



**Course to Improve Job-Hunting Ability**

**Location** Career College ITOGEN  
 〒 528-0037  
 Koka-shi Minakuchi-chō 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)

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

	Course		Description	Hours	
	<b>C o n t e n t s  C o u r s e</b>	<b>S u b j e c t s</b>	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 strengths and clarifying your reasons for applying, job hunting planning, choosing goals, filling application forms, passing an interview, online interviews, etc.	48h		
<b>Total Training</b>	<b>432</b>	<b>hrs</b> ( Subjects & Skills	<b>384h</b> hrs + Job-Hunting	<b>48</b> hrs )	<b>432h</b>