

**ADVISORY NO. 0032018**


In response to the correspondence of SWISS IT ACADEMY INC., dated December 19, 2017, this advisory is issued for the information of all Elementary and Secondary Schools' personnel.  
January 22, 2018

**INVITATIONAL ATTENDANCE TO THE ICT TRAINING PROGRAMS  
OF SWISS IT ACADEMY**

This office invites interested school heads and teachers from both public and private elementary and secondary schools to attend the **ICT TRAINING PROGRAMS** of Swiss IT Academy Inc. on the given dates and venues indicated in the attached enclosures.

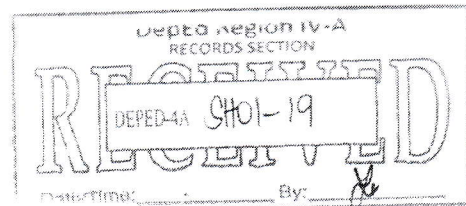
All expenses shall be borne personally by participants and on official time only.

Attached herewith are the correspondence from the Swiss IT Academy Inc. and programs' matrices for information and appropriate action.

  
**DORIS D.J. ESTALILLA**  
Officer-In-Charge  
Schools Division Superintendent

December 19, 2017

**Diosdado M. San Antonio**  
Region IV-A Director  
Department of Education  
Gate 2, Karangalan Village  
Cainta, Rizal 1900



Dear Mr. San Antonio:

Greetings!

In an ever-increasing competitive society, ensuring that teachers continue to be competent is relevant to their profession. As John Dewey said, "If we teach today's students as we taught yesterday's, we rob them of tomorrow." It clearly says that learning is an ongoing process and continues throughout one's professional career.

As Swiss IT Academy Inc. shares with the Department of Education's (DepEd) goal for a lifelong learning for teachers, we would like to take part in your program for retooling teachers with the current strategy or approach in the delivery of lessons using technology. This is following **Republic Act 10912** that mandates and strengthens the **Continuing Professional Development (CPD)** program. It is our privilege to work with DepEd by endorsing Swiss IT Academy to public and private schools. According to a survey, exposure to educational ICT through curriculum integration has an important impact not only on the teachers, but also on the students' achievement in terms of knowledge, comprehension, and practical application to different subjects.

Also, Swiss IT Academy Inc. is affiliated to PRC with CPD Training Provider No. 2017-106, TESDA, and Microsoft Philippines as a licensed testing center.

These ICT integration programs can benefit teachers through the following:

- Maintaining a ratio of 1:1 in terms of participant and computer usage
- Enhancing teachers' current knowledge
- Improving their teaching methods
- Allowing teachers to earn points for CPD
- Augmenting students' technology related studies
- Helping institution to stand out as an innovative curriculum provider

It is our pleasure to discuss our programs with you at your most convenient time.

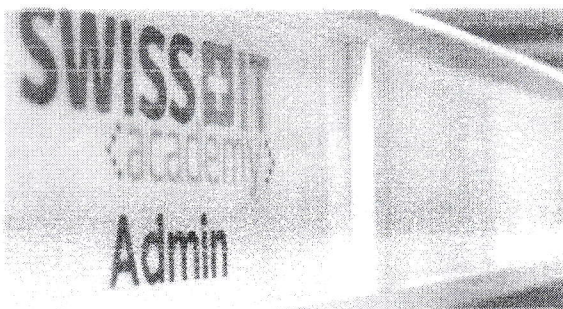
If you have questions or inquiries, please feel free to contact us at +63 909 7747, +63 939-713-8482, or [allanb.salanguste@swissitacademy.com](mailto:allanb.salanguste@swissitacademy.com).

Thank you.

Sincerely yours,

  
**Hernando P. Cortes Jr.**  
Asst. Managing Director

## COMPANY PROFILE



**SWISS I.T. ACADEMY INC.** is an I.T. Training Center which offers professional development programs. It is registered in the Securities and Exchange Commission and affiliated to PRC with CPD Training Provider No. 2017-106, TESDA, and Microsoft Philippines as a licensed testing center. Its

goal is to formulate software expertise and information technology training as the main tool to provide competent and sustainable I.T. practitioners.

