Diploma in Network Administration (DNA)

Digital world’s ultimate credential for those aspiring to reach dizzy heights and reap extraordinary benefits.

Course Contents

- Implementing Microsoft Windows 2008 Server
- Windows 2008 Network Infrastructure Implementation and Administration
- Designing Microsoft Windows 2008 Directory Services Infrastructure
- Windows 2008 Network Security Design
- Windows 2008 Active Directory Services Implementation and Administration
- Designing a Windows 2008 networking infrastructure
- Installing Windows 2008 Server
- Active Directory Services and DNS
- Disk Management and file Systems
- Group Accounts and Printer Administration
- Network Protocols and Network Services
- RRAS, Security, Reliability Features
- Introduction to Wireless Networking
- Broadband Communication Techniques using ISDN and ADSL
- Workshops on, 
  - Winning Interviews
  - Preparing a CV
  - Professional Ethics
  - Event Management
- Presentation Skills

Duration

4 Months (Weekday/Weekend) – 96 Hours

Course Fee

Payable in Monthly Installments

Diploma in Computer Hardware (DCH)

Help you to become a hardware specialist capable of assembling computers and installing essential software with a sharpened skills set for troubleshooting of computer problems.

Course Contents

- Fundamentals of Information Technology
- Fundamentals of Information Systems
- Fundamentals of Computer Hardware
- Operating Systems
  (Windows XP, Windows Vista, Windows 7, Windows 8)
- Advanced Configurations
- Driver Installation
- Data & Disk Backup and Restoring Using Norton Ghost
- Troubleshooting and Recovery
- Introduction to Networking
- Workshops on,
  - Winning Interviews
  - Preparing a CV
  - Professional Ethics
  - Event Management
- Presentation Skills

Duration

4 Months (Weekday/Weekend) – 96 Hours

Course Fee

Payable in Monthly Installments
Diploma in Information Technology (DIT)

Aims to provide a firm foundation for a career in IT for the school leaver with an overview of Hardware & Software, Software Development Life Cycle.

Course Contents

- Information Technology
- Information Systems
- Application Software
  - MS Office Package
    - (Word, Excel, Access, PowerPoint, Outlook)
  - Open Office Suit (Writer, Calc, Base, Impress)
- Internet Technologies & E-Commerce
- System Analysis & Design
- Database Management Systems
- Computer Programming (VB.Net, Java)
- Web Development (HTML, Macromedia Dream Viewer, Php, MySql)
- Computer Hardware & Networking
- Business English
- Presentation Skills
- Workshops on,
  - Winning Interviews
  - Preparing a CV
  - Professional Ethics
  - Event Management
- Software Development Projectect

Obtain ICDL, BIT Certificates with DIT

Duration
8 Months (Weekday/Weekend) – 465 Hours

Course Fee
Payable in Monthly Installments

Diploma in Desktop Publishing and Graphic Design (DTP)

Demonstrate proficiency in design principles, design process, theory, history and contemporary design practice. Students will develop an understanding of design process and problem solving methods and explore the effect graphic design has upon the human environment from social responsibility, sustainability and interdisciplinary perspectives. Students will demonstrate proficiency in identified technical skills, understand and apply basic principles in the process of creating, analyzing, and evaluating graphic design solutions in relation to specific end uses and consumer needs. Students will demonstrate proficiency in research, writing, communication and presentation skills.

Course Contents

- Concepts of Design
- Corel Draw
- Adobe Photoshop
- Adobe Illustrator
- Adobe Page Maker

Duration
4 Months (Weekday/Weekend) – 96 Hours

Course Fee
Payable in Monthly Installments
Diploma in Computer Studies (DCS)

An operating to the Information Technology world for a beginner.

**Course Contents**
- Fundamentals of Information Technology
- Fundamentals of Information Systems
- MS Office Package (Word, Excel, Access, PowerPoint, Outlook)
- Internet Technologies & E-Commerce
- Programming in VB.Net
- Web Development (HTML, Macromedia Dream Viewer, Php, MySql)
- Computer Hardware & Networking
- Workshops on,
  - Winning Interviews
  - Preparing a CV
  - Professional Ethics
  - Event Management
- Presentation Skills

**Obtain ICDL Certificate with DIT**
**Duration**
6 Months (Weekday/Weekend) – 180 Hours
**Course Fee**
Payable in Monthly Installments

Certificate in Computer Studies (CCS)

The course provides an understanding of computer science fundamentals. The course helps students to decide whether to pursue higher studies in Computer Science. It also provides basic computer skills for work in Business Systems.

