



Public Vocational Training Course

Re-notification

Notification for Participants to Job Hunting Skills Improvement Course in December

Who can attend course?

- Foreigners with Japanese resident status (including those with Japanese citizenship)
- Person who can take the course in Japanese (Able to read and write Hiragana/Katakana, have everyday conversations)

Training Facility: Career College ITOGEN, Koka-shi Minakuchi-cho Motoayano1-7 (Map①)

Course Period: 1.Dec. (Wednesday),2021 - 31.Mar. (Thursday), 2022 (9:30a.m.-4:00p.m.)

Contents: Japanese Communication, PC Exercises, Fundamentals of Nursing (KAIGO), etc.

Fee: ¥4,180 (Cost for materials)

Where you can apply? Apply at Hello Work (Public Employment Office)

Application Period: Until the 15. Nov. (Monday), 2021

Course Guidance:

Date: 16.Nov. (Tuesday), 2021 at 1:30p.m.

Place: Koka-shi Machizukuri Katsudo Center "MAROOM"

Koka-shi Minakuchi-cho Minakuchi 6009-1 (Map②)

★ **Important: You have to attend the course guidance (Orientation)!**

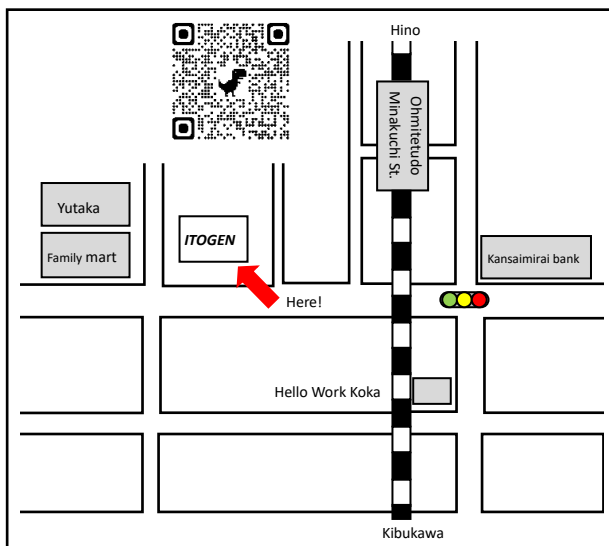
★ **If you meet the requirements, you may receive subsidy during the course. More information consult with Hello Work.**

<More information :>

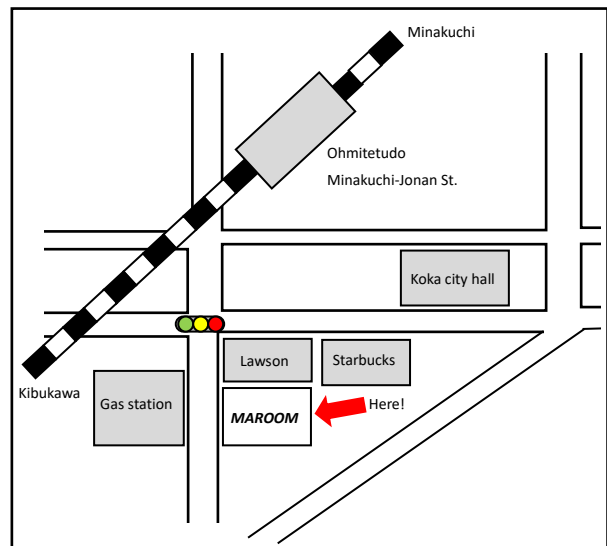
- Career College ITOGEN TEL:0748-65-2345
- Techno College Maibara TEL:0749-52-5300



