

MODULAR COURSES

OFFERED AT ADTEC

SHAH ALAM YEAR 2010

CODE	CT 01A
COURSE TITLE	OFFICE APPLICATION - BASIC LEVEL
DURATION (HOURS)	16
FEES (RM)	300
HRDB SCHEME	SBL
CAPACITY (MIN)	6
COURSE INTRODUCTION	Introduction to Microsoft Office Word, Excel and PowerPoint
PRACTICAL	Using basic tools in Word, Excel and PowerPoint
COURSE CONTENTS (DETAILS)	Word - Formatting font, paragraph, number, table & text, style & image, header & footer, bullet, table, shortcut keys. Excel - cell format, border & shading, merge, table printing, sorting, using formulas, charts. PowerPoint - interface, presentation, setting the theme, adding & deleting slides, insertion, previewing slide show.
PERSON IN CHARGE	MRS NOZZIE MAZZUANA

CODE	CT 01B
COURSE TITLE	OFFICE APPLICATION - INTERMEDIATE LEVEL
DURATION (HOURS)	16 HOURS
FEES (RM)	350
HRDB SCHEME	SBL
CAPACITY (MIN)	6
COURSE INTRODUCTION	Using Microsoft Office in advance level.
PRACTICAL	Using advance tools in Word, Excel and PowerPoint
COURSE CONTENTS (DETAILS)	Word - Creating outlines, find & folder, setting printer, toolbars, mail merge, sheet, table, arts, sharing word documents. Excel - Formatting worksheets & data, formulas & functions, tables. Power Point - Animating object & text, organizing the slides, adding transitions, rehearsing a presentation, printing notes & handouts, saving a presentation in other formats.
PERSON IN CHARGE	MRS NOZZIE MAZZUANA

CODE	CT 02A
COURSE TITLE	PHOTO & GRAPHIC EDITING- BASIC LEVEL
DURATION (HOURS)	16 HOURS
FEES (RM)	300
HRDB SCHEME	SBL
CAPACITY (MIN)	6
COURSE INTRODUCTION	Introduction to Adobe Photoshop

PRACTICAL	Image editing using basic tools.
COURSE CONTENTS (DETAILS)	The bridge, setting up 'Shop, navigation & resolution, rotate & crop, basic color correction, red eye removal & recolor, painting with the edit tools, 'clone, heal & patch', using the selection tools, selecting with color range, making the most of history.
PERSON IN CHARGE	MRS NOZZIE MAZZUANA

CODE	CT 02B
COURSE TITLE	PHOTO & GRAPHIC EDITING- INTERMEDIATE LEVEL
DURATION (HOURS)	16 HOURS
FEES (RM)	350
HRDB SCHEME	SBL
CAPACITY (MIN)	6
COURSE INTRODUCTION	Image editing
PRACTICAL	Image editing using advance tools.
COURSE CONTENTS (DETAILS)	Layers, groups & comps, opacity and blend modes, advanced blending, layer styles, masks & channels, transform & warp, creating and editing type, special type effects, vector-based shapes, printing & outputs, actions.
PERSON IN CHARGE	MRS NOZZIE MAZZUANA

CODE	CT 03A
COURSE TITLE	PC ASSEMBLY - BASIC LEVEL
DURATION (HOURS)	16
FEES (RM)	500
HRDB SCHEME	SBL
CAPACITY (MIN)	6
COURSE INTRODUCTION	Hardware assembly
PRACTICAL	Assemble computer parts
COURSE CONTENTS (DETAILS)	Introduction to personal computer hardware and devices. Assembly of computer hardware. Safety and security measures. Testing and troubleshooting.
PERSON IN CHARGE	MRS NOZZIE MAZZUANA

CODE	CT 03B
COURSE TITLE	PC ASSEMBLY - INTERMEDIATE LEVEL
DURATION (HOURS)	16 HOURS
FEES (RM)	500
HRDB SCHEME	SBL
CAPACITY (MIN)	6
COURSE INTRODUCTION	Software installation
PRACTICAL	Install operating system and application software
COURSE CONTENTS (DETAILS)	Introduction to system software, software application and software utility . Configuration, partitioning and formatting, operating system installation. Installation of application and utility software.
PERSON IN CHARGE	MRS NOZZIE MAZZUANA

CODE	CT 04
COURSE TITLE	WEB DESIGN
DURATION (HOURS)	16
FEES (RM)	350
HRDB SCHEME	SBL
CAPACITY (MIN)	6
COURSE INTRODUCTION	Introduction to Microsoft FrontPage
PRACTICAL	Creating a basic webpage.
COURSE CONTENTS (DETAILS)	Introduction to the Internet, web page and FrontPage. Functions of menus and toolbar. Simple animations.
PERSON IN CHARGE	MRS HASFANORBITAHAYATI BT IBRAHIM STAR