

MMU CENERGY

Course Catalogue

2012

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MMU CNERGY

About Us



About Multimedia University (MMU)

- Established in 1996
- A wholly owned subsidiary of TM Berhad, the leading telecommunication company in Malaysia
- Has two campuses, Cyberjaya and Melaka
- Accommodates more than 20,000 students
- Ranked as an 'Excellent Tier-5 University' by Malaysian Qualifications Agency



About MMU Cnergy

- Wholly owned subsidiary of Multimedia University
- Established in 1999
- A commercial arm of Multimedia University
- Offers
 - Training & short courses
 - Consultancy services
 - ICT solutions
 - Industry solutions

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COURSE CATALOGUE

A. COMMUNICATION & PRESENTATION

NO.	CODE	COURSE	DURATION
1.	CPF01	Grammar of Business English	4 Days
2.	CPF02	Fundamental of Communication	4 Days
3.	CPF03	General Business Writing Skills	4 Days
4.	CPF04	Powerful Persuasive Speech Writing	4 Days
5.	CPF05	Negotiation Skills	4 Days
6.	CPF06	Effective Presentation Skills	4 Days
7.	CP07	Communication and Interpersonal Skills for Executives	2 Days
8.	CP08	Communication and Language Skills for Non-Executives	2 Days
9.	CP09	Conquer Your Fears - Present with Impact	3 days
10.	CP10	Develop Dynamic Relationship through Effective Relationship Communication and Human Relation Skills	2 Days
11.	CP11	English at Work	3 days
12.	CP12	English Language Proficiency Program	3 Months
13.	CP13	Effective Report Writing Skills	2 Days
14.	CP14	Interpersonal Skills	3 days
15.	CP15	Mind Your English	4 Days

NO.	CODE	COURSE	DURATION
16.	CP16	NLP-Led Communications and Interpersonal skills for Executives	2 Days
17.	CP17	Public Relations for Front Liners	1 Days
18.	CP18	Public Speaking and Presentation	2 Days
19.	CP19	Telephone Skills	2 Days
20.	CP20	Thinking Strategically and Communicating Clearly	2 Days
21.	CP21	The Art of Taking Minutes of Meeting	2 Days

B. ICT TRAINING

NO.	CODE	COURSE	DURATION
1.	CIF01	Microsoft Words	2 Days
2.	CIF02	Microsoft Excel	2 Days
3.	CIF03	Microsoft Power Point	2 Days
4.	CIF04	Microsoft Access	2 Days
5.	CI005	Computerized Management System for Educational Institutions	2 Weeks
6.	CI006	Managing E.University for Senior Officials	2 Weeks
7.	CI007	Smart Database Development and Management System (SDDMS)	2 Weeks
8.	CI008	Intensive Computer Forensic & Security (ICFS)	2 Weeks
9.	CI009	National ICT Backbone Infrastructure Management	2 Weeks

C. LANGUAGES

NO.	CODE	COURSE	DURATION
1.	CLF01	French	Long Term
2.	CLF02	Korean	Long Term
3.	CLF03	Mandarin	Long Term
4.	CLF04	Japanese	Long Term
5.	CLF05	Arabic	Long Term
6.	CL006	International English Language Program (IELP)	1 Month

D. MULTIMEDIA ANIMATION & GRAPHICS

NO.	CODE	COURSE	DURATION
1.	CMG 01	Multimedia Technology	3 Days
2.	CMG02	3D Modeling and Animation Training Level 1 (3D Studio Max)	3 Days
3.	CMG03	3D Modeling and Animation Training Level 2 (3D Studio Max)	3 Days
4.	CMG04	Web Publishing Design	3 Days
5.	CMG05	Web Authoring Tools (Flash)	3 Days
6.	CMG06	Web Motion Graphics and Image Manipulation Tool (Photoshop Advanced, Premiere Advanced)	3 Days
7.	CMG07	Instructional Design and Multimedia Content Development	3 Days
8.	CMG08	Multimedia Application	3 Days
9.	CMG09	Interactive Multimedia	3 Days
10.	CMG10	Video Editing and Effect for the Web and DV1 (Premiere All)	3 Days
11.	CMG11	Video Editing and Effect for the Web and DV2 (Premiere All)	3 Days
12.	CMG12	Compositing, Effects and Motion Graphics for Web or DV1 (After Effects All)	3 Days
13.	CMG13	Compositing, Effects and Motion Graphics for Web or DV2 (After Effects All)	3 Days

