

Instructor: 株式会社サスネット(SASNET Ltd.)

訓練番号 : 浜 8-3AC1

【Training for Foreign Residents】



パソコンビジネス科

Computer Business Applications Course

○3 Months

○Tuition Cost: Free

○Interpreter in Portuguese

This course enables you to acquire the necessary computer skills and Japanese skills that employers demand. This course will help you get administrative assistant jobs or computer-related work in a wide range of fields. You will also learn about Japanese labor practices, and complimentary job assistance counseling is included throughout the whole program.

Employment of work as a target		Care Worker Staff (Care facilities, welfare facilities)	
		Subjects	Hours
Training Contents	Course Subjects	Japanese communication(greeting, calling and answering phone, reporting, contacting, consulting, business manners)	36h
		Basic computer skills(knowledge, internet, email)	18h
		Word Basics (Creating a document)	42h
		Word Application (Advanced documents)	42h
		Excel Basics (Creating tables)	42h
		Excel Application (Advanced charts)	42h
		Preparation for MOS certification exam	60h
		Skills for presentations	24h
		Career Support (Japan's employment system, labor law, self-understanding, self-analysis, understanding occupations, mental health care, how to write a job application letter, how to use HW for seeking jobs, interview practice, business manners)	28h
	Orientation	2h	
TOTAL			336h

※The above-mentioned subject's name, contents time allocation may vary at times.

Training period	
1 August 2018 (Wed.)-31 October 2018 (Wed.)	
Monday to Friday, excluding holidays.	
Training time	
9:20 to 15:50, with some exceptions	
Training location	
SASNET HONBUKOU (Hamamatsu City Higashi-ku Miyatake-cho 728 Hamamatsu Sport Center 7F)	
Capacity	
15 people ※When there are too few applicants, the course may be called off	
Training cost (tax included)	
Tuition fee:	Free (The course is publically funded.)
<ul style="list-style-type: none"> ●Textbooks: ¥8,064 ●Certification exam fee: (Personal account for those who will take the exam) <ul style="list-style-type: none"> • Microsoft Office Specialist Word 2016: (¥10,584) • Microsoft Office Specialist Excel 2016: (¥10,584) • Practical Japanese Communication Exam PJC Bridge: (¥4,900) 	
Test can be taken anytime at SASNET HONBUKOU	

Application period	
18 June 2018 (Mon.)-12 July 2018 (Thu.)	
※Not a First-come-first-served basis. Please apply within the application period.(However, please note that for those who want to utilize Child Care Services for their children during class hours, the deadlines is 5 July (Thu) ※For Child Care Services, early applications will be prioritized (See back page for details)	
Where to apply	
Apply at the nearest Hello Work office.	
<ul style="list-style-type: none"> • You must consult a Hello Work staff before applying to this course. 	
Qualification requirements	
①Have submitted a job hunting application at Hello Work and are eager to undergo training to upgrade their skills in order to secure a job. ②Foreign residents with no work restrictions on their visa or have the intention to permanently reside in Japan. ③Fluent in Japanese at a conversational level and can read and write hiragana and katakana.	
Training period	
<ul style="list-style-type: none"> • You cannot apply to any course within 1 year after completion of this course. • Those who have completed another course within 1 year prior to this course are not eligible to apply to this course. • For further details, please inquire at Hello Work. 	

Application Information

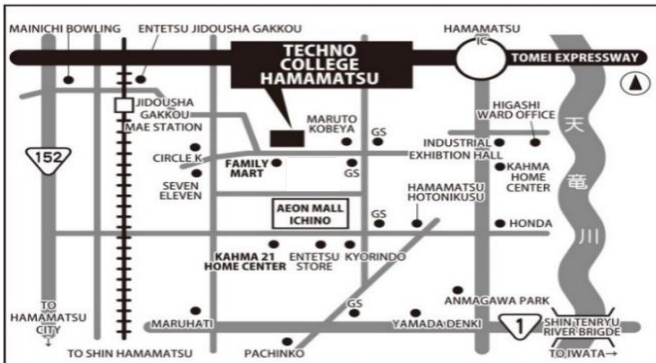


Enrollment Orientation and Selection Process

Date and time	19 July 2018 (Thursday) 9:00 am. Start (It is scheduled to end in the morning although, it may take until afternoon due to circumstances)
Place	Shizuoka Prefectural Hamamatsu Techno College (Hamamatsu City Higashi-ku Koike-cho 2444-1) 【See map below for reference】
Details	Overview of the training, written test (General knowledge [Japanese language ability i.e. reading and writing of hiragana and katakana] & composition), interview, etc.
Things to Bring	Writing materials (Pencil, ballpoint pen, eraser) & ¥252 worth of stamps (Result notification mailing fee) 2 Colored photos (Vertical 30mm x Horizontal 25mm) Write your full name on the back.
Results announcement	25 July 2018 (Wednesday) • The results will be sent by mail to each individual. (Please do not contact us by phone.)
Others	【To those who have submitted an application form】 Please make sure that you attend the above session because no reminder notice will be sent to you.

Childcare Services (Childcare service is available during training)

Who can avail	A parent who is enrolled in the course, can utilize service for his/her pre-school child if no one can look after the child. However, you might not be accommodated even if you meet the eligibility requirements, if the number of applicants is greater than the capacity of the childcare facility.
Service Hours	30 minutes prior to start of class until 30 minutes after the end of class.
How to apply	Please submit the childcare service request application to Hello Work together with the application for training. ※The childcare service request application form is available at Hello Work.
Others	For those applying for childcare service, you might be contacted by the training organizer prior to the enrollment orientation/selection process.



“Enrollment Orientation/Selection Process”
Guide Map 19/7/2018

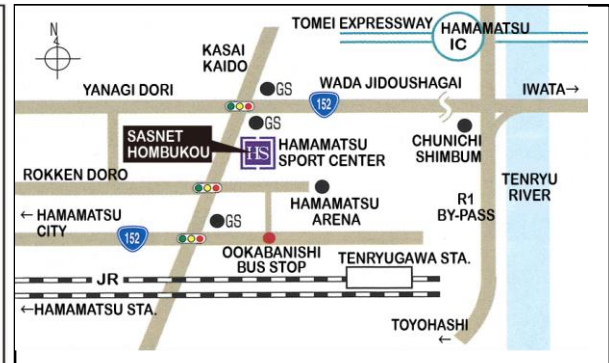
HAMAMATSU TECHNO COLLEGE

〒435-0056
Hamamatsu City Higashi-ku Koike-cho 2444-1
☎053-462-5602

Train: Walk about 15 minutes from Entetsu Line
「JIDOUSSHA GAKKOU MAE」 Sta.

Entetsu Bus: Hamamatsu bus terminal 10 bus stop.
Bus N° 74 or 77 from Aeon Mall Ichino bus stop
(walk about 3 minutes)

Private car: About 20 minutes from JR Hamamatsu Sta.
About 15 minutes from Hamamatsu Interchange
Tomei Expressway



“Training Location” Guide Map 1/8/2018

SASNET HOMBUKOU

〒435-0043
Hamamatsu City Higashi-ku Miyatake-cho 728
Hamamatsu Sport Center 7F
☎053-424-8811

Entetsu Bus: Hamamatsu Station platform 9
bus No 80 Ookabanishi bus stop 5 minutes -
walk

Commuting by car available (parking fee ¥2,000/month)

※ Please take note of the different venues for the 「Enrollment Orientation/Selection Process」 and the 「Training Location」.

For Inquiries Please call the training department of Hamamatsu Techno College at ☎053-462-5602