

## APTECH TRAINING CALENDAR OCT - DEC 2022

### IT Certifications/Short IT Courses

#### October 2022

S No.	Course Name	Duration	Start Date	Timings	Days
1	Microsoft 365 Certified Fundamentals.	8 hrs.	Oct 2, 2022	9:00 AM - 11:00 AM	Sun - Tue - Thu
2	Forms (Microsoft Word) - Basic	12 hrs.	Oct 2, 2022	11:00 AM - 1:00 PM	Sun - Tue - Thu
3	Microsoft Office- Basic	50 hrs.	Oct 2, 2022	11:00 AM - 1:00 PM	Sun - Tue - Thu
4	Analyzing Data with Power BI	32 hrs.	Oct 10, 2022	9:00 AM - 11:00 AM	Sat - Mon - Wed
5	Microsoft Certified: Azure Fundamentals	16 hrs.	Oct 9, 2022	9:00 AM - 11:00 AM	Sun - Tue - Thu
6	Artificial Intelligence and Machine Learning- Foundation	140 hrs.	Oct 12, 2022	4:00 PM - 7:00 PM	Sat - Mon - Wed
7	Microsoft Certified Azure Administrator Associate.	32 hrs.	Oct 16, 2022	9:00 AM - 11:00 AM	Sun - Tue - Thu
8	Spreadsheet (Microsoft Excel) - Basic	12 hrs.	Oct 16, 2022	11:00 AM - 1:00 PM	Sun - Tue - Thu
9	Cisco Certified Associate Network	120 hrs.	Oct 16, 2022	4:00 PM - 7:00 PM	Sun - Tue - Thu
10	Microsoft 365 Certified: Developer Associate	40 hrs.	Oct 30, 2022	9:00 AM - 11:00 AM	Sun - Tue - Thu
11	Adobe Photoshop	12 hrs.	Oct 31, 2022	9:00 AM - 11:00 AM	Sat - Mon - Wed

#### November 2022

1	Slides (Microsoft Power Point) - Basic	12 hrs.	Nov 01, 2022	11:00 AM - 1:00 PM	Sun - Tue - Thu
2	Microsoft 365 Certified: Modern Desktop Administrator Associate	80 hrs.	Nov 01, 2022	5:00 PM - 7:00 PM	Sun - Tue - Thu
3	Outlook - Basic	10 hrs.	Nov 15, 2022	11:00 AM - 1:00 PM	Sun - Tue - Thu
4	Microsoft Project - Basic	12 hrs.	Nov 15, 2022	4:00 PM - 7:00 PM	Sun - Tue - Thu

S No.	Course Name	Duration	Start Date	Timings	Days
5	Adobe Illustrator	12 hrs.	Nov 16, 2022	9:00 AM- 11:00 AM	Sat - Mon - Wed
6	Microsoft Certified: Azure Developer Associate	40 hrs.	Nov 22, 2022	9:00 AM - 11:00 AM	Sun - Tue - Thu
7	Spreadsheet (Microsoft Excel) - Intermediate	12 hrs.	Nov 23, 2022	11:00 AM - 1:00 PM	Sat - Mon - Wed
8	Microsoft Access - Basic	12 hrs.	Nov 27, 2022	11:00 AM - 1:00 PM	Sun - Tue - Thu
<b><u>December 2022</u></b>					
1	Analyzing Data with Power BI	24 hrs.	Dec 03, 2022	4:00 PM - 7:00 PM	Sat - Mon - Wed
2	Microsoft Office - Intermediate	50 hrs.	Dec 04, 2022	9:00 AM - 11:00 AM	Sun -Tue - Thu
3	Forms (Microsoft Word) - Intermediate	12 hrs.	Dec 04, 2022	9:00 AM - 11:00 AM	Sun -Tue - Thu
4	Microsoft Project - Intermediate	12 hrs.	Dec 04, 2022	11:00 AM - 2:00 PM	Sun - Tue - Thu
5	Spreadsheet (Microsoft Excel) - Advanced	12 hrs.	Dec 10, 2022	10:00 AM - 1:00 PM	Sat - Mon - Wed
6	Microsoft Access - Intermediate	12 hrs.	Dec 11, 2022	4:00 PM - 7:00 PM	Sun - Tue - Thu
7	Microsoft Certified: Azure Data Engineer Associate	24 hrs.	Dec 12, 2022	9:00 AM - 11:00 AM	Sat -Mon - Wed
8	Microsoft Project - Advanced	12 hrs.	Dec 13, 2022	11:00 AM - 2:00 PM	Sun - Tue - Thu
9	Spreadsheet (Microsoft Excel) - Intermediate	12 hrs.	Dec 20, 2022	9:00 AM - 11:00 AM	Sun -Tue - Thu
10	Artificial Intelligence and Machine Learning-Advanced	140 hrs.	Dec 24, 2022	4:00 PM - 7:00 PM	Sat - Mon - Wed
11	Microsoft Certified: Dynamics 365 Fundamentals	16 hrs.	Dec 25, 2022	11:00 AM - 1:00 PM	Sun - Tue - Thu
12	Microsoft Access - Advanced	12 hrs.	Dec 26, 2022	4:00 PM - 7:00 PM	Sat - Mon - Wed
13	Slides (Microsoft Power Point) - Intermediate	12 hrs.	Dec 29, 2022	9:00 AM - 11:00 AM	Sun -Tue - Thu
<b><u>IT Service Management</u></b>					
S No.	Course Name	Duration	Start Date	Timings	Days
1	ITIL 4 - Foundation	24 hrs.	Oct 11, 2022	8:00 AM - 4:00 PM	Tue-Wed-Thu
2	ITIL 4 Strategist: Direct plan and Improve (DPI)	32 hrs.	Oct 24, 2022	8:00 AM - 4:00 PM	Mon-Tue-Wed-Thu
3	ITIL 4 Specialist: Create Deliver & Support (CDS)	32 hrs.	Nov 07, 2022	8:00 AM - 4:00 PM	Mon -Tue-Wed-Thu