**Course Contents**
- Fundamentals of Information Technology
- Fundamentals of Information Systems
- MS Office Package (Word, Excel, Access, PowerPoint, Outlook)
- Internet Technologies & E-Commerce
- Web Development (HTML, Macromedia Dream Viewer, Php, MySql)
- Workshops on,
  - Winning Interviews
  - Preparing a CV
  - Professional Ethics
  - Event Management
- Presentation Skills

**Obtain ICDL Certificate with CCS**
**Duration**
4 Months (Weekday/Weekend) – 96 Hours
**Course Fee**
Payable in Monthly Installments
Diploma in Computerized Accounting (DCA)
Targets the individuals interested in pursuing a career in accounting and accountants who wish to transform themselves into new generation accountants.

Course Contents
- Fundamentals of Information Technology
- Fundamentals of Information Systems
- Review of Basic Accounting Concepts
- Overview of Computerized Accounting Systems
- Processing Techniques used for Computerized Accounting
- System Changeover Methods
- Computerized Trading Company
- Inventory Control Using Multi Location
- Serial Number Tracking, Discounts, Import Costing
- Report Generation
- User Control, Passwords
- Accounting Software
  - ACCPAC
  - QuickBooks
  - MYOB
- Workshops on,
  - Winning Interviews
  - Preparing a CV
  - Professional Ethics
  - Event Management
- Presentation Skills

Duration
5 Months (Weekday/Weekend) – 120 Hours
Course Fee
Payable in Monthly Installments

Diploma in Computerized HRM (DCHRM)
Mainly targets individuals interested in pursuing a career in HR, transforming themselves into Human Resource Management leaders for today’s challenging marketplace.

Course Contents
- Introduction to CHRM
- Essentiality of CHRM in the knowledge era
- Human Resource Audits
- Recruitment and Selection
- Performance Management
- Training and Development
- Handling employee's personal files
- Handling employees' grievances and inquiries
- Attendance Management
- Handling employees' leave
- Overtime
- Salary Management
- Handling bonuses, allowances, incentives and welfare
- Handling loans (Company loans, Welfare loans)
- EPF, ETF Handling
- Workshops on,
  - Winning Interviews
  - Preparing a CV
  - Professional Ethics
  - Event Management
  - Presentation Skills

Duration
4 Months (Weekday/Weekend) – 96 Hours
Course Fee
Payable in Monthly Installments
Certificate in MS Office Application and Internet Technologies (CMSOIT)

A foundation to a lucrative career in information technology.

**Course Contents**
- Fundamentals of Information Technology
- Fundamentals of Information Systems
- MS Office Package (Word, Excel, Access, PowerPoint, Outlook)
- Internet Technologies & E-Commerce
- Workshops on,
  - Winning Interviews
  - Preparing a CV
  - Professional Ethics
  - Event Management
- Presentation Skills

**Obtain ICDL Certificate with CMSOIT**

**Duration**
4 Months (Weekday/Weekend) – 96 Hours

**Course Fee**
Payable in Monthly Installments

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Diploma in Business Information Technology (DBIT)

Provide the foundation knowledge in IT with a special emphasis on Software used in Business Organizations and the essential knowledge on the functional areas of management.

**Course Contents**
- Fundamentals of Information Technology
- Fundamentals of Information Systems
- Application Software
- MS Office Package (Word, Excel, Access, PowerPoint, Outlook)
- Accounting Information Systems (QuickBooks, MYOB)
- Internet Technologies & E-Commerce
- Principles of Management
- Human Resource Management
- Marketing Management
- Business Economics
- Financial Accounting
- Survey of Financial System
- Business English
- Presentation Skills
- Workshops on,
  - Winning Interviews
  - Preparing a CV
  - Professional Ethics
  - Event Management
  - Research Project

**Obtain ICDL, CMA, IBSL, SLIM (PCM) Certificates with DBIT**

**Duration**
8 Months (Weekday/Weekend) – 520 Hours

**Course Fee**
Payable in Monthly Installments