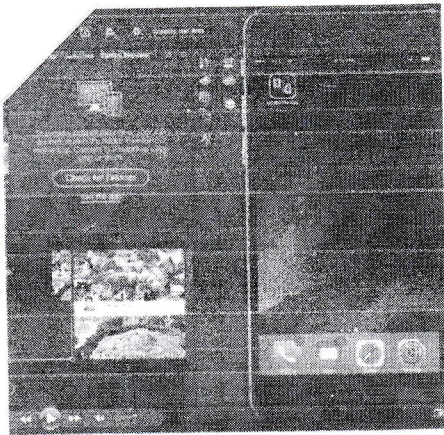
Swiss IT Academy Inc. integrates training as a tool in response to the changing needs in technology. Its technical expertise makes it possible to develop a wide range of professional software products and services to meet the requirements and standards of clients from different industries. It takes pride in its IT-focused short courses that are practiced and applied by various industries around the world. Because of its dedicated team of licensed professionals, Swiss IT Academy Inc. delivers updated data, trends, and practices in the field of Information Technology. This is to ensure that the training programs are up-to-date and designed to take on the challenges presented by progressive technology and business practices. Moreover, its training programs address the gaps or weaknesses in individuals' professional skills for them to become better and more efficient in their current or future employment.

## THE MOTHER COMPANY



EGS (Enggist & Grandjean Software) was established in January 1989 by Swiss engineers Marc Enggist and Sandro Grandjean. It is represented in the Philippines by CalcMenu Philippines, Inc. By combining technology with culinary expertise, EGS develops intelligent software and Web solutions such as recipe management and inventory control systems for foodservice professionals. It has earned the recognition of international culinary and hospitality institutions as one of the world leaders in foodservice software development. EGS is continuously developing new and innovative features for its applications for the foodservice industry and has been focusing on web-driven database solutions since 1997, and has successfully completed numerous award-winning interactive websites and software programs. Recipes have been a tested and proven marketing vehicle for food-related

## Design – HTML 5 with Microsoft Technology Associate (MTA) Certification



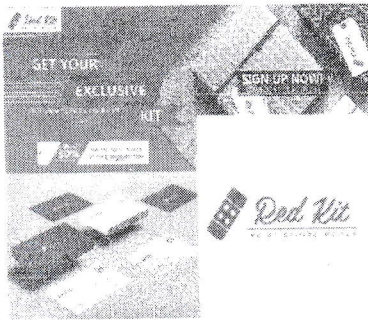
This is intended for web and email marketing professionals who need to create interesting and varied web pages for enhancing the visual impact of marketing campaigns.

This course covers the fundamentals of HTML5, CSS3 and Java Script application development, which leads to MTA (98-375) Certification.

**Training Duration: 6 days**

## TESDA ACCREDITED PROGRAMS

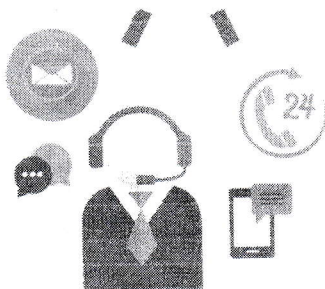
### Visual Graphic Design NCIII



Creative? Artistic? We believe in unlocking your potential through focused technical training and development. Our Visual Graphics Design is a TESDA accredited short course that is developed based on the standard requirements of industry, applicable for both print and electronic presentations.

**Training Duration: 61 days plus 1-day National Assessment**

### Contact Center Services NCII



With an interactive training environment, Swiss IT Academy Inc. prepares you to become the best in handling different customers for BPO industry in the country. It teaches grammar mastery, conversational skills, and customer service in dealing with different types of callers. Moreover, it equips trainees with necessary knowledge and skills on how to engage with the customers, respond to their inquiries, and handle their complaints.

**Training Duration: 18 days**

companies. With over 28 years of experience in developing applications for the foodservice industry, it offers high quality professional solutions for all our clients.

## **Mission**

Guided by its vision, Swiss IT Academy seeks to provide high quality technical education through delivery of innovative learning system. It dedicates itself to generating technical knowledge that cultivates discipline, motivation, compassion, and hard work. The institution constantly strives to produce highly-competitive individuals that are committed to using their skills for a good cause.

## **Vision**

Swiss IT Academy envisions to be a globally-recognized institution that provides quality technical education; and produces competent graduates in pursuit of knowledge for technological advancement and society development - in the context of making the world a better place to live.

## OUR PROGRAMS

### PRC ACCREDITED PROGRAMS FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD)



#### **Microsoft Office Specialist Training-Workshop with International Certification (for Word 2016, PowerPoint 2016 and Excel 2016)**

This refresher course covers basic to advanced Microsoft Word 2016, Microsoft PowerPoint 2016, and Microsoft Excel 2016. It can enhance individuals' current knowledge of Microsoft applications. This training may also be beneficial in enhancing work-force productivity, improving school documents for students, and advancing in making presentations. The training covers the implementation of MS Word, MS Power Point, and MS Excel in a live project-based simulation through an installed application and system-generated review materials.

