

THE NEOVITA ADVANTAGE

- N** - o nonsense training programmes for your work requirement backed by reputable organization for your international certification needs.
- E** - xcellent trainers who are professionals in their field of expertise supported by availability of latest computer hardware with a guaranteed 1:1 user to computer ratio.
- O** - utstanding internet presence (www.neovitagroup.com) supported by its own E-Learning site (www.neovita.com.sg) for continued student engagement even when they are already working overseas.
- V** - ery flexible training hours catered to your demanding schedule and re-admission availability for those who have suddenly met unforeseen disturbances.
- I** - ndividualized training topics and schedule is also available. Suited for working professionals and specific requirements of other students.
- T** - raining affordability anchored on "value for money" approach.
- A** - ccessibility of location. We are located at the CBD area, you don't need longer travel time to reach us. Because we value your limited time availability.



Don't be left behind, acquire that knowledge and skills you need. Its not too late, we will be there to guide you !!!

We also provide other services:

Meeting / Computer Room Rental

Internet/Computer Rental

Printing / Photoprinting / Scanning

Photocopying/ Ring Binding / Laminating

CD Recording / Projector Rental

Entrepreneurship and Business Management Training

SC 3.1 - Business Ideas, Legal Requirement, Business Planning

SC 3.2 - Sales and Marketing, Advertising and Promotion

SC 3.3 - Accounting and Finance, Computerization, Tools of the Trade

SC 3.4 - Leadership, Organizational Behavior, Business Tips

SC 3.5 - Walkabout Tour

SC 3.6 - BUSINESS PLAN PROJECT

Sessions are held on **SUNDAY** (3:00PM - 5:00PM / 1st & 3rd or 2nd & 4th Sunday) at a very affordable **\$ 280.00/per student**.



NEOVITA TRAINING CENTRE PTE LTD

02-17 Fook Hai Building
150 South Bridge Road
Singapore 058727

Tel: 6534-5830 / Telefax: 6532-2316
Website: www.neovitagroup.com
Email: inquiry@neovitagroup.com



NEOVITA TRAINING CENTRE PTE LTD

OFFICE ASSISTANT TRAINING PROGRAMME



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OFFICE ASSISTANT TRAINING PROGRAMME

Office Assistant Training Programme aims to prepare participants on the work of an office assistant, secretary, or office personnel. It is designed for those who wanted to be employed in an office environment, front office, and other business management support function.

Participants gain knowledge on the functions and normal operational skill-set needed in the delivery of these tasks. Readiness in terms of the hardware and software know-how will also be given emphasis.

It will be conducted based on the internationally-accepted training procedures which can be in the form of lectures, video presentation, demonstration, and return demonstration by the participants. Hands-on training is also included in the form of institutional attachment. It will be conducted professionally in this field.

The training programme also include Heartsaver First Aid/CPR Training from American Heart Association, TESOL English Language certification, and Fire Safety and Emergency Training from Singapore Civil Defense Force (SCDF).

SESSION TOPICS

SC-13.1 Introduction to office operation, office management, office organization, role of office assistant.

SC-13.2 Communication, correspondences, circular, memorandum, minutes of the meetings, and other business writings.

SC-13.3 Usage of office equipments and topics on Customer Service for Office Assistant, Secretaries, Executive Assistant, and other office staff.

SC-13.4 Personality Development for Office Assistant.

SC-13.5 Institutional Attachment in an office environment.

SC-1.1 Basic Computer Training - Computer concepts, Hardware and Software, operating system, wordprocessing, spreadsheets, and basic Internet

SC-2.6 - Heartsaver First Aid/CPR Course—First Aid Training/CPR course to be conducted by **American Heart Association**. Participants will be awarded with First Aid certification card valid for two (2) years.

SC-2.7 - SCDF Fire Safety Training — One-day Fire Safety Training conducted by Singapore Civil Defense Force.

SC-2.9 - English Competency with TESOL Assessment — Essential English language training for F&B Staff with TESOL assessment to verify their English competency.

CASH PAYMENT: S\$ 600.00 (net of S\$100 discount)

INSTALLMENT: S\$ 250.00 - Upon Registration
S\$ 75.00 - Monthly (6x)

TOTAL: S\$ 700.00

Note: *Price includes learning materials, ID & uniform. Prices are subject to change without prior notice.

DURATION & SCHEDULE OF TRAINING

TRAINING DURATION - Seven (7) Months

Classes are normally conducted every:

1st and 3rd Sunday / 2nd and 4th Sunday of the Month

9:00AM - 12:00NN - 12:00NN - 3:00PM

Note: This is a general schedule, call 6534-5830 / 6532-2316 for available schedule offered every intake.

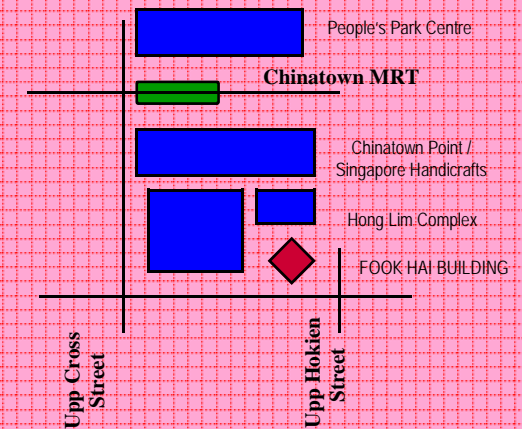
Call 65345830
for schedule!

HOW TO REACH US???

By MRT:

Alight at CHINATOWN MRT Station, then take EXIT - E and walk up to CHINATOWN POINT.

Walk along UPPER CROSS STREET until you reach SOUTH BRIDGE ROAD then turn left and walk up to FOOK HAI BUILDING, go up to unit no. 02-17.



By Bus:

Take Bus 54, 63, 80, 166, & 197 alight along SOUTH BRIDGE ROAD (in-front of South Bridge Court just after Nankin Row and before China Square), just cross the road through an overhead bridge to go to FOOK HAI BUILDING.



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