NO.	CODE	COURSE	DURATION
14.	CMG14	Multimedia Content Development	3 Days
15.	CMG15	Multimedia Content Development Using Macromedia Director	3 Days
16.	CMG16	Creating a Reusable Learning Object for Skill Based Course	3 Days
17.	CMG17	Learning Islamic Calligraphy from Traditional to Digital	3 Days
18.	CMG18	Webpage Design and Dynamic Webpage Design (WDDW)	2 Weeks
19.	CMG19	Multimedia Enhanced Instruction System (MEIST) for Technical Education and Training	2 Weeks
20.	CMG20	Instructional Design and Multimedia Content Development	2 Weeks
21.	CMG21	Intensive Multimedia Content development Program (IMCD)	2 Weeks

E. FINANCE

NO.	CODE	COURSE	DURATION
1.	CFI01	Business Plan and Budgeting	2 Days
2.	CFI02	Financial Modeling Toolkits for Finance Managers	2 Days
3.	CFI03	Financial Modeling for Management Decision Making	2 Days

NO.	CODE	COURSE	DURATION
4.	CFI04	Financial Modeling and Analysis	3 Days
5.	CFI05	Finance for Non Finance (Executives)	2 Days
6.	CFI06	Finance for Non-Finance Managers	2 Days
7.	CFI07	Budgeting Planning and Control	2 Days
8.	CFI08	Financial Management	2 Days
9.	CFI09	Practical Finance and Accounting	2 Days
10.	CFI10	Principles of Accounting and Finance	2 Days
11.	CFI11	Principles of Accounting and Finance	2 Days
12.	CFI12	What a Manager Must Know About Financial	2 Days
13.	CFI13	Budget and Finance Toolkits for Non Finance Managers	2 Days
14.	CFI14	Business Risk Management	2 Days
15.	CFI15	Cash Flow Management	2 Days
16.	CFI16	Cost Analysis and Control Techniques	1 Days
17.	CFI17	Effective Data Mining and Charting	2 Days
18.	CFI18	Finance for Telecoms Manager	2 Days

F. HUMAN RESOURCES

NO.	CODE	COURSE	DURATION
1.	CHR01	Candidate Profiling	2 Days
2.	CHR02	Leadership and Human Relation Skills	2 Days
3.	CHR03	Strategic Human Resource	2 Days
4.	CHR04	Leadership & Human Relation Skills	2 Days
5.	CHR05	Competency Based Interview for Managers	2 Days
6.	CHR06	The Art of Interviewing	2 Days
7.	CHR07	Understanding Labor Law	2 Days
8.	CHR08	Monitoring & Measuring Training Effectiveness	2 Days
9.	CHR09	Candidate Profiling (MBTI)	2 Days
10.	CHR10	Effective Interviewing Techniques	2 Days
11.	CHR11	Effective Interview Selection Techniques	2 Days
12.	CHR12	Effective Performance Appraisal and Evaluation	2 Days
13.	CHR13	Human Resources Information System	3 Days

G. SALES & MANAGEMENT

NO.	CODE	COURSE	DURATION
1.	CSM01	Customer Retention and Win-back Strategies	2 Days
2.	CSM02	Prospecting Customers	2 Days
3.	CSM03	Professional Selling Skills	2 Days
4.	CSM04	Principles of Marketing	2 Days
5.	CSM05	Product Life Cycle Management	2 Days
6.	CSM06	Sales Motivation and Telephone Skills	2 Days
7.	CSM07	Successful Negotiation Skills for Sales	2 Days
8.	CSM08	Sales Presentation	2 Days
9.	CSM09	Successful Selling Techniques	2 Days
10.	CSM10	The Art of Professional Salesmanship	2 Days
11.	CSM11	Developing Effective Marketing Plan	2 Days
12.	CSM12	Questioning and Probing Techniques	2 Days
13.	CSM13	Marketing & Analytical Skills	2 Days
14.	CSM14	Sales and Marketing Process	2 Days
15.	CSM15	Customer Acct Management	2 Days
16.	CSM16	Motivating the Sales Force	2 Days
17.	CSM17	Business Process Re-Engineering	5 Days

NO.	CODE	COURSE	DURATION
18.	CSM18	Change Management	5 Days
19.	CSM19	Engineering and IT Personnel: Working as a Team	3 Days
20.	CSM20	Knowledge Management	5 Days
21.	CSM21	Project Management	5 Days
22.	CSM22	IT Succession Planning	3 Days
23.	CSM23	MIS for Telecommunications Managers and Executives	2 Days
24.	CSM24	Intensive Management Training Program (IMTP)	2 Weeks
25.	CSM25	Management Human Capital in 21 st Century	2 Weeks

