



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

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**Office of the Schools Division Superintendent**

**DIVISION ADVISORY**

(In compliance with DepEd Order No. 8, s. 2013. This advisory is issued not for endorsement per DO 28, s. 2001, but only for the information of DepEd officials. Personnel/staff, as well as the concerned public.)

**TO** : *Assistant Schools Division Superintendents*  
*Chiefs of SGOD and CID*  
*Education Program Supervisors/ Education Program Specialists*  
*Public Schools District Supervisors*  
*School Heads/Principals/Head Teachers of Public and Private Schools*  
*All Others Concerned*

**FROM** : **DR. BIANITO A. DAGATAN, CESO V**  
Schools Division Superintendent  
Division of Bohol  
Tagbilaran City

**RE** : **SWISS IT ACADEMY INC. ONLINE TRAINING PROGRAMS**

**DATE** : October 21, 2020

1. Attached is the Regional Advisory No. 0080 dated October 19, 2020 disseminating the communication from the Swiss IT Academy Inc. on their Online ICT Training Programs.
2. For the information of all interested and concerned parties.

  
**BIANITO A. DAGATAN, Ed.D., CESO V**  
Schools Division Superintendent 

SGOD/dvd



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol  
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550  
Telefax: (038) 501-7550 email add: [deped.bohol@deped.gov.ph](mailto:deped.bohol@deped.gov.ph)



Regional Advisory No. 0080, s. 2020  
October 19, 2020

SGADHR  
- for sw. advisory  
10/19/20

In compliance with DepEd Order (DO) No. 8, s. 2013, this advisory is issued not for endorsement per DO 28, s. 2001, but only for the information of DepEd officials, personnel/staff, as well as the concerned public.

Region VII  
(Visit [www.depedro7gov.ph](http://www.depedro7gov.ph))

**SWISS IT ACADEMY INC. ONLINE TRAINING PROGRAMS**

1. This office is hereby disseminating the communication from the Swiss IT Academy Inc. on their Online ICT Training Programs.
2. For the information of all interested and concerned parties.

STJ/CAE/ICTU/JPJ

**DOWNLOADED**  
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TIME 4:27 PM  
SIGNATURE [Signature]

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**PROPOSAL ON ONLINE ICT TRAINING | SWISS IT ACADEMY INC.**

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**Geneva Alano** <geneva.alano@swissitacademy.com>  
To: "region7@deped.gov.ph" <region7@deped.gov.ph>

Fri, Sep 18, 2020 at 5:29 PM

**Ms. Juliet A. Jeruta**  
Regional Director  
DepEd Regional Office  
Sudlon, Lahug, Cebu City

Dear Ms. Jeruta:

Hope you're safe and doing good.

As we adapt with the "**New Normal**" and due to the ongoing Community Quarantine, we would like to inform you that Swiss IT Academy Inc. now offers Online ICT Training Programs, which you might want to consider for your students and faculty.

Here are the benefits of our Online Training Programs:

- ✓ **Helping teachers acquire 15 CPD credit units per program or 45 credit units for three (3) programs as required by Professional Regulation Commission (PRC)**
- ✓ **Augmenting teachers' current knowledge as they adapt with the new normal**
- ✓ **Strengthening teachers' teaching strategy**
- ✓ **Enhancing students' academic performance**
- ✓ **Preparing students to become globally competitive**

#### **Our Affiliations**

We are acknowledged and accredited by:

- TESDA as a technical-vocational training center
- Microsoft Philippines as a licensed testing center
- Professional Regulation Commission (PRC) as a Continuing Professional Development (CPD) provider

Don't miss the chance to learn and upgrade your skills at your own safety and convenience.



**SWISSIT**  
academy

## ICT Online Training & CERTIFICATIONS

We accept payment thru:



**REGISTER NOW & avail our PROMO!**



**MICROSOFT  
OFFICE**  
ONLINE TRAINING  
Earn 12 CPD Credit Units



**MICROSOFT  
OFFICE  
SPECIALIST**  
EXAM FROM HOME

**PHOTOSHOP  
BEGINNERS**  
Online Training

Module 1  
PHOTOSHOP  
**ESSENTIALS**  
Module 2  
PHOTOSHOP  
**INTERMEDIATE**

**WEB  
DEVELOPMENT**  
Online Training

HTML5 | MODULE 1  
CSS3 | MODULE 2  
JAVA  
SCRIPT | MODULE 3

Attached is the registration process and company profile for your reference.

