

**TBS** **TEGUBHISTARI SYSTEM**  
IT SOLUTION YEAR 2009 TRAINING CALENDAR

JANUARY							WEEKDAYS:
SUN	MON	TUE	WED	THU	FRI	SAT	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

FEBRUARY							WEEKDAYS:
SUN	MON	TUE	WED	THU	FRI	SAT	
1	2	3	4	5	6	7	Basic Access
8	9	10	11	12	13	14	Int. Access
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	

MARCH							WEEKDAYS:
SUN	MON	TUE	WED	THU	FRI	SAT	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

APRIL							WEEKDAYS:
SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4	Basic Office (F)
							Int. Office (F)
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

MAY							WEEKDAYS:
SUN	MON	TUE	WED	THU	FRI	SAT	
31					1	2	Basic IT (F)
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

JUNE							WEEKDAYS:
SUN	MON	TUE	WED	THU	FRI	SAT	
	1	2	3	4	5	6	Int IT (F)
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

JULY							WEEKDAYS:
SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4	Basic Office (F)
							Int. Office (F)
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

AUGUST							WEEKDAYS:
SUN	MON	TUE	WED	THU	FRI	SAT	
30	31					1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

SEPTEMBER							WEEKDAYS:
SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

OCTOBER							WEEKDAYS:
SUN	MON	TUE	WED	THU	FRI	SAT	
				1	2	3	Basic IT (F)
							Int IT (F)
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

NOVEMBER							WEEKDAYS:
SUN	MON	TUE	WED	THU	FRI	SAT	
1	2	3	4	5	6	7	Int Access (F)
8	9	10	11	12	13	14	Int Access (F)
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

DECEMBER							WEEKDAYS:
SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

**LEGEND**

**BASIC COURSE**

- ~ Introduction To Windows ~ Basic Microsoft Access
- ~ Basic Microsoft Word ~ OpenOffice.org Writer
- ~ Basic Microsoft Excel ~ OpenOffice.org Calc
- ~ Basic Microsoft PowerPoint ~ OpenOffice.org Impress
- ~ Basic Computer Full Package ~ OpenOffice.org Base

**INTERMEDIATE COURSE**

- ~ Intermediate Microsoft Word ~ Intermediate OpenOffice.org Writer
- ~ Intermediate Microsoft Excel ~ Intermediate OpenOffice.org Calc
- ~ Intermediate Microsoft Powerpoint ~ Intermediate OpenOffice.org Impress
- ~ Intermediate Computer Full Package ~ Intermediate OpenOffice.org Base
- ~ Intermediate Microsoft Access

**OTHERS COURSE**

- ~ Microsoft Visio Professional
- ~ I.T Sepervisor Course
- ~ PC Maintenance and Repair
- ~ Microsoft Outlook, Internet and Network Power User
- ~ BASIC, INTERMEDIATE & ADVANCE ADOBE PHOTOSHOP CS3

January	February	March	April	May	June
05-09	02-06	02-06	20-24	04-08	08-12
12-16	09-13	10-13	27-30	11-15	15-19
19-23	16-20	16-20		18-22	22-26
	23-27	23-27			
July	August	September	October	November	December
20-24	03-07	01-04	05-09	16-20	01-04
27-31	10-14	07-11	12-16		07-10
	17-21	14-18			14-17
	24-28	22-25			21-24
					28-31

**LEGEND**

- ~ Public Holiday
- ~ Scholl Holiday
- 1 Jan - New Year
- 26-27 Jan - Chinese New Year
- 08 Feb - Thaipusam
- 09 Mac - Prophet Muhammad's Birthday
- 1 May - Labour Day
- 09 May - Wesak Day
- 6 June - Birthday Celebration of Seri Paduka Baginda Yang diPertuan Agong
- 31 Aug - National Day
- 07 Nov - Nuzul Al-Quran
- 20-21 Sept - Hari Raya Puasa
- 17 Oct - Deepavali
- 27-28 Nov - Hari Raya Qurban
- 11 Dec - Birthday Of Sultan Selangor
- 18 Dec - Awal Muharram
- 25 Dec - Christmas

\* THE SCHEDULE ABOVE AS ##### PLEASE TICK ON ANY DISIRED AVAILABLE DATES AND FAX TO US FOR APPROVAL