

## EVENTS CALENDAR

### Increase your business with 24/7 sales person

#### WORKSHOP OVERVIEW:

This workshop will share with you the techniques on making superior website and managing your content to be simple and yet relevant and most importantly SEO friendly.

#### WORKSHOP OBJECTIVES:

##### • The Power of Website

This module introduces the importance of website and setting Joomla 2.5 as an example of tool to create a cool looking, feature-rich site that's easy to expand, customize, and maintain. It makes it easy to manage content, create and publish articles to keep your site current anytime, anywhere using a web browser.

##### • SEO and Online Marketing

This module discusses the basic SEO information and the standard SEO Process. Learn to optimise your websites with some tweaks and useful plug-ins. You will also learn tips and tricks to make the website SEO friendly to search engines and drive web traffics to your website.

##### • The Mobile Revolution

This module will also introduce mobile website as an application that combines the versatility of the web with the functionality of touch-enabled devices; and how you can take advantage of the best of this cutting edge technology to deliver your content to the large mobile audience.

**Event Date:** 7 and 8 Nov, 2012  
**Event Timing:** 9:00 am to 12.30pm  
**Registration Cost:** FREE FOR ALL  
**Registration deadline:** 18 October, 2012

#### ANNOUNCEMENT: We are relocating!

ACP is relocating in end of October 2012 to its new office at **ABI Plaza 11 Keppel Road #09-02 Singapore 089057.**

New office; unchanged motivation and **MORE** Solutions await for you!

### Greener & Leaner

Here are some tips to go green and improve your health at the same time.

1. Use the stairs instead of elevator.
2. Eat organic foods instead of processed foods.
3. Walk instead of drive to go to places within a mile reach.

Healthier Planet and Healthier You.

**ACP Computer Training and Consultancy Pte Ltd.**  
 No 3 Lim Teck Kim Road,  
 Genting Centre #08-02  
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### ACP in e-Learning Korea 2012

ACP has been invited to participate in e-Learning Korea 2012 held in Seoul in September.

e-Learning Korea 2012 is an international conference where participants whom are education decision makers, professionals and invited speakers would gather to present their findings in e-learning landscape. There were effective exchanges offering views of the present and future of the e-Learning industry that is shifting the paradigm of lifelong learning as well as school education.



Our Senior Business Manager, Mr. Justin Lu is the official representative of ACP in this event.

### New ACP's Solutions

ACP has just recently launched Information Literacy Programme and Parent Engagement Portal to add up to the list of ACP's solutions.

#### Information Literacy Programme



There is a wide marketplace for source for information. But are you equipped with the skills to evaluate the information?

ACP's Information Literacy Programme is now available to educate your students on the impact of the information collated by them, to move them towards self-directed learning.

#### Parent Engagement Portal



Engage the parents first and foremost to bring out the best of your students. ACP would like to share with you on how to create an online interactive social network between schools and parents. Parents can now access the desired information of their children easily and conveniently via a click away!

To know more about these solutions, please call us at 6227-7996 or email us at [info@acpcomputer.edu.sg](mailto:info@acpcomputer.edu.sg)

### ACP Health Incentive Award

6 ACP employees received the Health Incentive Award in August 2012. This incentive is targeted to encourage our staff to stay healthy throughout the year.

Congratulations to Jin Yong, Alief, Aldrin, Ronalyn, Daniel and Manuel.



"You are what you eat. Eat wisely!"  
 - Lim Jin Yong (Training Executive)

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Navigating You Through Media and Technology in Education

# The Cyber Nautica

ISSUE 10: OCT - DEC 2012

MICA (P) 144/06/2010



- Think Green movement in ACP
- ACP wins tenders from NLBA & MHA
- Equip yourself with ACP's Information Literacy Programme
- Network with parents with ACP's Parents Engagement Portal





## Editor's Note

Going green is a new buzz word for many people. In the past if someone said you were green that meant you were jealous of someone and/or of something. Today going green or being green has a completely different meaning. I am excited that in this new issue of CyberNautica, ACP can share with you our corporate green initiatives that have been going around in the office as well as how anyone can play a part to save our Mother Earth.

