ICMS TRAINING – 17th – 20th Sept 2013

SELASA- KHAMIS

0830 - 1000	BREAK	1030 - 1230	LUNCH	1430 - 1545	TEA TIME	1600 - 1730

JUMAAT

0830 - 1000	BREAK	1030 - 1230

MAXIMUM: 15Org/Class

MUHAMMAD AISAMUDDIN BIN AZIZAN
Juruteknik Komputer FT 17
Kolej Sains Kesihatan Bersekutu
Johor Bahru

30/08/13

Day 1 – *(17th Sept 2013)*

Session 1 – Staff Registry & Time Management
Time : 0830H – 1000H

1. Introduction to Module
2. Staff Information
3. Staff Attendance
4. Staff Appraisal & Performance
5. Staff Leave
6. Staff Claim Submissions.

Session 1 – Staff Registry & Time Management (Cont)
Time : 1030H – 1230H

7. Travel Request.
8. Professional Development.
9. Training Budget.
10. Training Courses.
11. Scheduling.
12. Training Application Status.
13. Staff Status & Movement.

BREAK

Session 2 - Asset
Time: 1430H – 1545H

1. Introduction to Module
2. Fixed Assets
3. Current Assets.
4. Office Supply.

Session 2 - Asset (Cont)
Time: 1600H – 1730H

5. Loss & Write Offs.
6. Disposal.
7. Reservation.
8. Asset Defects.

Day 2 (18th Sept 2013)

Session 3 – Hostel & Catering Management
Time : 0830H – 1000H

1. Introduction to Module.
2. Staff Residence.
3. Student Residence.

Session 3 - Hostel & Catering Management (Cont)
Time : 1030H – 1230H

4. Student Outing.
5. Room / Quarters Management.

BREAK

Session 4 - E-Filling
Time : 1430H – 1545H

1. Introduction to Module
2. Campus Information.
3. Campus calendar.
4. Local messaging.

Session 4 - E-Filling (Cont)
Time : 1600H – 1700H

5. Electronic bulletin board.
6. Electronic Query & report manager.
7. Incoming / Outgoing document registry.
8. File registry & Tracking.

Day 3 (19th Sept 2013)

Training Development System

Session 5 – Student
Time : 0830H – 1000H
1. Introduction to Module.
2. Student Information.
3. Student Attendance.
4. Student Discipline.
5. Counseling.

Session 5 – Examination Development & Management
Time : 1030H – 1230H
1. Introduction to Module.
2. Examination Development.
3. Examination Maker.
4. Examination Development.
5. Feedback / Course Evaluation.
6. Exam Question Analysis.

BREAK

Session 6 – Training Support System
Time : 1430H - 1545H
1. Introduction to Module.
2. Scheduling.
3. Curriculum Management.
4. E-Lesson Plan.

Session 6 - Training Support System (Cont)
Time : 1600H - 1730H
5. E-Lesson Plan Reporting
6. Training Notes & Aids
7. Personalized time table.

Day 4 (20ᵗʰ Sept 2013)

Session 7 – Library & Resource Management System
Time :0830H – 1000H

1.Introduction To Module

2. Rules & Regulations.

3. Returns, Borrowings, Renewals & Fines.

4. Library Resource Maintenance.

Session 7 – Library & Resource Management System (Cont)
Time :1030H – 1230H

4. Notification

5. Library Transaction Analysis.

6. Library Resource Statistics.

BREAK

Session 8 – Security & Safety
Time :1430H – 1545H

1. Introduction to Module.

2. User Admin.