

Annex C

TRAINING COURSES ENDORSED UNDER INFOCOMM COMPETENCY PROGRAMME

As at 3 Aug 2001

Please visit IDA's website @ www.ida.gov.sg regularly for updates of future courses endorsed.

Category A: Office Automation
 Category B: Workgroup Applications
 Category C: Internet Web-page Design

*Courses marked with * are certifiable courses*

S/ N	Course Provider	Tel	Fax	Website
1	ACP Computer Training & Consultancy Pte Ltd	7588758	7520681	www.acpcomputer.com.sg

SN	Course Title	Duration (hrs)	Category
1.	IT POWER BASIC*	21	A
2.	Windows 98 (I)	8	A
3.	Microsoft Access 97/2000 (Advanced)	10	A
4.	Microsoft Excel 97/2000 (Advanced)	10	A
5.	Microsoft Powerpoint 97/2000 (Advanced)	10	A
6.	Microsoft Word 97/2000 (Advanced)	10	A
7.	Microsoft Access 97/2000 (Basic)	21	A
8.	Microsoft Excel 97/2000 (Basic)	21	A
9.	Microsoft Powerpoint 97/2000 (Basic)	21	A
10.	Microsoft Word 97/2000 (Basic)	21	A
11.	Microsoft Frontpage 98/2000	15	C

S/ N	Course Provider	Tel	Fax	Website
2	Altron School of Computing	3399121	3394554	www.altron.com.sg

SN	Course Title	Duration (hrs)	Category
12.	Microsoft Access 97 for End Users	14	A
13.	Microsoft Excel 97 for End Users	14	A
14.	Microsoft Powerpoint 97 for End Users	14	A

15.	Microsoft Word 97 for End Users	14	A
16.	Microsoft Access 97 for Advanced Users	14	A
17.	Microsoft Excel 97 for Advanced Users	14	A
18.	Microsoft Powerpoint 97 for Advanced Users	14	A
19.	Microsoft Word 97 for Advanced Users	14	A
20.	Creating Web Pages Using Microsoft Frontpage 98	14	C
21.	Microsoft Access 2000 for End Users	14	A
22.	Microsoft Excel 2000 for End Users	14	A
23.	Microsoft Powerpoint 2000 for End Users	14	A
24.	Microsoft Word 2000 for End Users	14	A
25.	Microsoft Access 2000 for Advanced Users	14	A
26.	Microsoft Excel 2000 for Advanced Users	14	A
27.	Microsoft Powerpoint 2000 for Advanced Users	14	A
28.	Microsoft Word 2000 for Advanced Users	14	A
29.	Microsoft Outlook 2000 for End Users	7	B
30.	Creating Web Pages Using Microsoft Frontpage 2000	14	C

S/N	Course Provider	Tel	Fax	Website
3	CAL Computer Training Centre	5660088/ 5655610	5662801	www.cal-sin.com.sg

SN	Course Title	Duration (hrs)	Category
31.	Certificate in Advanced PC Maintenance	17.5	A
32.	Certificate in PC Maintenance	18	A
33.	Certificate in Digital Design	45	C
34.	Certificate in Web Design	48	C
35.	Certificate in Web Media	45	C
36.	Certificate in e-Office 2000	32.5	A

S/N	Course Provider	Tel	Fax	Website
4	Comat Training Services Pte Ltd	3237911	3237955	www.comat.com.sg

