



***de'* Heritage IT Training Schedule – Year 2021**

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CompTIA Courses – Year 2021

Code	Course Title	Duration	Days	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
IT-Fund	CompTIA IT Fundamentals	9.00 am - 5.00 pm	3 days	-	1 – 3	1 - 3	5 – 7	-	1 – 3	5 – 7	2 – 4	1 – 3	4 – 6	1 – 3	1 – 3
A+	CompTIA A+	9.00 am - 5.00 pm	5 days	-	8 – 12	8 – 13	12 – 17	3 – 8	7 – 12	12 – 17	9 – 14	6 – 11	11 – 16	8 – 13	6 – 11
Net+	CompTIA Network+	9.00 am - 5.00 pm	5 days	-	15 – 20	15 – 20	19 – 24	17 – 22	14 – 19	19 – 24	16 – 21	13 – 18	18 – 23	15 – 20	13 – 18
Sec+	CompTIA Security+	9.00 am - 5.00 pm	5 days	-	22 – 27	22 – 27	26 - 1	24 – 29	21 – 26	26 – 31	23 – 29	20 – 25	25 – 30	22 – 27	20 – 24

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Microsoft Technical Courses – Year 2021

Code	Course Title	Duration	Days	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
MTAOS	Microsoft MTA (Operating System)	9.00 am - 5.00 pm	3 days	-	1 – 3	-	5 – 7	-	1 – 3	-	2 – 4	-	4 – 6	-	6 – 8
MTAN	Microsoft MTA (Networking Fundamentals)	9.00 am - 5.00 pm	3 days	-	8 – 10	-	12 – 15	-	7 – 9	-	9 – 12	-	11 – 13	-	13 – 15
MTA Ser	Microsoft MTA (Windows Server Administration)	9.00 am - 5.00 pm	3 days	-	15 – 17	-	19 – 21	-	14 – 16	-	16 – 18	-	18 – 21	-	20 – 22
MTA Sec	Microsoft MTA (Security Fundamentals)	9.00 am - 5.00 pm	3 days	-	22 – 25	-	26 – 28	-	21 – 23	-	23 – 25	-	25 – 27	-	27 – 29

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Project Management Courses – Year 2021

Code	Course Title	Duration	Days	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
Pro+	CompTIA Project+	9.00 am - 5.00 pm	5 days	-	1 – 6	-	-	3 – 8	-	-	2 – 7	-	-	1 – 6	-
Lib+	ProjectLibre	9.00 am – 5.00 pm	5 days	-	15 – 20	-	-	24 – 29	-	-	16 – 21	-	-	22 – 27	-
CAPM	Certified Associate in Project Management (CAPM)	9.00 am - 5.00 pm	5 days	-	-	1 – 6	-	-	7 – 12	-	-	6 – 11	-	-	6 – 11
PMP	Project Management Professional (PMP)	9.00 am - 5.00 pm	5 days	-	-	-	5 – 10	-	-	5 - 10	-	-	4 – 9	-	-

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Microsoft Office (Word) Courses – Year 2021

Code	Course Title	Duration	Days	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
W161	Word 2016 Basic	9.00 am - 5.00 pm	1 days	-	1	-	5	-	1	-	2	-	4	-	6
W162	Word 2016 Intermediate	9.00 am - 5.00 pm	1 days	-	2	-	6	-	2	-	3	-	5	-	7
W163	Word 2016 Advanced	9.00 am - 5.00 pm	2 days	-	3 - 4	-	7 – 8	-	3 – 5	-	4 – 5	-	6 – 7	-	8 – 9

Microsoft Office (Excel) Courses – Year 2021

Code	Course Title	Duration	Days	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
E161	Excel 2016 Basic	9.00 am - 5.00 pm	1 days	-	8	-	12	-	7	-	9	-	11	-	13
E162	Excel 2016 Intermediate	9.00 am - 5.00 pm	1 days	-	9	-	14	-	8	-	11	-	12	-	14
E163	Excel 2016 Advanced	9.00 am - 5.00 pm	2 days	-	10 – 11	-	15 – 17	-	9 – 10	-	12 – 14	-	13 – 14	-	15 – 16

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Microsoft Office (PowerPoint) Courses – Year 2021

Code	Course Title	Duration	Days	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
P161	PowerPoint 2016 Basic	9.00 am - 5.00 pm	1 days	-	15	-	19	-	14	-	16	-	18	-	20
P162	PowerPoint 2016 Intermediate	9.00 am - 5.00 pm	1 days	-	16	-	20	-	15	-	17	-	20	-	21
P163	PowerPoint 2016 Advanced	9.00 am - 5.00 pm	2 days	-	17 – 18	-	21 – 22	-	16 – 17	-	18 – 19	-	21 – 23	-	22 – 23

Microsoft Office (Access) Courses – Year 2021

Code	Course Title	Duration	Days	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
A161	Access 2016 Basic	9.00 am - 5.00 pm	1 days	-	22	-	26	-	21	-	23	-	25	-	27
A162	Access 2016 Intermediate	9.00 am - 5.00 pm	1 days	-	24	-	27	-	22	-	24	-	26	-	28
A131	Access 2016 Advanced	9.00 am - 5.00 pm	2 days	-	25 – 27	-	28 – 1	-	23 – 24	-	25 – 26	-	27 – 28	-	29 – 30

