



TAKWIM LATIHAN DIGITAL KORPORAT 2022

DIGITAL PERAK CORPORATION HOLDINGS

LATIHAN DIGITAL KORPORAT



Dalam merealisasikan transformasi digital, Digital Perak Corporation Holdings (Digital Perak) melalui Unit Hub Inovasi & Multimedia menawarkan pelbagai latihan digital korporat profesional bagi memenuhi permintaan tenaga kerja mahir. Dengan menggabungkan faktor-faktor seperti program-program dengan kandungan berkualiti, cara penyampaian yang berkesan, harga yang berpatutan dan semua kursus dapat disesuaikan dengan keperluan pelanggan menjadikan Digital Perak sebagai pembekal latihan dan penganjur acara yang terpilih di Perak.

INSPIRING WORDS



“

Learning is the only thing the mind never exhausts, never fears, and never regrets.

Leonardo da Vinci

FEBRUARI 2022



AHAD	ISNIN	SELASA	RABU	KHAMIS	JUMAAT	SABTU
		1 Tahun Baru Cina	2 Tahun Baru Cina	3	4	5
6	7 (F) Photo Retouching & Restoration	8 (O) MS Word - Intermediate to Advance	9 (O) MS Word - Intermediate to Advance	10 (O) MS Excel - Intermediate to Advance	11 (O) MS Excel - Intermediate to Advance	12
13	14 (F) Wondershare Filmora	15 (O) MS PowerPoint - Intermediate to Advance	16 (O) MS PowerPoint - Intermediate to Advance	17 (O) MS Access - Intermediate to Advance	18 (O) MS Access - Intermediate to Advance	19
20	21 (F) Protect Yourself from Hacker/Spammer	22 (O) Adobe Photoshop - Intermediate to Advance	23 (O) Adobe Photoshop - Intermediate to Advance	24 (O) Adobe Illustrator - Intermediate to Advance	25 (O) Adobe Illustrator - Intermediate to Advance	26 (O) MS Word – Basic
27 (O) MS Excel – Basic	28 (F) Mobile Photography Workshop					

 (F) Fizikal

 (O) Online  Google Meet

MAC 2022



AHAD	ISNIN	SELASA	RABU	KHAMIS	JUMAAT	SABTU
		1 (O) MS PowerPoint – Basic	2 (F) MS Word – Intermediate to Advance	3	4 (O) MS Word – Basic	5
6	7 (F) MS Excel – Intermediate to Advance	8	9 (F) MS PowerPoint – Intermediate to Advance	10	11 (O) Photo Retouching & Restoration Skills	12 (O) How to Publish Your Business Online for Free (WIX)
13 (O) Video Editing & Montage Creation the Easy Way (Wondershare Filmora)	14 (F) MS Access – Intermediate to Advance	15	16 (F) Adobe Photoshop – Intermediate to Advance	17	18 (O) MS Excel – Basic	19
20	21 (F) Adobe Illustrator – Intermediate to Advance	22	23 (F) Adobe InDesign – Intermediate to Advance	24	25	26 (O) Mobile Photography Workshop
27 (O) How to Protect Yourself from Hacker / Spammer	28 (F) 3D Modelling & Designing Skills (SKETCHUP)	29	30 (O) How to Run Online Business / Market Your Business	31 (F) How to Publish Your Business Online for Free (WIX)		

 (F) Fizikal

 (O) Online  Google Meet

APRIL 2022



AHAD	ISNIN	SELASA	RABU	KHAMIS	JUMAAT	SABTU
					1	2
3	4 (F) MS Word – Basic	5 (F) MS Excel – Basic	6	7 (F) MS PowerPoint – Basic	8 (O) Basic English Communication Skills for Adults	9 (O) Basic English Communication Skills for Adults
10 (O) Basic English Communication Skills for Adults	11 (F) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)			12	13	14 (O) Adobe InDesign – Intermediate to Advance
17	18	19 Hari Nuzul Al-Quran	20 (F) Photo Retouching & Restoration Skills	21 (F) Software Technical Maintenance Skills	22 (O) Web Design with Dreamweaver & Photoshop	23 (O) Web Design with Dreamweaver & Photoshop
24 (O) Web Design with Dreamweaver & Photoshop	25	26 (F) MS PowerPoint – Intermediate to Advance	27	28 (F) Video Editing & Creation Skills with Adobe (Adobe After Effects)	29	30