Should there be further concerns, please feel free to reach us.

We are looking forward to your favorable feedback.

Thank you and stay safe!

Best,

**SWISSIT**  
academy

**Geneva B. Alano**

Assistant Manager – Sales

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E: geneva.alano@swissitacademy.com

W: www.swissitacademy.com

A: Unit 2004A Philippine Stock Exchange Center,  
Exchange Road, San Antonio, Pasig, Metro Manila

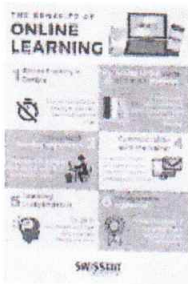


ELEVATING IT INNOVATION. EMPOWERING PEOPLE. EXPANDING POSSIBILITIES.



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**3 attachments**

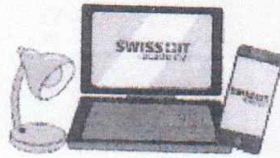


**ONLINE LEARNING.png**  
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 **SIA Brochure\_F2020.pdf**  
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 **ONLINE TRAINING\_registration process.v2.pdf**  
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# THE BENEFITS OF ONLINE LEARNING

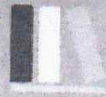


## 1 Online training is flexible



You can complete the training at your own pace and preferred time.

## 2 Access to the state-of-the-art platform



A user-friendly platform that will cater to all your needs to complete the training.

## 3 Convenient learning experience

Study at your own safety and comfort without leaving your home.



## 4 Communication with the trainer

A dedicated trainer will work with you real-time to support and keep you in track.



## 5 Learning independently



You get to accomplish each task using your own strategy and idea.

## 6 Recognizable credential



Getting a certificate of completion that is recognized even internationally.

**SWISSBIT**  
academy

## Our **HERITAGE**

EGS Enggist & Grandjean Software SA is our mother company headquartered in Switzerland, with a strong position in the market as one of the global leaders in food service software development. With over 30 years of being a driver for change in technological advancement, we had a wider vision of sharing our business and technical knowledge with our youth and educators – thus, the establishment of the SWISS IT ACADEMY, INC.

## **SWISS IT ACADEMY INC.** at a Glance

SWISS IT ACADEMY INC. is a recognized institution in the Philippines, conceptualized in 2015 and fully established in 2016.

The Academy is devoted to excellence in cultivating the current and next generation Filipinos who will contribute to society and develop knowledge that will make a difference in the world.

SWISS IT ACADEMY INC. delivers accredited IT focused short courses and personal development programs that provide hands-on training for in-demand competencies by global corporations.

## Our **VISION & MISSION**

SWISS IT ACADEMY INC. is committed to provide quality technical and developmental education through the delivery of an innovative learning system.

The Academy aims to be an institution that is globally recognized as the leader in producing skilled professionals who will make a difference in the world's advancement.

## Our **PROGRAMS**

SWISS IT ACADEMY INC. integrates training as a tool in response to the changing needs in business and technology worldwide.

Our personal development and technical expertise make it possible for the Academy to develop a wide range of training programs to instill and enhance soft and technical skills to meet the requirements and global standards across industries.

As its dedicated team of licensed professionals is specialized in delivering updated knowledge, trends, and practices in the field of Personal Development and Information Technology, it is certain that our programs are best-in-class and designed to take on the challenges presented by progressive technology and business practices - guaranteed to equip individuals with employable skills or to improve themselves personally and professionally.

## Our PARTNERS

IN PARTNERSHIP WITH



ACCREDITED BY



## Our CLIENTS



## We provide COURSES FOCUSED ON

### INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

- ✓ Digital Imaging Photoshop
- ✓ Interactive PDF (Adobe)
- ✓ Microsoft Office Specialist (MOS) with International Certification
- ✓ Microsoft Office Specialist Online
- ✓ Photoshop for the Web
- ✓ Visual Graphic Design
- ✓ Web Development
- ✓ Digital Marketing

### TESDA ACCREDITED PROGRAMS

- ✓ Visual Graphic Design NC III
- ✓ Contact Center Services NC II
- ✓ Creative Web Design Level III
- ✓ Web Development Level III

### TRAINING AND DEVELOPMENT

- ✓ Functional Conversational English
- ✓ Communication Skills & Personality Development
- ✓ Leadership Development Training
- ✓ Business Communication
- ✓ Business Writing
- ✓ Public Speaking
- ✓ Customer Service Training