S No.	Course Name	Duration	Start Date	Timings	Days
4	ITIL 4 Specialist: Drive Stake Holder Value (DSV)	32 hrs.	Nov 21, 2022	8:00 AM - 4:00 PM	Mon-Tue-Wed-Thu
5	ITIL 4 - Foundation	24 hrs.	Nov 22, 2022	8:00 AM - 4:00 PM	Tue-Wed-Thu
6	ITIL 4 Specialist: High Velocity IT (HVIT)	32 hrs.	Dec 05, 2022	8:00 AM - 4:00 PM	Mon-Tue-Wed-Thu
7	ITIL 4 Strategist: Direct plan and Improve (DPI)	32 hrs.	Dec 12, 2022	8:00 AM - 4:00 PM	Mon-Tue-Wed-Thu
8	ITIL 4 Specialist: Create Deliver & Support (CDS)	32 hrs.	Dec 26, 2022	8:00 AM - 4:00 PM	Mon-Tue-Wed-Thu
<b><u>IT Development and Operations</u></b>					
S No.	Course Name	Duration	Start Date	Timings	Days
1	DevOps Fundamentals	24 hrs.	Nov 01, 2022	8:00 AM - 4:00 PM	Tue-Wed-Thu
2	DevOps Fundamentals	24 hrs.	Dec 13, 2022	8:00 AM - 4:00 PM	Tue-Wed-Thu
<b><u>IT Governance</u></b>					
S No.	Course Name	Duration	Start Date	Timings	Days
1	COBIT 2019 Foundation	24 hrs.	Oct 25, 2022	8:00 AM - 4:00 PM	Tue-Wed-Thu
2	COBIT 2019 Foundation	24 hrs.	Dec 01, 2022	8:00 AM - 4:00 PM	Tue-Wed-Thu
<b><u>Project Management</u></b>					
S No.	Course Name	Duration	Start Date	Timings	Days
1	PRINCE2 - Foundation	32 hrs.	Oct 09, 2022	8:00 AM - 4:00 PM	Sun -Mon-Tue-Wed
2	PRINCE2 Agile - Foundation	32 hrs.	Oct 24, 2022	8:00 AM - 4:00 PM	Mon-Tue-Wed-Thu
3	PRINCE2 - Practitioner	24 hrs.	Nov 01, 2022	8:00 AM - 4:00 PM	Tue-Wed-Thu
4	Project Management Professional (PMP)	40 hrs.	Nov 20, 2022	8:00 AM - 4:00 PM	Sun to Thu
5	PRINCE2 Agile - Practitioner	24 hrs.	Nov 29, 2022	8:00 AM - 4:00 PM	Tue-Wed-Thu
6	PRINCE2 - Foundation	32 hrs.	Dec 05, 2022	8:00 AM - 4:00 PM	Mon-Tue-Wed-Thu
7	PRINCE2 - Practitioner	24 hrs.	Dec 20, 2022	8:00 AM - 4:00 PM	Tue-Wed-Thu

<b><u>Digital Marketing Course</u></b>					
<b>S No.</b>	<b>Course Name</b>	<b>Duration</b>	<b>Start Date</b>	<b>Timings</b>	<b>Days</b>
1	Certified Digital Marketing Professional	40 hrs.	Oct 15, 2022	5:00 PM - 7:00 PM	Sat - Mon - Wed
2	Certified Digital Marketing Professional	40 hrs.	Dec 11, 2022	5:00 PM - 7:00 PM	Sun - Tue - Thu
<b><u>Language and Business Communication Courses</u></b>					
<b><u>(All Course Designed and Developed by Middlesex University-London)</u></b>					
<b>S No.</b>	<b>Course Name</b>	<b>Duration</b>	<b>Start Date</b>	<b>Timings</b>	<b>Days</b>
1	Beginners English	50 hrs.	Oct 3, 2022	9:00 AM - 11:00 AM	Sat - Mon - Wed
2	Spoken English - Pre Intermediate	40 hrs.	Oct 3, 2022	11:00 AM - 1:00 PM	Sat - Mon - Wed
3	Spoken English - Intermediate	40 hrs.	Oct 1, 2022	9:00 AM - 11:00 AM	Sun - Tue - Thu
4	Spoken English - Upper Intermediate	40 hrs.	Oct 1, 2022	11:00 AM - 1:00 PM	Sun - Tue - Thu
5	Business Communication	40 hrs.	Nov 21, 2022	4:00 PM - 7:00 PM	Sat - Mon - Wed
6	Beginners English	50 hrs.	Dec 12, 2022	9:00 AM - 11:00 AM	Sun - Tue - Thu
7	Spoken English - Pre Intermediate	40 hrs.	Dec 12, 2022	11:00 AM - 1:00 PM	Sun - Tue - Thu
8	Spoken English - Intermediate	40 hrs.	Dec 12, 2022	4:00 PM - 7:00 PM	Sun - Tue - Thu
9	Spoken English - Upper Intermediate	40 hrs.	Dec 26, 2022	4:00 PM - 7:00 PM	Sat - Mon - Wed