(F) Fizikal

(O) Online  Google Meet

MEI 2022



AHAD	ISNIN	SELASA	RABU	KHAMIS	JUMAAT	SABTU	
1 Hari Pekerja	2	3 Hari Raya Puasa	4 Hari Raya Puasa	5	6	7	
8	9	10	11	12	13	14	
15 Hari Wesak	16	17 (F) Web Design with Dreamweaver & Photoshop			19	20 (O) Adobe Illustrator - Intermediate to Advance	21
22 (O) MS Word – Basic	23 (F) How to Run Online Business / Market Your Business	24 (F) Business on the Go with Google	25 (F) Video Editing & Montage Creation the Easy Way (Wondershare Filmora)	26 (F) How to Protect Yourself from Hacker / Spammer	27	28 (O) MS Excel – Basic	
29 (O) MS PowerPoint – Basic	30 (F) Mobile Photography Workshop	31 (F) Windows Security Essentials					

 (F) Fizikal

 (O) Online  Google Meet

JUN 2022



AHAD	ISNIN	SELASA	RABU	KHAMIS	JUMAAT	SABTU
			1 (F) MS Word – Intermediate to Advance	2	3	4
5	6 Hari Keputeraan Yang Di-Pertuan Agong	7	8 (F) MS PowerPoint – Intermediate to Advance	9	10 (O) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)	11 (O) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)
12 (O) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)	13 (F) Creating Brochures, Flyers, Greeting & Invitation Skills (MS Publisher)	14	15 (F) (F) Photo Retouching & Restoration	16 (F) How to Publish Your Business Online for Free (WIX)	17 (O) Corporate Emailing Skills (MS Outlook)	18
19	20 (F) Engineering / Mechanical 3D (Product / Model Design) – SOLIDWORKS 2010	21	22 (F) Wedding Photo & Album Creation (Wedding Pro)	23	24	25 (O) Video Editing & Creation Skills with Adobe (Adobe After Effects)
26 (O) Video Editing & Creation Skills with Adobe (Adobe After Effects)	27 (F) Android Device Administration & Protection	28 (F) How to do Presentation from an Android Device	29 (F) MS Excel Advance	30 (F) Internet Security Essentials		

(F) Fizikal

(O) Online  Google Meet

MATLAMAT UTAMA

PENINGKATAN PRESTASI

Latihan dan pembangunan dapat meningkatkan kemahiran dan pengetahuan pekerja dalam bidang-bidang tertentu.

PENINGKATAN PRODUKTIVITI

Produktiviti bukan hanya bergantung kepada pekerja, tetapi juga pada teknologi yang digunakan. Latihan dan pembangunan dapat melancarkan proses dalam memastikan pekerja sentiasa peka dan serba tahu dalam teknologi tekini.

PENILAIAN

97%

PENGGUNA DAN PELANGGAN BERPUAS HATI.

JULAI 2022



AHAD	ISNIN	SELASA	RABU	KHAMIS	JUMAAT	SABTU
					1	2
3	4 (F) MS Word – Basic	5 (F) MS Excel – Basic	6 (F) MS PowerPoint – Basic	7	8	9
10 Hari Raya Haji	11	12 13 14 (F) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)			15 (O) Web Design with Dreamweaver & Photoshop	16 (O) Web Design with Dreamweaver & Photoshop
17 (O) Web Design with Dreamweaver & Photoshop	18 19 (F) Adobe Photoshop – Intermediate to Advance		20 21 (F) Adobe Illustrator – Intermediate to Advance		22 (O) Mobile Photography Workshop	23 (O) Video Editing & Montage Creation the Easy Way (Wondershare Filmora)
24 (O) Photo Retouching & Restoration Skills	25 26 27 (F) Basic English Communication Skills for Adults			28 29 (O) Wedding Photo & Album Creation (Wedding Pro)		30 Awal Muharram
31						

