



Unitech-LAE

New Horizons®
Computer Learning Centers

datec
Learning Centers

**Get a Skill
Get a Job
2021**

Latest Curriculum

- **Artificial Intelligence**
- **Data Science**
- **Machine Learning**
- **Cyber Security**
- **Cloud Computing**
- **Internet of Things**
- **Business Intelligence**
- **Entrepreneurship**

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Our Vision

To be a world class Institution by imparting Quality Education & Training of International Standards in IT & Business through Continuous Improvement, Team Work, Growth and Innovation.

Our Mission

To offer competency based and environmentally sound Technical Education and Training services to qualified students, and employed adults through diversified courses delivered in a variety of modes using appropriate learning environments to meet the rapidly changing needs of industries, business and the community and individual entrepreneurial requirements.



Core Values

Our core values include equity and accessibility, high moral and ethical standards, and a participatory and information sharing approach in all activities.

Quality Policy

Impart Quality Education & Training in IT, Management & Soft Skills of International Standards. Meet Industrial needs by providing innovative solutions through Consultancy and Continuing Education.

Achieve Excellence in Technical Education through Continual improvement, Teamwork and Optimum utilization of Equipment & other infrastructural facilities.

Facilitate faculty and support staff to update their knowledge and skills, to match the Business and technological developments.



Datec Information Communication Technology (ICT) Education programs are tailored to prepare participants for employment and/or continuing education opportunities in the field of ICT. These programs are delivered in partnership with leading education providers through technical instruction in classrooms and hands-on practical lab activities which are mapped towards industrial skill certification. Datec's ICT education programs also encourage and promote team work, lifelong learning, ethical behavior, and communication skills.

Information Pathways

The Datec Learning Centers Information Communication Technology education pathways are based on established national and international skill standards. By enrolling in these ICT programs, participants obtain advanced high-tech skills to successfully prepare and compete for ICT roles effectively and efficiently.

IT industry is a dynamic and entrepreneurial working environment that has a revolutionary impact on the economy and society. IT careers involves the design, development, support, and management of hardware, software, database, mobile application and system integration services. IT careers are available in every sector of the economy from financial to governmental, manufacturing, retail & commercial, medical, business to engineering and even environmental sectors.

Goals

We will shape a responsive training & education program that meets the needs and raises aspiration for all learners

01

02

We will advance the progress of learners at risk of educational disadvantage and learners with special educational needs in order to support them to achieve their potential

We will equip training & education delivery with the skills and support to provide a quality learning experience

03

04

We will intensify the relationship between education and the wider community, society and the economy

We will lead in the delivery of strategic direction and supportive systems in partnership with key stakeholders in education and training

05

Datec Learning Centers is constantly focusing on new technologies and aligning these technologies with our curriculums. In addition to our curriculum for 2020, we would like to introduce the following programs; **Innovative Entrepreneurship, Artificial Intelligence, Machine Learning, Data Science, Cyber Security, Business Intelligence, I.O.T and more...**

Our Academic Programs

Certificate Course

- Information Technology

Diploma Courses

- Information Technology
- IT & Business Management
- Server & Network Administration
- Database Administration

Advance Diploma Courses

- Information Technology
- IT & Business Management
- Server & Network Administration
- Database Administration
- Software Development
- Software and Mobile Application

*All our diploma programs awarded under seal of NEW Horizons-USA and University of Technology- LAE

Certificate Program

#Information Technology

Duration: 20 Weeks

Eligibility: Grade 12

PNGNQF: Level 4

GPA: =/> 2.0

An information technology (IT) certificate program provides students with a broad understanding of computer operating systems, information systems, programming, and computer software and hardware.

IT specialists install, maintain, and operate computer systems. Certificate program graduates can use learned skills and training to earn positions in the IT departments of large and small businesses or to start up their own information technology consulting services. IT professionals then can earn certifications to show their proficiency. Many software and computer companies offer certifications in the use of their products. Applicants for certification usually must complete training and pass a competency examination.

