

IT-080-2 (Level 2): 6 months
INFORMATION SYSTEMS ADMINISTRATION
ASSISTANT *

Entry Requirement: SPM
Registration Fee: RM100

- INFORMATION SYSTEM ADMINISTRATIVE ASSISTANT
 - Organize Office Equipment & Environment
 - Maintain Filing System
 - Organize Business
 - Perform Administrative Function
 - Maintain Electronic Filing System
 - Organize Electronic Documents
 - Handle Client Complaints (Internal And External)
 - Coordinate With Other Departments
 - Carry Out Computer Operations
 - Organize Information Systems Maintenance

IT-020-2 (Level 2): 6 months
COMPUTER SYSTEMS ASSISTANT TECHNICIAN *

Entry Requirement: SPM
Registration Fee: RM100

- INFORMATION SYSTEMS ASSISTANT TECHNICIAN
 - Perform Preventive Maintenance
 - Perform Corrective Maintenance
 - Perform Computer System Installation And Upgrade
 - Perform Computer Network Installation
 - Provide Remote Technical Support
 - Perform Administrative Functions
 - Coordinate Legal And Security Issues
 - Perform Supervisory Function

U-020-3 (Level 3): 6 months
RECREATIONAL SCUBA DIVING MASTER *

Entry Requirement: SPM
Registration Fee: RM100

To develop the previous characteristics in an individual, the PADI Divemaster course has five broad goals:

1. To develop the knowledge, attitudes, judgment and skills for supervising certified divers in shore- based and boat-based diving activities.
2. To develop the knowledge, attitudes, judgment and skills for assisting with training divers in PADI courses.
3. To develop the knowledge, attitudes, judgment and skills for independently conducting specific PADI programs for certified divers and non-divers (e.g., Scuba Review, Discover Snorkeling, PADI Skin Diver course).
4. To develop the candidate's dive theory knowledge, water skills, rescue skills and experience to the levels necessary to enter the PADI Assistant Instructor course and the PADI Instructor Development Course and to encourage the candidate to continue into those programs.
5. To promote each candidate's growth to meet individual needs and interests, and to meet the dive community's needs and expectations in dive leaders (e.g., risk management, personal health and safety, the needs of the dive retailer).

*** Skim Latihan Dual Nasional: SLDN**
(JPK-approved-programs)



2010 PACKAGES

For further enquiries:

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*Borneo's Premier Consultancy,
Training & ICT Provider*

SHORT COURSES - PACKAGES

No	Courses	Durations	Fees
1	Ms.Windows XP	10-15 jam	RM 110.00
2	Ms.Word 2007	10-15 jam	RM 145.00
3	Ms.Excel 2007	10-15 jam	RM 140.00
4	Ms.Power Point 2007	10-15jam	RM 125.00
5	Internet Application	10-15jam	RM 120.00
6	Basic Typing	20-28 hari	RM 160.00

Weekend Package

3 in 1 = RM 355.00	5 in 1 = RM 510.00
4 in 1 = RM 395.00	6 in 1 = RM 595.00

School Holiday Package (During school Holiday Only)

1 week = RM 395.00

4 in 1 @ 24 Contact hours

After Training Support (ATS)

DE MID BORNEO (DMB) will provide support to its entire former trainees, so that they can always come back to DMB for reference. DMB consultants will do their best to help solve any problem that a trainee or ex-trainee may encounter during the ATS period. This support is free of charge for a period of one year after training.

ICT SOLUTIONS CENTRE

HOUSE CALL SERVICE CHARGES

DESCRIPTION	TRANSPORT & LABOUR	REMARKS
Delivery & Installation	RM 35 – 130	Up to 2 Hours
Delivery, Installation & Training	RM 35 -130	Up to 2 Hours
Executive Products Training	RM 50/Hour	-
Server Troubleshooting / Maintenance	RM 100/Hour	Response within 2 Hours
Evaluation Charges	RM 25	-
T/shooting & Maintenance	RM 35 - 130	Up to 2 Hours

ADDITIONAL SERVICE CHARGES

DAY	TIME	ADDITIONAL CHARGES
Monday – Friday (Excluding PH)	9am – 6pm	No
Monday – Friday	9am – 12mn	1.5 Time
Saturday	9am – 12mn	1.5 Time
Sunday & Public Holiday	9am – 12mn	2.0 Time
4 hours response times	-	1.5 Time
2 hours response time	-	2.0 Time

TRANSPORT SURCHARGE

DISTANCE FROM DE MID BORNEO SERVICE CENTRE	ADDITIONAL CHARGES
Within 20KM	No
More Than 20KM But Less Than 30KM	RM 20
More Than 20KM But Less Than 40KM	RM 40
More Than 20KM But Less Than 50KM	RM 60

OTHER SERVICES

OTHERS	PRICE	PRINT OUT
Documents	RM 2.00/Page	RM2.50/Page
Letters	RM 1.50/Page	RM2.00/Page
Fax	RM 0.50/Page Lawas, Limbang & Miri	RM1.50/Page Sabah/ Sarawak RM1.80/Page Peninsular
Burn CD	RM 4.00/Pc	
Burn DVD	RM 5.50/Pc	
Internet	RM 2.00	Per-hours

DE MID BORNEO Warranty

DESCRIPTION	SERVICE	REPLACEMENT PARTS
Hardware	30 Day	According To Suppliers Terms
Software	No	-

SCUBA DIVING/PACKAGE RATES

No	PACKAGE	DURATIONS	*PRICE/PAX
1	Leisure Dive (Licensed Diver)	1-2 Pax 3 Pax & above	RM310.00 RM280.00
2**	Discover Scuba Diving (DSD) (Per day rates)	1-2 Pax 3 Pax & above	RM300.00 RM280.00
3**	Open Water Course (3 days course)	1-2 Pax 3 Pax & above	RM1100.00 RM970.00
4**	Advanced Open Water Course (2 days course)	1-2 Pax 3 Pax & above	RM950.00 RM900.00
5	Sunset Fun Fishing	Minimum 4 Pax (Max 3 hours)	RM250.00
6	Snorkeling	1-2 Pax 3 Pax & above	RM 100.00 RM 90.00
7	Island Hopping	Minimum 6 Pax (Max 4- Hours)	RM 170.00
8	Refresher Course	1 Pax 2 Pax & above	RM300.00 RM280.00

** PADI certifications only | T&C Apply |

Packages Include:

Leisure & DSD packages inclusive of:

- Usage of scuba gears
- Boat transfers
- Park fees
- Instructor/Divemaster

Dive Courses inclusive of:

- PADI course materials
- Park fees
- Usage of scuba gears
- Instructor

Sunset Fun Fishing inclusive of:

- Bait
- Packed dinner
- Fishing hand lines
- Mineral water
- Sutera Harbor jetty fees

Terms & Conditions:

- Full payment of package to be paid prior to commencement of service/tour.
- Above rates quoted are NETT in Ringgit Malaysia (RM).
- All reservations must be written via email or facsimile or sms (contact person below) as clear as possible.
- Minimum age for any scuba diving activities is 15 years (10 for junior divers).
- Transfers within city hotels are provided without surcharge BUT subject to availability. Countryside transfer: add RM40.00 per pax per round trip.

Cancellation & NO Show

- 50% off of the package: within 12 hours notice
- 100% off of the package:
 - o Last minute cancellation/ No Show,
 - o Unwilling or Unable to continue (abandon tour),
 - o Only completed 50% of the course.