SN	Course Title	Duration (hrs)	Category
37.	Microsoft Excel 2000 For Current Users	7.5	A
38.	Microsoft Excel 2000 For Expert Users	7.5	A
39.	Microsoft Excel 2000 For New Users	7.5	A
40.	Microsoft Excel 2000 For Power Users	7.5	A
41.	Microsoft Powerpoint 2000 For Current Users	7.5	A
42.	Microsoft Powerpoint 2000 For New Users	7.5	A
43.	Microsoft Powerpoint 2000 For Power Users	7.5	A
44.	Microsoft Windows 95/98	7.5	A
45.	Microsoft Word 2000 For Current Users	7.5	A
46.	Microsoft Word 2000 For Expert User	7.5	A
47.	Microsoft Word 2000 For New Users	7.5	A
48.	Microsoft Word 2000 For Power User	7.5	A
49.	Lotus Notes 4.6 Beyond Basic/Calendaring & Scheduling	7.5	B
50.	Microsoft Outlook 2000 for Current Users	7.5	B
51.	Microsoft Outlook 2000 for New Users	7.5	A
52.	Microsoft Access 2000 For Expert Users	7.5	A
53.	Microsoft Access 2000 For New Users	7.5	A
54.	Microsoft Access 2000 For Power Users	7.5	A
55.	Microsoft Access 2000 For Current Users	7.5	A
56.	Microsoft Powerpoint 97 Advance	7.5	A
57.	Microsoft Windows NT 4.0 End Users	7.5	B
58.	Microsoft 2000 Project (Basic)	7.5	B
59.	Microsoft 2000 Project (Intermediate)	7.5	B
60.	Microsoft 2000 Project(Advance)	7.5	B

61.	Microsoft Visio 2000 standard (Basic)	7.5	B
62.	Microsoft Visio 2000 standard (Intermediate)	7.5	B
63.	MS Publisher 2000	7.5	A
64.	MS Visio 2000	7.5	B
65.	Lotus 123 Millennium For Windows(Basic)	7.5	B
66.	Lotus 123 Millennium For Windows(Intermediate)	7.5	B
67.	Lotus WordPro Millennium For Windows(Basic)	7.5	B
68.	Lotus WordPro Millennium For Windows(Intermediate)	7.5	B
69.	Microsoft Outlook 97/98 For Windows	10.8	B
70.	Microsoft Powerpoint 97 For Windows	15	A
71.	Intro to Notes/Moving Notes Mail	7.5	B
72.	Intro to Notes/Moving Notes Mail/Notes Mobile Setup Usag	7.5	B
73.	Lotus Notes R.5 Introducing /Extending the Notes Client	7.5	B
74.	Lotus Notes R.5 to Introducing the Notes Client/using calendaring Scheduling	7.5	B
75.	Lotus Notes R.5 moving to Notes Mail/Using Notes Calendering & Scheduling	7.5	B
76.	Microsoft Windows 2000	7.5	A
77.	Microsoft Access 97 For Windows	15	A
78.	Microsoft Frontpage 2000	7.5	C
79.	Microsoft Frontpage 98 for Windows	15	C
80.	Lotus Approach Millennium Edition For Windows	15	B
81.	Lotus Freelance Millennium Edition For Windows	15	B
82.	Microsoft Project 98 For Windows	15	B
83.	IT Software Training Package-2	22.5	A

84.	Microsoft Office 97 Standard	45	A
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S/N	Course Provider	Tel	Fax	Website
5	Cron Computer School	3331433	3331422	www.cron.edu.sg

SN	Course Title	Duration (hrs)	Category
85.	IT POWER BASIC*	21	A
86.	IT POWER21*	21	B

S/N	Course Provider	Tel	Fax	Website
6	Cyberland Learning Centre	7488280	7481810	www.cyberland.edu.sg

SN	Course Title	Duration (hrs)	Category
87.	Microsoft FrontPage 98	12	C
88.	Microsoft Excel 97 (Basic)	12	A
89.	Microsoft Powerpoint 97 (Basic)	12	A
90.	Access 97 (Basic)	12	A
91.	Microsoft Excel 97 (Intermediate)	12	A
92.	Microsoft Powerpoint 97 (Intermediate)	12	A
93.	Microsoft Word 97 (Intermediate)	12	A
94.	Digital video editing course	12	C
95.	Macromedia Authorware 5.0 Attain	18	C
96.	Macromedia Dreamweaver	12	C
97.	Microsoft Publisher 98	12	A

S/N	Course Provider	Tel	Fax	Website
7	Cybertrain Consultancy Pte Ltd	2746988	2340933	www.cybertain.zzn.com

SN	Course Title	Duration (hrs)	Category
98.	Microsoft Access 2000 (Basic) (English/Mandarin)	16	A
99.	MS Word 2000 (English/Mandarin)	16	A

100.	Microsoft Frontpage 2000 (Level 1)	15	C
101.	Microsoft Publisher 2000(Level 1)	15	A
102.	Fundamental of PC skills for Working Adults (Mandarin)	24	A