Subjects:

- *Mathematics*
- *CompTIA A+ (Core 1 & 2) (Computer Hardware & Networking)*
- *Entrepreneurship 1*
- *Programing in C*
- *Programing in C++*
- *Web Design (HTML, JavaScript & CSS)*
- *Internet of Things (IoT)*
- *Intro to Cyber Security*



Diploma & Advance Diploma Programs

#Information Technology

Program	PNGNQF	Duration
Diploma	Level 5	20 Weeks
Advance Diploma	Level 6	40 Weeks

The course is designed to provide knowledge and expertise on the industry-relevant IT skills by providing adequate project experience and even soft skills towards a successful IT career. This program aims at making the student a thorough IT professional – qualified both for the local and international job markets.

The program is the only career program that qualifies a candidate as a specialist in Computer Hardware and Networking, System Administration, Web designing, Java Programming, Database Administration and Cisco Networking technologies.

Students who complete the certificate will learn advanced concepts of information technology by acquiring skills in microcomputer desktop management, programming, network administration and security, web programming and development, computer hardware and software maintenance, and database management systems. The advanced certificate prepares students to sit for international tests and earn international certifications.

Subjects:

- Python Programming
- Oracle SQL/ PL SQL
- DHTML
- Cyber Security
- Java & Advance Java Programming
- Software Testing
- ICND 1/ Oracle DB Administration 1
- ICND 2/Oracle DB Administration 2
- CompTIA Cloud+ (Cloud Computing)
- Business Intelligence
- Introduction to Project Management
- Industrial Training

#IT & Business Management

Program	PNGNQF	Duration
Diploma	Level 5	20 Weeks
Advance Diploma	Level 6	40 Weeks

Advanced Professional Diploma in IT & Business Management develops and equips students with both professional and practical skills and leads to employment prospects in the fields of Information technology and business administration.

This program is the only career program that qualifies a candidate as a specialist in Computer Hardware and Networking, Office management, Business Skills, Accounting, Business Communication, Management Functions and Behaviors, Information systems for Managers, Accounting and Finance for Managers.

#IT & Business Management

Continued

Subjects:

- *Business Mathematics*
- *MS Office 2016 Basics*
- *MS Office 2016 Intermediate*
- *Innovative Entrepreneurship*
- *Management*
- *Business*
- *MS Office 2016 Advance*
- *Networking Design & Management*
- *Accounting Basics*
- *Finance*
- *Marketing*
- *Introduction to Project Management*
- *Cyber Security*
- *Industrial Training*

#Server & Network Administration

Program	PNGNQF	Duration
Diploma	Level 5	20 Weeks
Advance Diploma	Level 6	40 Weeks

Graduates of this diploma will be able to design, implement and manage LAN and WAN, demonstrate a critical understanding of managing the router configuration, be able to configure and troubleshoot networks and secure switched networks effectively using VLANs, trucking and spanning tree.

In addition, graduates will be equipped with the skills and knowledge essential for implementing, managing, maintaining, provisioning servers, infrastructure elements and applications that run within private and public clouds.

Subjects

- *Python Programming*
- *CompTIA Network+*
- *CompTIA Linux Administration+*
- *Cyber Security*
- *Microsoft Server 2016 Installation*
- *Microsoft Server 2016 Administration*
- *Microsoft Server 2016 Advanced Administration*
- *Cisco ICND 1*
- *Cisco ICND 2*
- *CompTIA (Cloud Computing)*
- *Introduction to Project Management*
- *Industrial Training*

#Database Administration

Program	PNGNQF	Duration
Diploma	Level 5	20 Weeks
Advance Diploma	Level 6	40 Weeks

Data storage is crucial for all businesses, and the demand is booming for database professionals, with our Database Administration program, students will be trained in functions ranging from database development, storage, security and retrieval. They will work with database management systems software and determine ways to organize and store data.

Since a DBA is generally expected to have experience with one or more of the major database management products, our DBA program provides you with SQL training (Structure Query Language) as well as Oracle based database management software.



