

InfoComm Club Programme

XXX School

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Published by:

IT Leisure & Education Pte Ltd
336 Smith Street #04-304
New Bridge Center
(S) 050336

Attn: Mrs XXX
XXX School
123 Smith Street
SXXXXXX

Dear Mrs XXX

Thank you for the opportunity to consider the various courses that we intend to introduce to you for this year's programme.

As spoken, we understand your requirements and we will sincerely provide the best service to your specific needs in the field of:

1. InfoComm Club Programme

This package is also a cost effective and affordable method for your educational institute.

Please feel free to contact me at anytime and I would gladly assist. I sincerely hope for a favorable response.

Yours Sincerely,



Charles Aaron
Projects Coordinator
IT Leisure & Education Pte Ltd
Tel: 6756 0912
Mobile: 81613930

INFOCOMM CLUB PROGRAMME FOR 2008

Stages:

- a. **Macromedia Flash Intro + Basic Course (9 Hours)**
- b. **Adobe Photoshop Intro + Basic Course (9 Hours)**
- c. **Macromedia Flash / Adobe Photoshop Application Development Course**
 - a. **Adobe Photoshop Graphic Manipulation Training (6 Hours)**
 - b. **Macromedia Flash Vector Graphic Creation & Animation Training (9 Hours)**
 - c. **Introduction to Basic Actionscript v2.0 Training (12 Hours)**
 - d. **Project Management & Documentation Training (6 Hours)**
 - e. **Application Development Stage (33 Hours)**
 - i. Application Development Planning Phase
 - ii. Pre-development Documentation Phase
 - iii. Animation, Programming & Interface Production Phase(Concurrent)
 - iv. Testing and Tweaking Phase
 - v. Post-development Documentation Phase
- d. **Field Trips (3 Hours)**
 - a. **Students will be brought on a field trip to an IT Company in Singapore.**

1. Macromedia Flash Basic Course (Minimum 3 Lessons x 3 Hours)

Objectives:

Students will learn the main features and functions of the Flash Application. An insight of Macromedia Flash's extremely wide range of capabilities and strengths which makes it one of the most powerful applications in the world to date. The students will be trained in-depth to familiarize with the Flash's application interface. They will learn how to do simple cartoon-style animations, create graphics, symbols and the different tweening methods which are vital for their Application Development Course later on.

At the end of the course, the students should have created:

A simple frame-by-frame animation on their favorite sport or hobby.

2. Adobe Photoshop Basic Course (Minimum 3 Lessons x 3 Hours)

Objectives:

Students will learn Adobe Photoshop's powerful graphic editing and creation capabilities. Photoshop is the most comprehensive graphic software in the market to date. Students will learn the uses, capabilities and limitations of the software. In-depth knowledge on the main tools and functions required to create your very own graphic design for your poster or even to manipulate a photograph to change its attributes. Students will have to create a simple poster or banner on one of the other CCA clubs from your school.

At the end of the course, the students should have created:

A simple banner or poster for one of the CCAs in school e.g.; Computer Club, Chinese Dance Achievement for winning a competition on 2007, etc.

3. **Macromedia Flash / Adobe Photoshop Application Development Course (Minimum 22 Lessons x 3 Hours)**

Objectives:

The main objective is to simulate what a real software development company goes through. They will learn the proper planning, steps, procedures, problems and troubleshooting taken for a successful project. Students will learn through progressive training, the skills and steps required for developing an application using Macromedia Flash MX or Adobe Flash CS3. The type of application produced will be solely educational, not only beneficial for students with the experience and knowledge gained, but also for the school. The applications that the students will produce will be catered to the school's needs. For e.g. An excursion which occurs yearly, quizzes, competitions, etc.

Breakdown:

- a) Each class involved will develop a different application. This is to discourage copying or reproduction of work.
- b) For each class, after the training phase is complete, the students will be divided into 3 groups. The 3 groups are:
 - a. **Animation Team** – Creates all graphics and animations required for the application
 - b. **Programming Team** – Will create the backend using Actionscript 2.0 which the programming language for Macromedia Flash MX/ Adobe Flash CS3
 - c. **Core Team** – Will create the main interface of the application and integrate the completed end products of the Animation Team and Programming Team
 - d. **The Trainer** – Will play the role of the Project Manager who oversees the whole project

Documentation:

For every successful project, documentation plays a vital role in the development processes. To ensure the stability and a 'bug-free' application, documents such as Storyboarding, Data-Flow Diagram, Gantt Charts and Critical Path Analysis are used in the pre-development stage for proper understanding and knowledge.

At the end of the course, a fully developed Flash Application should consist of:

- a) Animations
- b) Main Interface
- c) Back-End Coding / Programming
- d) Pre-Development Application Documentation
- e) Post Development Application Documentation
- f) Final End Product

Resources Needed:

- a. Macromedia Flash MX or higher or Adobe Flash CS3
- b. Adobe Photoshop 8.0 or higher

Our Value Added Services (VAS – No Charge)

Administrative Support:

- All collating of Edusave forms, Parent consent forms and relevant forms.

Professional Support:

- Course notes for participating students on hard copy.
- Rich and Experienced instructors in conducting trainings for MOE schools.
- 2 instructors for 30 or more students in a class.
- Maintenance of computer lab during trainings.
- Assessing & grading of projects.
- No further charges for missing parts during trainings.
- Assistance/Guidance during competitions.

Technical Support:

- Installation and configuration of software used during trainings.
- On-site licensee for all application software used.
- Hard-ware trouble shooting and maintenance during training durations.

Course Details:

- Training dates are to be confirmed by the school.
- Students will be divided into groups during hands-on training sessions.
- Class presentations, assessments and worksheets are all expected to be complete during training program.
- Number of students selected will depend on the school's directions.
- Certificate of Achievement will be awarded upon 75% course attendance.

Date: XX Jan 2008

Quote No.: XX010801

Attention: Mrs XXX

Telephone: 6XXXXXX

Fax: 6XXXXXX

Company: XXX School
123 Smith Street
SXXXXXX

ROC: 200200800C

Dear Mrs XXX,

Quotation: InfoComm Club Programme

No.	Description	Hours	Cost/Pax	Quantity	Sub Total (\$\$)
01	Macromedia Flash / Adobe Photoshop Basic Course	18	36.00	-	-
02	Macromedia Flash Application Development Course for Sec 1	69	151.80	-	-
03	Field Trip	3	-	1	-
04	Competition Training	3	-	-	-
			Sub-Total		-
			GST 7%		N.A
			Total		=

Terms & Conditions:

1. All payments shall be made to 'IT Leisure & Education Pte Ltd'
2. Quotations are strictly confidential.
3. Final invoice amount shall be confirmed before commencement of course.
4. 50% of the total fees shall be paid within 14 days from commencement of the course and the remaining 50% upon completion of the course.



Charles Aaron
Project Coordinator
Mobile: 81613930
IT Leisure & Education Pte Ltd

Customer Stamp/Signature