## Our CPD **ACCREDITED** Programs

WITH 15 CREDIT UNITS EACH

- ✓ **Integrated Digital Competency Training**  
Microsoft Office Specialist Training-Workshop with International Certification (for Word 2016, PowerPoint 2016 and Excel 2016)  
Program Accreditation Number: 2017-106-281
- ✓ **ICT Facilitation for Integrated Teaching and Learning**  
Using Adobe Photoshop, InDesign and Illustrator  
Program Accreditation Number: 2017-106-284
- ✓ **Specialized Training for Digital Publishing**  
Program Accreditation Number: 2017-106-283
- ✓ **Digital Imaging for Presentation Enhancement**  
Program Accreditation Number: 2017-106-280
- ✓ **Web Enabled Facilitation Training**  
Program Accreditation Number: 2017-106-282

## **DIGITAL IMAGING** for Presentation Enhancement

The course provides 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.

Training Duration: 6 days

### **Industry Benefits**

- ✓ Augment employees' technology-related work
- ✓ Learn new techniques to enhance digital output
- ✓ Translate ideas and concepts into actual design output

## **WEB ENABLED** for Presentation Enhancement

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. It also covers file formats, image optimization, and creating effective web graphics utilizing the industry standard Adobe Photoshop program.

### **Industry Benefits**

- ✓ Gain more knowledge, skills, and trends in the field of web design and development
- ✓ Learn to design and produce digital collaterals and online formats

## ICT FACILITATION

### for Integrated Teaching & Learning

Adobe Photoshop & Illustrator

This course is designed for students and professionals who have basic knowledge and skills in the field of design, 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 portfolios by utilizing the industry-standard Adobe products.

Training Duration: 6 Days

#### Industry Benefits

- ✓ Augment employees' technology-related work
- ✓ Master core competencies and upgrade Visual Graphic Design knowledge
- ✓ Gain skills to create effective marketing collateral - logo, packaging, brochure, tarpaulins, and webpage designs, to name a few

## DIGITAL PUBLISHING

### Specialized Training

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 and be equipped with a working knowledge of industry standards. It can let you turn the most boring documents into professionally designed portfolios. Similarly, you can produce presentations that are interactive, captivating, and informative. The training is more on implementation of Adobe InDesign and Adobe Acrobat in a live project-based simulation.

#### Industry Benefits

- ✓ Augment employees' technology-related work
- ✓ Produce online forms, reports, plans and other paperless collateral
- ✓ Maximize work productivity and efficiency

## INTEGRATED DIGITAL

### Competency Training

Microsoft Office Specialist Training-Workshop with International Certification

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 is also beneficial in enhancing work-force productivity, improving company documents for clients and employees, and 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 Certification Exam

#### Industry Benefits

- ✓ Augment employees' technology-related work
- ✓ Provide employees with recognized credentials internationally
- ✓ Make employees more competitive in the labor market
- ✓ Allow employees to earn points for Continuing Professional Development (CPD)
- ✓ Help institutions to stand out as an innovative industry
- ✓ Give companies a business edge over its competitors
- ✓ Provide companies with additional earning potential

## INTERNATIONAL Certification

### Digital Badges



### Local and International Certificates



### Microsoft Technology Associate (MTA) Certification

The MTA examination also has multiple IT disciplines that BS in Information Technology, BS in Computer Science, and BS in Computer Engineering may take.

Training Duration: 1-day Certification Process

## TESDA

### Accredited Programs

#### Visual Graphic Design NC III

Creative? Artistic? We believe in unlocking the potential through focused technical training and development of aesthetic learning.

Our Visual Graphics Design is a TESDA accredited short course that is devised to the standards of the industry's requirements, applicable for both print and electronic presentations.

Training Duration: 61- day Training and 1-day National Assessment

#### Industry Benefits

- ✓ Learn basic to advanced knowledge in Adobe Photoshop and Illustrator
- ✓ Master core competencies and enhancement of Visual Graphic Design
- ✓ Gain skills to create effective marketing collateral - logo, packaging, brochure, tarpaulins and webpage designs, to name a few

#### Web Development Level III

This course is designed to develop & enhance the knowledge, skills, & attitudes of a Web Developer in accordance with web development industry standards. It covers the basic & common competencies in addition to the core competencies such as to develop responsive web design, utilize software methodologies, create interactive websites and develop website backend.

