

## Training for Ethnic Minorities

### Generic Skills Course (Part-time Mode)

#### IT Applications

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

Course Objective	To enable trainees to familiarise with the basic functions of MS Excel, and apply the skills they learnt in MS Excel to work and daily life.
Course Content	This course will be conducted in English. The course will cover the interface of MS Excel, file management, operation of the cells, using basic operations, formulas and functions in cells, worksheet editing, data filtering and sorting, charts making and application, printing procedures and multi Windows management
Entry Requirements	<ul style="list-style-type: none"> <li>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</li> <li>ii. Possess basic English literacy skills</li> </ul>
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	BK102EG / BK102HG
Christian Action	8106 6190 / 2716 8812	HK046EG / HK116HG <sup>^</sup>
Hong Kong Sheng Kung Hui Lady MacLehose Centre	2423 5042 / 2423 2993 / 2436 2977	SK128EG / SK128HG

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.

<sup>^</sup> 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.