(F) Fizikal

(O) Online  Google Meet

OGOS 2022



AHAD	ISNIN	SELASA	RABU	KHAMIS	JUMAAT	SABTU
	1 (F) MS Access – Intermediate to Advance	2	3 (F) Adobe Photoshop – Intermediate to Advance	4	5	6
7	8 (F) Adobe Illustrator – Intermediate to Advance	9	10 (F) Adobe InDesign – Intermediate to Advance	11	12 (O) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)	13 (O) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)
14 (O) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)	15 (F) Photo Retouching & Restoration Skills	16 (F) Mobile Apps Development	17	18 (O) Video Editing & Montage Creation the Easy Way (Wondershare Filmora)	19 (O) Photo Retouching & Restoration Skills	20
21	22 (F) 3D Modelling & Designing Skills (SKETCHUP)	23	24 (F) Software Technical Maintenance Skills	25 (F) How to Protect Yourself from Hacker / Spammer	26 (O) How to Publish Your Business Online for Free (WIX)	27 (O) Wedding Photo & Album Creation (Wedding Pro)
28 (O) Wedding Photo & Album Creation (Wedding Pro)	29 (F) MS Excel Advance	30 (F) Windows Security Essentials	31 Hari Kebangsaan			

(F) Fizikal

(O) Online  Google Meet

SEPTEMBER 2022




AHAD	ISNIN	SELASA	RABU	KHAMIS	JUMAAT	SABTU
				1	2	3
4	5 (F) MS Word – Intermediate to Advance	6	7 (F) MS Excel – Intermediate to Advance	8	9	10 (O) Mobile Photography Workshop
11	12 (F) MS PowerPoint – Intermediate to Advance	13	14 (F) Adobe InDesign – Intermediate to Advance	15	16 Hari Malaysia	17
18	19	20 (F) Video Editing & Creation Skills with Adobe (Adobe After Effects)	21	22	23 (O) How to Protect Yourself from Hacker / Spammer	24 (O) MS Excel Advance
25 (O) Internet Security Essentials	26 (F) How to Run Online Business / Market Your Business	27 (F) Business on the Go with Google	28 (F) Video Editing & Montage Creation the Easy Way (Wondershare Filmora)	29 (F) How to do Presentation from an Android Device	30 (O) Basic Web Browsing & Emailing Skills	

(F) Fizikal

(O) Online  Google Meet

OKTOBER 2022

AHAD	ISNIN	SELASA	RABU	KHAMIS	JUMAAT	SABTU
						1
2	3 (F) MS Word – Basic	4 (F) MS Excel – Basic	5 (F) MS PowerPoint – Basic	6 (O) Adobe Photoshop – Intermediate to Advance		8
9 Maulidur Rasul	10	11 (F) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)			14 (O) Business on the Go with Google	15
16	17 (F) MS Access – Intermediate to Advance		19 (F) Creating Brochures, Flyers, Greeting & Invitation Skills (MS Publisher)		21	22
23	24 Deepavali	25	26	27 (F) Photo Retouching & Restoration Skills	28	29
30	31 (F) Mobile Photography Workshop					