SN	Course Provider	Tel	Fax	Website
8	Mindworks School of Infocomm	7389283	7342969	www.mindworks.com.sg

SN	Course Title	Duration (hrs)	Category
103.	Internet Publishing	42	C

S/N	Course Provider	Tel	Fax	Website
9	Eagle Infotech Consultants Pte Ltd	7375761	2355316	www.ktc.com.sg

SN	Course Title	Duration (hrs)	Category
104.	IT POWER BASIC*	21	A
105.	Microsoft Frontpage	15	C
106.	Advanced Microsoft Access	15	A
107.	Advanced Microsoft Excel	15	A
108.	Advanced Microsoft Word	15	A
109.	IT Software Training Package (2)	30	A
110.	IT Software Training Package (3)	45	A
111.	Microsoft Access	12	A
112.	Microsoft Excel	15	A
113.	Microsoft Powerpoint	12	A
114.	Microsoft Word	15	A
115.	WordPro	15	A
116.	Microsoft Project	15	B
117.	Microsoft Project (Intermediate)	21	B

S/N	Course Provider	Tel	Fax	Website
10	EDU-PRIME Training Centre	2599229	2599537	www.eduprime.com.sg

SN	Course Title	Duration (hrs)	Category
118.	IT POWER BASIC*	21	A
119.	Express Microsoft Access 2000	10	A
120.	Express Microsoft Excel 2000	10	A

121.	Express Microsoft Powerpoint 2000	10	A
122.	Express Microsoft Word 2000	10	A
123.	Microsoft Frontpage 2000	15	C
124.	Microsoft Frontpage 98	15	C
125.	Business Computing 2000	22.5	A
126.	Business Computing 97	22.5	A
127.	Chinese Star 2.97	15	A
128.	Hans Vision 2000	15	A
129.	Microsoft Office 2000	30	A
130.	Microsoft Office 97	30	A
131.	Microsoft Office 2000 Professional	37.5	A
132.	Microsoft Office Professional 97	37.5	A
133.	Accpac Plus 6.1	25	A
134.	AccPac Plus Accounting 6.1	25	A
135.	AutoCad2001	20	A
136.	Macromedia Dreamweaver 4	15	C
137.	Macromedia Fireworks 4	15	C
138.	HTML-cum-Javascript	8	C
139.	Adobe PageMaker 6.5 Plus	15	A
140.	Adobe Photoshop 6.0	15	A
141.	Corel Draw 10	15	A
142.	Maccromdeia Authorware 5.1	15	C
143.	Macromedia Director 8	15	C
144.	Macromedia Flash 5	15	C
145.	Macromedia Freehand 10	15	C

S/N	Course Provider	Tel	Fax	Website
11	Genetic Computer School	3397588	3381442	www.genetic.com.sg

SN	Course Title	Duration (hrs)	Category
146.	IT POWER BASIC*	21	B
147.	Multimedia Web Design Specialist(Frontpage)	35	C
148.	IT Programme for Office Workers	56	A

S/N	Course Provider	Tel	Fax	Website
12	Informatics Group Singapore Pte Ltd	3350615	8832508	www.informaticsgroup.com

SN	Course Title	Duration (hrs)	Category
149.	Accpac for Windows	39	A
150.	Mastering Microsoft Access 2000	18	A
151.	Mastering Microsoft Excel 2000	18	A
152.	Mastering Microsoft Powerpoint 2000	18	A
153.	Mastering Microsoft Word 2000	18	A
154.	Microsoft Access 2000	9	A
155.	Microsoft Access 2000 Level 2	9	A
156.	Microsoft Admin 2000	18	A
157.	Microsoft Advanced Office 2000	36	A
158.	Microsoft Excel 2000	9	A
159.	Microsoft Excel 2000 Level 2	9	A
160.	Microsoft Office 2000	45	A
161.	Microsoft Powerpoint 2000	9	A
162.	Microsoft Powerpoint 2000 Level 2	9	A
163.	Microsoft Windows 2000	7	A
164.	Microsoft Windows 98	7	A
165.	Microsoft Word 2000	9	A
166.	Microsoft Word 2000 Level 2	9	A
167.	Microsoft Frontpage 2000	9	C
168.	Microsoft FrontPage 98	14	C
169.	Microsoft Project 2000	14	B

