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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 :  |  |  |  |  |  |
|  |  |   |   |   |  |  |   |   |
| Disediakan Oleh: |  | Disahkan Oleh: |
| **CM / Pengajar / PPg / PKP / KPP**  |  | **KP / KPP** |
| Nama : |  |  | Nama : |  |
| Tarikh : |  |  | Tarikh : |  |