

SILIBUS PAKEJ NEWBIES



Sesi	Tajuk	Jumlah Jam
1	1. Pengenalan Kepada Komputer a. Perkakasan 2. Pengurusan Sistem Operasi a. Cipta folder baru b. Menyalin fail dari CD c. Menguruskan fail	2
2	3. Penyelenggaraan Komputer a. Maintenance i. Error checking ii. Defragmentation iii. Menamatkan program yang tiada respon iv. Penjagaan Komputer 4. Backup dan Penyimpanan Data a. Thumbdrive b. CD Burning c. Compressing to a zip file	2
3	5. Internet a. Istilah (URL, HTML dll) b. Enjin carian c. Email 6. Keselamatan & Perlindungan Komputer a. Firewall b. Automatic Updates c. Antivirus	2
4	7. Pengenalan OpenOffice.Org a. Menu, Tools dan Icon b. Cipta fail baru c. Menyimpan fail d. Mencetak fail e. Draw 8. LATIHAN & PRAKTIKAL	2
5	a. Write b. Calc 9. LATIHAN & PRAKTIKAL	2
6	a. Impress 10. LATIHAN & PRAKTIKAL	2
7	11. LATIHAN & PRAKTIKAL	1
	12. OpenOffice.Org – Persembahan	1
	JUMLAH JAM MINIMUM	14

SILIBUS PAKEJ GRAFIXED



Sesi	Tajuk	Jumlah Jam
1	1. Pengenalan Kepada Adobe Photoshop CS3 2. Menu 3. Tools 4. Palette 5. New Canvas 6. New Layer 7. Shape 8. Transform Scale & Rotate 9. Fill Color 10. Gradient 11. History 12. Save, Save As, Save for Web 13. LATIHAN & PRAKTIKAL	2
2	14. Insert Picture 15. Marquee 16. Crop 17. Eraser 18. Blur 19. Duplicate Layer / Object 20. Link Layers 21. LATIHAN & PRAKTIKAL	2
3	22. Text 23. Warped Text 24. Clipping Mask 25. Blending Options (Layer Style) 26. LATIHAN & PRAKTIKAL	2
4	27. Select – Inverse 28. Select – Feather 29. Select – Modify 30. Filter 31. LATIHAN & PRAKTIKAL	2
5	32. LATIHAN & PRAKTIKAL – MOVIE POSTER	2
6	33. LATIHAN & PRAKTIKAL – PHOTO FRAME	2
7	34. PRAKTIKAL – YOUR CREATIVE NAME	1
	35. PERSEMBAHAN	1
	JUMLAH JAM MINIMUM	14

SILIBUS PAKEJ WEBLOGGER



Sesi	Tajuk	Jumlah Jam
1	<ol style="list-style-type: none">1. Pengenalan kepada Produk Google2. Enjin Carian Google<ol style="list-style-type: none">a. Carian Webb. Carian Imagec. Carian Newsd. Carian Bookse. Google Calendar3. Email Gmail<ol style="list-style-type: none">a. Pendaftaran Emailb. Compose, Sendc. Reply, Reply All, Forwardd. Spam4. LATIHAN & PRAKTIKAL	2
2	<ol style="list-style-type: none">5. Asas HTML<ol style="list-style-type: none">a. Pengenalan kepada HTML & Notepadb. Opening & Closing Tagc. Backgroundd. Heading, Body, Titlee. Fail HTML Pertama (index.htm)f. Font Face, Type, Color, Styleg. Paragraph Alignmenth. Line Breaksi. Linkj. Image Sourcek. Embedl. Horizontal Rulem. Comments6. LATIHAN & PRAKTIKAL	2
3	<ol style="list-style-type: none">7. Google Sites<ol style="list-style-type: none">a. Create a New Siteb. Edit Pagec. Create Linkd. Create New Pagee. Create New Dashboard Gadgetf. Create Announcement8. LATIHAN & PRAKTIKAL	2
4	<ol style="list-style-type: none">9. Blogger.com<ol style="list-style-type: none">a. Create New Blogb. Templatec. Setting	2

	<ul style="list-style-type: none"> d. Layout e. New Post f. Publish Post g. Dashboard <p>10. LATIHAN & PRAKTIKAL</p>	
5	<p>11. New Post</p> <ul style="list-style-type: none"> a. Font b. Hyperlink c. Add Image d. Add Video <p>12. LATIHAN & PRAKTIKAL</p>	2
6	<p>13. Tips Blogging</p> <ul style="list-style-type: none"> a. Iklan – Nuffnang, Adsense b. Hits Counter c. Shout Box d. Feedjit e. Clock <p>14. PRAKTIKAL</p>	2
7	15. LATIHAN & PRAKTIKAL – PERSONAL BLOG	2
8	16. PRAKTIKAL	1
	17. PERSEMBAHAN	1
	JUMLAH JAM MINIMUM	16

SILIBUS PAKEJ ANIMAX



Sesi	Tajuk	Jumlah Jam
1	1. Pengenalan kepada SwishMax 2. Menu & Tools 3. New Movie 4. Save File 5. Export File 6. Timeline, Keyframe 7. Text Object 8. LATIHAN & PRAKTIKAL	2
2	9. Insert Image 10. Effects 11. Position 12. Duration 13. Move & Remove 14. LATIHAN & PRAKTIKAL	2
3	15. Audacity a. Record Sound b. Edit Sound c. Sound Effect 16. LATIHAN & PRAKTIKAL	2
4	17. Insert Sound Object a. Load / Stop Sound 18. Interactive Button 19. LATIHAN & PRAKTIKAL	2
5	20. LATIHAN & PRAKTIKAL – PHOTO SHOW	2
6	21. LATIHAN & PRAKTIKAL – ECARD	2
7	22. LATIHAN & PRAKTIKAL – IKLAN	2
8	23. PRAKTIKAL	1
	24. PERSEMBAHAN	1
	JUMLAH JAM MINIMUM	16

SILIBUS PAKEJ BROADCASTER



Sesi	Tajuk	Jumlah Jam
1	1. Pengenalan kepada Windows Movie Maker 2. Menyambung Kamera Video ke Komputer 3. Capture Video Wizard 4. Menyalin Video (.dat, .avi, .wmv) 5. Mengimport Fail Video 6. Mencipta Klip Video 7. Timeline 8. Menyimpan Fail Projek 9. LATIHAN & PRAKTIKAL	2
2	10. Import Into Collections a. Imej b. Muzik 11. Memotong Klip Video 12. Transisi dan Kesan Khas 13. Tajuk dan Kredit 14. LATIHAN & PRAKTIKAL	2
3	15. Muzik 16. Narration 17. Menyimpan Fail Video Dalam Pelbagai Format 18. LATIHAN & PRAKTIKAL	2
4	19. Audacity a. Record Sound b. Edit Sound c. Sound Effect 20. LATIHAN & PRAKTIKAL	2
5	21. LATIHAN & PRAKTIKAL – MUZIK VIDEO/ IKLAN TELEVISYEN	2
6	22. LATIHAN & PRAKTIKAL – MUZIK VIDEO/ IKLAN TELEVISYEN	2
7	23. LATIHAN & PRAKTIKAL – MUZIK VIDEO/ IKLAN TELEVISYEN	2
8	24. PRAKTIKAL	1
	25. PERSEMBAHAN	1
	JUMLAH JAM MINIMUM	16