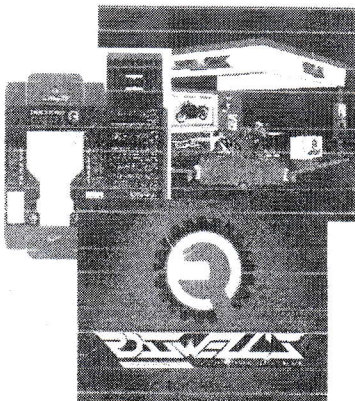
**Training Duration: 3-day Training plus 1-day Assessment**

#### **Benefits of Microsoft Office Specialist Certification:**

- Augmenting students' technology-related studies
- Providing students with recognized credential internationally
- Making students more competitive in the labor market
- Giving students the chance to represent their schools and country in the MOS World Championship
- Allowing teachers to earn points for Continuing Professional Development (CPD)
- Helping institutions to stand out as an innovative curriculum provider
- Giving schools a business edge over its competitors
- Providing schools with additional earning potential

#### **ICT Integration through Visual Graphics Design**

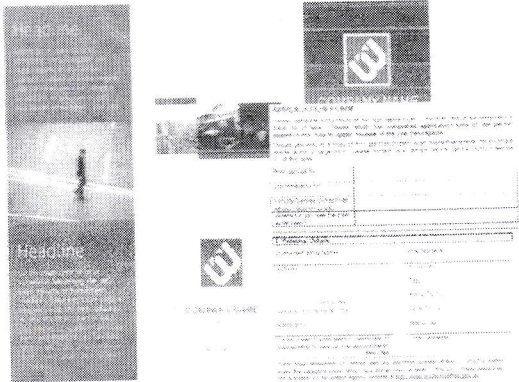
(Using Adobe Photoshop, InDesign and Illustrator)



This course is designed for students and professionals who have basic knowledge and skills in the field of designing, to enhance their current knowledge which eventually leads to Visual Graphic Design National Assessment III. The goal is to design and deliver effective, engaging, and professional portfolio by utilizing the industry-standard Adobe products.

**Training Duration: 6 days**

### ICT Integration through Interactive PDF



This is a refresher course which covers basic to advanced Adobe InDesign. In this course, students will learn all about building and designing Interactive PDFs. Be equipped with a working knowledge of industry standards. It can let you turn the most boring documents into beautifully designed portfolio. Similarly, you can produce presentation that is interactive, captivating, and informative. The training is more on implementation

of Adobe InDesign and Adobe Acrobat in a live project-based simulation.

**Training Duration: 6 days**

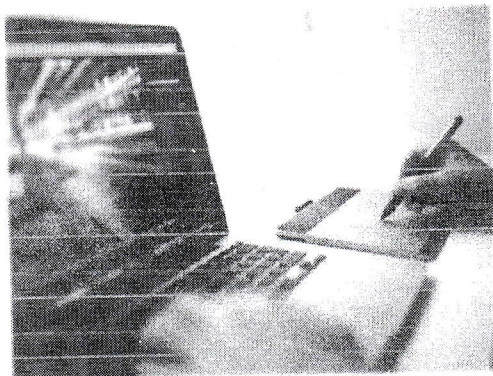
### Digital Imaging Using Photoshop



The course provides a comprehensive basic knowledge of the industry's most flexible photo editing and manipulation software. Students will explore both the technical aspects of image manipulation, as well as the artistic aspects of creating images. They will become familiar with Photoshop through watching demonstrations, completing structured assignments, and open-ended assignments and projects.

**Training Duration: 6 days**

### Photoshop for Web



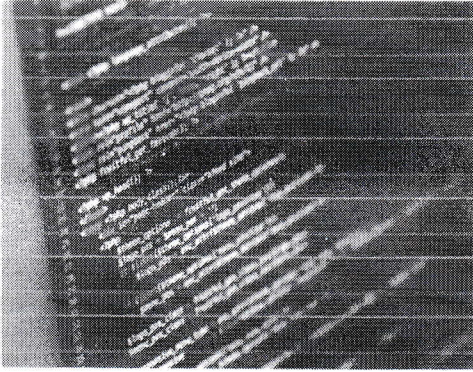
This course is designed to equip teachers, trainers, and professionals with the knowledge and skills to quickly and easily create images for the Web, HTML email, and mobile use. It is intended for web and email marketing professionals who need to create interesting and varied graphics to add visual impact to marketing campaigns. Also, it covers file formats, image optimization, and creating effective

web graphics with impact utilizing the industry standard Adobe Photoshop program.

