

# NIIT

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September 29, 2013

**ATTY. AUGUSTIN P. LABAN III**

Administrative Officer V  
Dep-Ed Division of Baguio City

DEPED BAGUIO CITY  
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**SIR;**

Greetings of \_\_\_\_\_ from **National Institute of Information Technology!**

**NIIT** believes in the spirit of social contribution. This prompts our Institution of venturing into service based programs using technology as a medium in effecting it. This time, our flagship project is bannered as "**MID SCHOOL YEAR GIFT TRAINING PROGRAM**", which already runs on its 4<sup>th</sup> Season and serving as the Institution's CSR or Community Service in Return. The training runs from October 22 to 26, 2013, Tuesday to Saturday with morning and afternoon sessions to choose from. The morning session is from 8:00AM to 12:00Noon which is dedicated for beginners, while the afternoon session is from 1:00 to 5:00PM and for the non-beginners. This week long training program is open for all. The training covers the following;

**BASIC COMPETENCIES for Beginners** (Packaged Offering)

**Note:** *Beginners are subdivided into two (2) groups, the **NOVICE** or zero knowledge and **ADVANCED BEGINNERS**:*

- Computer Manipulations and Operations (*MS WORD 2010, MS EXCEL 2010 & MS POWERPOINT 2010*)
- Internet Essentials (*with Social Media, E-Learning, E-Security and Blogging*)
- Desktop Publishing using MS Publisher 2010 (*for Certificate Design*)
- Fundamentals of Computer Diagnostic & Troubleshooting
- Basic Computer Networking (LAN Cabling)
- Electronics Servicing with Basic Repair (*Flat Iron, Rice Cooker etc...*)

**ADVANCED COMPETENCIES for Non-Beginners** (Packaged Offering):

- Advanced MS EXCEL 2010
- Advanced PowerPoint 2010
- Adobe Photoshop CS6 (Photo Editing)
- AutoCAD 2D (Basic Architectural and Mechanical Design)
- Computer (Desktop & Laptop) Troubleshooting with Formatting
- Computer Anti-Virus Administration
- Windows 7 Administration (*Network Security and File Sharing*)
- Printer Maintenance and Troubleshooting
- Electronics & Electrical Home Appliance Repair (*TV, Transistor Radio etc.*)
- Mobile Phone Maintenance

The training is **FREE** of charge however, to defray expenses on the TRAINING UNIFORM, TRAINING MANUAL, TRAINING DVD with PROGRAM INSTALLERS & TUTORIALS and TRAINING CERTIFICATE Plus Seminar-Workshops on **Business Start-up** and **Entrepreneurial Leadership** that each participant is required for a counterpart or commitment fee of Php1,000.00 only.

Relative thereto, we are once again cordially inviting your Personnel to avail this Competency-Based Training which in the long run would greatly help your good Office and further advance your Staff's personal, professional and even social

careers. This is also in support to the Department of Education's digitalization program as one of the key points and focus competencies of the K to 12. Furthermore, we would greatly appreciate if you could help us in the dissemination of this humble invitation to your personnel.

Moreover, to accommodate those who can't attend the aforementioned trainings due to equally important commitments that we offer the following competency focused trainings:

<b>TRAININGS</b>	<b>DATE, TIME, VENUE &amp; TRAINING FEE</b>	<b>SCOPE AND APPLICATION</b>
<b>MS EXCEL 2010</b>	October 29, 2013, Tuesday 8:30AM to 12:30Noon NIIT Online Computer Lab. Training Fee: PHP350.00 with Certificate	*Dep-Ed's Numerical Grading System *K-12's Descriptive Grading System
<b>ADOBE PHOTOSHOP CS6</b>	October 29, 2013, Tuesday 1:00AM to 5:00Noon NIIT Online Computer Lab. Training Fee: PHP350.00 with Certificate	Tarpaulin, Poster, T-shirt, Mug, Flyers etc.. Creative Designing
<b>MS POWERPOINT &amp; INTERNET ESSENTIALS</b>	October 30, 2013, Wednesday 8:30AM to 12:30Noon NIIT Online Computer Lab. Training Fee: PHP350.00 with Certificate	*For Animated Presentation *Uploading & Downloading *E-learning and E-Security *Online Marketing *Creating FB or Email Accounts
<b>DESKTOP PUBLISHING USING ADOBE INDESIGN</b>	October 30, 2013, Wednesday 1:00AM to 5:00Noon NIIT Online Computer Lab. Training Fee: PHP350.00 with Certificate	Certificate, Business & Invitation Cards, Product Labeling Creative Design
<b>COMPUTER HARDWARE SERVICING</b>	October 31, 2013, Thursday 8:00AM to 5:00PM NIIT Technical Laboratory Training Fee: PHP600.00 with Certificate	*System Units Familiarization *Assembly & Disassembly *Computer Maintenance, Diagnostics & Troubleshooting *Operating System Installation *Formatting *Anti-Virus Administration Successful Trainees MAY qualify to take-up TESDA's Computer Hardware Servicing NC II
<b>VIDEO &amp; AUDIO EDITING</b>	October 31, 2013, Thursday 8:30AM to 12:30Noon NIIT Online Computer Lab. Training Fee: PHP350.00 with Certificate	For Documentation and Interactive Presentation
<b>AUTOCAD 2D &amp; 3D</b>	October 31, 2013, Thursday 1:00AM to 5:00Noon NIIT Online Computer Lab. Training Fee: PHP350.00 with Certificate	*Creating Architectural & Engineering Designs *Understanding the concepts and usage of Technical Drafting

As we highly acknowledged your passion, commitment and dedication to education, we are also looking ahead to your affirmative response to this humble invitation. God Bless and more Power!

Very respectfully yours;

**Vladimir D. Cayabas**  
BOD & School Administrator