H. CLERICAL & SECRETARIES

NO.	CODE	COURSE	DURATION
1.	CCS01	Clerical Development	2 Days
2.	CCS02	Clerical Development Program	3 Days
3.	CCS03	Clerical Development & Administrative Skills	2 Days
4.	CCS04	Conventional Record and File Management	2 Days
5.	CCS05	Clerical Problem Solving	2 Days

I. CUSTOMER SERVICE

NO.	CODE	COURSE	DURATION
1.	CUS01	Customer Service Excellence	2 Days
2.	CUS02	Fulfilling Customer Needs	2 Days
3.	CUS03	Reception Customer Service	2 Days
4.	CUS04	Professional Phone Etiquette	2 Days
5.	CUS05	Customer Service and Communication	2 Days
6.	CUS06	Enhancing Customer Service and Customer Relationships	4 Days
7.	CUS07	Enhancing Customer Service Excellence	4 Days
8.	CUS08	Effective Telephone Techniques	2 Days
9.	CUS09	Handling Difficult Customers	2 Days
10.	CUS10	Managing Customer Complaints	2 Days

J. CREATIVE THINKING

NO.	CODE	COURSE	DURATION
1.	CRE01	Analytical and Critical Thinking Skills	2 Days
2.	CRE02	Mind Mapping & 6 Thinking Hats	2 Days
3.	CRE03	Creative Thinking & Decision Analysis	2 Days

NO.	CODE	COURSE	DURATION
4.	CRE04	Creative Problem Solving & Decision Making Successfully	2 Days
5.	CRE05	Think Out of the Box	2 Days
6.	CRE06	Mind Set Transformation for Peak Performance	2 Days
7.	CRE07	Creative Thinking Skills and Problem Solving	2 Days
8.	CRE08	Creative Thinking Skills	2 Days
9.	CRE09	Creative Problem Solving & Decision Making Skills	2 Days
10.	CRE10	Enhancing Analytical & Creative Thinking Skills	3 Days
11.	CRE11	Innovative and Creativity Thinking Skills	3 Days
12.	CRE12	Mind Mapping - A powerful tool for any thinking task	2 Days

K. CERTIFICATION

NO.	CODE	COURSE	DURATION
1.	CER101	Java Programming Language, Java SE (SL-275-SE6)	7 Days
2.	CER102	Novell Certified Linux Professional 10	13 Days
3.	CER103	ASP.NET 4.0	9 Days
4.	CER104	MTA Database Administration Fundamentals	4 Days

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NO.	CODE	COURSE	DURATION
5.	CER105	MCTS SQL Server 2008 Database Development	5 Days
6.	CER106	MTA Windows Server Administration Fundamentals	4 Days
7.	CER107	CCNA Exploration	4 Days

L. SPECIAL PROGRAMMES

NO.	CODE	COURSE	DURATION
1.	CSP01	Digital Library Development Program	2 Weeks
2.	CSP02	Networking Applications & Operations and Hardware Technology (NOAHT)	2 Weeks
3.	CSP03	Groupware Applications for Electronic Commerce	2 Weeks
4.	CSP04	Intensive Telecommunication Engineering program (ITEP)	2 Weeks
5.	CSP05	Community-Based Entrepreneurship	2 Weeks

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KURSUS BAHASA MELAYU

A. PROGRAM PEMBANGUNAN KEPIMPINAN

No.	KOD	KURSUS	TEMPOH
1.	CBM01	Kursus Asas Penyeliaan	4 Hari
2.	CBM02	Kursus Asas Penyelesaian Masalah dan Pembuatan Keputusan	4 Hari
3.	CBM03	Kursus Asas Perundingan	4 Hari
4.	CBM04	Kursus Perancangan Strategik	4 Hari
5.	CBM05	Kursus Komunikasi Kepimpinan	4 Hari
6.	CBM06	Kursus Transformasi Kepimpinan	4 Hari
7.	CBM07	Kursus Perundingan Dinamik	4 Hari
8.	CBM08	Kursus Perkongsian Pengurusan Dan Pakatan Strategik	4 Hari

B. PROGRAM PEMBANGUNAN PENGURUSAN

No.	KOD	KURSUS	TEMPOH
1.	CBM101	Kursus Asas Pengurusan Organisasi	4 Hari
2.	CBM102	Kursus Pengurusan Sumber Manusia	4 Hari
3.	CBM103	Kursus Asas Pengurusan Kualiti	4 Hari
4.	CBM104	Kursus Pengurusan Masa Efektif	4 Hari
5.	CBM105	Kursus Pengurusan Acara Gemilang	4 Hari
6.	CBM106	Kursus Pengurusan Mesyuarat	4 Hari
7.	CBM107	Kursus Pengurusan Kualiti	4 Hari
8.	CBM108	Kursus Pengurusan Organisasi	4 Hari
9.	CBM109	Kursus Pengurusan Program	4 Hari
10.	CBM110	Kursus Pengurusan Risiko	4 Hari
11.	CBM111	Kursus Pengurusan Konflik	4 Hari
12.	CBM112	Kursus Etiket Sosial dan Protokol	4 Hari
13.	CBM113	Kursus Pengurusan Projek	4 Hari

