

LOOK FOR COY V. NACISVALENCIA AT THE FOLLOWING NOS. 771-0402 to 03 / MOBILE NO. 0916-4505383

Course Code	Course Description	Number of Hours
IT Essentials		
ITXP1	I.T. for Beginners	27
	-Basic Computer concepts & Windows 7	6
	-MS Word	9
	-MS Excel	9
	-Introduction to Internet	3
ITXP2	Basic Computer Concepts & Windows 7	6
ITXP3	Basic MS Word 2010	9
ITXP4	Basic MS Excel 2010	9
ITXP5	Introduction to Internet	6
ADMSW	Advanced MS Word 2010	15
ADMSE	Advanced MS Excel 2010	15
MAKSW1	Mouse & Keyboard Skills Workshop	12
ADMSP	MS Powerpoint 2010	12
ADMSB	MS Publisher	15
Photography		
PDCF	Digital Camera Fundamentals	7
PDGP	Digital Photography	15
Visual Design Programs		
VDPE	Adobe Photoshop Essentials	15
VDIE	Adobe Illustrator Essentials	15
VDID	Adobe InDesign	15
VDAP	Adobe Acrobat	10
Web Studio Programs		
DDHTML	HTML, XHTML, and CSS FastTrack	24
DDPE	Adobe Photoshop Essentials	15
DDIE	Adobe Illustrator Essentials	15
DDAFE	Adobe Flash Essentials	15
DDADE	Adobe Dreamweaver Essentials	15
LAMP (Linux, Apache, MySQL, and PHP)		
LAMPHX	HTML, XHTML, and CSS FastTrack	24
LAMPJS	JavaScript for the Web	24
LAMPDC	Database Concepts with MySQL	18
LAMPPI	PHP / MySQL Web Development	30
LAMPAL	Apache on Linux	12

Digital Video Programs		
ITPVM	Video Production with Movie Maker	15
DVPRE	Adobe Premiere Pro Essentials	24
DVAEE	Adobe After Effects Pro Essentials	24
Course Code	Course Description	Duration
3D Modeling and Animation		
MAMYE	Autodesk Maya Essentials	24
MAM3DXE	Autodesk 3ds Max Essentials	24
MAOSB	Blender	16
Engineering Application Tools		
EATA1	AutoCad Module 1	30
EATA2	AutoCad Module 2	30
EAGK	Google Sketchup	24
.NET Program		
NETVB	Microsoft Visual Basic 2010	30
NETCS	Microsoft Visual C# 2010	30
NETCP	Microsoft Visual C++	30
Certified Java Programmer		
CJSE6E	Java SE 6 Essentials	30
CJSE6A	Java SE 6 Advanced	24
Programming Languages		
PLPLF	Program Logic Formulation	18
PLVBE	Visual Basic for Applications - Excel	28
PLVBA	Visual Basic for Applications - Access	28
PLVB1	Visual Basic 6 Module 1	30
PLVB2	Visual Basic 6 Module 2	30
PLCL1	C - Language Module 1	30
PLCL2	C - Language Module 2	30
PLPC1	C++ Module 1	30
PLPC2	C++ Module 2	30
Certified Visual Basic Developer Program		
CVB01	Microsoft Access 2010	36
CVB02	ADO.Net Database Programming using Visual Basic 2008	54
CVB03	Mastering Visual Basic 2008	36

Basic PC Management		
ITPC1	PC Networks	16
ITPCT	PC Troubleshooting	24
Certified Network Professional Program		
CNPP1	Introduction to Computer Networks	40
CNPP2	Network Installation and Configuration	40
CNPP3	Mastering Microsoft Windows Server Administration	40

Course Code	Course Description	Level	Duration
Linux			
LAP11	Linux Systems Administration		24
LAP12	Linux Network Administration		30
Database Management System			138
CVB01	Microsoft Access 2010		36
MSSQLB	Basic Structured Query Language (SQL)		12
MSSQLA	Advanced Structured Query Language		24
MSSQLSA	Microsoft SQL Server Administration		36
OSC41	MySQL Basic		30
Project Management			
PMMSP	Microsoft Project 2010		15
PMMPM	Project Management Concept		15
Computerized Accounting			
QOB61	Quickbooks 2011 Essentials		21
Call Center Training Program			
CC501	Module 1: Communication Skills & American Accent		40
CC502	Module 2: Technical - Computer Skills		40
CC503	Module 3: British Accent		30
CC504	Module 4: Call Center Leadership		24

SOFT SKILLS TRAINING :

- 1. Accounting for Non-Accountants (1 day)**
- 2. Accounting for Non-Accountants (2 days) - This includes analysis of financial statements.**
- 3. Effective Business Writing (2 days)**
- 4. Effective Presentation Skills**
- 5. Effective Selling**
- 6. Great Customer Service**
- 7. Negotiating Skills and Collecting Debts**
- 8. Personality Enhancement**
- 9. Supervisory Leadership (1 day)**
- 10. Supervisory Leadership (2 days)**
- 11.1 Developing Extraordinary Leadership Skills for Better Work Performance**
- 12. Time Management**
- 13. Stress Management**

FOR INQUIRIES:

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