#### Industry Benefits

- ✓ Use and combine HTML elements to create web pages
- ✓ Insert hyperlinks and image maps to connect web pages
- ✓ Find out how to use tables and frames as navigational aids on a website
- ✓ Design and format web pages using CSS
- ✓ Create dynamic and interactive web pages using JavaScript and PHP

### Contact Center Services NC III

With an interactive training environment, Swiss IT Academy Inc. prepares you to become the best in handling different customers for BPO and call center industries in the country.

Communication is key to success in the Contact Center career path and the Academy provides an exclusive and hands-on training to achieve top-notch results.

Training Duration: 18-day Training

#### Industry Benefits

- ✓ Increase the chances of being hired as a Call Center Agent through practical exercises and up-to-date industry topics
- ✓ Acquire customer service skills
- ✓ Be prepared for job interviews and contact center assessments
- ✓ Be exposed to career preparation and planning within the BPO industry
- ✓ Equip participants for multi-cultural interactions on and off the phone
- ✓ Gain soft skills and core skills training

### Creative Web Design Level III

This course is designed to develop & enhance the knowledge, skills, & attitudes of a Webpage Designer in accordance with web design industry standards. It covers the basic & common competencies in addition to the core competencies such as to develop design studies, create web graphics using graphic application, create interactive websites using graphic application, and develop design for online media.

#### Industry Benefits

- ✓ Develop design studies
- ✓ Create web graphics using graphic applications
- ✓ Create interactive websites using graphic applications
- ✓ Develop designs for online media

## DIGITAL Marketing

This training is designed for Marketing Professionals who wish to upgrade their knowledge on different platforms and facets in Digital Marketing to become more efficient and productive in their marketing strategies, data analysis, and website development.

The Fundamentals and Essentials of the Digital Marketing Course covers the theories and practical use of various tools in creating websites (WordPress), Social Media Marketing and Analysis (Facebook, Instagram, YouTube, Twitter and Google Analytics), Email Marketing (Quora), and Survey Creation (Typeform).

#### Industry Benefits

- ✓ Introduce industry competent skills and techniques
- ✓ Achieve international digital marketing standards
- ✓ Maximize and leverage different digital platforms to roll-out marketing campaigns worldwide

## LEADERSHIP Development Training

This training program focuses on teamwork where the tasks and decisions are done collaboratively. Allowing individuals to become leaders earlier in their career, they will be equipped with innovative ways to meet the challenges in their responsibilities, such as decision-making, employee engagement, and accountability. To effectively arm with effective leadership skills, individuals need to understand and communicate their value systems to others, so that it would be easier to provide a plan or strategy about the direction that the business must take.

#### Industry Benefits

- ✓ Increase productivity
- ✓ Lower employee attrition rate
- ✓ Nurture future leaders
- ✓ Learn different leadership styles
- ✓ Increase employee engagement
- ✓ Improve decision-making skill

## **COMMUNICATION Skills & PERSONALITY** Development Training

This program is designed to help participants properly communicate with others in different situations, effectively craft an application letter and resume, professionally present themselves and successfully answer questions during job interviews, and appropriately maintain the right attitude within the work environment.

### **Industry Benefits**

- ✓ Increased confidence when interacting with clients in-person or over the phone
- ✓ Better interaction and engagement skills
- ✓ Self-awareness
- ✓ Improved focus and efficiency
- ✓ Better chances of getting hired through the application preparation and interview simulations exercises
- ✓ Improved correspondence
- ✓ Employees can confidently carry the brand of the organization through every interaction
- ✓ Improved customer satisfaction rate

## **FUNCTIONAL CONVERSATIONAL** English

This 20-hour intensive program is designed to help participants improve their level of proficiency in verbal communication through pronunciation exercises, vocabulary expansion, and speaking practice. Confidence building is an essential part of the program that allows participants to speak English without any hesitation. Through exposure to practical and useful English exercises, participants can immediately begin to communicate effectively using English to meet the social demands and work requirements.

