

# CORPORATE TRAINING

AMC provides the training programmes to enable corporates to achieve greater cost effectiveness in their training needs. We believe that successful organisation is committed to invest human capital in term skills and knowledge provision to their staff continuously.

Our features of corporate training are:

- **Convenience** - training is scheduled when and where you want
- **Flexibility** - programmes can be delivered in 1-day, 2-day and 3-day formats
- **Consistency** - enables every employee to have the same learning experience
- **Practical** - employees learn actionable skills from AMC's trainers who are practitioners with current and relevant industry knowledge and expertise.
- **HRD Fund claimable** – Training fee is claimable provided your organization is a contribution member of PSMB.

Types of Training programmes offered:

## 1. ICT/ Software Applications:

1	Basic Animation (Flash)
2	Basic Computer Studies & Internet Applications
3	Chinese Word Processing (Chinese Star)
4	Graphic Design Level 1 (Corel draw)
5	Graphic Design Level 2 (Corel draw)
6	Macromedia Dreamweaver Level 1
7	Macromedia Dreamweaver Level 2
8	Movie Editing
9	On-Line Shopping & Income Tax Declaration
10	Photoshop Level 1
11	Photoshop Level 2
12	Presentation Level 1 (Ms Powerpoint)
13	Presentation Level 2 (Ms Powerpoint)
14	Publishing (Ms Publisher)
15	Spreadsheet Level 1 (Ms Excel)
16	Spreadsheet Level 2 (Ms Excel)
17	UBS Accounting Level 1
18	UBS Accounting Level 2
19	Web-page Design (MS Frontpage)
20	Word Processing (Ms Word)
21	Any others

2. Languages:

- i. Japanese
- ii. Korean
- iii. Thai
- iv. Bahasa Melayu
- v. English

3. Clerical skills:

1. Office Procedures
2. Front office practice
3. Business communications
4. Keyboarding skill

Every training programme can be delivered "as is", with minor modifications, or as a complete customisation to meet your organisation's needs.

AMC provides supporting services where our experienced training consultants will work closely with your organisation to analyse the needs, design and develop the appropriate organisation-learning path.

# APPENDIX

## Conversational English Course Contents / Curriculum

The curriculum is a course that offers opportunity to participants to improve their grammar and speaking-listening activities to enhance their English knowledge and experience. Its curriculum aims to extend learners' English language proficiency in order to meet their needs for English in everyday life, for knowledge acquisition, and for workplace through communicative activities that encourages practical use of the language.

This programme shall be conducted based on the following 2 modules:

- 1) Foundational English – Grammar and Vocabulary
- 2) Communication Skills

### MODULE: 1

#### FOUNDATION ENGLISH (Grammar & Vocabulary)

**Duration:** 50 hours

**Module Purpose:** The purpose of this module is to make learners' aware of the different tenses and grammar rules that they need to understand in order to be able to use the language effectively and confidently. The vocabulary building is important so that they are able to express using the correct words.

**Learning Objectives:**

- 1) Develop foundational English language competencies in grammar. Learners should be able to identify and use grammatically correct English in their daily life.
- 2) To learn about 500 commonly used words. Learners should be able to pronounce words in correct authentic pronunciation and intonation, to understand the words' meaning and to use them correctly within their context.

## MODULE: 2

### Communication Skills For Daily Conversation

**Duration:** 70 hours

**Module Purpose:** The purpose of this module is to provide learners with a safe environment to start using the language so that they are able to understand their mistakes. While interacting with fellow learners, they are exposed to the language. By using it they will be able to communicate in everyday spoken English language.

**Learning Objectives:**

- 1)Develop learners' fundamental communication skills for self-expressions using proper English.
- 2)Develop and improve learners' communication skills to enable them to communicate in various daily situations.
- 3)Develop learners' skills in understanding the various tenses so that they are able to use various sentences to express themselves clearly and confidently.
- 4)Develop learners' skills in explaining, giving instructions and directions, and presenting their ideas and opinions.

# Break-Down of Module 1

## Foundation English

### Grammar: Rules Of The Language

- ☑ A comprehensive grammar review and learning
- ☑ Staying focused on the grammar item that's being taught
- ☑ Aware of generalization of grammar rules.

Item	Units	Hours
1) The Noun	1.1) Kinds of Nouns 1.2) Gender 1.3) Plural and Singular Nouns	2
2) Adjectives	2.1) Comparison Adjectives 2.2) Adjectives used as nouns 2.3) Position of Adjectives	2
3) Articles	3.1) Indefinite article 'A' and 'An' 3.2) Definite article 'The'	2
4) Pronouns	4.1) Personal Pronouns 4.2) Relative Pronouns 4.3) Reflexive Pronouns 4.4) Demonstrative Pronouns 4.5) Interrogative Pronouns	6
5) Tenses	5.1) Present Tense 5.2) Past Tense 5.3) Future Tense	8
6) Prepositions		4
7) Conjunctions		2
8) Punctuation Marks		2
	Assessment	2
	<b>Total Hours</b>	<b>30</b>

### Vocabulary: Increase Your Word Power

- ☑ The vocabulary list is chosen based on themes and topics.
- ☑ Practices authentic pronunciation stress and intonation
- ☑ Understanding the meaning of the word
- ☑ Know how to apply the word in sentences

Theme	Units	Hours
People	<ul style="list-style-type: none"> <li>☐ Personal matters</li> <li>☐ Family &amp; Friends</li> <li>☐ Work and study</li> </ul>	2
Social Expressions	<ul style="list-style-type: none"> <li>☐ Getting Acquainted</li> <li>☐ Greetings</li> <li>☐ Day to Day speech</li> <li>☐ Job interview</li> </ul>	4
Values	<ul style="list-style-type: none"> <li>☐ Patriotism</li> <li>☐ Social traits</li> <li>☐ Money and Shopping</li> </ul>	2
Health	<ul style="list-style-type: none"> <li>☐ Food and Drink</li> <li>☐ The Body and Clothes</li> <li>☐ Living Space</li> <li>☐ Everyday object</li> <li>☐ Common diseases</li> </ul>	4
Science and Technology	<ul style="list-style-type: none"> <li>☐ The natural environment</li> <li>☐ Discoveries &amp; inventions</li> <li>☐ Tools and technology</li> <li>☐ Disasters</li> </ul>	4
Travel, Holiday and Leisure	<ul style="list-style-type: none"> <li>☐ Places</li> <li>☐ Recreation activities</li> <li>☐ Interest and free time</li> <li>☐ Transport</li> </ul>	4
<b>Total Hours</b>		<b>20</b>

# Break-Down of Module 2

## Communication Skills For Daily Conversation

Skills	Topics	Hours
Communication	1 Getting to know you	70
	2 Making friends	
	3 Introducing people and getting acquainted	
	4 Taking part in conversations and discussion	
	5 On the telephone	
	6 Taking part in social interaction	
	7 Interviews and giving opinion	
	8 Obtain goods and services	
	9 Going shopping and money	
	10 Food and drink	
	11 Body and Clothes	
	12 Obtain information for different purposes	
	13 Common diseases	
	14 Giving and receiving directions	
	15 Transportation	
	16 Presenting information to different audiences	
	17 Describing events	
	18 Leisure activities	
	19 Asking for permission	
	20 Agreeing and disagreeing politely	
	21 Making and refusing requests politely	
<b>Total</b>		<b>70</b>