

Training for Ethnic Minorities

Generic Skills Course (Part-time Mode)

IT Applications

Foundation Certificate in Word Processing I (English Medium) (Part-time)

Course Objective	To enable trainees to familiarise with the basic functions of MS Word, and apply the skills they learnt in MS Word to work and daily life
Course Content	This course will be conducted in English. The course will cover the interface of MS Word, file management, text editing, paragraph formatting and page setup, table formatting and application, inserting and editing objects, and printing document.
Entry Requirements	<ul style="list-style-type: none"> i. Holder of “Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)” of ERB or equivalent; or pass the entry test on basic computer skills; and ii. Possess basic English literacy skills.
Course Duration	30 hours

Exact course schedule and addresses of training centres are subject to the arrangement of the training bodies offering this course. Please contact the following training bodies for details:

Training Bodies	Telephone	Course Code
Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK101EG / BK101HG
Christian Action	8106 6190 / 2716 8812	HK045EG / HK115HG [^]
Hong Kong Sheng Kung Hui Lady MacLehose Centre	2423 5042 / 2423 2993 / 2436 2977	SK084EG / SK037HG

ERB and relevant training bodies reserve the right to revise the above content from time to time without notifying individual applicants. Please refer to the Scheme website and/or contact respective training bodies for the most updated information.

[^] The course will be conducted in classroom training mode or online training mode. The latest arrangements announced by the training body concerned shall prevail. For details, please contact respective training body.