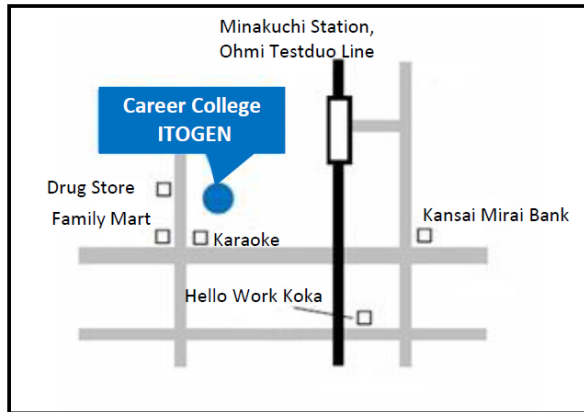
Facebook: Career College ITOGEN



Map① Career College ITOGEN



Map② MAROOM



Course to Improve Job-Hunting Ability

Location	Career College ITOGEN
〒	528-0037
	Koka-shi Minakuchi-chô Motoayano 1-7
TEL:	0748-65-2345
FAX:	0748-65-2346
<Nearby Stations>	6-minute walk from Minakuchi Station (Ohmi Testduo Line)
<Other>	
H P :	http://www.itogen.com
	facebook(Career College ITOGEN)
Parking available	(30 spots; ¥3,600/month)

Hours	9:30 ~ 16:00	Prerequisites	N/A
Course Length	4 months	Capacity	15 people
Fee	¥4,180 (Materials estimate)		Obtainable Qualifications ○JCCI Business Keyboard Test (Fee:¥2,620) ○JCCI Key Touch 2000 (Fee:¥1,570) ○Japanese Language Proficiency Test N4 (Fee:¥5,500)
Workplace Duties	<input type="checkbox"/> Consulting for foreign residents, interpreting for consultations <input type="checkbox"/> Data entry & light work for manufacturing <input type="checkbox"/> Office assistance, service industry <input type="checkbox"/> Nursing and care		
Objectives	<input type="checkbox"/> Acquisition of the Japanese language and document composition levels necessary to work in Japan. <input type="checkbox"/> Acquisition of ability to have open communication, with receptiveness to different cultures and values. <input type="checkbox"/> Acquisition of computer skills, and fundamental knowledge and abilities to apply at the workplace. <input type="checkbox"/> Acquisition of the fundamental skills and knowledge required for nursing and care work.		
Goals	<input type="checkbox"/> Acquisition of the Japanese language and document composition levels necessary to work in Japan. <input type="checkbox"/> Acquisition of open communication with receptiveness to different cultures and values. <input type="checkbox"/> Acquisition of computer skills and fundamental knowledge and abilities to apply at the workplace. <input type="checkbox"/> Acquisition of the abilities required to perform support duties at nursing homes.		

		Course	Description	Hours
C o n t e n t s C o u r s e	S u b j e c t s	Japanese Documents	Composing documents & reports in Japanese (including kanji), acquiring JLPT N4 level Japanese, etc.	72h
		Japanese Communication	Communicating at JLPT N4 level, Japanese basics & practical conversation, etc.	72h
		Personal Skills	Ice-breakers, Japanese business etiquette, communication skills, customer service and etiquette, group work, presentations, etc.	48h
		Fundamentals of Nursing	Fundamentals of nursing, communication skills, movement caregiving, feeding, toileting, dressing, bathing and hygiene, etc.	30h
		PC Basics	Basic Windows operations, Japanese text input, files & folders, typing, etc.	12h
		Word	Overview of Word, document composition procedures, document editing, using figures, making ruled lines and tables, practice problems, etc.	30h
		Excel	Overview of Excel, procedures for composing summary sheets, mathematical formulas, formatting, graphs, functions, practical business knowledge, databases, practice problems, etc.	60h
		PC Exercises	Practical exercises for composing business documents and reports in Word & Excel.	30h
		Presentations	Overview of PowerPoint, creating and editing slides, creating graphs, inserting objects, using special effects, preparing and printing documents, practicing making slides for presentations, etc.	30h
			Job-Hunting Support	Career consulting, job card creation support, the Japanese employment and labor system, the job market in Shiga and the rest of Japan, understanding your strenghts and clarifying your reasons for applying, job hunting planning, choosing goals, filling application forms, passing an interview, online interviews, etc.
Total Training		432 hrs (Subjects & Skills 384h hrs + Job-Hunting 48 hrs)	432h	