To think green, one would link to the 3Rs – Reduce; Reuse; and Recycle. One doesn't need to make drastic changes to his/her studying; or working; and or living patterns to be green. If you are a student, you can always reduce your use of plastic bag by packing your snacks in a lunchbox. If you are a homemaker, you can always reuse the shopping bags whenever you are out to make another marketing trip. If you are a working professional, you can always recycle all those non confidential documents.

Think green is fast becoming a necessity in our daily lives. You do see recycle bins in schools, along the walking streets as well as in some organisations. There are posters around your housing estates, the malls, and the office buildings, that constantly highlight the many ways one can go green. There are media advertisements that promote the need to be green too.

We are fortunate to live in this green city, surrounded with trees. However, if every one of us does not think green, go green and live green, what will the future of our environment be like?

Looking at the ever growing rate of pollution and wastage, our Mother Earth has been badly beaten. I am and ACP is ready to Think and Go Green. Are you ready?

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### YOUR THOUGHT MATTERS



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to send your  
message.

We'd love to hear your opinions and  
feedback about our publication  
and services.

## Our Luminaries

### May is happy to satisfy her passion in both teaching and technology by taking up the role of an IT Training Executive.

My ambition is to be a teacher as I would love to nurture our young learners. Similarly, I would be full of zeal when I am exposed to IT. Working in ACP as an IT Training Executive has allowed me to fulfil both my ambition and passion for IT.

I started out being a "green" instructor whom has very minimal experience on deciding on the appropriate content to deliver for each class. The challenge is always on varying the content according to one's competency level.

ACP's Education team has been very helpful in guiding me as well as providing me with the teaching resources. My supervisor constantly monitors my progress in the school and encourages me to work towards my goals. The motivational support which I need awfully is greatly appreciated.

Teaching indeed requires lots of patience. I have understood that *Patience* truly is a virtue.

I am also a strong believer in the significance in maintaining good relationships with everyone. A strong good relationship is earned and cannot be bought at any price.

I am constantly learning new things and growing to be a better individual since I embarked my career with ACP!



## ACP NEWS

### ACP spotted at Beach?

ACP was out at the beach on 31 August 2012. We neither sunbathed nor swam. Armed with gloves and garbage bag, we went around the coast to pick up unwanted gunny sack, bottles, styrofoam boxes, glass and others! It was an interesting corporate social responsibility project. Many of us experienced coastal cleanup for the first time. It was amazing to note the amount of rubbish that we had collected within a short time at a small section of the beach, bearing in mind that there has been regular cleaning done. It really puts us to wonder what we have done to the marine life.



Next, we had great fun participating in T-Shirt Revamp Competition, giving an unwanted T-Shirt a new refreshing look. We also went on to explore the beach together with our colleagues from overseas during treasure hunt activity.



It was indeed a fun filling Green event for ACP! Great break for everyone!

### ACP wins two new tenders!



**Provision of Learning Management System (LMS) for National Library Board Academy (NLBA), Singapore**



**Provision of Computer Literacy And Microsoft Office Training for Ministry of Home Affairs (MHA), Singapore Prisons**

The awards prove a testament to the strong reputation that ACP has built and garnered as the leading training and learning solution provider in Singapore.

### ACP launches new Websites and LMS

ACP adds successful project deployments to its growing client lists.

#### NEW WEBSITES



Bukit Timah Primary School  
<http://www.bukittimahpri.moe.edu.sg>



Queenstown Chinese Methodist Church  
<http://www.qcmc.org.sg>

#### NEW LMS

FinLogIQ Pte. Ltd.

Thank you for your kind support!



### Debbie has evolved to be more confident!

Standing in front of a class to teach seems impossible to me. I could still vividly remember the fear that I had when I was asked to present to my classmates back in my school days.

Despite nil prior experience in teaching, ACP is willing to give me the opportunity to engage in training. The first hurdle that I needed to cross was to speak in front of a class of inquisitive students. Since the first teaching that I have conducted, I have grown to be confident in the varied matters I am exposed to. I have grown to enjoy speaking in front of a crowd. ACP is always available to provide me with tips and tricks in trainings as well as the crucial encouragements for me to excel in my daily tasks.

As I am seconded to a school, like many other colleagues, ACP will organise regular gatherings and meetings back in our head office, creating opportunities for every one of us to share our teaching techniques and updates on the technological trends. I know I am not alone with the ease of outreach to my supervisors and peers.