### **Industry Benefits**

- ✓ Sustained English communication with clients/customers
- ✓ Increased customer engagement
- ✓ More learning opportunities is unlocked
- ✓ Improved confidence
- ✓ Enhanced thought organization skills
- ✓ Awareness of what when and how to say things
- ✓ Positive customer experience

## **BUSINESS** Writing & Communications

This program plays a vital role in successful interaction and relationship building with peers, management, clients, and other key stakeholders in both formal and informal settings. This training will hone participants skills' to better understand and practice two-way process that includes listening, speaking, writing, and non-verbal communication taking into consideration the audience, time, place

### **Industry Benefits**

- ✓ Increased confidence when interacting with people inside and outside of the organization
- ✓ Better interaction and engagement skills
- ✓ Optimal business writing processes by writing any document at work
- ✓ Powerful self-image and influence

## **CUSTOMER SERVICE** Training

This course provides guidelines and best practices for providing excellent customer service that will enable frontline associates and service staff in back-up and support roles to build, maintain, and increase a loyal customer base.

### **Industry Benefits**

- ✓ Good Publicity and People Engagement
- ✓ Increase Employee Motivation
- ✓ Reduce turn-overs
- ✓ Enhance Public Service Awareness

## TRAINING Statistics

From its inception, Swiss IT Academy Inc. was able to produce quality and excellent students who are now certified in the field of Information and Communications and Technology.



150  
TESDA SCHOLARS



127  
PWD SCHOLARS



1000+  
CERTIFIED MICROSOFT  
OFFICE SPECIALISTS



150  
VISUAL GRAPHIC DESIGN  
NCH CERTIFIED

## SCHOLARS

from Provincial Caravans

Swiss IT Academy Inc. is also a proud institution that helps and gives learning opportunities to scholars from different provinces.



RIZAL  
PROVINCE

37



ZAMBALES  
PROVINCE

34



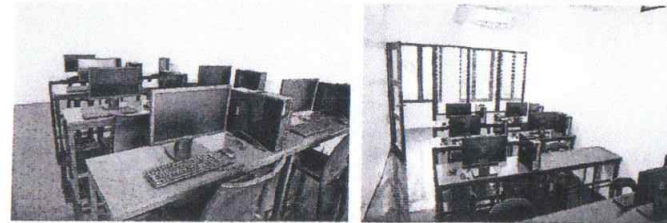
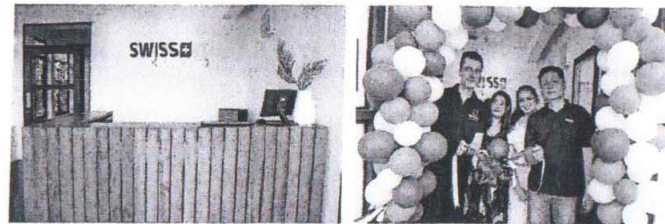
BENGUET  
PROVINCE

46

## NEW Branch



This January 2019, Swiss IT Academy Inc. launched its new branch in Batangas City to offer short IT-focused and personal development courses to people in the southern area.



Location:  
Main Road (Beside the Provincial Sports Complex)  
Brgy. Bolbok, Batangas City, Batangas, 4200

Contact Details:  
+63 966-810-1318 /  
(043) 984-5713

## Corporate Social Responsibility

Swiss IT Academy Inc., in partnership with Microsoft Philippines and in affiliation with TESDA and Professional Regulation Commission (PRC), provides Information Communication Technology (ICT) training to help the youth learn valuable IT knowledge and skills.

We seek partnerships through different charitable institutions to accomplish our mission to provide scholarships for Filipinos to equip them with tools for a better future.

## Educational Assistance Program

The 2016 Annual Poverty Indicators Survey (APIS) revealed that the country has 3.8 million Filipinos within the age bracket of 6-24 years old who are currently out of school.

Among the many reasons the youth claim to stay out of school are "high cost of education" and "looking for work".

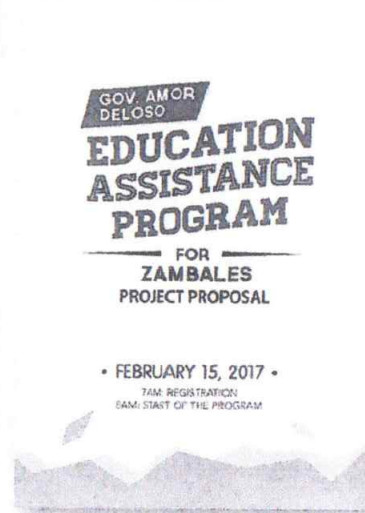
This may be a serious problem, but a problem that has a solution – an IT-focused solution.

