRUCTURE

- Computers and information processing
- The role of software in the Information Technology (IT) infrastructure.
- Managing data resources
- Telecommunications, networks, and the new Information Technology Infrastructure
- The Internet: Electronic Commerce and Electronic Business

COURSE CONTENTS

MODULE 3: BUILDING INFORMATION SYSTEMS

- Redesigning the organization with Information Systems
- Approaches to system building

MODULE 4: MANAGEMENT AND ORGANIZATIONAL SUPPORT SYSTEMS

- Managing knowledge
- Enhancing management decision making

MODULE 5: MANAGING INFORMATION SYSTEMS

- Managing information security and control
- Ethical and social impact of Information Systems
- Managing International Information Systems

PART II - THE INFORMATION TECHNOLOGY

MODULE 1 : INTRODUCTION TO WEB TECHNOLOGY

- Identify the major issues regarding Internet usage and responsibility
- Download, install, and configure Internet applications
- Use and configure a browser to navigate the Internet
- Locate good starting points for Internet navigation
- Locate and subscribe to mailing lists and news groups
- Find Internet information using a variety of search engines

MODULE 2 : INTRODUCTION TO NETWORKING

- Describe what are interoperable network components
- Understand network access and termination considerations
- Discuss ISDN, ADSL, ATM, and VLAN concepts and components
- Design simple networks
- Understand network protocols
- Design guidelines for networks and operations requirements

MODULE 3 : INTRODUCTION TO PROGRAMMING

- Understand how a program is used within a computer
- Define the terms "procedural" and "object-oriented languages"
- Understand the concepts of program variables
- Discuss the importance of a program's life cycle
- Define the roles of client-server programming

COURSE CONTENTS

MODULE 4 : INTRODUCTION TO CLIENT-SERVER SYSTEMS

- Define client-server computing
- Assess the advantages, risks, and costs of using client-server systems
- Understand why Application Program Interfaces (API) are important to client-server systems
- Discuss the design of common client-server web applications
- Evaluate the features common client-server products

MODULE 5 : DATABASE CONCEPTS

- What a database is and is not
- Products that can be used to store data
- Capabilities of a database system
- What database tools are available
- Industry trends and terminology
- Data identification and analysis issues

MODULE 6 : FUNDAMENTALS OF IT PROJECT MANAGEMENT

- Cost Management
- Risk Management
- Scope Management
- Time Management
- Quality Management
- Integration Management
- Human Resource Management
- Communications Management
- Procurement Management

METHODOLOGY

This program will be delivered by:

- Lecture
- Discussions
- Demonstrations
- Hands-on-Practicals
- Case Studies

LANGUAGE

English

E-Government Projects

PREREQUISITES

The nominees should fulfill any of these requirements:

- Executive, Head of Department, Managers at various level or supervisors;
- No prior experience is necessary.

TARGET PARTICIPANTS

Maximum: 18 participants

The nominees must be amongst:

- Officers from Divisions I, II and III

DURATION

5 days

DATE(S)

(Participants will be grouped according to their divisions)

- August, December

FACILITATOR

Consultant / CSI

MANAGING COMPLEX INFORMATION TECHNOLOGY PROJECT

006027

OBJECTIVES

At the end of this course, the participants will gain knowledge and skills on:

- Identify important factors that contribute to the success of a Complex IT Projects;
- Develop strategies and integrated project project plan for the execution, control and closure for next Complex IT / Enterprise Application Integration Project;
- Evaluate Commercial Arrangements to protect the best interest; and
- Learn the best tips to protect your organisations best interest in dynamic situations of the project.

COURSE CONTENTS

- **INTRODUCTION, THE PROJECT MANAGEMENT FRAMEWORK**
 - The project Integration Management
 - Managing project Scope, Tme, Cost and Quality
- **MANAGING HR**
 - Communication,
 - Risk & Procurement,
 - Project manager's Resources
- **COMPLEX IT PROJECT PREPARATION AND COMMENCEMENT**
 - Definition of IT Project
 - Requirements and Factors to be considered during RFP Evaluation
 - Risk Analysis
 - Contracting Model
- **COMPLEX IT PROJECT EXECUTION AND CONTROL**
 - Defining roles and responsibilities of Project Stakeholder
 - Fast Track Data Integration Methodology™
 - Integration Controls
 - Interface and Integration Technical Design,
 - Development and Testing
- **COMPLEX IT PROJECT CONCLUSION**
 - Critical Issues
 - Change Management
 - What could go wrong before the sign-off of System Acceptance and entering Operation and manintenance Phase ?
 - Lessons Learned

METHODOLOGY

This program will be delivered by:

- Lecture ▪ Discussions ▪ Demonstrations ▪ Hands-on-Practicals ▪ Case Studies ▪

LANGUAGE

English

E-Government Projects

PREREQUISITES

The nominees should fulfill any of these requirements:

- Officers involved in coordinating E-Government project or those in IT background

TARGET PARTICIPANTS

Maximum: 30 participants

The nominees must be amongst:

- Officers from Divisions I, II and III

DURATION

4 days

FACILITATOR

Consultant