



NEOBUZZ



The official newsletter of NEOVITA COMPUTER & TRAINING CENTRES

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Office Assistant Training Programme

NeoVita would like to announce the introduction of its OFFICE ASSISTANT TRAINING PROGRAMME. The specialization Skills Components of this training will be offered by February 2012. But participants can already start to take the general Skills Components by December 2011.



This training programme aims to prepare participants on the work of an office assistant, secre-

tary, 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 skillset needed in the delivery of these tasks. Readiness in terms of the hardware and software know-how will also be given emphasis.

**ENROLL NOW,
CALL 6534-5830 or 6532-2316
FOR OTHER DETAILS!**

F&B and English Training certificates available online

Starting January 2012, NeoVita will be putting up an online version of Food and Beverage Services Training Programme and English Training Programme certificates for online verification.

Students, current and prospective employers, and other interested parties can now check at <http://www.neovitagroup.com/certificates/certmainpage.htm> the certifi-

cates of NeoVita training graduates.

NeoVita hopes that this will be beneficial to graduates in the pursuit of their dream career.



Call 6534-5830 or 6532-2316 for details!

Business Corner



We are accepting computer repair, upgrade, maintenance and assistance services with regards to computer hardware/software issues, virus protection, data retrieval and installation.

BRANDED PERFUME at amazing wholesale prices !!! ESPRIT, POLO, ELIZABETH ARDEN, CALVIN KLEIN, CELINE Dion-Belong, KYLIE MINOGUE-Darling, INTIMATELY BECKHAM, PIERRE CARDIN, and many more. Visit us now!!!

Are you suffering from those unsightly dandruff? Here is your chance to finally free



yourself from that menace, **Revlon ZP11 Shampoo** is now available. With just few days of usage your dandruff is gone. In need of **LCD Projector**? We are renting LCD projectors on per day basis (\$50/day). Other equipment (PC, Printer, etc.) also available.

Call 6534-5830



Trip to Kota Tinggi, Malaysia on 29 January 2012

The annual NeoVita Farm Trip to Malaysia will be on the 29 January 2012. If you are looking for a break on your everyday routine, wanted for a change in scenery, try-

ing sumptuous seafood lunch. Why not spend your whole day visiting ostrich farm and honeybee farm in Malaysia and do some shopping before heading back to Singapore.

Join us this coming

29 January 2012 as we visit Malaysia from 6AM - 7PM. Pick-up location is at NeoVita - Ang Mo Kio.

BOOK YOUR SEAT NOW
(Limited seats only)



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TRAINING SCHEDULE (January 2012)

COMPUTER TRAINING PROGRAMME

SC-1.1 Basic Computer Training

1st and 3rd Sunday (9:00AM-12:00NN)
Starting 01 Jan 2012
2nd and 4th Sunday (12:00NN-3:00PM)
Starting 08 Jan 2012

SC-1.2 Intermediate Computer Training

1st and 3rd Sunday (9:00AM-12:00NN)
Starting 01 Jan 2012
2nd and 4th Sunday (12:00NN-3:00PM)
Starting 08 Jan 2012

SC-1.3 Advanced Computer Training

1st and 3rd Sunday (9:00AM-12:00NN)
Starting 01 Jan 2011
2nd and 4th Sunday (12:00NN-3:00PM)
Starting 08 Jan 2012

COMPUTER TUTORIAL CLASSES**

Once-a-Month Training / Any Sunday of the month
(12:00PM—5:00PM)

English Training Programme**

1st and 3rd Sunday or 2nd and 4th Sunday
9:00AM—12:00NN or 12:00NN—3:00PM

UNIX, Java Training Course, Perl Programming, Photoshop, & Web Design Training **

Call NeoVita for Weekday schedule (Tel. 6534-5830)

Entrepreneurship and Business Management**

1st and 3rd Sunday or 2nd and 4th Sunday
3:00PM—5:00PM

Adobe Photoshop Training*

1st and 3rd Sunday or 2nd and 4th Sunday

FOOD AND BEVERAGE SERVICES TRAINING PROGRAMME*

2nd and 4th Sunday (9:00AM—12:00NN)
Starting 12 Feb 2012

OFFICE ASSISTANT TRAINING PROGRAMME

1st and 3rd Sunday (9:00AM—12:00NN)
Starting 05 Feb 2012

CAREGIVER TRAINING PROGRAMME

SC-2.1 BASIC HEALTHCARE

1st and 3rd Sunday (9:00AM-12:00NN)
Starting 01 Jan 2012

SC-2.2 CARE OF INFANTS/TODDLERS/CHILDREN

2nd and 4th Sunday (9:00AM-12:00NN)
Starting 08 Jan 2012

SC-2.3 CARE FOR ELDERERS

1st and 3rd Sunday (12:00NN—3:00PM)
Starting 01 Jan 2012

SC-2.4 HOME MANAGEMENT/PERSONALITY DEV'T

2nd and 4th Sunday (12:00NN-3:00PM)
Starting 08 Jan 2012

SC-2.6 HEARTSAVER FIRST AID COURSE

1-DAY TRAINING (9:00AM-3:00PM) - 26 Feb 2012*

SC-2.7 SCDF FIRE SAFETY AND EMERGENCY TRAINING

1-DAY TRAINING (9:00AM-3:00PM) - 08 Jan 2012*

SC-2.9 ENGLISH COMPETENCY / TESOL ASSESSMENT **

2nd and 4th Sunday (9:00AM—12:00NN)
1st and 3rd Sunday (12:00NN—3:00PM)

TESOL EXAM - 22 Jan 2012 (10AM-11AM)*

Note: These are indicative schedules only, NeoVita reserves the right to alter any of these as per student intake.

** These training classes/assessment require a minimum number of enrollees.*

*** Please confirm schedule from NeoVita. Call 65345830*

ANNOUNCEMENT!!!

We are inviting ALL STUDENTS OF NEOVITA to join us in our upcoming

FARM TRIP IN MALAYSIA

When: **29 JANUARY 2012**

Pick-up Time : **6:00AM**

Arrival Time in Singapore: **7:00PM** (Approx.)

Assembly Location: **Blk. 112 Ang Mo Kio Avenue 4
Singapore 560112 (VOID DECK)**

Fee: S\$55-students S\$60-Non-Students
(Incl. Transport fee, Insurance, Entrance fee to Ostrich Farm, & Seafood Lunch.)

For enquiries please feel free to approach our friendly staff or call @ 6534-5830 or 6532-2316 for further details.

Come and Join us!

“ Knowledge, Service, Opportunity ”