170.	Microsoft Project 98	14	B
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S/N	Course Provider	Tel	Fax	Website
13	IT Knowledge Pte Ltd	2705225	2725225	www.itknowledge.com.sg

SN	Course Title	Duration (hrs)	Category
171.	Microsoft Access 2000	14	A
172.	Windows 2000	7	A
173.	Microsoft Word 2000 Essential	14	A
174.	Microsoft Frontpage 2000	14	C
175.	Microsoft Outlook	28	B
176.	Microsoft Word 2000 Advanced	14	A
177.	Microsoft Project 2000 (Intensive)	14	B
178.	Office 2000 Training	35	A
179.	Microsoft Project 2000	28	B
180.	Microsoft Excel 2000 Advanced	14	A
181.	Microsoft Excel 2000 Essential	14	A
182.	Microsoft Powerpoint 2000	14	A
183.	AutoCAD Professional Level 1	14	A
184.	AutoCAD Professional Level 2	14	A
185.	AutoCAD Professional Level 3	14	A

S/ N	Course Provider	Tel	Fax	Website
14	JE Computer & Education Centre	5605559	5633286	home.pacific.net.sg/~je_com

SN	Course Title	Duration (hrs)	Category
186.	IT POWER BASIC*	21	A
187.	Microsoft Access 97	9	A
188.	Microsoft Excel 97	9	A
189.	Microsoft Powerpoint	9	A
190.	Microsoft Word 97	9	A
191.	Advanced Microsoft Word	9	A
192.	IT 2100 Micro Package	24	A
193.	IT 2100 Office Package	30	A
194.	IT 2100 Office Professional 97 Package	45	A

195.	Advanced Microsoft Access	9	A
196.	Advanced Microsoft Excel	9	A
197.	Advanced Microsoft Powerpoint	9	A
198.	Advanced IT Office Professional Package	14	A

S/N	Course Provider	Tel	Fax	Website
15	Mercu Learning Point Pte Ltd	3460911	3487076	www.amp.org.sg

SN	Course Title	Duration (hrs)	Category
199.	IT POWER BASIC*	21	A

SN	Course Provider	Tel	Fax	Website
16	NTUC Computer Training Centre	3723994	2201694	www.ntucworld.org.sg

SN	Course Title	Duration (hrs)	Category
200.	IT POWER BASIC*	21	A
201.	IT POWER21*	21	B
202.	5 in 1 Windows	15	A
203.	Hans Vision Advanced (Mandarin)	18	A
204.	Hans Vision Basic (Mandarin)	9	A
205.	IT Power for the workers	48	A
206.	MOUS Certification in MS Access*	27	A
207.	MOUS Certification in MS Excel*	27	A
208.	MOUS Certification in MS Powerpoint*	27	A
209.	MOUS Certification in MS Word*	27	A
210.	Office Networking	15	B
211.	A+ Certification*	48	A
212.	Advanced Operating Systems	15	A
213.	Internet WebPage Design	21	C
214.	Adobe Photoshop & Pagemaker	18	A
215.	Multimedia CD Production	18	C
216.	Lotus Notes	7	B

S/ N	Course Provider	Tel	Fax	Website
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17	Singapore Chinese Chamber Institute of Business	3341080	3371165	www.scciob.edu.sg
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SN	Course Title	Duration (hrs)	Category
217.	Access 2000	14	A
218.	Excel 2000(Advance)	14	A
219.	Excel 2000(Essential)	14	A
220.	Powerpoint 2000	14	A
221.	Word 2000(Advance)	14	A
222.	Word 2000(Essential)	14	A
223.	Webpage Design using Microsoft Frontpage 2000	14	C

S/N	Course Provider	Tel	Fax	Website
18	Singapore Power Training institute	3809701	3809730	www.spower.com.sg

