


Instructor: (NPO Filipino Nagkaisa) Course No : 5-04-22-144-03-0140 【Training for Foreign Residents】 <h2 style="text-align: center;">Sales Service course ②</h2>	<input type="radio"/> 3 Months <input type="radio"/> Tuition Cost: Free <input type="radio"/> Interpreter
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This course aims to **get a job as a service staff or salesperson.**

You will learn about **business communication in Japanese and basic Word and Excel PC skills.**

And complimentary job assistance counseling is included throughout the whole program.

Application period	9 August, 2022 (Tue) - 16 September, 2022 (Fri) ※please note that for those who want to utilize Child Care Services for their children during class hours, the deadline is September 9 (Fri)
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Capacity	15 people ※May be cancelled due to low enrollment
Training Period	7 October, 2022 (Fri) - 6 January, 2023 (Fri)
Training Time	10:00 - 15:30 as a rule from monday to friday except holidays. However, there are also days when training is held only in the morning or until 4:25 p.m.
Training Location	KAMI KOUEN SOUGOU CENTER 920-2 ZORA-CHO, MINAMI-KU, HAMAMATSU CITY <div style="float: right; text-align: center;">  MAP </div>
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 Contents	Excel, Word, Business Japanese, How to write a job application letter, Interview practice, Job consulting.
Training Cost (tax included)	<ul style="list-style-type: none"> ● Textbooks : ¥11,116 ● Certification exam fee: (Personal account for those who will take the exam) <ul style="list-style-type: none"> • Practical Japanese Communication Exam PJC Bridge: (¥4,400) • Excel Spreadsheet Processing Skill Qualification Test Level 3: (¥5,900)
Where to apply	<ul style="list-style-type: none"> ● You must first consult with a Hello Work staff before applying to this course.

★Enrollment Orientation and
Selection Process★



ハロートレニング
— 急がば学べ —

Date and time	Starts at 9 am on Monday, 26th September 2022 ※Please get here 5 minutes early
Place	Shizuoka Prefectural Hamamatsu Techno College (Hamamatsu City Higashi-ku Koike-cho 2444-1) ※No childcare. ※Free parking, free bicycle parking lot.
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	<ul style="list-style-type: none"> ● Writing materials (Pencil, ballpoint pen, eraser) ● ¥254 worth of stamps (Result notification mailing fee) ● 2 Colored photos (Vertical 30mm × Horizontal 25mm) Write your full name on the back.
Results announcement	30 September, 2022 (Friday) • Results will be sent to you by mail.
Others	[For those who have already submitted the application form] <ul style="list-style-type: none"> ● Please be sure to go to the selection. ● Please be sure to contact us if you do not go to the selection. ● 【TEL】 053-462-5602 ● Please disinfect your hands, put on a mask
For Inquiries	HAMAMATSU TECHNO COLLEGE 【TEL】 053-462-5602 【ADD】 2444-1 Koike-cho, Higashi-ku, Hamamatsu City

