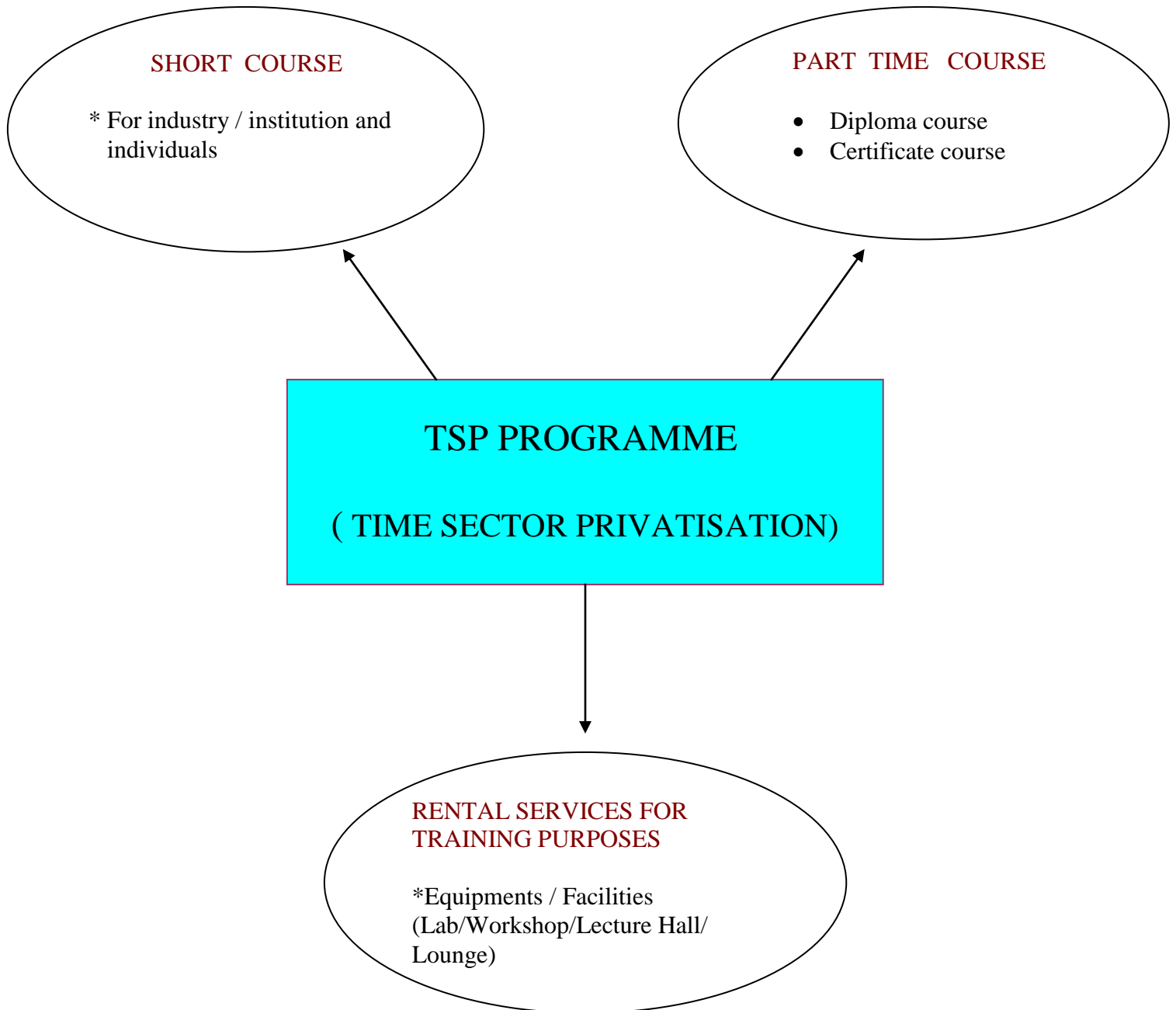


POLITEKNIK SULTAN AZLAN SHAH
35950 BEHRANG, TANJONG MALIM,
PERAK DARUL RIDZUAN



SHORT COURSES OFFERED

1. Project Management (Basic)
2. Quality Construction Project Malaysia (ISO 9002 Implementation)
3. Project Management (CPM Implementation)
4. Project Management (Primavera Project Planner Software)
5. Non-Technical Competencies
6. Highway Engineering (Road Design)
7. Reinforces Concrete Structure Design
8. Steel Structure Design
9. Moulding And Casting Process
10. Industrial Automation
11. Pneumatics & Electro- Pneumatics
12. Electro – Pneumatics
13. Hydraulics & Electro-Hydraulics
14. Introduction To Auto cad 2004
15. Basic PC Assembling & Maintenance
16. Basic Wiring
17. MS Access For Windows
18. Microsoft Power Point
19. Entrepreneurship
20. Computerise Accounting System (UBS)
21. Introduction To Research
22. Muet
23. Communication Course