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Microsoft Office (Outlook) Courses – Year 2021

Code	Course Title	Duration	Days	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
0161	Outlook 2016 Basic	9.00 am - 5.00 pm	1 days	-	-	1	-	3	-	5	-	6	-	1	-
0162	Outlook 2016 Intermediate	9.00 am - 5.00 pm	1 days	-	-	2	-	4	-	6	-	7	-	2	-
0131	Outlook 2016 Advanced	9.00 am - 5.00 pm	2 days	-	-	3 – 4	-	5 – 6	-	7 – 8	-	8 – 9	-	3 – 4	-

Microsoft Office (Publisher) Courses – Year 2021

Code	Course Title	Duration	Days	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
B161	Publisher 2016 Basic	9.00 am - 5.00 pm	1 days	-	-	8	-	10	-	12	-	13	-	8	-
B162	Publisher 2016 Intermediate	9.00 am - 5.00 pm	1 days	-	-	9	-	11	-	13	-	14	-	9	-
B131	Publisher 2016 Advanced	9.00 am - 5.00 pm	2 days	-	-	10 – 13	-	18 – 19	-	14 – 17	-	15 – 16	-	10 – 11	-

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Microsoft Office (Visio) Courses – Year 2021

Code	Course Title	Duration	Days	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
V161	Visio 2016 Basic	9.00 am - 5.00 pm	1 days	-	-	15	-	20	-	19	-	20	-	15	-
V162	Visio 2016 Intermediate	9.00 am - 5.00 pm	1 days	-	-	16	-	22	-	21	-	21	-	16	-
V131	Visio 2016 Advanced	9.00 am - 5.00 pm	2 days	-	-	17 – 18	-	24 – 25	-	22 – 24	-	22 – 23	-	17 – 18	-

Microsoft Office (Project) Courses – Year 2021

Code	Course Title	Duration	Days	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
J161	Project 2016 Basic	9.00 am - 5.00 pm	1 days	-	-	22	-	26	-	26	-	27	-	22	-
J162	Project 2016 Intermediate	9.00 am - 5.00 pm	1 days	-	-	23	-	27	-	27	-	28	-	23	-
J131	Project 2016 Advanced	9.00 am - 5.00 pm	2 days	-	-	24 – 25	-	29 – 1	-	28 – 29	-	29 – 30	-	24 – 25	-

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Adobe Courses – Year 2021

Code	Course Title	Duration	Days	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
PhoL1	Adobe Photoshop CS6 (L1)	9.00 am - 5.00 pm	2 days	-	1 – 2	-	5 – 6	-	1 – 2	-	5 – 6	-	4 – 5	-	6 – 7
PhoL2	Adobe Photoshop CS6 (L2)	9.00 am - 5.00 pm	2 days	-	3 – 4	-	7 – 8	-	3 – 5	-	7 – 8	-	6 – 7	-	8 – 9
InDeL1	Adobe InDesign CS6 (L1)	9.00 am - 5.00 pm	2 days	-	8 – 9	-	12 – 14	-	7 – 8	-	12 – 13	-	11 – 12	-	13 – 14
InDeL2	Adobe InDesign CS6 (L2)	9.00 am - 5.00 pm	2 days	-	10 – 11	-	15 – 17	-	9 – 10	-	14 – 15	-	13 – 14	-	15 – 16
DreamL1	Adobe Dreamweaver CS6 (L1)	9.00 am - 5.00 pm	2 days	-	15 – 16	-	19 – 20	-	14 – 15	-	19 – 20	-	18 – 20	-	20 – 21
DreamL2	Adobe Dreamweaver CS6 (L2)	9.00 am - 5.00 pm	2 days	-	17 – 18	-	21 – 22	-	16 – 17	-	21 – 22	-	21 – 23	-	22 – 23
PremiL1	Adobe Premiere CS6 (L1)	9.00 am - 5.00 pm	2 days	-	-	1 – 2	-	3 – 4	-	5 – 6	-	6 – 7	-	1 – 2	-
PremiL2	Adobe Premiere CS6 (L2)	9.00 am - 5.00 pm	2 days	-	-	3 – 4	-	5 – 6	-	7 – 8	-	8 – 9	-	3 – 4	-
IllusL1	Adobe Illustrator CS6 (L1)	9.00 am - 5.00 pm	2 days	-	-	8 – 9	-	10 – 11	-	12 – 13	-	13 – 14	-	8 – 9	-

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IllulsL2	Adobe Illustrator CS6 (L2)	9.00 am - 5.00 pm	2 days	-	-	10 – 13	-	18 – 19	-	14 – 17	-	15 – 16	-	10 – 11	-
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Certiport Courses – Year 2021

Code	Course Title	Duration	Days	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
IC ³	IC ³ GS5	9.00 am - 5.00 pm	7 days	-	15 – 22	15 – 22	19 – 26	3 – 10	7 – 14	5 – 12	16 – 23	6 – 13	4 – 11	15 – 22	6 – 13

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