



New Era Computer Training Centre

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 Ck1: 2010/128005/23 | ACC/2011/00/675 | Est. 1995

Date/Time Schedule Guide: January - December 2017 [to be confirmed]

-- We take special approach in assisting Learners professionally deal with any relevant Program Versions currently used in business: MS-Office 2007, 2010 (& 2013, 2016); Windows 7, 8, 10; and Internet Explorer 7-11 --

Courses may be taken INDIVIDUALLY; or towards completion of any Accredited PROGRAM of:

Computer Literacy Program (CLP)*; End User Computing 49077 (EUC)*; International Computer Driver's License (ICDL)*; or Microsoft Office Specialist (MOS)*

Preparing our valued Clients to receive Course Completion or Competency Certificates; and, on request, to be Assessed for MICT SETA; ICDL; or Microsoft MOS Assessment/Exam to receive additional Credits

Course / Module Name	Day	Level	Jan. 2017	Feb. 2017	Mar. 2017	Apr. 2017	May 2017	Jun. 2017	Jul. 2017	Aug. 2017	Sep. 2017	Oct. 2017	Nov. 2017	Dec. 2017
			8:30-16:30	8:30-16:30	8:30-16:30	8:30-16:30	8:30-16:30	8:30-16:30	8:30-16:30	8:30-16:30	8:30-16:30	8:30-16:30	8:30-16:30	8:30-16:30
Intro to PC & KB / Principles of IT	1	1Level	16; 30	13; 27	13	3; 24	8; 22	5; 19	3; 17; 31	14	4; 18	9; 23	6; 20	4
	1-2	Basic	17-18; 31	-1: 14-15; 28	-1: 14-15	4-5; 25-26	9-10; 23-24	6-7; 20-21	4-5; 18-19	1-2; 15-16	5-6; 19-20	10-11; 24-25	7-8; 21-22	5-6
	1-2	Basic	19-20	2-3; 16-17	2-3; 16-17	6-7; 27-28	11-12; 25-26	8-9; 22-23	6-7; 20-21	3-4; 17-18	7-8; 21-22	12-13; 26-27	9-10; 23-24	7-8
	1-2	B/Int.**	23-24	6-7; 20-21	6-7; 22-23	10-11	2-3; 15-16; 29-30	12-13; 26-27	10-11; 24-25	7-8; 21-22	26-27	16-17; 30-31	13-14; 27-28	11-12
	1-2	B/Int.**	25-26	8-9; 22-23	8-9; 27-28	12-13	4-5; 17-18; 31	-1: 14-15; 28-29	12-13; 26-27	10-11; 23-24	13-14	2-3; 18-19	1-2; 15-16; 29-30	13-14
	1	B/Int.**	26	9; 23	9; 28	13	5; 18	1; 15; 29	13; 27	11; 24	14	3; 19	2; 16; 30	14
MS-Windows I/II**	1	B/Int.**	27	10; 24	10; 29	18	19	2; 19; 30	14; 28	14; 25	15	4; 20	3; 17	1; 15
MS-Word II	1-2	Int.	16-17; 30-31	13-14; 27-28	13-14	3-4; 20-21	9-10; 22-23	6-7; 20-21	3-4; 17-18	3-4	4-5; 21-22	5-6; 23-24	7-8; 23-24	4-5
	1-2	Int.	19-18	2-3; 16-17	2-3; 16-17	6-7; 24-25	11-12; 25-26	8-9; 22-23	5-6; 20-21	15-16; 28-29	7-8; 18-19	11-12; 25-26	9-10; 20-21	7-8
	1-2	B/Int.**	23-24	6-7; 20-21	6-7; 22-23	10-11	2-3; 15-16; 29-30	12-13; 26-27	10-11; 24-25	7-8; 21-22	26-27	16-17; 30-31	13-14; 27-28	11-12
	1-2	B/Int.**	25-26	8-9; 22-23	8-9; 27-28	12-13	4-5; 17-18; 31	-1: 14-15; 28-29	12-13; 26-27	10-11; 23-24	13-14	2-3; 18-19	1-2; 15-16; 29-30	13-14
	1	B/Int.**	26	9; 23	9; 28	13	5; 18	1; 15; 29	13; 27	11; 24	14	3; 19	2; 16; 30	14
	MS-Windows I/II**	1	B/Int.**	27	10; 24	10; 29	18	19	2; 19; 30	14; 28	14; 25	15	4; 20	3; 17
** Basic/Intermediate Combined Level: Time&Cost-Saving - recommended														
MS-Word III	2	Adv.	10-11; 17-18	6-7; 22-23	2-3; 23-24	12-13; 20-21	2-3; 22-23	1-2; 19-20	3-4; 20-21	3-4; 22-23	4-5; 20-21	3-4; 19-20	2-3; 20-21	4-5
	1-2	Adv.	12-13; 19-20	9-10; 27-28	6-7; 30-31	18-19; 25-26	4-5; 24-25	5-6; 21-22	6-7; 24-25	7-8; 24-25	6-7; 26-27	5-6; 23-24	6-7; 22-23	6-7
	1-2	Adv.	24-25	13-14	9-10; 27-28	20-21; 27-28	9-10; 29-30	7-8; 26-27	10-11; 28-29	10-11; 28-29	11-12; 28-29	9-10; 25-26	8-9; 27-28	11-12
	2	Adv.	26-27	15-16	13-14	6-7	15-16	12-13; 28-29	12-13	14-15; 30-31	13-14	12-13; 30-31	13-14; 29-30	13-14
	1-2	Adv.	30-31	20-21	16-17	10-11	17-18	14-15	17-18	17-18	18-19	16-17	15-16	
Other Courses	MS-Access	I,II&III:	- Dates to be Confirmed - Based on Prerequisites or Prior Knowledge											
	MS-Project [& Project Essentials]	I,II&III:	- Dates to be Confirmed - Based on Prerequisites or Prior Knowledge											
	Other Miscellaneous Courses	1Level:	Telephone Skills; Admin; Records Management; Customer Service; Pastel Accounting; Global Values; CSI - Dates to be Confirmed for group attendance of 12+, only.											