#Database Administration

Continued

Subjects

- *MS Access 2016 Basic Level*
- *MS Access 2016 Intermediate Level*
- *Python Programming*
- *Oracle SQL /PL SQL*
- *Cyber Security*
- *My SQL*
- *MS SQL 2016 Server Administration*
- *DB Administration 1 (Oracle 11g/12c)*
- *DB Administration2 (Oracle 11g/12c)*
- *Business Intelligence*
- *Introduction to Project Management*
- *Industrial Training*

#Software Development

Program	PNGNQF	Duration
Diploma	Level 5	20 Weeks
Advance Diploma	Level 6	40 Weeks

The Diploma in Software Development is a practical, hands-on qualification aimed at making the learner industry ready. The course ensures that graduates have utilized the most up-to-date practices and current programming languages, including C#, Java, JavaScript, PHP, HTML5 and CSS3.

Students will develop high-level technical skills, knowledge and engage in the development of fully functional mobile, web, desktop and cloud applications throughout the duration of the course.

Subjects:

- *Python Programming*
- *Oracle SQL/ PL SQL*
- *DHTML*
- *Cyber Security*
- *Java and Advance Java Programming*
- *Software Testing*
- *Programming in C#*
- *ASP .Net*
- *ADO .Net*
- *Intro to Artificial Intelligence & Robotics*
- *Introduction to Project Management*
- *Industrial Training*

#Software & Mobile Applications

The use of smart phones have revolutionized the information technology age. Today, we use apps for everything, from learning programming to searching for recipes, playing games to kid's A, B,C. Android holds nearly 85% market share of the smartphone market.

This course is designed specifically to train a student become a mobile-app developer expert. The module in the course will take the student through various coding tools and development environment which will make the student a real expert in the field of mobile app development.

Subjects

- *Python Programming*
- *Oracle SQL/ PL SQL*
- *DHTML*
- *Cyber Security*
- *Java & Advance Java Programming*
- *Software Testing*
- *Anroid application Part 1*
- *Anroid application Part 2*
- *Intro to Artificial Intelligence & Robotics*
- *Introduction to Project Management*
- *Industrial Training*

Diploma in Project Management

Duration: 40 weeks

Semesters: Two

Sessions: Saturday/Sunday

Eligibility: Degree/Diploma + 2 Years' work experience/Grade 12 + 4 Years' work experience

This program based on the Project management Body of Knowledge 6th Edition, authored by the Project Management Institute – USA.

Projects are becoming complex and organizations demand efficient results. Due to the increased complex nature of projects, professionals with “REAL” project management skills are becoming highly sought-after. Diploma of Project Management is designed for people wanting to succeed in delivering projects across a number of industries in a variety of context such as leading new growth strategies, changing systems, restructuring teams or launching marketing events.

Develop the knowledge and skills to effectively lead a project through from start to finish - including all aspects of a project from budget setting and tracking progress to managing development, communication and quality, risk and human resources, procurement and stakeholder management .

Subjects

- MS Office 2016 (Basic, Intermediate and Advance Levels)
- MS Project Level 1 & 2
- Project Management Fundamentals
- Project Management Introduction
- The Environment in Which Projects Operate
- The Role of the Project Manager
- Project Integration Management
- Project Scope Management
- Project Schedule Management
- Project Cost Management
- Project Cost Management
- Project Quality Management
- Project Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Engagement

NOTE: July 2021 onwards we will follow PMI-PMBOK7

Job Skills Training

Duration: 33 Days

Sessions: Half day

Eligibility: Anyone

Requirement: Grade 12 & above

This Program is designed for job seekers, fresh graduates, fresh recruits and who have been out of the workforce and looking to get back to work. Develop your personal skills, work habits and find ongoing success in your career.

This training helps participants to build Business skills, Effective communication, Time management, Team building, Interpersonal skills, Project Management Skills and more.

