

7月開講

公共職業訓練のご案内(英語)

募集締切

6月12日(金)

就職カスキルアップ科

この訓練は、今後日本に定住する意志があり、就職意欲の高い定住外国人の方を対象に、日本で働

き続けるために必要な基本的な能力(ビジネスマナー・コミュニケーション能力・パソコン入力等)を

習得し、より早い就職を目指します。

●**応募資格** 公共職業安定所長が訓練の受講を必要と認めた方で、次のいずれにも該当する方

- 身分に基づき日本に在留する外国人(日本の国籍を取得した方を含みます。)
- 日本語で訓練を受けることができる方(カタカナ・ひらがなでの読み書き、日常会話がある程度できること)

●**定員** 15名 ※(応募者が少ない場合は、実施されない場合があります。)

●**訓練実施施設** キャリアカレッジITOGEN(甲賀市水口町本綾野1番7号)

●**受講料** 無料 ※テキスト代は自己負担です。(約5,000円)

●**訓練期間** 7月1日(水曜日) ~ 10月30日(金曜日) 4ヶ月間

●**訓練時間** 9:30 ~ 16:00(1月あたり18日間(土・日、国民の祝日は休み))

●**訓練申込み先** 各ハローワーク(ハローワークでの求職登録が必要です。)



- ※ 訓練受講希望者は受講ガイダンスに必ず出席してください。
- ※ 遅刻や欠席をされると受講申込みを辞退したものとみなします。

雇用保険を受給できない方が訓練を受講する場合、
一定の条件を満たす方は、訓練中の生活支援として
給付金が支給されます。詳細についてはハローワーク
にご相談ください。

●**申込み締切日** 6月12日(金曜日)まで

●**受講ガイダンス** 日時: 6月16日(火曜日) 13:00~(受付12:30~)

場所: キャリアカレッジITOGEN(甲賀市水口町本綾野1番7号)

TEL: 0748-65-2345

内容: オリエンテーション、訓練コースの説明、面接調査票の記入、面接、口述試験

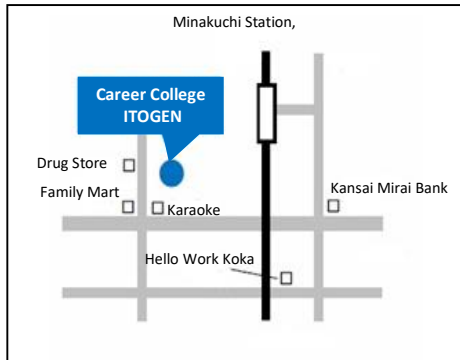
持ち物: 委託訓練受講生募集案内(このチラシ)・筆記用具

<お問い合わせ先>

- テクノカレッジ米原**(滋賀県立高等技術専門学校 米原校舎)
〒521-0091 米原市岩脇4-1-1 Tel: 0749-52-5300
- 滋賀県商工観光労働部 労働雇用政策課**
〒520-8577 大津市京町四丁目1番1号(滋賀県庁東館4階) Tel: 077-528-3755



ハロートレーニング
— 急がば学べ —



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> 5-minute walk from Minakuchi Station (Ohmi Testduo Line)	
<Other> H P : https://www.itogen.com/ facebook (Career College ITOGEN)	
Parking available (30 spots; ¥3,600/month)	
Barrier free access	Classrooms 1 F Entry Steps Yes (with ramp) Elevator No Wheelchair accessible No Accessible toilets No Accessible parking space No

Hours	9:30 ~ 16:00	Prerequisites	Foreigners residing in Japan based on their status (long-term resident, permanent resident, spouse of a permanent resident, spouse of a Japanese national, etc.), or naturalized Japanese citizens
Course Length	4 months	Capacity	15 people
Fee	¥4,620 (Materials estimate)		Obtainable Qualifications ○JCCI Business Keyboard Test (Fee: ¥3,300) ○JCCI Key Touch 2000 (Fee: ¥2,200) ○Japanese Language Proficiency Test N4 (Fee: ¥7,500)
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, reading and writing exercise, etc.
Japanese Communication			Communicating at JLPT N4 level, Japanese grammar, Japanese practical conversation, Japanese culture, practice exercise, etc.	78h
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, reflective learning, etc.	30h
PC Basics			using a computer in a Japanese language environment, Basic Windows operations, Japanese text input, files & folders, 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, digital data and copyrights, practicing making slides for presentations, etc.	30h
	Job-Hunting Support	Job hunting planning, choosing goals, reading job search information, job card creation support, understanding your strengths and clarifying your reasons for applying, Career consulting, filling application forms, passing an interview, etc.	36h	
Total Training		432 hrs. (Subjects & Skills 396 hrs. + Job-Hunting 36 hrs.)	432h	