



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

MLA-2022- 180

TO : **PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS**

FROM : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **HOLY NAME UNIVERSITY'S SHORT-TERM COURSES**

DATE : September 29, 2022

This office disseminates the attached communication from the Holy Name University's Computer Studies Department under the College of Engineering and Computer Studies signed by Fr. Ruel F. Lero, SVD, PhD, University President, relative to "**Be Computer Savvy**" short-term courses offered by the university.

In this regard, interested students, teachers and non-teaching personnel may contact Dr. Maria Celia Z. Ligazon through Mobile Number 09154935588 or email coecs@hnu.edu.ph. And may also pre-register at <https://forms.gle/vlycKjEblyEeAYDWA>. Please see attached letter and flyer for more information.

Cc: Rev. Fr. Ruel F. Lero, SVD, PhD
University President
Holy Name University
Tagbilaran City

JIAL/CPC/ICTU/JCM/JCM

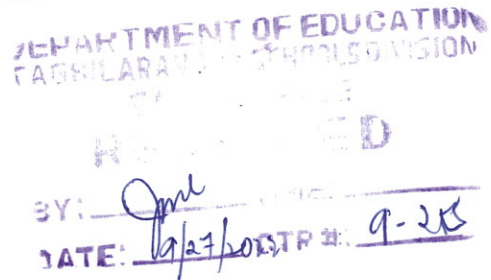


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HOLY NAME UNIVERSITY

Janssen Heights, Dampas District 6300 Tagbilaran City, Bohol
Tel. Nos. (038) 501-7731; 235-3934
Fax No. (038) 501-0125
website: <http://mis.hnu.edu.ph>



September 26, 2022

JOSEPH IRWIN A. LAGURA Ph D
Schools Division Superintendent
Division of Tagbilaran
Tagbilaran City

Dear **Dr. Lagura**:

Greetings in the Divine Word!

Holy Name University's Computer Studies Department under the College of Engineering and Computer Studies offers "**Be Computer Savvy**" **short-term courses** to meet the demands for additional knowledge in the fields of Computer Science and Information Technology. These sessions are synchronous and asynchronous with hy-flex learning that will run for three months.

The courses are extra academic endeavors which will find its place in CVs and will enrich one's experience delivered through the famed learning management system (LMS) Google Classroom, these courses are facilitated by CS and IT Teacher-Experts working towards better and innovative higher education in the university.


The short-term courses are designed to:

- (1) Cater to students who cannot afford to enroll in a four year course for them to be easily employed and to those students who want advanced learning in the field of CS/IT;
- (2) Upgrade specific skills and knowledge needed to better perform expected CS/IT related jobs and obligations;
- (3) Facilitate the development of a computer savvy professional to effectively contribute to the industry;
- (4) Strategize distance education into social networking, accessible online resources, and facilitation by academe practitioners in CS/ IT; and
- (5). Expand enrollees' involvement by allowing them to self-organize their participation based on their learning goals, past knowledge, abilities, and shared interests.

In this connection, I would like to invite your students, teachers and non-teaching staff to enroll in the short-term courses. Pre-registration period is from September 22, 2022 to October 16, 2022. Classes Start: November 5, 2022. Interested teachers and non-teaching personnel may contact Dr. Maria Celia Z. Ligason through Mobile Number 09154935588 or email coecs@hnu.edu.ph. They may also pre-register here - <https://forms.gle/v1yckjEb1yEeAYDWA>. Attached is the flyer for more information.

I am sincerely looking forward to a positive response to this request. Thank you very much and more power!

Very truly yours,


FR. RUEL F. LERO, SVD, PhD
University President



BE
COMPUTER
SAVVY!

ENROLL IN ONE OF OUR SHORT-TERM COURSES:



Advanced Microsoft Office Package

This course provides the students with hands-on experience on the use of Microsoft Office software.

Python Programming for Beginners

This is an introductory course on the Python programming language which provides an overview on the tools available for coding and running Python as well as its data structures, custom functions and common libraries to develop useful python scripts.



Basic Graphic Design

This course will allow the students to learn the basics of graphic design. This course is for beginners who know nothing about design or want to refresh their knowledge on the subject.

With free:
Tutorial on
Google Workspace
Education

For more information, contact:

Dr. Maria Celia Z. Ligason
cs.chair.coecs@hnu.edu.ph
 09154935588

College of Engineering and
 Computer Studies
coecs@hnu.edu.ph
 501-7731 loc 109

Pre-Register Here:



<https://bit.ly/3LvXPR5>

Pioneering Excellence in Educating Servant Leaders



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[holynamenuiversity](http://www.holy_name_university)

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Python Programming for Beginners

This is an introductory course on the Python programming language which provides an overview on the tools available for coding and running Python as well as its data structures, custom functions and common libraries to develop useful python scripts.


Classs Schedule: 8:00 AM - 10:00 AM
Every Saturday
Course Fee: 3,600php (12 Sessions)

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EDGE

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Anniversary





Advanced Microsoft Office Package

This course provides the students with hands-on experience on the use of Microsoft Office software.

Classs Schedule: 10:00 AM - 12:00 PM
Every Saturday
Course Fee: 3,600php (12 Sessions)

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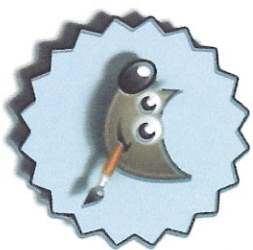
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Anniversary
Celebration






Basic Graphic Design

This course will allow the students to learn the basics of graphic design. This course is for beginners who know nothing about design or want to refresh their knowledge on the subject.

Class Schedule: 2:00 PM - 4:00 PM
Every Saturday
Course Fee: 3,600php (12 Sessions)

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