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| **PROGRAM IDENTIFICATION** | |
| **Project Title** | Free Computer Training Program |
| **Description** | The objective of this program is to provide a basic training course on computer and Internet essentials, computer hardware, networking and troubleshooting, mastering the Microsoft Office Tools, Graphic Designing and Typing mastery. |
| **Trainor** | Jhenylyn M. Butawan |
| **Members** | None |
| **Date** | October 2022 |

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| **REASONS FOR THIS PROGRAM** |
| Narrowing the gap of the digital would enable the indigenous youth to become more proficient in the use of technology. It is essential that these can also be received, understood and used by the indigenous people in Esperanza. |

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| **Timeline** | | |
| **Topics** | **Major Events** | **Dates** |
| 1 | Introduction to Hardware and Software | October 02, 2022 |
| 2 | Practical: Doing more with Excel | October 02, 2022 |
| 3 | Practical: Doing more with PowerPoint | October 08, 2022 |
| 4 | Practical: Doing more with Word | October 08, 2022 |
| 5 | Practical: Doing more with Google Sheets | October 09, 2022 |
| 6 | Practical: Files and Internet Connectivity Troubleshooting | October 15, 2022 |
| 7 | Practical: Basic Photoshop | October 15, 2022 |
| 8 | Practical: Typing Master, Hands-on Typing Skills | October 16, 2022 |

**Program Description**

These courses cover topics and skills your organization is focused on improving and uplift the skills of the indigenous people in Esperanza.

**Skills and Competences**

* **Introduction to Hardware and Software**

Practical:

Dismantle of Computer Hardware

Discussion:

Classification of Input and Output Device

Practical:

System Software -

Linux Operating System Installation

Application Software -

Installation of WPS, alternative for MS Office

Installation of Anydesk, to remote another computer

* **Practical: Doing more with Excel**
* **Practical: Doing more with PowerPoint**
* **Practical: Doing more with Word**
* **Practical: Doing more with Google Sheets**
* **Practical: Files and Internet Connectivity Troubleshooting**

Converting YouTube Videos to MP3 Music

Exploring Windows Settings/Control Panel

Pinging IP address to refresh the internet connectivity.

Compressed and Extract Files

Converting Image/PDF File to Text File or Word File

* **Practical: Basic Photoshop**

Editing PDF File

Remove Background Image

Designing Photo

* **Practical: Typing Master, Hands-on Typing Skills**

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| **Approved Signatures** |
| Mr. Rey Bayucot Perodez  School Principal  signature  Ms. Jhenylyn M. Butawan  Project Trainor      Date: August 4, 2022 |

Dear Sir Rey Perodez,

Good Day! I am Jhenylyn M. Butawan, a graduate of Bachelor of Science in Information Technology. I would like to ask your permission if we can use the ENHS computer laboratory by the month of August to September in every Sundays only. There are many students who asked help and guidance from me but we need your support through providing us the facility to where we could be able to conduct the hands-on training.

I am looking forward to gain your favor for this free computer program.

Sincerely yours,



Jhenylyn M. Butwan

Former ENHS Student

Automation Software QA Lead

Lee Systems Technology Ventures Inc.