 (F) Fizikal

 (O) Online  Google Meet

NOVEMBER 2022

AHAD	ISNIN	SELASA	RABU	KHAMIS	JUMAAT	SABTU
		1 (F) Adobe Photoshop – Intermediate to Advance	2	3	4 Hari Keputeraan Sultan Perak	5
6 (O) MS Word – Basic	7 (F) Adobe Illustrator – Intermediate to Advance	8	9 (F) Video Editing & Creation Skills with Adobe (Adobe After Effects)	10	11 (O) MS Excel – Basic	12
13	14 (F) Basic Web Browsing & Emailing Skills	15 (F) Web Design with Dreamweaver & Photoshop	16	17	18 (O) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)	19 (O) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)
20 (O) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)	21 (O) Video Editing & Montage Creation the Easy Way (Wondershare Filmora)	22 (F) Engineering / Mechanical 3D (Product / Model Design) – SOLIDWORKS 2010	23	24 (F) How to Protect Yourself from Hacker / Spammer	25 (O) MS PowerPoint – Basic	26
27	28 (F) Basic English Communication Skills for Adults	29	30			

 (F) Fizikal

 (O) Online  Google Meet

DISEMBER 2022

AHAD	ISNIN	SELASA	RABU	KHAMIS	JUMAAT	SABTU
				1	2 (O) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)	3 (O) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)
4 (O) Advanced Multimedia Presentation Skills (MS PowerPoint & Wondershare Filmora)	5 (F) MS Word – Intermediate to Advance	6	7 (F) MS Excel – Intermediate to Advance	8	9 (O) How to Publish Your Business Online for Free (WIX)	10
11	12 (F) MS PowerPoint – Intermediate to Advance	13	14 (F) Adobe Photoshop – Intermediate to Advance	15	16 (O) How to Protect Yourself from Hacker / Spammer	17 (O) How to Run Online Business / Market Your Business
18 (O) Photo Retouching & Restoration Skills	19 (F) Adobe Illustrator – Intermediate to Advance	20	21 (F) Adobe InDesign – Intermediate to Advance	22	23 (O) Mobile Photography Workshop	24
25 Hari Krismas	26	27 (F) 3D Modelling & Designing Skills (SKETCHUP)	28	29	30	31

 (F) Fizikal

 (O) Online  Google Meet

YURAN KURSUS (FIZIKAL)



PROGRAM	PERISIAN	DURATION	TIME	FEE/PAX (RM)
Basic Typing & Documentation Skills	(MS Word Basic)	1 day	9.00 am - 5.00 pm	200.00
Skills of Creating Reports, Forms, Schedules, Advertisements & Memos	(MS Word Intermediate to Advance)	2 days	9.00 am - 5.00 pm	250.00
Basic Spreadsheet Management & Formulation Skills	(MS Excel Basic)	1 day	9.00 am - 5.00 pm	200.00
Advanced Formula, Database Management & Formulation Skills	(MS Excel Intermediate to Advance)	2 days	9.00 am - 5.00 pm	250.00
Simple Graphical Design Skills	(Microsoft PowerPoint Basic)	1 day	9.00 am - 5.00 pm	200.00
Digital Presentation Skills	(Microsoft PowerPoint Intermediate to Advance)	2 days	9.00 am - 5.00 pm	250.00
Advanced Multimedia Presentation Skills	(MS PowerPoint & Filmora)	3 days	9.00 am - 5.00 pm	300.00
Database Creation, Administration & Management Skills	(MS Access)	2 days	9.00 am - 5.00 pm	250.00
Creating Brochure, Flyers, Greeting & Invitation Skills	(MS Publisher)	2 days	9.00 am - 5.00 pm	250.00
Corporate Emailing Skills	(MS Outlook)	2 days	9.00 am - 5.00 pm	250.00
Advanced Graphical Design, Photo Editing & Retouching Skills	(Adobe Photoshop)	2 days	9.00 am - 5.00 pm	250.00
Designing Business Card, Banner & Logo	(Adobe Illustrator)	2 days	9.00 am - 5.00 pm	250.00
Desktop Publishing, Certificate Design, & Book Editing Skills	(Adobe InDesign)	2 days	9.00 am - 5.00 pm	250.00
Photo Retouching & Restoration Skills	(Portrait Pro)	1 day	9.00 am - 5.00 pm	200.00

YURAN KURSUS (FIZIKAL)