## Zambales

In February 15, 2017, Governor Amor Deloso Educational Assistance Program together with Kiwanis International was launched with great success in the Provincial Capital of Iba, Zambales.

Affordable education with fast results and employment-ready courses qualified for local and international corporations were offered to scholars.

The Governor Amor Deloso Educational Assistance Program was only the first step providing means for many Filipinos to explore a wide variety of professions worldwide.

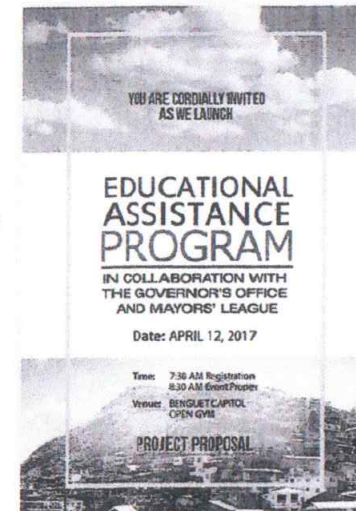


## Benguet

In April 12, 2017, The Governor's Office in collaboration with the Mayor's League of Benguet, launched the Educational Assistance Program through IT Skills Training in Digital Imaging using Photoshop conducted by Swiss IT Academy Inc.

The event was attended by the Gov. Crescencio Pacalso, Mayors and Barangay Officials of different towns in Benguet.

The Educational Assistance program was able to support 46 Benguet-based scholars.



## Awarding of Scholars

Benguet



## The Project



Swiss IT Academy Inc. in partnership with UNILAB Foundation through Project Inclusion, offers a scholarship program to Persons With Disabilities. Through this partnership, we are able to help these individuals gain recognition in different industries and help build a more INCLUSIVE PHILIPPINES.

## Visual Graphic Design NCIII

UNILAB Scholars

## Digital Imaging Using Photoshop

Taytay Rizal Scholars





## Visual Graphic Design NCIII

TWSP Batch 2 Scholars



## Microsoft Office Specialist

International Certified



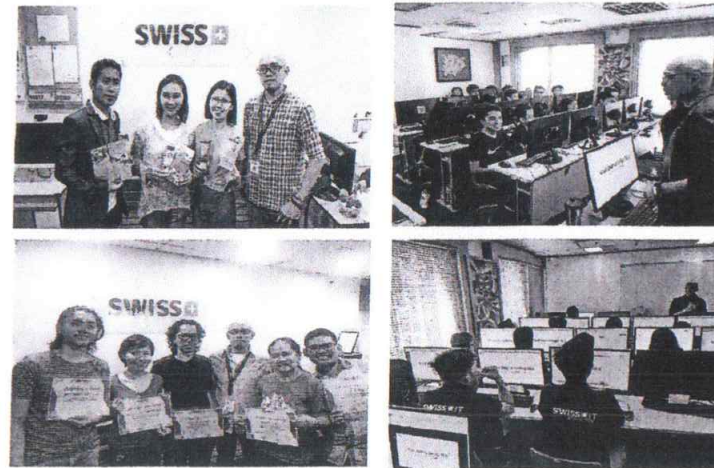
## Contact Center Services NCII

TWSP Batch 1 2017 Scholars



## Visual Graphic Design

TESDA Certified





**Kiwaniis**  
EMPOWER THE CHILDREN PASIG

## ONE Family, ONE Goal.

Swiss IT Academy Inc. provides programs that aid the Filipino community, not only through education but also through youth feeding and other relief programs. Managing Director, Mrs. Dhang Grandjean seized the opportunity to expand the reach of these programs by joining Kiwanis Club International and founding Kiwanis Club Empower The Children Pasig. Together, the organizations continuously develop and execute activities and events to help our children achieve a brighter future.