1. PROJECT MANAGEMENT (BASIC)

Participants' Profile:

Engineers, Technical Assistant, Technician, Trainers, Technical Teachers, Technical Students and all interested individuals or by sponsored by NGO'S or public sectors

Courses Objectives

The main objective of this program is to develop the participants become the management project, a field of study and practice that have evolved over decades and now promise to take the rightful place in the position of management and in contemporary organization.

Course Contents

- Introduction
- The Project Management Process
- Strategic Context of Project
- Organizational Design
- Resources Management
- Project Planning And Monitoring
- Project Communication
- Interpersonal Dynamics in Management of Project
- Project Teams
- Culture Considerations in Project Management.

Duration : 3 days (18 hours)

Fees : RM 350.00 (Inclusive of Course Material)

2. Quality Construction Project Malaysia (ISO 9002 Implementation) Courses

Participants' Profile

Project Manager, Engineers, Technical Assistant, Technician, Trainers, Technical Teachers, Technical Students and all interested individuals or by sponsored by NGO'S or public sectors

Courses Objectives

Objective this course is to understand the quality procedure elements of Project Management. Participants allow to doing all documentation on task on site, checklist procedure follow by approved CIDB and SIRIM. Ends of course participants have ability as a quality management handling a project.

Course Contents

- Introduction of Quality Management
- ISO 9002 and Implementation On Construction Project
- Quality Process Control
- Quality Documentation System
- Quality Management Teams and Responsibility
- Quality on Handling Materials
- Quality Inspection and Testing
- Quality Safety And Health
- Authorization Project

Duration : 3 days (18 hours)

Fees : RM 450.00 (Inclusive of Course Material)

3. Project Management (Implementation CPM) Courses

Participants' Profile

Project Manager, Engineers, Technical Assistant, Technician, Trainers, Technical Teachers, Technical Students and all interested individuals or by sponsored by NGO'S or public sectors

Courses Objectives

Objectives of this courses is ability to manage the project, process of planning, organizing and managing lots of tasks and resources, usually within limitations of time, resources and cost. CPM Implementation is the variety of way to produce your project schedule easily and effectively, learning how to targeted task start and finish, resources requirement, and the project end date.

Course Contents

- Introduction of Project Management
- Introduction of Critical Path Method (CPM) and Resources In Project Management
- Critical Path Method (CPM) Types Arrow Diagram and Precedence Diagram. CPM with Lag and Relationship
- CPM, Gantt Chart. And Cost-Time Control
- CPM and Optimum Time-Cost
- CPM with Program Evaluation Review Technique (PERT)

Duration : 3 days (18 hours)

Fees : RM 450.00 (Inclusive of Course Material)

4. Project Management (Primavera Project Planner Software- P3) Courses

Participants' Profile

Project Manager, Engineers, Technical Assistant, Technician, Trainers, Technical Teachers, Technical Students and all interested individuals or by sponsored by NGO'S or public sectors

Courses Objectives

It is an advance of CPM Implementation courses. Objectives of this courses is ability to manage the project, process of planning, organizing and managing lots of tasks and resources, usually within limitations of time, resources and cost. CPM Implementation is the variety of way to produce your project schedule easily and effectively, learning how to targeted task start and finish, resources requirement, and the project end date. All this will be done by computer software Primavera Project Planner.

Course Contents

- Introduction Primavera Project Planner (P3) Window areas
- Critical Path Method Review
- Initiate The Information and Documentation of P3
- Primavera Project Planner Concept and Implementation
- Primavera Project Planner Time, Resources and Cost Management
- Primavera Project Planner Relationship
- Primavera Project Planner Report and Graphic View

Duration : 2 days (12 hours)

Fees : RM 300.00 (Inclusive of Course Material)

5. Highway Engineering (Roads Design) Courses

Participants' Profile

Design Engineers, Technical Assistant, Technician, Trainers, Technical Teachers, Technical Students and all interested individuals or by sponsored by NGO'S or public sectors

Courses Objectives

Objectives of this courses is to understand the design elements of roads and roads drainage using several method such as JKR method, Road Note 31, Road Note 29, HD 14/87, Gully Spacing Design and Roads Piping Sizing Design. End of this courses participants have an ability to design roads and drainage effectively.