PROGRAM	PERISIAN	DURATION	TIME	FEE/PAX (RM)
Mobile Apps Development		2 days	9.00 am - 5.00 pm	1,070.00
3D Modelling & Design Skills	(Sketchup 2015 / 2018 Pro)	2 days	9.00 am - 5.00 pm	350.00
How to Publish Your Business Online for Free	(WIX)	1 day	9.00 am - 5.00 pm	250.00
Software Technical Maintenance Skills		1 day	9.00 am - 5.00 pm	250.00
Video Editing & Creation Skills with Adobe	(Adobe After Effects)	2 days	9.00 am - 5.00 pm	400.00
MySQL Setup & Administration		2 days	9.00 am - 5.00 pm	250.00
Basic Web Browsing & Emailing Skills	(Internet Browser)	1 day	9.00 am - 5.00 pm	200.00
Computer Networking Basic (Wired & Wireless)		1 day	9.00 am - 5.00 pm	250.00
Web Design with Dreamweaver & Photoshop		3 days	9.00 am - 5.00 pm	250.00
How to Run Online Business / Market Your Business		1 day	9.00 am - 5.00 pm	250.00
Business on the Go with Google		1 day	9.00 am - 5.00 pm	200.00
Video Editing & Montage Creation the Easy Way	(Wondershare Filmora)	1 day	9.00 am - 5.00 pm	150.00
Engineering / Mechanical 3D (Product / Model Design)	(SOLIDWORKS 2010)	2 days	9.00 am - 5.00 pm	400.00
Wedding Photo & Album Creation	(Wedding Pro)	2 days	9.00 am - 5.00 pm	250.00

YURAN KURSUS (FIZIKAL)



PROGRAM	PERISIAN	DURATION	TIME	FEE/PAX (RM)
How to Protect Yourself from Hacker / Spammer		1 day	9.00 am - 5.00 pm	200.00
Android Device Administration & Protection		1 day	9.00 am - 5.00 pm	200.00
How to do Presentation from Android Device Without Laptop	(Android Device / Casting Device)	1 day	9.00 am - 5.00 pm	200.00
Basic English Communication Skills for Adults		3 days	9.00 am - 5.00 pm	200.00
Mobile Photography Workshop		1 day	9.00 am - 5.00 pm	250.00
MS Excel 2016 / 395 Advanced Level		1 day	9.00 am - 5.00 pm	200.00
Windows Security Essentials	(Window)	1 day	9.00 am - 5.00 pm	200.00
Internet Security Essentials		1 day	9.00 am - 5.00 pm	200.00

YURAN KURSUS (ONLINE)



PROGRAM	PERISIAN	DURATION	TIME	FEE/PAX (RM)
Basic Typing & Documentation Skills	(MS Word Basic)	6 hours	9.00 am – 5.00 pm	180.00
Skills of Creating Reports, Forms, Schedules, Advertisements & Memos	(MS Word Intermediate to Advance)	9 hours	9.00 am – 5.00 pm 9.00 am – 12.00 pm	230.00
Basic Spreadsheet Management & Formulation Skills	(MS Excel Basic)	6 hours	9.00 am – 5.00 pm	180.00
Advanced Formula, Database Management & Formulation Skills	(MS Excel Intermediate to Advance)	9 hours	9.00 am – 5.00 pm 9.00 am – 12.00 pm	230.00
Simple Graphical Design Skills	(Microsoft PowerPoint Basic)	6 hours	9.00 am – 5.00 pm	180.00
Digital Presentation Skills	(Microsoft PowerPoint Intermediate to Advance)	9 hours	9.00 am – 5.00 pm 9.00 am – 12.00 pm	230.00
Advanced Multimedia Presentation Skills	(MS PowerPoint & Filmora)	12 hours	9.00 am – 5.00 pm 9.00 am – 5.00 pm	280.00
Database Creation, Administration & Management Skills	(MS Access)	9 hours	9.00 am – 5.00 pm 9.00 am – 12.00 pm	230.00
Creating Brochure, Flyers, Greeting & Invitation Skills	(MS Publisher)	6 hours	9.00 am – 5.00 pm	230.00
Corporate Emailing Skills	(MS Outlook)	6 hours	9.00 am – 5.00 pm	230.00
Advanced Graphical Design, Photo Editing & Retouching Skills	(Adobe Photoshop)	12 hours	9.00 am – 5.00 pm 9.00 am – 5.00 pm	230.00
Designing Business Card, Banner & Logo	(Adobe Illustrator)	12 hours	9.00 am – 5.00 pm 9.00 am – 5.00 pm	230.00
Desktop Publishing, Certificate Design, & Book Editing Skills	(Adobe InDesign)	9 hours	9.00 am – 5.00 pm 9.00 am – 12.00 pm	230.00
Photo Retouching & Restoration Skills	(Portrait Pro)	3 hours	9.00 am – 12.00 pm	180.00