<i>Business Skills</i>	<i>Soft Skills</i>	<i>Management Skills</i>
<i>MS Excel 2016 Level 1, 2 & 3</i>	<i>Time Management Team Building</i>	<i>Organization Ethics</i>
<i>MS PowerPoint 2016 Level 1 & 2</i>	<i>Interpersonal Skills Stress Management</i>	<i>Project Management Fundamentals</i>
<i>MS Outlook 2016 Level 1</i>	<i>Customer Service</i>	



IT Leadership (IT Manager)

Duration: 25 Days

Sessions: Half day

Eligibility: IT background with 4 years experience

Requirement: Grade 12 & above

Most organizations today are fundamentally dependent on their IT systems. Few could survive for very long without them. It is ironic, then, that most companies are also dissatisfied with the value and contribution that IT is making to their business. Blame is usually laid at the door of the company's IT leader.

Information Technology Leadership Program as a fast track toward success in IT. Participants gain experience in IT Architecture, IT Infrastructure, Security and Project Management skills.

Technology

- IT Architecture
- IoT

Management Skills

- ITIL V4
- IT Project Management

IT Certification Bundle Programs:

- **CompTIA Desktop Engineer Certification Track**
Certifications: CompTIA IT Fundamentals, A+ & N+
- **Cisco CCNA Certification Track**
Certifications: Cisco 100-105 (ICND1 V3.0) & 200-105 (ICND2 V3.0)
- **Microsoft Server 2016 Administration Certification Track**
Certifications: 70-740 & 70-741
- **Cisco CCNP Certification Track**
Certifications: 300-101 (Routing) & 300-115 (Switching)
- **Microsoft SQL 2016 Administration Certification Track**
Certifications: 70-764 & 70-765
- **Oracle 19c Database Administration Certification Track**
Certifications: Contact our office for certification path

Career Path



Datec Learning Centers provides a gateway to reputed national & international universities on successful completion of our Diploma programs also provides for course credits through lateral entry.

- ✓ **BSc – IT (Bachelor of Science – IT)**
- ✓ **BSc – CS (Bachelor of Science – Computer science)**
- ✓ **B.Com - (Bachelor of Commerce)**
- ✓ **BBA - (Bachelor of Business Administration)**

Short Courses (Technology, People & Process Training)

Technology Training

CompTIA

- *CompTIA A Plus.*
- *CompTIA Network Plus.*
- *CompTIA Security Plus.*
- *CompTIA CASP.*
- *CompTIA CYSA.*
- *CompTIA IT Fundamentals.*
- *CompTIA Linux Plus*

Cisco

- *ICND 1 v3.0*
- *ICND 2 V3.0*
- *CCNA Security*
- *CCNA Cloud*
- *CCNP Routing*
- *CCNP Switching*

Redhat

- *RHCA*
- *RHCE*

Microsoft

- *Windows 10 Modern Desktop*
- *Server 2016 Administration*
- *Server 2016 Networking*

- *Server 2016 Active Directory*
- *Exchange Server 2016*
- *SQL 206/18 Administration*
- *SQL 2016/18 Quarrying*

Oracle

- *Oracle 11g Administration*
- *Oracle 12c Administration*
- *Oracle 13c OEM Administration*
- *Oracle 18c Administration*
- *Oracle 12c Weblogic*
- *Oracle Performance Tuning*

Programing

- *Programing in C*
- *Programing in C++*
- *Web Design*
- *Oracle Sun Java SE Programing*
- *ava performance Tuning*
- *Programing in Python*
- *Oracle PLSQL*
- *Oracle SQL*
- *Intro to AI Programing*

Virtualization

- *VMWare VSphere 7.0*
- *VSAN*
- *Microsoft Hyper V*

Cloud

- *Microsoft Azure*
- *CompTIA Cloud +*
- *AWS*

Security

- *Cybersafe for End-users*
- *Cyber Security for IT Professionals*
- *Cyber Security for Non IT Professional*
- *CFR-310 Threat Detection & Protection*
- *IT Security & Risk Management*
- *CISSP*
- *CISM*
- *CEHv10*