## Values Formation Program

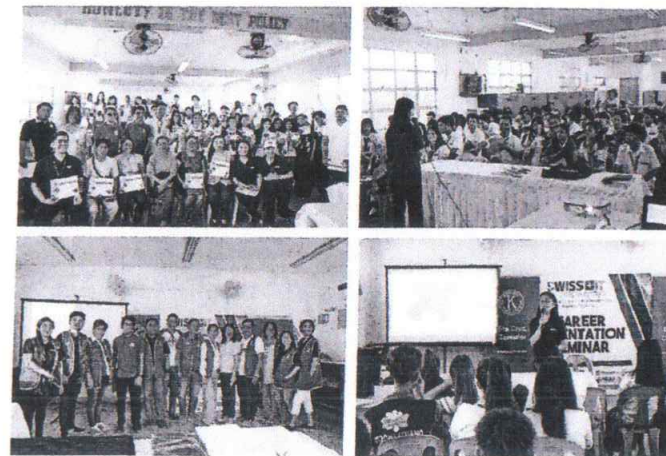
Bantay Kabataan para sa Tamang Kaugalian  
Marick Elementary School Cainta, Rizal



## Feeding Program Zambales



## Career Orientation Sta. Cruz, Zambales



# The TEAM

COMMITTED TO EXCELLENCE



**SANDRO GRANDJEAN**  
Managing Director-Academics



**DHANG GRANDJEAN**  
Managing Director-Operations



**RANZA BAY**  
Head of Marketing & Sales,  
Global Markets



**AILEEN BAGUYO**  
Finance & Admin Lead



**FRANCHEZCA BANDE-SEBASTIAN**  
Business Development Executive



**MARCI ANN HAGAD**  
Education Specialist  
& Instructor



**MICHAEL GRENAS**  
Curriculum Developer &  
Instructor



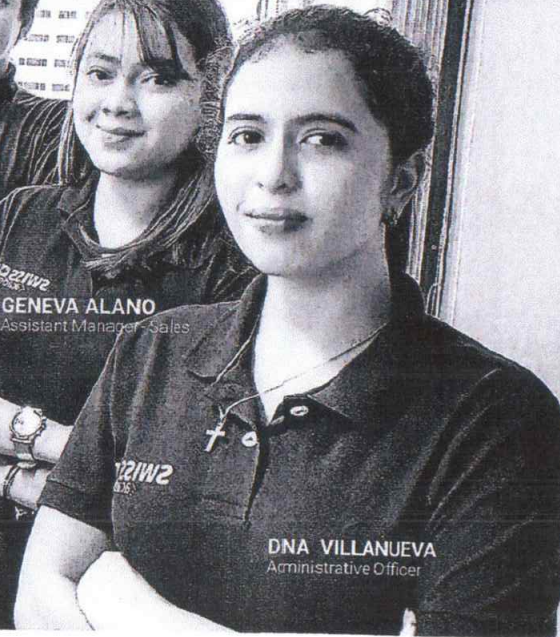
**MATTHEW CRISOSTOMO**  
Training Center Manager



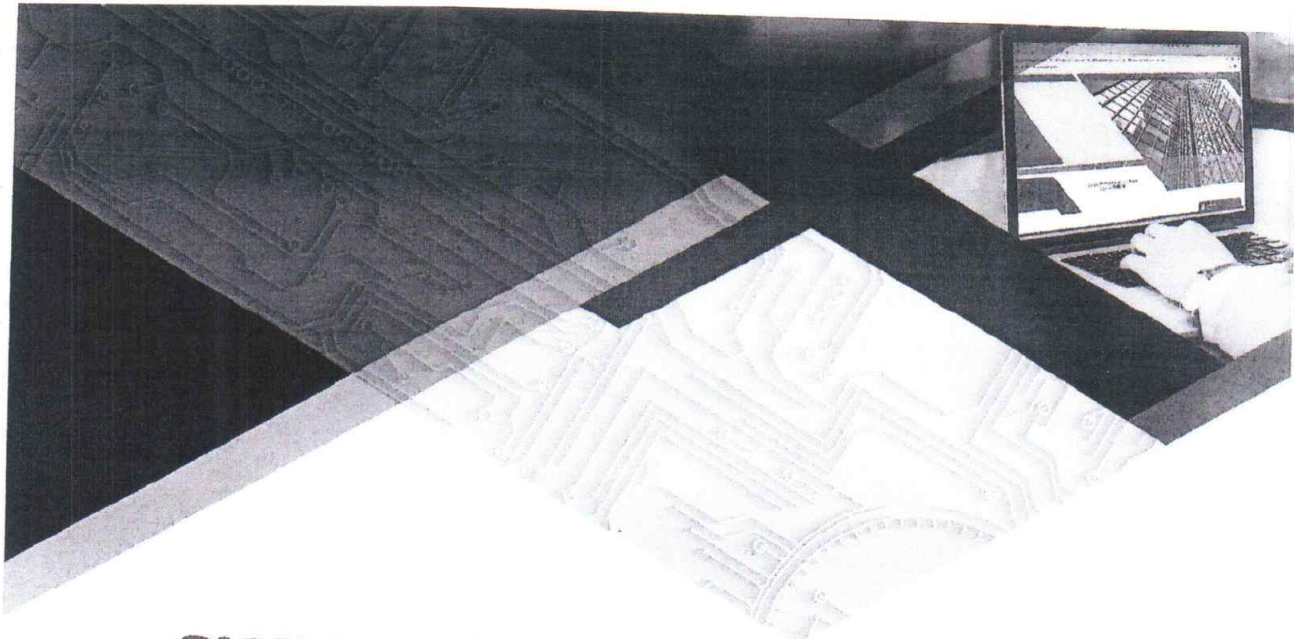
**JUAN AARON LIM**  
Marketing Executive  
& Instructor