HARGA KURSUS DI ATAS ADALAH MENGIKUT HARGA SECARA PENDAFTARAN BERKUMPULAN (MINIMUM 5 PESERTA). HARGA AKAN BERUBAH MENGIKUT JUMLAH PESERTA.

YURAN KURSUS (ONLINE)



PROGRAM	PERISIAN	DURATION	TIME	FEE/PAX (RM)
3D Modelling & Design Skills	(Sketchup 2015 / 2018 Pro)	9 hours	9.00 am – 5.00 pm 9.00 am – 12.00 pm	330.00
How to Publish Your Business Online for Free	(WIX)	3 hours	9.00 am – 12.00 pm	230.00
Software Technical Maintenance Skills		6 hours	9.00 am – 5.00 pm	230.00
Video Editing & Creation Skills with Adobe	(Adobe After Effects)	12 hours	9.00 am – 5.00 pm 9.00 am – 5.00 pm	380.00
MySQL Setup & Administration		12 hours	9.00 am – 5.00 pm 9.00 am – 5.00 pm	230.00
Basic Web Browsing & Emailing Skills	(Internet Browser)	3 hours	9.00 am – 12.00 pm	180.00
Computer Networking Basic (Wired & Wireless)		6 hours	9.00 am – 5.00 pm	230.00
Web Design with Dreamweaver & Photoshop		12 hours	9.00 am – 5.00 pm 9.00 am – 5.00 pm	230.00
How to Run Online Business / Market Your Business		3 hours	9.00 am – 12.00 pm	230.00
Business on the Go with Google		6 hours	9.00 am – 5.00 pm	180.00
Video Editing & Montage Creation the Easy Way	(Wondershare Filmora)	3 hours	9.00 am – 12.00 pm	150.00
Engineering / Mechanical 3D (Product / Model Design)	(SOLIDWORKS 2010)	12 hours	9.00 am – 5.00 pm 9.00 am – 5.00 pm	380.00
Wedding Photo & Album Creation	(Wedding Pro)	12 hours	9.00 am – 5.00 pm 9.00 am – 5.00 pm	230.00
How to Protect Yourself from Hacker / Spammer		3 hours	9.00 am – 12.00 pm	180.00

YURAN KURSUS (ONLINE)



PROGRAM	PERISIAN	DURATION	TIME	FEE/PAX (RM)
Android Device Administration & Protection		3 hours	9.00 am – 12.00 pm	180.00
How to do Presentation from Android Device Without Laptop	(Android Device / Casting Device)	3 hours	9.00 am – 12.00 pm	180.00
Basic English Communication Skills for Adults		15 hours	9.00 am – 5.00 pm 9.00 am – 5.00 pm 9.00 am – 12.00 pm	180.00
Mobile Photography Workshop		6 hours	9.00 am – 5.00 pm	230.00
MS Excel 2016 / 395 Advanced Level		6 hours	9.00 am – 5.00 pm	180.00
Windows Security Essentials	(Window)	3 hours	9.00 am – 12.00 pm	180.00
Internet Security Essentials		3 hours	9.00 am – 12.00 pm	180.00

HUBUNGI KAMI



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