



### 2024 Info Tech Program Class Schedule

#### Quarter 1 (January 2024 – March 2024):

- 1<sup>st</sup> Digital Skills Training Program (DSTP)/Digital Literacy Program: 01/09 – 02/01 (Tu. & Th. 3-5pm)
- 2<sup>nd</sup> Digital Skills Training Program (DSTP)/Digital Literacy Program: 02/20 – 03/14 (Tu. & Th. 3-5pm)
- Microsoft Word Workshop: 01/17 – 01/31 (Wed. Only 3-5pm)
- Microsoft Excel Workshop: 01/22 – 02/05 (Mon. Only 3-5pm)
- Microsoft PowerPoint Workshop: 02/21 – 03/06 (Wed. Only 3-5pm)
- Google Services Workshop: 02/26 – 03/11 (Mon. Only 3-5pm)

#### Quarter 2 (April 2024 – June 2024):

- 3<sup>rd</sup> Digital Skills Training Program (DSTP)/Digital Literacy Program: 04/02 – 04/25 (Tu. & Th. 3-5pm)
- 4<sup>th</sup> Digital Skills Training Program (DSTP)/Digital Literacy Program: 05/14 – 06/06 (Tu. & Th. 3-5pm)
- Microsoft Word Workshop: 04/08 – 04/22 (Mon. Only 3-5pm)
- Microsoft Excel Workshop: 04/10 – 04/24 (Wed. Only 3-5pm)
- Microsoft PowerPoint Workshop: 06/03– 06/17 (Mon. Only 3-5pm)
- Google Services Workshop: 06/11– 06/25 (Tu. Only 3-5pm)

**Note: The duration for each class session is two hours.**



### 2024 Info Tech Program Class Schedule

#### Quarter 3 (July 2024 – September 2024):

- 5th Digital Skills Training Program (DSTP)/Digital Literacy Program: 07/01 – 07/24 (Mon. & Wed. 3-5pm)
- 6th Digital Skills Training Program (DSTP)/Digital Literacy Program: 08/20 – 09/12 (Tu. & Th. 3-5pm)
- Microsoft Word Workshop: 07/02 – 07/16 (Tu. Only 3-5pm)
- Microsoft Excel Workshop: 07/11 – 07/25 (Th. Only 3-5pm)
- Microsoft PowerPoint Workshop: 08/12 – 08/26 (Mon. Only 3-5pm)
- Google Services Workshop: 08/21 – 09/04 (Wed. Only 3-5pm)

#### Quarter 4 (October 2024 – December 2024):

- 7th Digital Skills Training Program (DSTP)/Digital Literacy Program: 10/15 – 11/07 (Tu. & Th. 3-5pm)
- 8th Digital Skills Training Program (DSTP)/Digital Literacy Program: 11/18 – 12/11 (Mon. & Wed. 3-5pm)
- Microsoft Word Workshop: 10/21 – 11/04 (Mon. Only 3-5pm)
- Microsoft Excel Workshop: 10/16 – 10/30 (Wed. Only 3-5pm)
- Microsoft PowerPoint Workshop: 11/19 – 12/03 (Tu. Only 3-5pm)
- Google Services Workshop: 11/07 – 11/21 (Th. Only 3-5pm)

**Note: The duration for each class session is two hours.**