

2008 Training Calendar

MARCH 2008

- 3-4 Basic Management
- 5-7 Effective Project Management Using MS Project
- 10 Effective Business Writing & Correspondence
- 25-28 Developing Project User Requirements: A Project Management Course

APRIL 2008

- 7-8 Advanced MS Excel Capabilities
- 10-11 Mastering MySQL Database
- 10-11 English Proficiency in the Workplace
- 15-17 Building a Time Management Billing System Using PHP and MySQL
- 22-23 Enhanced Customer Relations
- 25 Telemarketing for Results
- 30 Effective Mailing List Techniques Using MS Word, Outlook and Excel

MAY 2008

- 5-6 Managing Teams
- 8-9 Basic Management
- 14-16 Creating Websites Using Flash Macromedia with PHP/MySQL
- 20-21 Andragogy and Module Writing Workshop
- 20-23 Job Analysis Using DACUM Approach
- 26-28 Effective Project Management Using Microsoft Office Project 2003
- 29 Effective Business Writing & Correspondence

JUNE 2008

- 5-6 Fundamentals of E-Commerce
- 9-11 Creating Dynamic Web-Based Time and Attendance (TA) and Human Resource (HR) Systems Using PHP/MySQL
- 17-20 Developing Project User Requirements: A Project Management Course
- 26-27 English Proficiency in the Workplace

JULY 2008

- 2-4 Using Integrated Development Environment for PHP/MYSQL
- 3 Effective Business Writing and Correspondence
- 8-9 Managing Teams -Specialized Leadership Development for IT/BPO companies
- 10-11 Dynamic Presentation Skills
- 15-16 Fundamentals of E-Commerce
- 17-18 Enhanced Customer Relations
- 22 Effective Mailing List Technique Using MS Word, Outlook and Excel
- 23-25 Effective Project Management Using Microsoft Office Project 2003
- 29-31 Creating Websites Using Flash Macromedia with PHP/MySQL

AUGUST 2008

- 4-5 Advanced MS EXCEL Capabilities
- 6-8 Building a Time Management Billing System Using PHP/MySQL
- 11-12 Enhanced Customer Relations Workshop
- 14-15 Mastering MySQL Database
- 18-20 Creating Dynamic Web-Based Time and Attendance (TA) and Human Resource (HR) Systems using PHP/ MYSQL
- 27-29 Effective Project Management Using Microsoft Office Project 2003

SEPTEMBER 2008

- 2-3 Fundamentals of E-Commerce
- 4-5 Andragogy and Module Writing Workshop
- 9 Effective Business Writing & Correspondence
- 11-12 English Proficiency in the Workplace
- 16-19 Developing Project User Requirements: A Project Management Course
- 23-26 Job Analysis Using DACUM Approach
- 29-30 Basic Management

OCTOBER 2008

- 1-3 Effective Project Management Using Microsoft Office Project 2003
- 7 Effective Business Writing & Correspondence
- 15-17 Building a Time Management Billing System Using PHP and MYSQL
- 21-22 Fundamentals of E-Commerce
- 23-24 Enhanced Customer Relations
- 28 Effective Mailing List Techniques Using MS Word, Outlook and Excel

NOVEMBER 2008

- 6-7 English Proficiency in the Workplace
- 10-11 Managing Teams - Specialized Leadership Development for IT/BPO companies
- 13-14 Advanced MS Excel Capabilities
- 19-21 Creating Dynamic Web-Based Time and Attendance (TA) and Human Resource (HR) Systems using PHP/ MYSQL
- 24-25 Andragogy and Module Writing Workshop
- 27-28 Basic Management

DECEMBER 2008

- 2-3 Dynamic Presentation Skills
- 4-5 Enhanced Customer Relations
- 9-12 Developing Project User Requirements: A Project Management Course
- 15-17 Using Integrated Development Environment for PHP/MySQL

* The schedule of training courses may change without prior notice. The training courses are held at the EITSC Training Hub. We also conduct in-house training programs. For confirmation of schedule, request for in-house training or inquiries, please contact Ms. Tintin Fernando at:

[t] +63 2 845-1324, [f] +63 2 759-2246
[e] fernando@eitsc.com, [w] www.eitsc.com