**Training Duration: 6 days**

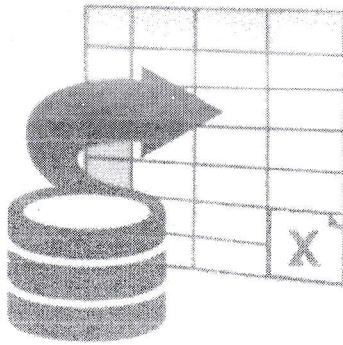
## OTHER COURSES

### Web Development



A good website is more than just eye candy. It should satisfy user needs through its interactive features. By combining traditional concepts with modern practices in Web Development, you get the best lessons through engaging and hands-on classroom experiences. Our Web Development curriculum allows you to make fascinating, entertaining, or informative websites immediately.

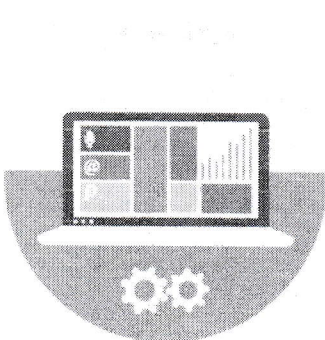
### Database Administration (SQL Server)



As companies strive for better documentation of transactions and records, database administration has become an integral part of the business structure. Our Database Administration program ensures the highest quality and industry specific learning experience designed to focus more on what the company needs. It comes with a ready and up-to-date curriculum design for optimum security and reliability.

**Training Duration: 16 days**

### Software Quality Assurance

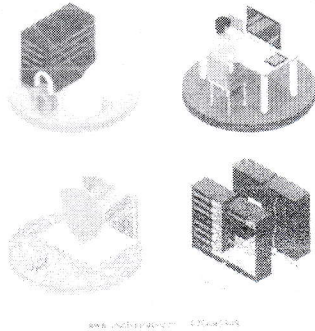


Businesses with software applications will need people to test them. That is why, we have developed a short course that fits the needs of software development industries. Our Software Quality Assurance short course is intended to equip you with skills for various software designs and functions for different companies.

**Training Duration: 16 days**



### Network Administration



If a challenging career is what you are looking for, then our Network Administration curriculum is best for you. Take control of various approaches for network administration with methodologies practiced by various industries locally and internationally. Ensure absolute connectivity round the clock. Take on the challenge of establishing, maintaining, and troubleshooting network infrastructure for various types of industry. Make your career with our Network Administration program.

### INTERNATIONAL CERTIFICATIONS

Validate your technical and professional expertise through Microsoft Certifications.

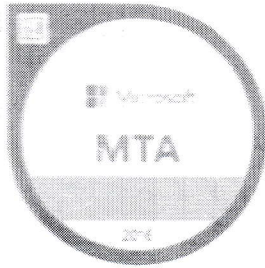
#### Microsoft Office Specialist (MOS)



Be a cut above other people through our Microsoft Office Specialist program. Update and evaluate your skills with the latest Microsoft Office (Word, Excel, and PowerPoint) applications in as short as one day. This one-day evaluation process prepares an individual for MOS certification through a thorough review of current features of Microsoft Office. MOS tracks prepare individuals for hands-on product learning either to improve their academic performance or to match employer needs with workforce skills. Worldwide, Microsoft Office holds 94% of the market share, which is equivalent to 500 million customers. To become more competitive, individuals need skills on Microsoft Office applications.

**Training Duration: 1-day Certification process**

**Microsoft Technology Associate (MTA)**



Competition in the job market is very tight. Obtaining certification is one way of getting ahead of the competition. As Microsoft states that 91% of managers prefer certified applicants, gaining Microsoft Technology Associate (MTA) certification can be highly beneficial. MTA certification equips you with knowledge and expertise for a specific technology or product. It also improves your employability by adding an extra touch of professional to your resume. Certainly, MTA certification is a key to raising your profile as it is synonymous to motivated, driven, and dedicated individuals.

**Training Duration: 1-day Certification process**

**TRAINING FEES**

ICT Training Programs	Number of Days	Number of Hours	Amount
ICT Integration to K-12 Lesson Planning through Microsoft Office Specialist Training Workshop and International Certification.	4	32	4,000.00
ICT Integration through Visual Graphics design	6	48	5,500.00
ICT Integration through Interactive PDF	6	48	5,500.00
Digital Imaging using PS	6	48	5,500.00
Photoshop for the Web	6	48	5,500.00
Web Design - HTML5 with MTA Certification	6	48	7,500.00

**Payment Terms:** 50% Advance payment (5 days before the training schedule)  
 50% On or before the last day of training  
 Check payment payable to **SWISS IT ACADEMY INC.**