People Training

- *Anger Management*
- *Assertiveness and Self-Confidence*
- *Attention Management*
- *Basic Bookkeeping*
- *Budgets And Financial Reports*
- *Business Etiquette*
- *Business Succession Planning*
- *Business Writing*
- *Call Centre Training*
- *Change Management*
- *Coaching and Mentoring*
- *Goal Setting and Getting Things Done*
- *Handling a Difficult Customer*
- *High Performance Teams*
- *Facilitation Skills*
- *Remote Workforce*
- *Sales Fundamentals*
- *Stress Management*

- *Creative Problem Solving*
- *Conflict Resolution*
- *Critical Thinking*
- *Customer Service*
- *Developing New Managers*
- *Emotional Intelligence*
- *Employee Motivation*
- *Entrepreneurship*
- *Event Planning*
- *Interpersonal Skills*
- *Knowledge Management*
- *Lean Process And Six Sigma*
- *Marketing Basics*
- *Supervising Others*
- *Supply Chain Management*
- *Team Building for Managers*
- *Teamwork and Team Building*
- *Telephone Etiquette*

- *Time Management*
- *Negotiation Skills*
- *Organizational Skills*
- *Overcoming Sales Objections*
- *Performance Management*
- *Personal Productivity*
- *Presentation Skills*
- *Project Management*
- *Negotiation Skills*
- *Organizational Skills*
- *Talent Management*
- *Train-The-Trainer*
- *Women in Leadership*
- *Works-Life Balance*
- *Workplace Diversity*
- *Workplace Harassment*
- *Workplace Violence*
- *MS Office 2016/19*

Short Courses (Technology, People & Process Training)



Process Training

- ITIL V4 Foundation
- ITSM
- ITIL Practitioner
- ISO 27001 Auditor
- ISO 27001 Lead Implementer
- Lean IT
- Risk Management
- CISA
- MoR Foundation
- Project Management Fundamental
- Project Management Essentials
- Project Management Professional
- Agile Foundation
- Agile Practitioner
- Prince2 Foundation
- Prince2 Practitioner
- MS Project
- Power BI
- Salesforce CRM
- Resilia Foundation

Training Schedules 2021

Academic Program Schedule

Academic Programs							
S No	Programs	Intake		Mode		Location	
		Feb	Jul	Regular	Distance	POM	LAE
1	Certificate in IT	✓	✓	✓	✓	✓	✓
2	Diploma in IT	✓	✓	✓	✓	✓	✓
3	Advance Diploma in IT	✓	✓	✓	✓	✓	✓
4	Diploma in Project Management	✓	✓	Weekends		✓	✓
5	Dip/Advance Dip in IT & Business Management	✓	✓			✓	✓
6	Dip/Advance Dip in Server & Network Administration	✓	✓			✓	✓
7	Dip/Advance Dip in Database Administration	✓	✓			✓	✓
8	Advance Diploma in Software Development	✓	✓			✓	✓
9	Advance Diploma in Software & Mobile Applications	✓	✓			✓	✓

Career Programs

Career & Certification Training Programs									
S No	Programs	Duration	Sessions	Certification	Feb	Mar	May	Jul	Sep
1	Job Skills Training	33 Days	Regular	✓	✓	✓		✓	
2	IT Leadership	25 Days	Regular	✓	✓		✓		✓
3	CompTIA Desktop Eng Certification	5 Months	Saturday	✓	✓				
4	Cisco CCNA Certification Track	5 Months	Saturday	✓				✓	
5	MS Server 2016 Administration	5 Months	Saturday	✓				✓	
6	Cisco CCNP Certification Track	5 Months	Saturday	✓				✓	
7	MS SQL 2016 Administration Track	5 Months	Saturday						
8	Oracle 12c Administration Track	5 Months	Saturday						

