

Guidance of Public Vocational Training Organized: Hamamatsu Techno College.



INSTRUCTOR: NAGOYA OHARA GAKUEN (HAMAMATSU OFFICE)

訓練番号 浜12-3W2

(Training for Foreign Residents)

○ 3 Months

Computer Business Applications Course ○ Free training

This course is intended to teach you how to use computer applications (i.e. Word & Excel), which are essential to office work. You will also learn about basic business etiquette, interpersonal skills and labor practices in Japan. It aims to improve the necessary skills needed in the workplace. Moreover, complimentary career counseling using the “Job Card” assistance program will also be provided.

Target Job at Place of Employment		Administrative work, Clerical work, Sales job, Factory work, etc.	
Subjects			Number of Hours
Training contents	Course subjects	PC Basics (Computer basics, OS, Roman words input method, Introduction to Windows etc.)	21Hrs
		Word Basics (Basic operation, Japanese words typing practice, Use of rubi etc.)	36Hrs
		Word Application (Japanese document writing, Business letter writing, Creating tables, Inserting pictures etc.)	72Hrs
		Excel Basics (Creating table and spreadsheets, Using function/formulas, Creating graphs, Database etc.)	66Hrs
		Preparation for Certification Exams (Word and Excel certification)	93Hrs
		Workplace Knowledge (Workplace behavior, Workplace communication, Social insurance, Labor laws etc.)	18Hrs
	Job hunting support and business etiquette lectures (Including self-analysis, self-promotion, resume writing, interview practice. “Job Card” program participation assistance, communication skills improvement etc.)	21Hrs	
Orientation			3Hrs
Total			330Hrs

※The above-mentioned subject's name, contents and time allocation are subject to change.

Training Period
26 December 2017 (Tuesday)-22 March 2018 (Thursday)
• Monday to Friday, excluding holidays (Winter Break: 29 Dec 2017 (Fri) - 3 Jan 2018 (Wed))
Training Time
9:30 to 15:40 (Subject to change depending on the curriculum)
Training Location
WORKPIA IWATA 〒438-0086 Iwata City Mitsuke 2989-3
Number of Participants
15 People ※Training is subject to cancellation if the minimum number of participants is not met.
Training Cost (tax included)
Tuition fee: Free (Publicly funded course) Textbooks : ¥8,208 (Personal account) Certification exam fee: (Personal account for those who will take the exam) • Word Level 3 : ¥4,100 (8 February 2018 (Thursday)) • Excel Level 3 : ¥4,100 (23 March 2018 (Friday))
Application Period
13 November 2017 (Mon) — 8 December 2017 (Fri)

※ Application is NOT on a first-come-first-served basis. Please apply within the application period. ※ For those who wish to avail of childcare services during class hours, the deadline of submission is 1 st December (Fri). ※ For childcare services, early applications will be prioritized. (Please refer to the information on the back page.)
Where to Apply
Apply at the nearest Hello Work office. ※ You must consult a Hello Work staff before applying to this course.
Qualification Requirements
① Have submitted a job hunting application at Hello Work and are eager to undergo training to upgrade their skills in order to secure a job. ② Foreign residents with no work restrictions on their visa or have intention of permanently residing in Japan. ③ <u>Fluent in Japanese language at a daily conversational level and can read and write hiragana and katakana.</u>
Reminders
※ You cannot apply in any course within 1 year after completion of this training. ※ Those who have completed another course within 1 year prior to this course are not eligible to apply to this training. ※ For further details, please inquire at Hello Work.

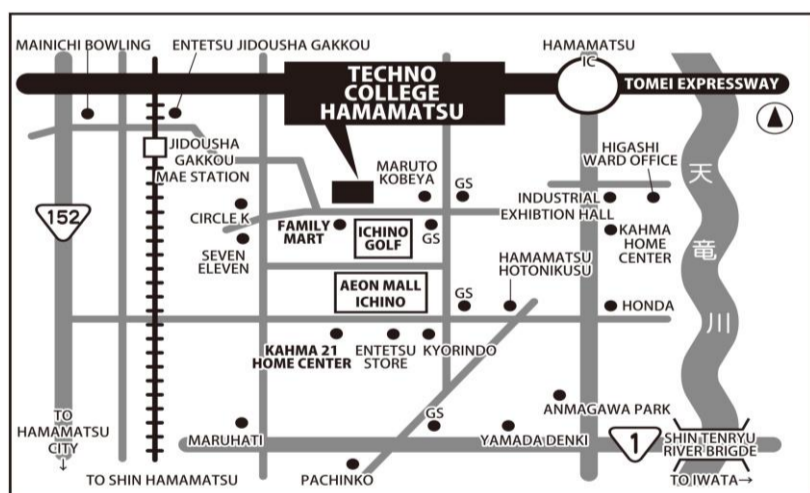
Application Information

Enrollment Orientation and Selection Process

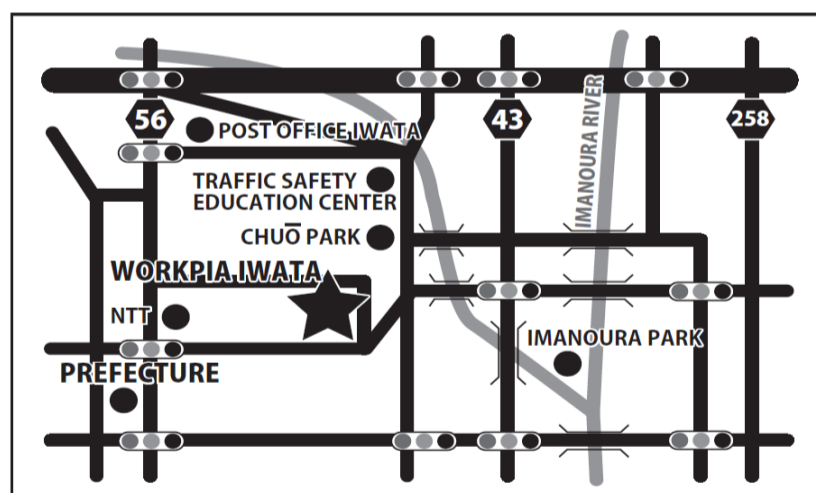
Date and Time	14 December 2017 (Thursday) 9:00 am (Scheduled in the morning only but may be extended until afternoon depending on the circumstances.)
Venue	Shizuoka Prefectural Hamamatsu Techno College (Hamamatsu City Higashi-ku, Koike-cho 2444-1) 【See map below for reference】
Details	Overview of the 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 × Horizontal 25mm) Write your full name on the back.
Results Announcement	19 December 2017 (Tuesday) ※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 avail of the 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



「Training Location」 Guide Map

HAMAMATSU TECHNO COLLEGE

(Parking available)

〒435-0056 Hamamatsu City Higashi-ku Koike-cho 2444-1

☎053-462-5602

Train: 15 minute walk from 「JIDOUSSHA GAKKOU MAE」 Sta., Entetsu Line

Entetsu Bus: Hamamatsu Bus Terminal No. 10 bus stop. Bus No. 74 or 77. Get off at Aeon Mall Ichino bus stop. (3 minute walk from the bus stop)

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

WORKPIA IWATA (NAGOYA OHARA GAKUEN HAMAMATSU OFFICE)

(Parking available)

〒438-0086 Iwata City Mitsuke 2989-3

☎053-455-4419

Train: 10 minute walk from 「IWATA」 Sta., JR Tokaido Line

Private car: About 5 minutes from JR Iwata Sta.
About 7 minutes from Mitsuke Inter-change Iwata Bypass

※ 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