SN	Course Title	Duration (hrs)	Category
224.	Creating Command and Function Macros in Excel	8	A
225.	Creating Online Data Entry Form with Word 2000	8	A
226.	Database Management Using Access 2000	15	A
227.	Dialog Box Controls and Custom Forms in Excel	8	A
228.	Excel 2000 Advanced	16	A
229.	Excel 2000 Intermediate	16	A
230.	Mail Merging with Word 2000	8	A
231.	Making Interactive Presentations with Powerpoint 2000	16	A
232.	Using MS Project 2000	16	B
233.	Using Windows 2000	16	A
234.	Using Windows 98	8	A
235.	Creating Web Pages with Word 2000	8	C
236.	Autocad 2000 Advanced	24	A
237.	Autocad 2000 Beginners	24	A

S/N	Course Provider	Tel	Fax	Website
19	The Eurasian Association of Singapore	4471578	4473189	www.eurasians.org

SN	Course Title	Duration (hrs)	Category
238.	Microsoft Word 97	10	A

S/N	Course Provider	Tel	Fax	Website
20	TMC Computer School	3372006	3372191	www.tmc.com.sg

SN	Course Title	Duration (hrs)	Category
239.	IT POWER BASIC*	21	A
240.	IT POWER21*	21	B
241.	Microsoft Access 2000	9	A
242.	Microsoft Excel 2000	9	A
243.	Microsoft Powerpoint 2000	9	A
244.	Microsoft Windows 98	9	A
245.	Microsoft Windows 2000	9	A
246.	Microsoft Word 2000	9	A
247.	Microsoft Frontpage 2000	18	C
248.	Microsoft Foxpro for Windows	27	A
249.	Microsoft Office 2000	36	A
250.	Microsoft Office 2000 & Internet	39	C

S/N	Course Provider	Tel	Fax	Website
21	Trainwell Computer Training centre	3344574	3323872	home.pacific.net.sg/~trnwell

SN	Course Title	Duration (hrs)	Category
251.	Office Skills in Microsoft Access	24	A
252.	Office Skills in Microsoft Excel	24	A
253.	Office Skills in Microsoft Powerpoint	16	A
254.	Office Skills in Microsoft Word	24	A
255.	Office Skills in Operating System	16	A
256.	Webpage Design	16	C

Annex C/2

Training Courses Endorsed Under The E-Business Savviness Programme

Please visit IDA's website www.ida.gov.sg regularly for updates on new courses endorsed

SN	Course Title	Mode of Delivery	Course Provider	Contact Person	Tel Fax	Email/website	Course Duration (hrs/Day)
1	E-Biz Mgt Series: • Strategic e-Biz • Developing e-Biz Plan • Biz Process re-engineering	Classroom based	Institute of System Science (ISS)	Shirley Sing	874 2004 778 2571	shirley@iss.nus.edu.sg www.iss.nus.edu.sg	8 days
2	Practical E-Business Certificate Programme (Mandarin)	Classroom based	Singapore Chinese Chamber Institute of Business (SCCIOB)	David Tan	334 1080 337 1165	tpc@scciob.edu.sg www.pacific.net.sg/~scciob/update.html	42 hrs
3	Complete E-Biz 101 Programme	e-Learning	Pacific Knowledge Platform Pte Ltd	Colin Bell	873 1726 873 3613	cbell@knowledgeplatform.com www.knowledgeplatform.com	20 hrs
4	Executive Certificate in E-Business	Classroom based	XCI Consulting	Mr Lee Yow Jinn	241 2269 894 4523	yowjinn@xciconsulting.com www.xciconsulting.com	40 hrs
5	Foundation Course on E-Business Development	Classroom based	XCI Consulting	Mr Lee Yow Jinn	241 2269 894 4523	yowjinn@xciconsulting.com www.xciconsulting.com	90 hrs
6	Foundation Course on E-Business Development	e-Learning	Gateway Singapore Pte Ltd	Mr Sandeep Singh Dhami	796 2036 293 2663	www.gateway.com/training/b-ecommerce.asp Sandeep.dhami@gateway.com	40 hrs
7	Certificate in E-Business Savviness (Building & Construction)	Hybrid	IcFox (Singapore) Pte Ltd	May Ng	768 9822 738 8166	mayng@icfox.com.sg	21 hrs to 37 hrs
8	Basic Certificate in E-Business	Classroom based	Singapore Human Resources Institute	Ms Winnifred Lan	438 0012 438 0029	winnie@shri.org.sg www.shri.org.sg	60 hrs