



de' Heritage IT Services
Schedule
Year 2020

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A. Certiport Courses – Year 2020

Code	Course Title	Duration	Days	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
IC ³	IC ³ GS5	9.00 am - 5.00 pm	7 days	-	10-17	9-16	6-13	-	8-15	6-13	3-10	7-14	5-12	2-9	7-14

B. Certiport Business Courses – Year 2020

Code	Course Title	Duration	Days	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
ESB	Entrepreneurship and Small Business (ESB)	9.00 am - 5.00 pm	5 days	<i>Available upon request (Minimum of 3 students)</i>											
ECBA	Entry Certificate in Business Analysis	9.00 am - 5.00 pm	5 days												
CCBA	Certificate of Capability in Business Analysis	9.00 am - 5.00 pm	5 days												
PMI BA	PM in Business Analysis	9.00 am - 5.00 pm	5 days												

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C. CompTIA Courses – Year 2020

<i>Code</i>	<i>Course Title</i>	<i>Duration</i>	<i>Days</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
<i>IT-Fund</i>	<i>CompTIA IT Fundamentals</i>	<i>9.00 am - 5.00 pm</i>	<i>4 days</i>	-	<i>10-13</i>	<i>9-13</i>	<i>6-10</i>	-	<i>8-11</i>	<i>6-9</i>	<i>3-6</i>	<i>7-10</i>	<i>5-8</i>	<i>2-5</i>	<i>7-10</i>
<i>A+</i>	<i>CompTIA A+</i>	<i>9.00 am - 5.00 pm</i>	<i>6 days</i>	-	<i>17-22</i>	<i>16-21</i>	<i>13-18</i>	-	<i>15-20</i>	<i>13-18</i>	<i>10-15</i>	<i>14-19</i>	<i>12-17</i>	<i>9-14</i>	<i>14-19</i>
<i>Net+</i>	<i>CompTIA Network+</i>	<i>9.00 am - 5.00 pm</i>	<i>6 days</i>	-	<i>24-29</i>	<i>23-28</i>	<i>20-25</i>	-	<i>22-27</i>	<i>20-25</i>	<i>17-22</i>	<i>21-26</i>	<i>19-24</i>	<i>16-21</i>	<i>21-26</i>
<i>Sec+</i>	<i>CompTIA Security+</i>	<i>9.00 am - 5.00 pm</i>	<i>6 days</i>	<i>Available upon request (Minimum of 3 students)</i>											
<i>Svr+</i>	<i>CompTIA Server+</i>	<i>9.00 am - 5.00 pm</i>	<i>6 days</i>												

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D. Microsoft Technical Courses – Year 2020

Code	Course Title	Duration	Days	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
MTAOS	Microsoft MTA (Operating System)	9.00 am - 5.00 pm	4 days	-	10-13	9-13	6-10	-	8-11	6-9	3-6	7-10	5-8	2-5	7-10
MTAN	Microsoft MTA (Networking Fundamentals)	9.00 am - 5.00 pm	4 days	-	17-22	16-21	13-18	-	15-20	13-18	10-15	14-19	12-17	9-14	14-19
MTASer	Microsoft MTA (Windows Server Administration)	9.00 am - 5.00 pm	4 days	-	24-29	23-28	20-25	-	22-27	20-25	17-22	21-26	19-24	16-21	21-26
MTASec	Microsoft MTA (Security Fundamentals)	9.00 am - 5.00 pm	4 days	-	10-13	9-13	6-10	-	8-11	6-9	3-6	7-10	5-8	2-5	7-10
MTA365	Microsoft MCSA Office 365	9.00 am - 5.00 pm	4 days	<i>Available upon request (Minimum of 3 students)</i>											

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E. Project Management Courses – Year 2020

Code	Course Title	Duration	Days	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Proj+	CompTIA Project+	9.00 am - 5.00 pm	4 days	-	-	-	-	-	-	<i>Available upon request (Minimum of 3 students)</i>					
CAPM	PMI Certified Associate in Project Management	9.00 am - 5.00 pm	5 days	-	-	-	-	-	-						
PMP	PMI Project Management Professional	9.00 am - 5.00 pm	5 days	-	-	-	-	-	-						
LP	Libre Project (Basic)	9.00 am - 5.00 pm	1 days	-	-	-	-	-	-	-	-	-	-	-	-
LP	Libre Project (Intermediate)	9.00 am - 5.00 pm	2 days	-	-	-	-	-	-	-	-	-	-	-	-
LP	Libre Project (Advanced)	9.00 am - 5.00 pm	2 days	-	-	-	-	-	-	-	-	-	-	-	-
MOP	Microsoft Office Project 2016 (Basic)	9.00 am - 5.00 pm	1 days	-	-	-	-	-	-	<i>Available upon request (Minimum of 3 students)</i>					
MOP	Microsoft Office Project 2016 (Intermediate)	9.00 am - 5.00 pm	1 days	-	-	-	-	-	-						
MOP	Microsoft Office Project 2016 (Advanced)	9.00 am - 5.00 pm	2 days	-	-	-	-	-	-						