Course Contents

- Introduction of Highway Engineering and Road Construction
- The Important of Design in Road and Highway Construction
- JKR Method of Design
- Road Note 31 Method of Design
- Road Note 29 Method of Design
- HD 14/87 Method of Design
- Gully Spacing Design
- Pipe Sizing Drainage Design

Duration : 3 days (18 hours)

Fees : RM 450.00 (Inclusive of Course Material)

6. Non-Technical Competencies Courses

Participants' Profile

All participants jobs sector category technical or non-technical, administration and all interested individuals or by sponsored by NGO'S or public sectors

Courses Objectives

This 5 days program has been divided into modules and covers concept and relevance of non-technical skills for technicians, understand teams, team work and team building in the organizations and projects, understanding the needs of having effective communication skills, knowing the importance of values for learning and working together and conceptualizing the importance of management, project management and entrepreneurial skills as part of non technical competencies. End of this courses participants have a value of competencies people in project management, problem solving, analytical thinking, professionalism, multi tasking Importance skills and competencies required to get and excel in a job.

Course Contents

- Introduction of The Program
- Concept of Non-Technical Competencies
- Teams, Team Work and Team Building
- Entrepreneurial Skills as Non-Technical Competencies
- Management Skills in Non-Technical Competencies
- Effective Communication Skills
- Values for Learning and Working Together
- Project Management, Planning, Implementation and Evaluation.

Duration : 5 days (30 hours)

Fees : RM 550.00 (Inclusive of Course Material)

7. Reinforces Concrete Structure Design (BS 8110) Courses

Participants' Profile

Design Engineers, Technical Assistant, Technician, Trainers, Technical Teachers, Technical Students and all interested individuals or by sponsored by NGO'S or public sectors

Courses Objectives

Objective this course is to understand the design elements of reinforces concrete structure. Participants allow to doing manual calculation design. End of this courses participants have an ability to design reinforces concrete structure effectively.

Course Contents

- Basic Element of Reinforce Concrete Structure
- Introduction of Reinforce Concrete Structure Design
- Reinforces Concrete Foundation Design
- Reinforces Concrete Column Design
- Reinforces Concrete Beam Design
- Reinforces Concrete Project Design

Duration : 3 days (18 hours)

Fees : RM 450.00 (Inclusive of Course Material)

8. Steel Structure Design (BS 5950) Courses

Participants' Profile

Design Engineers, Technical Assistant, Technician, Trainers, Technical Teachers, Technical Students and all interested individuals or by sponsored by NGO'S or public sectors

Courses Objectives

Objective this course is to understand the design elements of steel structure. Participants allow to doing manual calculation design. Ends of course participants have an ability to design steel structure effectively.

Course Contents

- Basic Element of Steel Structure
- Introduction of Steel Structure Design
- Steel Column Structure Design
- Steel Beam Structure Design
- Steel Roof Frame Design
- Steel Connection Design

- Steel Project Design

Duration : 3 days (18 hours)

Fees : RM 450.00 (Inclusive of Course Material)



CIVIL ENGINEERING DEPARTMENT

9. Moulding and Casting Process

INJECTION MOULDING PROCESS

Participants' Profile

Engineers, maintenance technician, trainers, technical teachers and all interested individuals sponsored by NGO'S or public sectors.

Course Objectives

The main objective of this program is to aid the participants in development of the fundamental of Injection Moulding process. The conscientious trainee of average ability will attain a solid background in injection moulding upon completion of this program.

Course Contents

Safety in injection moulding, overview in plastic material and properties pre-process operation, setting up machine parameters, injection moulding process, process optimization, finishing and checking of product.

Duration : 3 Days

Fees : RM 500.00 (Inclusive of Course Material)

10. Industrial Automation

Participants' Profile

Engineers, maintenance technician, trainers, technical teachers and all interested individuals.

Course Objectives

The course is intended to cover the fundamentals of PLC system. It given an overview of the subject and enables participant to develop, programming and trouble shoot circuit. The practical oriented exercises and solution are used to emphasize the components and the fundamental circuit for this field.

PROGRAMMABLE LOGIC CONTROLLER (BASIC LEVEL)

Course Contents

- PLC history, comparison between Relay and PLC systems, description of PLC system components, PLC I/O address, Scan cycle programme, designing ladder diagram using logic principle , programming method, characteristic and function of memory circuit, interlock circuit, timer, counter, 16 – Bit comparator, technique of designing PLC system, practice on PLC application system.

Duration : 3 Days

Fees : RM 450.00 (Inclusive of Course Material)

11. Introduction To Pneumatics

Participants' Profile

Engineers, maintenance technician, trainers, technical teachers and all interested individuals.