Time Schedule Guide; and relevant Terms & Conditions (Update: 2016.11)

[Please note the **date-terms** stated below:]

- 1 - 2 Day per Course Level or Module, as it may apply - negotiable. Course Attendance time per day is 08:30 - 16:00 or up to 16:30, with 1-2 Tea Breaks and about an hour for Lunch.
- The **Scheduled-Dates** above are served as a structural guide; are subject to change at any time; and are based on availability and 'first comes first served'.
- In addition to the above Scheduled-Dates, Clients may state any 'Not-Available-Dates' or their 'Preferred-Dates' for Group attendance; which may assist us with any additional scheduling.
- Proposed-Dates** will reflect on our Quotation and/or Registration Form, tentatively; and used by Clients to process their order, based on mutual communication.
- Booked-Dates** will reflect on our Invoice (or Quotation with Approved Order No.). Booked-Dates are provided based on our receipt of payment or Approved Purchase Order; hence, it is required to deal with Course/Level selection and payment arrangements/registration, first (to prevent any delays; and ensure the next available booking).
- Attended-Dates** will reflect on our Course Attendance Register Forms - for Groups (and for individuals, on request).
- In addition to our procedural communication and confirmation, Booked-Dates need to be checked by Clients, prior to attendance.
- Rescheduling and/or Cancellation Terms, for any Booked-Dates: (a) may be stated by Client's written request for mutual negotiation and agreement before hand; or (b) alternatively, will fall under our general policy of Client providing 3-working-day written notice or being liable for payment of the cost.
- Our Office Closure Period, during the Christmas Holidays and Festive Season, is for 3 weeks - from 19 December 2016 to 9 January 2017.

We share our best wishes for 2017!