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F. Microsoft Office Specialist Courses – Year 2020

<i>Code</i>	<i>Course Title</i>	<i>Duration</i>	<i>Days</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
<i>Word1</i>	<i>Microsoft Office Word 2016 (Basic)</i>	<i>9.00 am - 5.00 pm</i>	<i>1 days</i>	-	3	2	6	-	1	6	3	7	5	2	7
<i>Word2</i>	<i>Microsoft Office Word 2016 (Intermediate)</i>	<i>9.00 am - 5.00 pm</i>	<i>1 days</i>	-	4	3	7	-	2	7	4	8	6	3	8
<i>Word3</i>	<i>Microsoft Office Word 2016 (Advanced)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>	-	5-6	4-5	8-9	-	3-4	8-9	5-6	9-10	7-8	4-5	9-10
<i>Excel1</i>	<i>Microsoft Office Excel 2016 (Basic)</i>	<i>9.00 am - 5.00 pm</i>	<i>1 days</i>	-	10	9	13	-	8	13	10	14	12	9	14
<i>Excel2</i>	<i>Microsoft Office Excel 2016 (Intermediate)</i>	<i>9.00 am - 5.00 pm</i>	<i>1 days</i>	-	11	10	14	-	9	14	11	15	13	10	15
<i>Excel3</i>	<i>Microsoft Office Excel 2016 (Advanced)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>	-	12-13	11-12	15-16	-	10-11	15-16	12-13	16-17	14-15	11-12	16-17
<i>PP1</i>	<i>Microsoft Office PowerPoint 2016 (Basic)</i>	<i>9.00 am - 5.00 pm</i>	<i>1 days</i>	-	17	16	20	-	15	20	17	21	19	16	21
<i>PP2</i>	<i>Microsoft Office PowerPoint 2016 (Intermediate)</i>	<i>9.00 am - 5.00 pm</i>	<i>1 days</i>	-	18	17	21	-	16	21	18	22	20	17	22

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PP3	Microsoft Office PowerPoint 2016 (Advanced)	9.00 am - 5.00 pm	2 days	-	19-20	18-19	22-23	-	17-18	22-23	19-20	23-24	21-22	18-19	23-24	
Acc1	Microsoft Office Access 2016 (Basic)	9.00 am - 5.00 pm	1 days	-	24	23	27	-	22	27	24	26	26	23	28	
Acc2	Microsoft Office Access 2016 (Intermediate)	9.00 am - 5.00 pm	1 days	-	25	24	28	-	23	28	25	28	27	24	29	
Acc3	Microsoft Office Access 2016 (Advanced)	9.00 am - 5.00 pm	2 days	-	26-27	25-26	29-30	-	24-25	29-30	26-27	29-30	28-29	25-26	30-31	
Out1	Microsoft Office Outlook 2016 (Basic)	9.00 am - 5.00 pm	1 days	-	Available upon request (Minimum of 3 students)			-	Available upon request (Minimum of 3 students)							
Out2	Microsoft Office Outlook 2016 (Intermediate)	9.00 am - 5.00 pm	1 days	-												
Out3	Microsoft Office Outlook 2016 (Advanced)	9.00 am - 5.00 pm	2 days	-												
Pub1	Microsoft Office Publisher 2016 (Basic)	9.00 am - 5.00 pm	1 days	-												
Pub2	Microsoft Office Publisher 2016 (Intermediate)	9.00 am - 5.00 pm	1 days	-												
Pub3	Microsoft Office Publisher 2016 (Advanced)	9.00 am - 5.00 pm	2 days	-												
Visio1	Microsoft Office Visio 2016 (Basic)	9.00 am - 5.00 pm	1 days	-												

