



## National Institute of Information Technology

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June 25, 2013

**ATTY. AUGUSTIN P. LABAN III**

*Administrative Officer V*

*DEPED, Baguio City*



**SIR;**

Greetings of **SERVICE** from **National Institute of Information Technology!**

**NIIT Baguio** believes on the high value of continuous training and education. It's a global trend not just for employment purposes but as a potent means of improving one's efficiency in the workplace. This drives our Institution of consistently offering competency-based trainings geared towards technological proficiency and career enhancement through our "**H.E.L.P. 2013**" or **Harnessing E-Learning Program**.

This time, allow us to humbly invite your Staff and Personnel to avail our **AFTER OFFICE HOUR TRAINING PROGRAM** to further upgrade their Technological Prowess. This practical training aims to expand the technical "know how" & social competencies of trainees which in the long process would greatly help your good Office.

In order to simplify the training program that we have subdivided the competencies into Two (2) Modules. **Module I** covers **MS WORD 2010** (for business or office communication), **MS POWERPOINT 2010** (empowering presentations), **MS PUBLISHER 2010** (certificate, business card, flyers designing), **MS EXCEL 2010** (payroll system), **INTERNET ESSENTIALS** (e-learning, downloading, uploading, online marketing etc..), and **PHOTOSHOP CS6** (photo editing, animations). **Module II** covers **COMPUTER HARDWARE SERVICING** to include computer parts familiarization, computer units' assembly and disassembly, basic and advanced computer diagnostics and troubleshooting, antivirus administration, formatting and operating system's installation and **PRINTER MAINTENANCE AND TROUBLESHOOTING**.

The training runs weekly from Monday to Saturday from 5:30 to 7:30PM for the whole month of July (kindly refer to the attached flyer) with a total training fee of PHP1,000 per module inclusive of training certificate, NIIT T-shirt and DVD with Installers & Tutorials. However, we also accept WALK-IN TRAINEES (those who could not attend the whole week training) with a training fee of PHP200.00 per hour inclusive of certificate.

**OTHER TRAININGS:** Other competency Trainings can be requested based on the needs of the Office...to include, **Adobe InDesign, WordPress, JOOMLA, MS Access, Video & Audio Editing, AutoCAD 2D/3D, Web Design (Dreamweaver, CSS3, JQuery, HTML5), Web Development (KOHANA, Code Igniter), Adobe Illustrator, Primavera, Java Programming, SQL (MySQL, MSSql), GIS, OOP (PHP5, C#, C++, .NET), Flash Animation, Corel Draw, Mobile Phone Maintenance & Troubleshooting, Home Appliance Maintenance & Troubleshooting and more....**

As we highly acknowledged your passion and commitment to office productivity and team efficiency, we also look forward to your affirmative response to this humble invitation. God Bless and more Power!

Very respectfully yours;

**Vladimir D. Cayabas**

*BOD & School Administrator*

**TRAINING COMPETENCIES** (Select your own preferred module)

**Monday to Saturday (5:30-7:30PM)**

**MODULE I**

**AVAIL OUR**

**MODULE II**

**Monday**

**MS Word 2010**

- Compose sales letters
- Create lesson plans
- Write, edit, and publish books
- Create annual reports

**Tuesday**

**MS PowerPoint 2010**

- Create empowering and customized presentations for:
- Business
  - Classroom
  - Personal use

**Wednesday**

**MS Publisher 2010**

- Create templates for:
- Certificates
  - Business cards
  - Invitation letters

**Thursday**

**MS Excel 2010**

- formula for computing:
- Grading system
  - Payroll system

**Friday**

**Internet Essentials**

- Create Internet accounts
- Yahoo
- Gmail
- Facebook
- Skype
- Downloading
- Uploading
- E-Learning

**Saturday**

**Photoshop CS6**

- Photo Editing
- Animations

**AFTER OFFICE HOUR TRAINING PROGRAM 2013**

Commitment fee of **Php1,000.00 (per module)** inclusive of *Training Certificate, NIIT ExceLeads T-Shirt, Training DVD w/ Installers & Tutorials.*

*However, for **WALK-IN Trainees**, Commitment Fee is **Php200.00 per hour with Certificate.***

**REGISTRATION IS NOW OPEN!!! (Open to all)**

**Requirements:** Valid ID Card & 1 Passport size ID picture.

**Monday**

**(Hardware)**

- Familiarization of Computer Parts
- Assembly and Disassembly of Computer

**Tuesday**

**(Hardware)**

- Diagnostics and Fundamentals of Computer Troubleshooting

**Wednesday**

**(Hardware)**

- Advanced Computer Repair and Troubleshooting

**Thursday**

**(Hardware)**

- Computer Maintenance and Antivirus Administration

**Friday**

**(Hardware)**

- Formatting with Operating System Installation

**Saturday**

**(Hardware)**

- Printer Maintenance and Troubleshooting

**UMALI KAYO...ESKWELAN TAKO NA! KALAJO, SHYAY KITO!**

*(We are open everyday)*

**PLUS! Listen...interact...Be our KATANGGUYOB! Be Empowered!**

**TANGGUYOB TI UMILI "Voice of the People"**

**Every Wednesday & Saturday @ 98.7 FM-Z Radio, 10:00-11:30AM**

Text your messages, greetings & announcements at our text line # 0918-352-3284 or post at our account wall on Facebook (*Tangguyob ti Umili*) & **Like us!**



**Vladimir D. Cayabas**  
 Program Host, Tangguyob ti Umili  
 BOD/School Administrator, NIIT