Course Objectives

Understand the construction and function of the pneumatic components, identify and use of control schematic, design, construct and troubleshooting the Pneumatic system. The practical oriented exercises and solution are used to emphasize the components and the fundamental circuit for this field.

Course Contents

Physical principles of pneumatics, pneumatics components and symbols, motion sequences and operating status, pneumatic circuit diagrams standards, Cylinder & valve sizing direct and indirect manual controls, direct and indirect stroke dependent controls, logical AND/OR function of switch – on signals, time dependent control with pressure sequence valve, trouble-shooting in pneumatic controls, safety and regulations.

Duration : 2 Days

Fees : RM 300.00 (Inclusive of Course Material)

12. Electro - Pneumatics

Participants' Profile

Engineers, maintenance technician, trainers, technical teachers and all interested individuals.

Course Objectives

Understand the construction and function of the pneumatic and electro-pneumatic components, identify and use of control schematic, design, construct and troubleshooting Electro-Pneumatic system. The practical oriented exercises and solution are used to emphasize the components and the fundamental circuit for this field.

Course Contents

Physical principles of electrical systems pneumatics, electro-pneumatics components and symbols, pneumatic and electrical circuit diagrams , , direct and indirect stroke dependent controls, logical AND/OR function of switch – on signals, time dependent control with pressure sequence valve, trouble-shooting in pneumatic controls, safety and regulations.

Duration : 2 Days

Fees : RM 300.00 (Inclusive of Course Material)

13. Hydraulics & Electro – Hydraulics

Participants' Profile

Engineers, maintenance technician, trainers, technical teachers and all interested individuals.

Course Objectives

Understand the construction and function of the Hydraulic and Electro-Hydraulics components, identify and use of control schematic, design, construct and troubleshooting the Hydraulics and Electro-Hydraulic system. The practical oriented exercises and solution are used to emphasize the components and the fundamental circuit for this field.

Course Contents

Hydraulic circuits, components and control systems, graphical symbols for hydraulic components, technical specifications, calculations of pressure, flow and force, role of hydraulics. Hydraulic troubleshooting and maintenance, Electro-hydraulic and PLC's in automation technology.

Duration : 3 Days

Fees : RM 450.00 (Inclusive of Course Material)

14. Introduction To Auto Cad 2004

Participants' Profile

Technical school teachers, technical students and all interested individuals.

Course Objectives

Showing the participants how to use the features starting from a new drawing to plotting a comprehensive dimensioned drawing. Upon completion of this course, participant will be able to create, edit and view complete AutoCAD drawings.

Course Contents

Introduction to AutoCAD 2004
Basic drawing and editing commands
Basic object creation
Understanding & using layer
Creating and editing dimension and blocks
Basic system setting & plotting
Drawing annotation
2 Dimensional Drawing
Assembly Drawing
Sectioning View Drawing

Duration : 2 Days

Fees : RM 300.00 (Inclusive of Course Material)



MECHANICAL ENGINEERING DEPARTMENT

15. Basic PC Assembling & Maintenance

Participants' Profile

All interested individuals especially for students and technicians.

Course Objective

The main objectives of this program are to provide a basic knowledge and skill for PC assembling and preventive maintenance.

Course Contents

- Introduction to PC
 - Hardware Installation
 - Software Installation
 - PC Preventive Maintenance
- } *Practical*

Duration : 1 day (8 hours)

Fees : RM150.00 (inclusive of course material)

16. Basic Wiring

Participants' Profile

Interested individuals, especially for students and technicians

Course Objective

The main objective of the course is to provide basic knowledge on wiring

Course Contents

- Safety rules and regulation on wiring
- Introduction to basic wiring
- Domestic wiring
- Surface wiring
- Switch accessories and main circuit breaker
- Wiring technique
- Testing

Duration : 3 Days (24 Hours)

Fees : RM 200.00 (Inclusive of course material)

17. MS Access for Window (Basic)

Participants' Profile

All interested individuals especially for students and teachers.

Course Objectives

- 📖 Introduced to user-friendly database
- 📖 Equipped with powerful tools to create table, form, label, queries and report for the purpose of company or students database.
- 📖 Build simple database

Course Contents

Introduction to database and Ms. Access

- Table
- Form
- Label
- Queries
- Report

Duration : 1 day (8 hours)

Fees : RM 150.00 (inclusive of course material)

18. Microsoft Power point

Participants' Profile

All interested individuals especially for students and teachers.