IT Trainings

Technology	Programs	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CompTIA®	CompTIA IT Fundamentals	5 Days	25-29			19-23			12-16					
	CompTIA A Plus Core 1	5 Days		22-26			17-21			16-20				
	CompTIA A Plus Core 2	5 Days			22-26			7-11			20-24			
	CompTIA Network Plus	5 Days				12-16			5-9			4-8		
	CompTIA Security Plus	5 Days					24-28			9-13			8-12	
	CompTIA CASP	5 Days						21-25			6-10			6-10
CISCO™	CCNA Part 1	5 Days		15-19			3-7			2-6			1-5	
	CCNA Part 2	5 Days				19-23			26-30					6-10
	CCNA Security	5 Days					24-28						15-19	
	CCNA Cloud	5 Days			8-12						27-10Oct			
	CCNP Routing	5 Days				26-30						11-15		
	CCNP Switching	5 Days						28-2 Jul						13-17
Linux	Redhat Linux RH124	5 Days		8-12			24-28			16-20				
	Redhat Linux RH134	5 Days				12-16			26-30					
	Redhat Linux RH254	5 Days						21-25			20-24			6-10
Microsoft	Windows 10 MD 100	5 Days			1-5				5-9					
	Windows 10 MD 101	5 Days					17-21					4-8		
	Azure foundation & Admin	5 Days			15-19				12-16				29-30Dec	
	Server 2016 Administration	5 Days		22-26			10-14			16-20			8-12	
	Server 2016 Networking	5 Days			22-26			21-25			20-24			
	Identity with Windows Server 2016	5 Days				12-16			12-16			18-22		
	Exchange Server 2016	5 Days					17-21			9-13			22-26	
	SQL 2016/18 Admin	5 Days			8-12			7-11			6-10			
	SQL 2016/18 Querying	5 Days					10-14			9-13			22-26	
	Oracle 12c/18c/19c Admin 1	5 Days		22-26					28-2 Jul				25-29	
	Oracle 12c/18c/19c Admin 2	5 Days				26-30				2-6				13-17
	Oracle 12c WebLogic	5 Days					24-28					18-22		
Oracle Performance Tuning	5 Days			22-26									15-19	
Oracle PLSQL 12c	5 Days		15-19						26-30					
Oracle SQL 12c	5 Days				19-23				9-13					
Programming	Programing in C	5 Days		15-19				7-11				4-8		
	Programing in C++	5 Days				12-16				16-20				
	Web Designing	5 Days			22-26					2-6				
	Programing in Java	5 Days		22-26			10-14			2-6				
	Programing in Python	5 Days				26-30			26-30			11-15		

Training Schedules 2021



Security

Cybersafe for End-users	1 Day	29		5		3		2		1		5
CFR-310 Threat Detection & Protection	5 Days					3-7						
IT Security & Risk Management	2 Days			1-2			3-4			2-3		2-3
Cyber Security for IT Professionals	2 Days			8-12						6-10		
CISSP	5 Days		8-12					5-9				
CISM	5 Days						7-11					15-19
CEHV10	5 Days						21-25					6-10
CISA	5 Days			22-26					16-20			
ITIL V4 IT Service Management	5 Days	18-20			12-14			12-14			11-13	
Project management Fundamentals	5 Days	25-27			19-21			19-21			18-20	
Project Management Essentials	5 Days		15-17			10-12			9-11			8-10
Project Management Professional (PMBOK6)	5 Days			15-19			21-25			20-24		13-17
ISO 27001 ISMS Foundation	5 Days		22-24			17-19			23-25			23-24
ISO 27001 ISMS Practitioner	5 Days				26-28			26-28			25-27	
Lean Six Sigma Green Belt	5 Days					24-28				27-Oct		

Management

NOTE: Schedules subject to change, please contact our office to confirm about schedules.