I am grateful and would like to take this opportunity to thank ACP for believing in me.

### Increasing plastic waste

According to waste statistics provided by National Environment Agency, about 0.7 million tonnes of plastic waste was generated in Singapore in 2011, and the recycling rate was only 11%.

Single-use bottled water are usually made from PET (polyethylene terephthalate) plastic bottles. If the used plastic bottles are not recycled, they will end up as waste and be sent to the incineration plants for burning, thus contributing to more carbon emissions.

Tap water in Singapore is safe to drink. Try refillable water bottle the next time if you are thirsty!

## QUICK FACTS





# Go Green!

Go Green! You hear it almost every day. You hear the need to save our Mother Earth. You hear of the 3Rs, or the “waste hierarchy”. I trust that everyone is most familiar with the term “recycle”. You knew you can recycle paper, plastic, and cans by dropping them into the brightly coloured bins around you. However, go green is not only on recycling paper, plastic and cans. We might have overlooked the electrical and electronic waste that is piling up over the years.

## Reduce

In the pursuit for faster computers, more and better features on our electronic gadgets, we are constantly replacing our existing with newer and better performing models. But what if there is a way to get that improved performance without hitting straight into the market to purchase new devices? Why don't we embark on “cloud computing”?



Cloud computing is a concept of sharing resources such as computer memory, processing power, and software over a network. This technology has been harnessed by ACP to provide solutions to NLB Academy and a number of MOE registered schools for their LMS.

With cloud computing you would contract with a company that has the type of computer/software/memory you need and pay them a fee to access it on the Internet. With cloud computing, the company's powerful computer can be used by thousands to complete the same task.

The computer would not be left idle. Furthermore, the computer and software will constantly be upgraded so that the supplier can retain customers like you as you would definitely want up – to date technology. Cloud computing is definitely green.

## Reuse

We know it's easy to recycle cans and bottles but who is willing to use our old computers when technology gets obsolete so fast. Lots of people do want it, including low-income earners; hobbyists; people from developing countries. Hobbyists like to look for something that they can strip down, try some new tricks on or simply strip the good parts.

Over in Singapore, used electrical and electronic items are sold to the karangguni men, secondhand traders and shops, or traded-in when buying the new items. The used items are refurbished and sold locally or exported overseas for reuse.

## Recycle

Should you try to donate your outdated electronic waste and nobody wants your old “worthless” electronic, it would be time to find a recycler. It is important to find a reliable recycling facility that will take your old electronic device and safely recycle the materials contained within.

As we have discussed earlier, should the materials not be processed properly, it is extremely harmful to the both the environment and the workers who are involved in recycling the waste. You may think your old iPhone is being carefully disassembled for valuable materials when in fact it is being processed in an acid bath over an open fire, which is then dumped into a river.

## There is no Planet B

Most of us view earth as a vast, limitless flat plain, where you only need to walk into the horizon to find more resources. We may not have taken a moment to think about the bounty that we are using, and if our future generations would have the same bounty to use. Do we guard or tend to the resources that we are currently possessing? We are conscious of protecting our patrimony, our children, our skills, but somehow we have not integrated Mother Earth into that protective scheme.

It is not a mere coincidence that we are bringing global attention to the importance that our environment, our Mother Earth, will have on our lives in this world. No one can live without our earth, and those who abuse it, who make excessive use of its resources, are harming not only the survival of future generations, but the existence of the present one. It is crucial that we must understand that there is no **Planet B** in our survival plan.

If we want to leave anything behind for our children, we must go GREEN now.



## What is e-waste?

Millions of tons of electrical and electronic waste, or we can simply term them as e-waste, are generated every year. The amount increases with every new gadget, computer and smartphone that hits the market. In our quest to improve our lives through technology we are creating e-waste at an unprecedented rate.



Singaporeans are known to be big users of electrical and electronic products. Just on mobile phone, statistics had shown that in 2011, the mobile phone penetration rate in Singapore was 149.6%, which would have meant that every Singaporean would own more than 1 mobile phone. In fact, the hike in e-waste will always happen in the regular IT fairs held in each year.

