|  |  |  |
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|  | logo ciast ai v2 160.png  **SENARAI SEMAK PENGENDALIAN KURSUS** | **BK-T06-02** |

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| **Bil** | **Perkara** | | | | | | | | | | | | | | | | | | | | | | | |  | **Tindakan Oleh** | | **Ulasan** |
| **1.0** | **PERIHAL KURSUS** | | | | | | |  | | | | | | | | | | | | | | | | |  |  | |  |
|  | Nama Kursus : | | | | | | |  | | | | | | | | | | | | | | | | |  |  | |  |
|  | Pelanggan : | | | | | | |  | | | | | | | | | | | | | | | | |  |  | |  |
|  | Bilangan Peserta : | | | | | | |  | | | | | | | | | | | | | | | | |  |  | |  |
|  | Tarikh Kursus : | | | | | | |  | | | | | | | | | | | | | | | | |  |  | |  |
|  | Ulasan : | | | | |  | | | | | | | | | | | | | | | | | | |  |  | |  |
|  |  | | | | | | | | | | | | | | | | | | |  | | | | |  |  | |  |
| **1.1** | Pengajar: | | | | | |  | | | | | | | | | | | | | | | | | |  |  | |  |
|  | Ketua Unit/ Ketua Bahagian : | | | | | | | |  | | | | | | | | | | | | | | | |  |  | |  |
|  | Ulasan : | | | | |  | | | | | | | | | | | | | | | | | | |  |  | |  |
|  |  | | | | | |  | | | | | | | | | | | | |  | | | | |  |  | |  |
| **1.2** | Lokasi Kursus : | | | | | | |  | | | | | | | | | | | | | | | | |  |  | |  |
|  | Susunan Bilik Kuliah: | | | | | | |  | | | | | | | | | | | | | | | | |  |  | |  |
|  | Perabut Tambahan : | | | | | | |  | | | | | | | | | | | | | | | | |  |  | |  |
|  | Ulasan : | | | | | |  | | | | | | | | | | | | |  | | | | |  |  | |  |
|  |  | | | | | |  | | | | | | | | | | | | |  | | | | |  |  | |  |
| **2.0** | **KELENGKAPAN LATIHAN** | | | | | | | | | | | (sila nyatakan bilangan yang diperlukan) | | | | | | | | | | | | |  |  | |  |
|  |  | | | |  | | | | | Bil. | | |  | | | | | | | | | | | Bil. |  |  | |  |
|  | 1. | |  | Over Head Projector | | | | | | |  | | |  | | 9. | |  | | | Plotter | | |  |  |  | |  |
|  | 2. | |  | Slide Projector | | | | | | |  | | |  | | 10 | |  | | | Laser Pointer | | |  |  |  | |  |
|  | 3. | |  | Direct Projector | | | | | | |  | | |  | | 11 | |  | | | White Board | | |  |  |  | |  |
|  | 4. | |  | TV | | | | | | |  | | |  | | 12 | |  | | | White Screen | | |  |  |  | |  |
|  | 5. | |  | Video Player | | | | | | |  | | |  | | 13 | |  | | | Flip Chart | | |  |  |  | |  |
|  | 6. | |  | LCD | | | | | | |  | | |  | | 14 | |  | | | PA System | | |  |  |  | |  |
|  | 7. | |  | PC ( 1 set) | | | | | | |  | | |  | | 15 | |  | | | Remote Microphone | | |  |  |  | |  |
|  | 8. | |  | Printer | | | | | | |  | | |  | | 16 | |  | | | Lain-lain | | |  |  |  | |  |
|  | Ulasan : | | | | |  | | | | | | | | | | | | | | | | | |  |  |  | |  |
|  |  | | | | | |  | | | | | | | | | | | | | | | | | |  |  | |  |
| **3.0** | **KEPERLUAN ALATULIS** | | | | | | | | | | | | | | | |  | | |  | | | |  |  |  | |  |
|  |  | | | | | | | | | Bil. | | |  | | | | | | | | | | | Bil. |  |  | |  |
|  | 1. | |  | Kertas Catitan | | | | | |  | | |  | | | | 4. | |  | | | Pemadam | |  |  |  | |  |
|  | 2. | |  | Pen | | | | | |  | | |  | | | | 5. | |  | | | Lain-lain : | |  |  |  | |  |
|  | 3. | |  | Pensil | | | | | |  | | |  | | | |  | |  | | |  | |  |  |  | |  |
|  | Ulasan : | | | | |  | | | | | | | | | | | | | | | | | |  |  |  | |  |
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| Disediakan Oleh: | | | | | | | | | | | | | | |  | | | | | | | | Disahkan Oleh: | | | | | |
| **CM / Pengajar / PPg / PKP / KPP** | | | | | | | | | | | | | | |  | | | | | | | | **KP / KPP** | | | | | |
| Nama : | |  | | | | | | | | | | | | |  | | | | | | | | Nama : | | | |  | |
| Tarikh : | |  | | | | | | | | | | | | |  | | | | | | | | Tarikh : | | | |  | |