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<i>Visio2</i>	<i>Microsoft Office Visio 2016 (Intermediate)</i>	<i>9.00 am - 5.00 pm</i>	<i>1 days</i>	-			
<i>Visio3</i>	<i>Microsoft Office Visio 2016 (Advanced)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>	-			

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G. Libre Open Office Courses – Year 2020

Code	Course Title	Duration	Days	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Writer1	Open Office Writer (Basic)	9.00 am - 5.00 pm	1 days	<i>Available upon request (Minimum of 4 students)</i>											
Writer2	Open Office Writer (Intermediate)	9.00 am - 5.00 pm	1 days												
Writer3	Open Office Writer (Advanced)	9.00 am - 5.00 pm	2 days												
Calc1	Open Office Calc (Basic)	9.00 am - 5.00 pm	1 days												
Calc2	Open Office Calc (Intermediate)	9.00 am - 5.00 pm	1 days												
Calc3	Open Office Calc (Advanced)	9.00 am - 5.00 pm	2 days												
IP1	Open Office Impress (Basic)	9.00 am - 5.00 pm	1 days												
IP2	Open Office Impress (Intermediate)	9.00 am - 5.00 pm	1 days												
IP3	Open Office Impress (Advanced)	9.00 am - 5.00 pm	2 days												
Base1	Open Office Base (Basic)	9.00 am - 5.00 pm	1 days												

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<i>Base2</i>	<i>Open Office Base (Intermediate)</i>	<i>9.00 am - 5.00 pm</i>	<i>1 days</i>	
<i>Base3</i>	<i>Open Office Base (Advanced)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>	
<i>Draw1</i>	<i>Open Office Draw (Basic)</i>	<i>9.00 am - 5.00 pm</i>	<i>1 days</i>	
<i>Draw2</i>	<i>Open Office Draw (Intermediate)</i>	<i>9.00 am - 5.00 pm</i>	<i>1 days</i>	
<i>Draw3</i>	<i>Open Office Draw (Advanced)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>	

I. Adobe Courses – Year 2020

<i>Code</i>	<i>Course Title</i>	<i>Duration</i>	<i>Days</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
<i>PhoL1</i>	<i>Adobe Photoshop CS6 (L1)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>	<i>Available upon request (Minimum of 3 students)</i>						<i>Available upon request (Minimum of 3 students)</i>					
<i>PhoL2</i>	<i>Adobe Photoshop CS6 (L2)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>												
<i>InDeL1</i>	<i>Adobe InDesign CS6 (L1)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>												
<i>InDeL2</i>	<i>Adobe InDesign CS6 (L2)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>												

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<i>DreamL1</i>	<i>Adobe Dreamweaver CS6 (L1)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>		
<i>DreamL2</i>	<i>Adobe Dreamweaver CS6 (L2)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>		
<i>PremiL1</i>	<i>Adobe Premiere CS6 (L1)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>		
<i>PremiL2</i>	<i>Adobe Premiere CS6 (L2)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>		
<i>IllusL1</i>	<i>Adobe Illustrator CS6(L1)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>		
<i>IllulsL2</i>	<i>Adobe Illustrator CS6 (L2)</i>	<i>9.00 am - 5.00 pm</i>	<i>2 days</i>		

J. Cisco Courses – Year 2020

<i>Code</i>	<i>Course Title</i>	<i>Duration</i>	<i>Days</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
<i>CCENT</i>	<i>Cisco Certified Entry Network Technician</i>	<i>9.00 am - 5.00 pm</i>	<i>5 days</i>	<i>Available upon request (Minimum of 3 students)</i>											

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K. Linux Professional Institute Courses – Year 2020

Code	Course Title	Duration	Days	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<i>LPILE</i>	<i>LPI Linux Essentials</i>	<i>9.00 am - 5.00 pm</i>	<i>4 days</i>	<i>Available upon request (Minimum of 3 students)</i>											
<i>Linux+</i>	<i>CompTIA Linux+</i>	<i>9.00 am - 5.00 pm</i>	<i>6 days</i>												
<i>LPIC1</i>	<i>LPIC 1 (Linux Administrator)</i>	<i>9.00 am - 5.00 pm</i>	<i>6 days</i>												
<i>LPIC2</i>	<i>LPIC 2 (Linux Engineer)</i>	<i>9.00 am - 5.00 pm</i>	<i>6 days</i>												
<i>LPIC3</i>	<i>LPIC 3 (Linux Enterprise Professional)</i>	<i>9.00 am - 5.00 pm</i>	<i>6 days</i>												

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