Business Skills Trainings

S No	Programs	Level	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	MS Excel 2016	Level 1	2 Days	19-20			8-9			1-2			5-6		
2		Level 2	2 Days		22-23			24-25			23-24			22-23	
3		Level 3	2 Days			22-23			21-22			27-28			
4	MS Word 2016	Level 1	2 Days	21-22			12-13			8-9			7-8		
5		Level 2	2 Days		25-26			27-28			30-31			25-26	
6		Level 3	2 Days			25-26			24-25			23-24			
7	MS Access 2016	Level 1	2 Days	25-26			26-27			26-27			25-26		
8		Level 2	2 Days		15-16			17-18			16-17			29-30	
9		Level 3	2 Days			29-30			28-29			30-Oct			
10	MS PowerPoint 2016	Level 1	2 Days	28-29			29-30			29-30			28-29		
11		Level 2	2 Days			4-5			3-4			6-7			2-3
12	MS Outlook 2016	Level 1	2 Days		18-19			6-7			5-6			4-5	
13		Level 2	2 Days				15-16			15-16			14-15		
14	MYOB V19 Accounting Rights	Level 1	4 Days		8-11			10-13			9-12			8-11	
15		Level 2	4 Days				12-15			12-15			11-14		
16	Dashboard Reports		2 Days		22-23			17-18			16-17			15-16	
17	Data Analysis & Visualization		3 Days			15-17			15-17			13-15			13-15

NOTE: Schedules subject to change, please contact our office to confirm about schedules.

Soft Skills Trainings

S No	Programs	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Business Writing	2 Days	18-19			8-9			1-2			7-8		
2	Communication Skills	2 Days	21-22			15-16			8-9			14-15		
3	Customer Service	2 Days	25-26			22-23			15-16			21-22		
4	Interpersonal Skills	2 Days	28-29			29-30			22-23			28-29		
5	Leadership	2 Days		4-5			6-7			5-6			4-5	
6	Negotiation Skills	2 Days		11-12			13-14			12-13			11-12	
7	Office management	2 Days		18-19			20-21			19-20			18-19	
8	Presentation Skills	2 Days		25-26			27-28			23-24			25-26	
9	Problem Solving	2 Days			4-5	2-3		3-4			2-3			2-3
10	Stress Management	2 Days			11-12	16-17		10-11			9-10			9-10
11	Supervisory Skills	2 Days			18-19	23-24		17-18			23-24			16-17
12	Team Building	2 Days			25-26			24-25			27-28			23-24
13	Telephonic Skills	2 Days		22		26		28		30		25		3

NOTE: Schedules subject to change, please contact our office to confirm about schedules.

Occupational Health & Safety Program

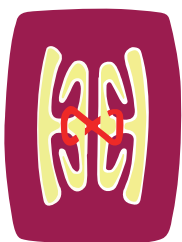
S No	Programs	Duration	Feb	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	First Aid	1 Days	5-7			6			5			5		
2	Safety Officer Level 1	3 Days	27-29			28-30			28-30			27-29		
3	Safety Officer Level 2	3 Days		24-26			26-28			23-25			24-26	
4	Safety Officer Level 3	4 Days						23-25			29-10c			15-17

NOTE: Schedules subject to change, please contact our office to confirm about schedules.

Special Programs

Programs	Description	Training Delivery
IT Manager Skills	Project management & IT Service Management	Datec
VMWare VSphere 7.0	Installation, Configuration & Management	VMWare Australia
ISO 27001	Information Security Foundation	Datec
CFR 310	Cyber Security First Responder	Logical Operations – USA
CISA	Information Security Auditor	ISACA
CISSP	Information Systems Security Professional	Datec
PMP	Project Management Professional	Datec
Six Sigma	Six sigma Green Belt	Datec
CISM	Information Security Manager	ISACA
ISO 31000	Enterprise Risk Management	Datec

Our Trainings & Partners



Unitech-LAE



STAREX
UNIVERSITY

Ravichandran.C BA.,

- Cisco Certified System Instructor (CCSI 32498)
- Certified Project Management Professional (PMP)
- Certified Information Systems Auditor(CISA)
- Agile Certified Practitioner (ACP)
- LSSGB, PRINCE2, ITIL, CEHv6, CCNP, ISO3100, ISO22301, MCSA, MCITP, MCTS,...

