

Business Course

6 Nov 2019 - 5 Feb 2020

Application Deadline: 15 Oct 2019

Want to work in a Japanese company? Learn essential computer skills and basic Japanese knowledge indispensable to working in Japan!

Time	9:20 - 16:00
Date	6 November 2019 - 5 February 2020 Monday to Friday, excluding holidays
Eligibility	<ul style="list-style-type: none"> • Recognized by Hello Work as in need of vocational training • Have a valid working visa and wants to work in Japan • Fluent in Japanese at a conversational level and can read and write hiragana and katakana • A computer beginner
Capacity	15 pax (May be cancelled due to low enrolment)
Location	Ohara Vocational School, Shizuoka Campus 103-1 Yunoki, Aoi-ku, Shizuoka City (Security deposit of 1,000 yen needed for parking)
Fees	<ul style="list-style-type: none"> • Tuition: Free • Textbooks: 8,250 yen <u>Optional examinations:</u> <ul style="list-style-type: none"> • Practical Japanese Communication Exam (PJC): 4,991 yen • Nissho Computer Literacy - Document Creation Test: 4,200 yen • Nissho Computer Literacy - Data Utilization Test: 4,200 yen
Where to apply	Apply at the Hello Work in your jurisdiction (Please consult a Hello Work staff before applying)
Contact us	Training Department, Shimizu Techno College 160 Kusunoki, Shimizu-ku, Shizuoka City Tel: 054-345-3098

Admission Process

Date & Time	9:00, 23 October 2019 Please be seated 5 mins prior to start time.
Location	Shimizu Techno College 160 Kusunoki, Shimizu-ku, Shizuoka City (No parking or childcare services available)
Details	Written Test & Interview (In Japanese)
Things to Bring	<ul style="list-style-type: none"> • Writing materials (Pencil, ballpoint pen, eraser) • ¥254 worth of stamps (For mailing your results to you)
Results Release	30 October 2019

Childcare Service

Availability	8:30 - 16:30
Location	Kidsroom Rainbow 1F Kasamira Building, 3-4-14 Tokiwa-cho, Aoi-ku, Shizuoka City
Eligibility	<ul style="list-style-type: none"> • You are the legal guardian of a preschooler. • You cannot personally take care of the child due to attending this course. • You are unable to find a relative who can help to take care of the child.
Application	Apply at the Hello Work in your jurisdiction
Deadline	11 October 2019

Course Details

Theory (66 hours)

Business Japanese & Etiquette (21h)	Keigo, Business Terminology, Kanji, Emails, Manners
Japanese Communication (45h)	Reading, Writing, Speaking, Handling situations Understanding documents, Exam Tips

Practical (201 hours)

Basic Computer Skills (21h)	Windows Function, File Management, Japanese Input, Internet
Creating a Document (90h)	Using Microsoft Word, Document Creation, Exam Tips
Utilizing Data (90h)	Using Microsoft Excel, Document Creation, Exam Tips
Job Support (45h)	Career Consulting, Internet Job Search, Self-analysis, Self-PR, Job Application Help, Interview Skills, Job Hunting
Others (9h)	Admission Procedures, Orientation, etc.
Total Course Hours	321 hours

Note: Course details subject to changes

The course will use Windows 10 and Office 2016