## How is e-waste affecting us?

The e-waste contains hazardous materials, including lead, mercury, arsenic, and cadmium. When the e-waste is improperly disposed-off, they will end up in an incinerator, and these substances will be emitted into the environment and pollute the air, water and land.

There are multiple health issues associated with the toxins found in the e-waste generated by obsolete computers and other electronic equipment. Computer monitors are reported to contain 6.3% lead. If the lead is incinerated and transmitted to air, we may suffer muscle pain, headaches and even death.





# Have a greener and wonderful Christmas!

There are many things you can do before, during and after Christmas to make your celebrations greener. From recycling your christmas tree and decorations, to sending e-christmas card. Simple choices you make can save you money and help the planet.

Here is one idea to help you celebrate the season while caring for the earth.

## CREATE SCRIPS & SCRAPS WREATH WITH RECYCLED CDs

### You will need:

7 CDs, hot glue, white craft glue, christmas florals, scraps from other projects and acrylic paint.

### Here are the steps:

Step 1: Use one of the CDs for the center of your wreath.

Step 2: Glue the other CDs around the edge, overlapping slightly.

Step 3: Paint a design on the CDs.

Step 4: Decorate your wreath using scraps and scraps from other projects - bits of ribbon, pine cones and coiled red chenille.



## BRAIN TEASER

# Tree Planting Quiz

Suppose you have ten trees...

How can you plant these trees so that they form five rows of four trees each?



Answer: Plant them in a five point star.

Introducing ACP's NAPFA2.4 iPhone app, which is a user friendly application that allows teacher to keep track on the runners' timing through the iPhone without great effort. Gone are the requirements for having a stopwatch, paper and pen or bulky equipment to setup for keeping track of runners' timing.



NAPFA 2.4



The effective way for monitoring students' running performance



Available on the iPhone App Store

# Think Green Movement in ACP

At ACP, we do constantly urge everyone to Think Green at all times. There are posters around to remind people to always think before printing to avoid unnecessary wastage. We do send regular memos out to remind all staff to switch off lights and other power switches when they are not in use.

Recently, with the natural disasters, like recent flash floods in Manila and Beijing; it is urgent to pay more attention to our environment and our earth. ACP's Human Resources Department decided to intensify our green initiatives in office. Being in the education field for years, we understand the key to ensure everyone persists in going green, is to have a sustainable green culture instead of a short term, one-off initiative. This marks the beginning of our Think Green movement.

A Green Team has been set up. We went around placing small reminder tags to remind everyone to switch off the lights as well as to save water. We sent out articles and short video clips on green issues and the much talked about 3Rs (Reduce, Reuse, and Recycle) regularly. We set up our very first Green pledge notice board! This board is where all our colleagues will put up their individual pledges to do their part towards a Green environment.



Periodically, the Green team will also update the notice board with different news articles on green movements and our own green initiatives. This board serves as a reminder to ourselves that we have pledged to promote our green movement through our daily activities.



We have also conducted an Eco Dare Challenge whereby we gave our colleagues some interesting ideas to challenge themselves on their own daily lifestyle so as to be Green.

We motivated them to spend lesser time in bathing; to drink water from their own water bottles instead of bottled water; to carry a recycled bag instead of using plastic bags during shopping; and many others.

We had a green event on 31 August 2012 which was our very first company's coastal cleanup at East Coast Park. Before the event, we had a mini lunch catering, whereby we dared our colleagues to bring their own utensils. No plates and cutlery were given to them. Everyone is convinced with our determination of going Green!



We are definitely not slowing down our green movement. We are keeping our green spirit high to continue our Green Culture. We have plans to recycle more items other than paper in our office. We will continue sharing interesting green articles with everyone.

Our aim is to have every single one of our colleagues to think of Eco-friendly, to bring the message back to their own community to start their own Green Efforts.

*"We do not inherit the Earth from our Ancestors, we borrow it from our Children."*

-From an Ancient Indian Proverb.

# MEET THE GREEN TEAM

They are proud. They are vigilant. They are green. They are ACP Green Team.

"The goal of Green Team is to improve and enhance our current green office culture through different implementations and activities."

- Xueyun Peng



ACP Green Team: (Left to Right) Mr. Winson Phang Kam Lock, Ms. Oh Hui Ching, Ms. Xueyun Peng, Mr. Tay Chong Hau Christopher