

April 28, 2009

TO: Chancellors, Deans, Directors, Principals  
Mindanao State University Systems

SUBJECT: Cisco Certified Academy Instructor for IT Essentials: PC Hardware and Software  
Training Course

Dear Sir/Madam:

The School of Computer Studies of MSU - Iligan Institute of Technology will be conducting a 10 - day Trainer® training course for CISCO IT Essentials: PC Hardware and Software this June 2009, with the following details:

Schedule:	June 3 to 6, 2009; June 8 to June 13, 2009
Venue:	School of Computer Studies, MSU-IIT, Iligan City
Fees:	P 2,000.00
Slots:	Limited to 30 participants
Contact Person:	Prof. Jeremy V. Pinzon Dean, SCS

IT Essentials: PC Hardware and Software

Scope and Sequence

Prerequisites

data from loss, and protect the environment from contamination

Perform a step by step assembly of a desktop computer tower

Explain the purpose of preventive maintenance and identify the elements of the troubleshooting process

Explain, install, and navigate an operating system; upgrade components based on customer needs and perform preventive maintenance and troubleshooting

Describe, remove, and replace select components of a laptop; upgrade components based on customer needs and perform preventive maintenance and troubleshooting

Describe, remove, and replace select components of a printer/scanner; perform preventive maintenance and troubleshooting

Describe and install a network ; upgrade components based on customer needs and perform preventive maintenance and troubleshooting