



National Institute of Information Technology

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May 07, 2014

ATTY. AUGUSTIN LABAN

Department of Education

Baguio City

SIR;

Greetings of **SERVICE** from **NIIT Baguio!**

NIIT Baguio 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 "**TECHNOLOGY (ICT) GIFT TRAINING PROGRAM**" (also known as **Summer Gift Training Program**), which already runs on its 9th Season and serving as the Institution's CSR or Community Service in Return. The training runs in a weekly period which starts every Monday and ends on Saturdays with morning and afternoon sessions to choose from. The morning session is from 8:00AM to 12:30Noon which is dedicated for novice and beginners, while the afternoon session is from 1:00 to 5:30PM and for the non-beginners. This week long summer training is comprised of eight (8) waves or batches, which runs from April 07 up to May 31, 2014 (kindly refer to the attached flyer).

The training covers the following;

BASIC COMPETENCIES for Novice and Beginners (Packaged Offering):

- 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
- Adobe Photoshop CS6 (Photo Editing)
- Adobe InDesign
- 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, Video System etc.*)
- Mobile Phone Maintenance & Troubleshooting

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 (6 DAYS) Plus Seminar-Workshops on Workplace Productivity and Personal Development that each participant is required for a counterpart or commitment fee of Php1,000 only.

Relative thereto, believing in the saying that "**workplace efficiency can only be attained through proper training and progressive learning**", this inspires us to invite your Staff, Personnel and Staff to avail our practical and hands-on trainings. Moreover, we would greatly appreciate if you could endorse this humble invitation to your **TEACHER APPLICANTS** who are still on the process of completing their papers and requirements which in the long run would greatly help your office as well as their personal, professional and even social careers. This is also in support to the K to 12 and the national government's digitalization program as one of the key points to increase efficiency and productivity in public service.

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!

God Bless and more Power!

Very respectfully yours;


Vladimir D. Cayabas
BOD & School Administrator

AVAIL OF OUR FREE...



TECHNOLOGY (ICT) GIFT TRAINING PROGRAM

(SUMMER GIFT TRAINING PROGRAM 2014)



| DAY | BASIC COMPETENCIES (NOVICE / BEGINNERS) 8:00AM – 12:30NOON | ADVANCED COMPETENCIES (NON-BEGINNERS) 1:00 – 5:30PM |
|------------------|---|---|
| MONDAY | <ul style="list-style-type: none"> MS WORD 2010 COMPUTER DIAGNOSTICS (Hardware peripherals familiarization PLUS tools used in hardware servicing) FUNDAMENTALS OF ELECTRONICS | <ul style="list-style-type: none"> MS EXCEL 2010 (ADVANCED) – Grading and Payroll System COMPUTER DESKTOP TROUBLESHOOTING & REPAIR TEST EQUIPMENT FAMILIARIZATION |
| TUESDAY | <ul style="list-style-type: none"> MS POWERPOINT 2010 COMPUTER SYSTEM DISASSEMBLY & RE-ASSEMBLY ELECTRONICS SERVICING (Flat iron, rice cooker) | <ul style="list-style-type: none"> CREATIVE DESIGN USING COREL DRAW LAPTOP TROUBLESHOOTING AND REPAIR HOME APPLIANCE TROUBLESHOOTING & REPAIR (Audio System – amplifier, equalizer, tone control, radio components) |
| WEDNESDAY | <ul style="list-style-type: none"> MS PUBLISHER 2010 COMPUTER TROUBLESHOOTING ELECTRONICS SERVICING (Electric fan, hair blower, vacuum cleaner) | <ul style="list-style-type: none"> DESKTOP DIGITAL IMAGING USING ADOBE PHOTOSHOP CS6 DESKTOP AND LAPTOP FORMATTING with ANTI – VIRUS ADMINISTRATION HOME APPLIANCE TROUBLESHOOTING & REPAIR (Video System – CD & DVD player) |
| THURSDAY | <ul style="list-style-type: none"> MS EXCEL 2010 PERFORM PREVENTIVE MAINTENANCE ELECTRONICS SERVICING (Electric thermos, washing machine) | <ul style="list-style-type: none"> DESKTOP PUBLISHING USING INDESIGN WINDOWS 7 ADMINISTRATION HOME APPLIANCE TROUBLESHOOTING & REPAIR (TV & Personal Computer or PC Monitor) |
| FRIDAY | <ul style="list-style-type: none"> INTERNET ESSENTIALS (eLEARNING, eREPORTING) COMPUTER NETWORKING (LAN Cabling) ALARM SYSTEM (Smoke detector, rain detector, dark detector, light detector) | <ul style="list-style-type: none"> AUDIO AND VIDEO EDITING PRINTER MAINTENANCE & TROUBLESHOOTING MOBILE PHONE TROUBLESHOOTING & REPAIR |
| SATURDAY | <ul style="list-style-type: none"> FREE SEMINAR – WORKSHOP Training Consultation CLOSING PROGRAM & AWARDING OF CERTIFICATES | <ul style="list-style-type: none"> FREE SEMINAR – WORKSHOP Training Consultation CLOSING PROGRAM & AWARDING OF CERTIFICATES |

THE TRAINING IS FREE OF CHARGE!

However, a commitment fee of **P1,000** is required to defray expenses on **TRAINING CERTIFICATE, NIIT T-SHIRT, TRAINING MANUAL/BOOK, TRAINING DVD (with installers & tutorials)**

PLUS! FREE SEMINAR – WORKSHOPS on "WORKPLACE PRODUCTIVITY" and PERSONAL DEVELOPMENT"

The training is **OPEN TO EVERYONE!!** YOU MAY CHOOSE YOUR PREFERRED TRAINING WEEK...

TRAINING SCHEDULES

- ❖ BATCH 1: APRIL 7 – 12, 2014
- ❖ BATCH 2: APRIL 14 – 19, 2014
- ❖ BATCH 3: APRIL 21 – 26, 2014
- ❖ BATCH 4: APRIL 28 – MAY 3, 2014
- ❖ BATCH 5: MAY 5 – 10, 2014
- ❖ BATCH 6: MAY 12 – 17, 2014
- ❖ BATCH 7: MAY 19 – 24, 2014
- ❖ BATCH 8: MAY 26 – 31, 2014

REGISTRATION IS NOW OPEN in a 1st Come, 1st Served Basis!!!

REQUIREMENTS: 1 passport size ID picture and valid ID Card

UMALI KAYO... ESKWELAAN TAKO NA! KALAJO, SHYAY KITO!



VLADIMIR D. CAYABAS

Program Host, Tangguyob Ti Umili
BOD/School Administrator, NIIT

PLUS! Listen...interact... 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