**GENEVA ALANO**  
Assistant Manager Sales



**DNA VILLANUEVA**  
Administrative Officer



**SWISS+IT**  
academy

# ONLINE TRAINING

REGISTRATION PROCESS AND QUOTATION

**MICROSOFT OFFICE SPECIALIST ONLINE TRAINING**

The registration and class process are as follows:

1) Settle the Php 3,600 training fee. You may pay through bank deposit, online banking, GCash, Coins.ph or PayMaya.

Less 20% for the early enrollee on or before September 31, 2020 (P2,880)

Here are the bank details.

**Bank: Banco de Oro**

**Account Name: Swiss IT Academy Inc.**

**Account Number: 0034-3803-1405**

Just send a photo of the deposit slip or a screenshot of the completed transaction to secure your slot.

2) Upon sending your proof of payment, and once confirmed, you will receive your login credentials thru your email, before the start of the training

3) Inform us when you will be starting your online class. Your access will last for 6 days upon starting the class.

4) Once the training has been completed, a digital certificate will be sent thru your email

**MICROSOFT OFFICE SPECIALIST – EXAM FROM HOME**

The registration process is as follows:

1) Settle the PROMO exam fee of Php 2,000 on your chosen application (1 MS Office application per exam).

You may pay through bank deposit, online banking, GCash, Coins.ph or PayMaya.

Here are the bank details:

**Bank: Banco de Oro**

**Account Name: Swiss IT Academy Inc.**

**Account Number: 0034-3803-1405**

2) Upon sending your proof of payment and once confirmed, guidelines will be sent to your email.

3) The exam will be scheduled once a minimum of 5 participants has been completed.

4) Guidelines, Review materials & credentials shall be sent and coordinated by the proctor (administrator).

**PHOTOSHOP FOR BEGINNERS ONLINE TRAINING**

The registration and class process are as follows:

- 1) Settle the Php 2,500.00 training fee for each module.

**Module 1: Photoshop Essentials - Php 2,500.00/3 days**

**Module 2: Photoshop Intermediate - Php 2,500.00/3 days**

You may pay through bank deposit, online banking, GCash, Coins.ph or PayMaya.

**Here are the bank details.**

**Bank: Banco de Oro**

**Account Name: Swiss IT Academy Inc.**

**Account Number: 0034-3803-1405**

Send a photo of the deposit slip or screenshot completed online transaction.

- 2) Upon sending your proof of payment and once confirmed, you will get your username and password emailed by your instructor before the start of the training.

- 3) Your training will start once a minimum of 5 participants has been completed

- 4) The training will be inclusive of live virtual sessions.

- 5) Once the training has been completed, a digital certificate will be sent thru your email

**WEB DEVELOPMENT ONLINE TRAINING**

The registration and class process is as follows:

1) Settle the PROMO training fee of Php 3,000 for each module.

**HTML 5: Php 3,000 - 4days**

**CSS3: Php 3,000 - 4days**

**Java Script: Php 3,000 - 4days**

You may pay through bank deposit, online banking, GCash, Coins.ph or PayMaya.

Here are the bank details.

Bank: Banco de Oro

Account Name: Swiss IT Academy Inc.

Account Number: 0034-3803-1405

Send a photo of the deposit slip or screenshot completed online transaction.

2) Upon sending your proof of payment and once confirmed, you will get your username and password emailed by your instructor before the start of the training.

3) Your training will start once a minimum of 5 participants has been completed

4) The training will be inclusive of live virtual sessions.

5) Once the training has been completed, a digital certificate will be sent thru your email