



AMC THE SCHOOL OF BUSINESS

Block A, 2nd Floor, Karamuning Complex. PO Box 13819, 88844 Kota Kinabalu, Sabah
 Co No. 162056-U No. Perakuan Pendaftaran: S4P0014
 Tel: 088-235 218 Fax: 088-245 955

PART TIME COURSES 2009

Course Title	Duration / Time	Fees
ENGLISH LANGUAGE		
PART-TIME INTENSIVE ENGLISH	Duration : 10 Weeks Day : Mon, Wed & Fri Time : 6.00pm – 8.00pm	RM320 Per Course
CONVERSATIONAL ENGLISH	Duration : 3 Months Day : Saturday Time : 1.30pm – 4.30pm	RM270 Per Course
SUNDAY ENGLISH	Duration : 3 Months Day : Sunday Time : 9.30am – 12.30nn	RM270 Per Course
BASIC ADULT-LEARNING ENGLISH FOR JAPANESE	Duration : 8 Weeks Day : Saturday Time : 1.30pm – 4.30pm	RM800 Per Course <small>(Will Commence with at least 3 students)</small>
BASIC ADULT-LEARNING ENGLISH FOR KOREAN	Duration : 8 Weeks Day : Saturday Time : 1.30pm – 4.30pm	RM800 Per Course <small>(Will Commence with at least 3 students)</small>
COMPUTER SOFTWARE APPLICATION & COMPUTERISED ACCOUNTING		
MYOB COMPUTERISED ACCOUNTING	Duration : 5 Lessons Day : Sunday Time : 9.30am – 12.30nn	RM200 Per Course
3 IN 1 UBS COMPUTERISED (Accounting / Payroll / Stock Control)	Duration : 8 Weeks Day : Saturday Time : 9.30am – 12.30nn	RM450 Per Course <small>(Books: RM30 Each)</small>
1 To 1 EXPRESS COMPUTER SOFTWARE APPLICATION <small>Word/ Excel/ PowerPoint/ Publisher/ FrontPage/ CorelDraw/ Photoshop/ Chinese Word Processing/ UBS Computerised Accounting, Keyboarding)</small>	Duration : 1 day Intensive Training Day : Saturday OR Sunday Time : 9.00am – 4.00pm Starting : Any Weekend (Evening Class can be arranged)	RM200 Per Course

Course Title	Duration / Time	Fees
SECRETARIAL PRIVATE SECRETARY'S CERTIFICATE OR DIPLOMA IN SECRETARIAL & ADMINISTRATION		
OFFICE PROCEDURES	Duration : 3 Months Day : Tuesday Time : 6.00pm – 8.00pm	RM80 Per Month
ENGLISH FOR BUSINESS COMMUNICATION	Duration : 3 Months Day : Thursday Time : 6.00pm – 8.00pm	RM80 Per Month
SOFTWARE APPLICATION ◆ Word Processing ◆ Spreadsheet ◆ Desktop publishing (Sitting for DIPLOMA IN SOFTWARE APPLICATION From City & Guilds, UK)	Duration : 2 Months Day : Monday (Word Processing) Time : 6.00pm – 8.00pm Day : Friday (Desktop Publishing) Time : 6.00pm – 8.00pm Day : Saturday (Spreadsheet Processing) Time : 2.00pm – 4.00pm	RM210 Per Month (2 Months) (Will Commence with at least 5 Students)
TYPEWRITING & KEYBOARDING	Duration : 3 Months Day : Tuesday Time : 6.00pm – 8.00pm Starting : Any Tuesday	RM80 Per Month
L C C I (L O N D O N C H A M B E R O F C O M M E R C E & I N D U S T R Y) These Course prepare students for the LCCI June 2009 or CITY&GUILDS UK 2009 examinations		
C E R T I F I C A T E S U B J E C T S		
BOOK KEEPING (LEVEL 1)	Duration : 6 Months Day : Saturday Time : 1.30pm – 4.30pm	RM70 Per Month
BOOK KEEPING (LEVEL 1) <i>plus</i> UBS COMPUTERISED ACCOUNTING	Duration : 6 Months Day : Tue & Thu Time : 6.00pm – 7.30pm	RM95 Per Month (Books for UBS Comp. Accounting RM30)
BOOK KEEPING (LEVEL 2)	Duration : 6 Months Day : Sunday Time : 9.30am – 12.30pm	RM70 Per Month

Course Title	Duration / Time	Fees
THIRD LEVEL DIPLOMA SUBJECTS		
ACCOUNTING	Duration : 6 Months Day : Mon & Wed Time : 6.00pm – 8.00pm	RM95 Per Month
COST & MANAGEMENT ACCOUNTING	Duration : 6 Months Day : Tuesday Time : 6.00pm – 8.00pm	RM80 Per Month
BUSINESS STATISTICS	Duration : 6 Months Day : Friday Time : 6.00pm – 8.00pm	RM80 Per Month
ADVANCED BUSINESS CALCULATIONS	Duration : 6 Months Day : Thursday Time : 7.00pm – 9.00pm	RM80 Per Month
L A N G U A G E S		
KOREAN FOR BEGINNERS	Duration : 8 Weeks Day : Tue & Thu Time : 6.30pm – 8.00pm	RM350 Per Course <small>(Will Commence with at least 5 students)</small>
KOREAN FOR INTERMEDIATE	Duration : 8 Weeks Day : Saturday Time : 1.30pm – 4.30pm	RM350 Per Course <small>(Will Commence with at least 5 students)</small>
KOREAN FOR ADVANCED	Duration : 8 Weeks Day : Sunday Time : 9.30am – 12.30nn	RM400 Per Course <small>(Will Commence with at least 5 students)</small>
JAPANESE FOR BEGINNERS	Duration : 8 Weeks Day : Tue & Thu Time : 6.30pm – 8.30pm	RM350 Per Course <small>(Will Commence with at least 5 students)</small>
JAPANESE FOR INTERMEDIATE	Duration : 8 Weeks Day : Saturday Time : 1.30pm – 4.30pm	RM350 Per Course <small>(Will Commence with at least 5 students)</small>
JAPANESE FOR. ADVANCED	Duration : 8 Weeks Day : Sunday Time : 9.30am – 12.30nn	RM400 Per Course <small>(Will Commence with at least 5 students)</small>

Course Title	Duration / Time	Fees
<p style="text-align: center;">MANDARIN FOR BEGINNERS</p>	Duration : 8 Weeks Day : Tue & Thu Time : 7.00pm – 8.30pm Duration : 8 Weeks Day : Mon & Wed Time : 7.00pm – 8.30pm	<p style="text-align: center;">RM300 Per Course</p>
<p style="text-align: center;">THAI FOR BEGINNERS (THAILAND LANGUAGE)</p>	Duration : 8 Weeks Day : Saturday Time : 1.30nn – 4.30pm	<p style="text-align: center;">RM350 Per Course <small>(Will Commence with at least 5 students)</small></p>

TERMS & CONDITIONS:

- There is a **REGISTRATION FEE** of RM10.00 for all new students and **MATERIAL FEE** of RM10.00 for **EACH SUBJECT**.
- The above Fees ***Do Not Include Examination Fees*** and ***Textbooks***.
- Classes will start with a **MINIMUM OF 10 STUDENTS** for some of the courses.
- Fees paid are **NOT REFUNDABLE** or **TRANSFERABLE** under any circumstances.

UPDATED: 16.07.2009