Jomesh V Joseph MCA (Masters in Computer Applications)

- Pg Dip in Business Administration
- Microsoft Certified Trainer (MCT)
- Microsoft BI, MD100, MD101, CompTIA L+, A+, MCSA,MCSE, MCITP, MCTS, OCP, .Net, SCP,...

Anthoo Roys BSc, (MBA),

Cisco Certified System Instructor

CCNP (R&S), CCNP (Security), MCP, MCSA, MCTS, CompTIA A+,...

Paul Alex MCA (Masters in Computer Applications)

CCNA, JCNA, MCP, MCTS, OCA,..

Kathleen Ratnasingam B Ed.,

- PG Dip in Leadership & Development
- PG Dip in Education
- Dip in Religious Education
- Dip in Ministry

Sujodh Mohammad Shams BE (Bachelor of Engineering),

- MCP, MCITP, MCTS,...

Senthil Kumar MCA,(Masters in Computer Applications)

- MCP, JAVA, OCA, Android, .Net,...

Siva Kumar MCA,(Masters in Computer Applications)

- MCP, JAVA,.NET,...

BERRY KASAN B Ed (Technical)

- Cert in Lean Startup Method
- Cert in TOT
- Cert in Sales & Marketing
- Certificate in Safety (1 & 2)

Salient Features

- All programs are aligned with PNG Vision 2050.
- Our curriculum's designed to meet industry requirement.
- We offer Merit based Scholarship for eligible students.
- MoU with reputed Universities to provide career path to our students.
- Highly qualified, experienced & motivated faculties with perfect blend of knowledge, quality, culture and patience.
- Industry Certified Faculty.
- Motivation, Soft skills & Personality development programs for all students.
- Value added services in Software Development, Data Analysis etc...
- Digital library & Digital course contents.
- Class room equipped with Computer & Laptops.
- Centralized Computer Lab facility.
- Gender equality.
- Safe and conducive Learning environment.

Testimonials

"I personally feel that the training given was of the highest standards. The knowledge and skill set demonstrate by the trainer is second to none".

*Oracle 11g Administration I Training
Bill .J .Lagani
TL – Billing Development
Telikom PNG LTD*

"Overall Training was excellent to my surprise, I learnt a lot from this training. Job Well done".

*CompTIA A+ Core 1
Emmanuel Tarak
Kina Bank*

"The Trainer " I could see that she is a well skilled Trainer I have ever come across.

*Communication Skills Training
Jackson Itaki
Telikom PNG LTD*

"Satisfied with the training. It was well presented and received."

*Basic Computing Training
Jessie Morris
HVAC Technician
Wood Group International*

"All topics covered in full detail, with example given, discussions and presentation all informative. Learned and enjoyed training. Learned more about customer service that I overlook. Recommend this to other organization".

*Fundamental of Customer Service
Tessa Kassman
Office Assistance
Kanda International Insurance*

I have learnt some new features in MSO excel 2019. Highly recommend this trainer & Training for other user of MSO 2019

*Data Analysis & Visualization
Malcolm Winga
Director IT
Auditor General Office*

All relevant topic been covered with extra efforts given to give more details that made things very clear and more understanding. Really enjoyed this one week training. Well prepared and presentation was excellent. The trainer is more well vest to train.

*MD 100 Windows 10
Junius Ani
IT Desktop Support
Bank South Pacific*

"All topics were covered and well explained throughout the training week. No comment all good and well presented".

*Oracle 11g Administration I COMPTIA N+
UMW
Luanne Greg
ICT Support*

"All relevant topic to my job was covered. The training was conducted by a very qualified trainer and very relevant".

*Linux Essentials
Peter Yakopa
OIC Cyber Forensic
Police Department*

"Despite more than 20 years' experience it was indeed an eye opener, to see why service Management and guiding principles are important".

*ITILA
Josette Makeu
Director IT
NJSS*

Datec Contact: Mobile:

Email:@datec.com.pg Landline: (675)

