



YAYASAN PENDIDIKAN DAN INFORMASI BAMBAPUANG
(NGO BAMBAPUANG EDUCATION AND INFORMATION)

Notarial Deed of Establishment : 16/1999 / Ops. License : 201.3/IV/Kesbangpol-EK/2016
 Address : *Jalan Buttu Juppandang No. 117 Enrekang, Sulawesi Selatan*
 Email : *bambapuang_foundation@yahoo.com / bambapuangfoundation@gmail.com*
 ☎ 62-0420-21458 📠 62-085397771235

INDONESIA 91711

IT, Internet, Socmed, Literacy, Entrepreneurship, Basic English, Home Industry, Local/Life Skill, Basic Education, Social & Community Development

**SCHEDULE, MATERIALS, BUDGET AND FSCILITIES OF PROJECT
 TRAINING OF IT, INTERNET AND ENTREPRENEURSHIP
 FOR THE YOUTH YEAR OF 2018-2019**

**I. SCHEDULE AND MATERIALS OF IT, INTERNET AND
 ENTREPRENEURSHIP**

NO	MEETING	TIME	SUBJECTS	INSTRUCTORS
1	Meeting 1	08.00-12.00	- Opening - Program Introduction - Division of Groups	Dept. of Education Dept. of Sosial Libraries The Board of Education
2	Meeting 2	08.00-12.00	- Software dan Hardware Introduction - ICT Ops Techniques	Bambang Djamma Sri Muliati Yusuf Heri Kuswanto
3	Meeting 3	08.00-11.00	- MS. Word Ops. - Worksheets Introduction - Menu Functions, buttons, and ruler line - Take pictures with Insert-Shape and clip art	Yuyi Hamjaz Ely Kamaya
4	Meeting 4	08.00-12.00	- Introduction of Bullets, insert wordart, pictures, and fonts - Flattening, Cursors movement	
5	Meeting 5	08.00-12.00	- Tying in an official Letters : a. Full block b. Semi block c. Hanging, etc - Margin settings	
6	Meeting 6	08.00-11.00	- Repeats typing of different types of letter - Setting of spacings	

			- Giving special effects border, shading, and etc	
7	Meeting 7	08.00-12.00	- Making drop caps - Setting of tabulations - Making, insert and delete tables	
NO	MEETING	TIME	SUBJECTS	
8	Meeting 8	08.00-12.00	- Making coloums - Additional of numbers - Printing direction Settings	
		- REPETATION - TEST AND EVALUATION		
9.	Meeting 19	08.00-12.00	- Introduction of MS. Excel - Create an automatic Sequence number - Create tables and Fills data	
10	Meeting 10	08.00-11.00	- Copying datas - Additional numbers a. Total amount b. Average c. Minimum d. Maximum - Division, reduction, Multiplication & addition	
11	Meeting 11	08.00-12.00	- Formatting numbers - Sorting with : a. Ascending dan b. Descending	
12	Meeting 12	08.00-11.00	- Sorting datas with : a. Division b. Reduction c. Additional d. Multiplication	
13	Meeting 13	08.00-11.00	- Making grafics - Margins settings - Setting spacings	
14	Meeting 14	08.00-2.00	- Printing direction settings - Spacing settings - Margin settings	
15	Meeting 15	08.00-12.00	- Making worksheets - Pages settings - Settings printing speeds	
16	Meeting 16	08.00-12.00	- Setting long papers - Making other sheets - Enlargement and scaling Settings - Printing multiple papares	

		- REPETITION - TEST AND EVALUATION		
NO	MEETING	TIME	SUBJECTS	
17	Meeting 17	08.00-11.00	- Introduction Ms. Power Point worksheets - Making and settings Charts	
18	Meeting 18	08.00-12.00	- Settings of printing directions - Setting of papares - Insert pictures	
19	Meeting 19	08.00-12.00	- Choose type of design & taking design from any sources - Choose of Animation Types	
20	Meeting 20	08.00-11.00	- Making & setting of tables - Setting of pages - Setting of presentation	
		- REPETITION - TEST AND EVALUATION		
21	Meeting 21	08.00-12.00	- Introduction of Internet - Opening website - Finding datas through Google, chrome and etc.	
22	Meeting 22	08.00-12.00	- Making email - Sending email - Sending email with Datas attachment - Replying email	
23	Meeting 23	08.00-12.00	- Introction of Socmed - Facebook - Twitter - Instagram	
		EVALUATION		
24	Meeting 24	08.00-12.00	- Upload pictures/datas - Download programs	
		- REPETITIN - TEST AND EVALUATION		
		FIELD PRACTICES		
25	Meeting 25	08.00-12.00	- Basic Entrepreneur - Marketing - Advertisement	



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II. PROPOSAL BUDGET IN Indonesian Rupiah (Rp.) and US Dollar (US\$)

No.	Materials/Goods/Activitis	Numbers pcs/unit/per	Amount of units in (Rp.)	Total Budgets In (Rp.)	Total Budgets In (US\$)
1	Windows Guidebooks - Microsoft Word - Microsoft Excel - Microsoft Power Point	480 pcs	300.000	14.400.000	1,093
2	Exercise books - Microsoft Word - Microsoft Excel - Microsoft Power Point	480 pcs	20.000	9.600.000	727
3	Materials / Woksheets of Windows Explorer	480 pcs	8.700	4.176.000	318
4	Materials / Worksheets of Internet	480 pcs	6.000	2.880.000	222
6	Guidebooks, Exercisebooks, Notebooks / Worksheets of Entrepreneurship	480 pcs	100.000	48.000.000	3,642
5	Flash disks	480 pcs	130.000	62.400.000	4,729
6	Cartridge/ink	3 pcs	250.000	750.000	58
7	Books, pens, marker	1 pct	3.800.000	3.800.000	290
8	Admins/Documentations/ Reportings	1 pct	2.500.000	2.500.000	171
JUMLAH TOTAL DALAM RUPIAH (Rp.)				148.500.000	
TOTAL IN UNITED STATES DOLLAR (US\$)					11,250



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III. FREE INTERNET ACCESS AND OTHER FACILITIES

NO.	INDIKATOR	KONDISI			
1.	Equipment	Name of Equipment	Amo- unt	Condition/ Specificati on	Own/ Rent
		1.Practice room	5 rooms	Good	Own
		2.Theory room	3 rooms	Good	Own
		3.Computers	9 units	Good	Own
		4.Laptops	2 units	Good	Own
		5.Computers	15 units	Good	Rent
		6.Laptops	25 units	Good	Rent
		7.Printer	3 units	Good	Own
		8.LCD	2 unit	Good	Rent
		9.Internet / Wifi	1 pct	Good	Own
		10.Wireles	1 pct	Good	Own
		11.Guide and Text books	1 pct	Good	Own
		12.Tools	1 pct	Good	Own
		13.Pray room	1 pcs	Good	Own
		14.Waitingroom	2 rooms	Good	Own
3.	Instructors	11.Vehicle	1 unit	Good	Own
		12.Vehicle	1 unit	Good	Rent
3.	Instructors	1. Bambang Djamma			
		2. Sri Muliati Yusuf			
		3. Yuyi Hamjaz			
		4. Heri Kuswanto			
		5. Ely Kamaya			