Course Objectives

- 📖 Introduced to user-friendly and powerful presentation tool
- 📖 Equipped with powerful tools to create presentation file for the purpose of effective and efficient presentation
- 📖 Participants can build their own simple presentation

Course Contents

Introduction to Ms. Power point

- Create a new presentation
- Add slides to a presentation
- Add clip art to a slide
- Save and Update a presentation
- Edit text on slide
- Hyperlink
- Discussion
- Assessment

Duration : 1 day (8 hours)

Fees : RM 140.00 (inclusive of course material)



ELECTRICAL ENGINEERING DEPARTMENT

19. Entrepreneurship

Participants' Profile

Potential entrepreneurs and all interested individuals

Course Objectives

To encourage the participants to become future successful entrepreneurs

Course Contents

Introduction for Entrepreneurship

A guidance to apply for a loans

Types of small and medium industries

Preparing a Business Planning

- Organisation chart
- Marketing plan
- Operational Method
- Financial

Duration : 2 days (16 hours)

Fees : RM 300.00 (inclusive of course material)

20. Computerise Accounting System (UBS)

Participants' Profile

School teachers, students and all interested individuals

Course Objectives

To expose participants to the use of UBS software

To give the participants some knowledge of how use the UBS in related field such as business to learn and maintain chart of account

Course Contents

Introduction to UBS

Introduction to partnerships and limited companies

How to recording of business transactions

How to prepare account for sole proprietors

Ability to setup and maintain charts of accounts
Transactions entry, profit & loss account etc
Discussion

Duration : 3 days (24 hours)

Fees : RM 450.00 (inclusive of course material)



COMMERCE DEPARTMENT

21. Introduction To Research

Participant's Profile

Trainers, Teachers, Administrators and all the interested Individuals

Course Objective

- a. To cover the fundamentals of research and research method
- b. To give a basic overview of the subject and enables participants
- c. To improve the quality of work through Research & Development (R & D) activities

Course Contents

- a. What is research
- b. Steps in doing research
- c. Types of quantitative research
- d. Types of qualitative research
- e. How to write a proposal
- f. Report Writing

Duration : 5 days (30 hours)

Fees : RM 450.00 (Inclusive of Course Materials)



MATHS AND SCIENCE DEPARTMENT

22. MUET

Participant's Profile

- Form 5 students
- Form 6 students
- Matriculation students
- Diploma students
- Other pre – degree programmes
- Those who are interested to further their studies to the tertiary level

Course Objectives

By the end of this course, the participants will be able to :

- Listen effectively, process information efficiently and respond appropriately in any given situations. (Listening Skill)
- * Prepare and present their arguments and discussions with confidence. (Speaking Skill)
- Develop effective writing skills. (Writing Skill)
- * Improve their reading comprehension ability. (Reading Skill)

Duration

Time: **8.00 am - 10.00 am (2 hours)**

10.30 am – 12.30 pm (2 hours)

Day: **Saturday & Sunday**

Fees : RM 50 per month

* The classes will be carried out for 3 months

23. Communication Course

Participant's Profile

All interested individuals in the area nearby.

Course Objectives

By the end of this course the participants will be able to:

- Converse by using the correct words and pronunciation.
- Start a conversation in English, either in formal or informal situation.
- Fulfil the needs in the workplace.

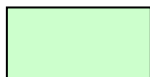
Course Contents

- *Social English* – the participant will be exposed to the language used in the formal and informal conversation.
- *Pronunciation* – it is important to have a correct pronunciation in order to make the other parties understand the language that is being used.
- *Speaking/Oral presentation* – the participants will be exposed to public speaking in order to gain their confidence in using the language.

Duration

1. Saturday – 8.30 am- 11.30 am (3 hours)
2. Sunday – 8.30 am – 11.30 am (3 hours)

Fees : RM 200 (inclusive of course materials)



GENERAL STUDIES DEPARTMENT

- Certificate Of Attendance Will Be Awarded Upon Successful Completion Of Course
- Courses Will Be Conducted Upon Request
- Minimum Of Participant Are 10 Or Upon Agreement

For Further Information Please Contact:

TIME SECTOR PRIVATISATION

Polytechnic Sultan Azlan Shah, Behrang, 35950 Tanjong Malim. Perak

Tel : 05 – 4544431 Fax : 05 – 4544993

[http:// www.ptm.edu.my](http://www.ptm.edu.my)

REGISTRATION FORM

Name :

IC No: Gender :

Program:

Correspondence Address :

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Tel (H/P) : Tel (Office) :

E-mail :

Please send to :

Time Sector Privatisation

Polytechnic Sultan Azlan Shah, Behrang, 35950 Tanjong Malim, Perak