C. PROGRAM PEMBANGUNAN DIRI

No.	KOD	KURSUS	TEMPOH
1.	CBM201	Kursus Pengukuhan Kerja Berpasukan	4 Hari
2.	CBM202	Kursus Asas Komunikasi dan Hubungan Interpersonal Di Organisasi	4 Hari
3.	CBM203	Kursus Penerapan Etika dan Integriti	4 Hari
4.	CBM204	Kursus Pengurusan Motivasi	4 Hari
5.	CBM205	Kursus Pengukuhan Kerja Berpasukan (Eksekutif)	4 Hari
6.	CBM206	Kursus Pengukuhan Kerja Berpasukan(Bukan Eksekutif)	4 Hari
7.	CBM207	Kursus Hubungan Antarabangsa	4 Hari
8.	CBM208	Kursus Hubungan Strategik	4 Hari
9.	CBM209	Kursus Pengucapan Awam	4 Hari
10.	CBM210	Kursus Pengurusan Akauntabiliti dan Integriti Serta Pencegahan Rasuah dan Penyelewengan	4 Hari
11.	CBM211	Kursus Kecerdasan Emosi dan Rohani (ESQ)	4 Hari
12.	CBM212	Kursus Transformasi Minda	4 Hari
13.	CBM213	Kursus Persediaan Persaraan	4 Hari

D. PROGRAM PEMBANGUNAN KREATIVITI DAN INOVASI

No.	KOD	KURSUS	TEMPOH
1.	CBM301	Kursus i-Kreatif	4 Hari
2.	CBM302	Kursus Pemikiran Analitikal, Kreatif dan Inovatif	4 Hari
3.	CBM303	Kursus Berfikir DiLuar Kotak	4 Hari
4.	CBM304	Kursus Inovasi dan Kreativiti Dalam Organisasi	4 Hari

E. PROGRAM PERKHIDMATAN PELANGGAN

No.	KOD	KURSUS	TEMPOH
1	CBM401	Kursus Pengurusan Khidmat Pelanggan	4 Hari
2	CBM402	Kursus Bahasa Inggeris Untuk Khidmat Pelanggan	4 Hari

F. PROGRAM BAHASA DAN PENULISAN

No.	KOD	KURSUS	TEMPOH
1.	CBM501	Kursus Asas Penulisan Dokumen Rasmi	4 Hari
2.	CBM502	Kursus Penulisan Deskriptif	4 Hari
3.	CBM503	Kursus Pembangunan Penulis	4 Hari
4.	CBM504	Kursus Penulisan Dokumen Rasmi	4 Hari
5.	CBM505	Kursus Pembentangan Kemahiran Yang Berkesan	4 Hari
6.	CBM506	Kursus Penulisan Laporan Cemerlang	4 Hari
7.	CBM507	Kursus Bahasa Inggeris Untuk Penulisan Minit Mesyuarat	4 Hari

G. PROGRAM TEKNOLOGI MAKLUMAT

No.	KOD	KURSUS	TEMPOH
1.	CBM601	Kursus Metodologi Penyelidikan, Statistik dan Statistical Package For The Social Science (SPSS)	4 Hari
2.	CBM602	Kursus Asas Microsoft Access 2010	4 Hari
3.	CBM603	Kursus Asas Microsoft Word dan Excel 2010	4 Hari
4.	CBM604	Kursus Asas Microsoft PowerPoint 2010	4 Hari
5.	CBM605	Kursus Asas Microsoft Publisher 2010	4 Hari
6.	CBM606	Kursus Multimedia dan Fotografi Digital	4 Hari
7.	CBM607	JAVA Program	4 Hari

H. PROGRAM PENGURUSAN KEWANGAN

No.	KOD	KURSUS	TEMPOH
1.	CBM701	Kursus Asas Pengurusan Kewangan	4 Hari
2.	CBM702	Kursus Pengurusan Aset dan Stor Kerajaan	4 Hari
3.	CBM703	Kursus Pengurusan Hasil dan Terimaan	4 Hari

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LIST OF CLIENTS

Local



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International



COMPUTER MAN COLLEGE
كلية دراسات الحاسبات الآلية

