

**Training for Ethnic Minorities**

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

**IT Applications**

**Foundation Certificate in Computer Operations for Beginners (English Medium)  
(Part-time)**

Course Objective	To enable trainees to familiarise the basic knowledge of IT applications, to know the basic concept of computer, basic operations skills of keyboard, Windows and Accessories, simple word processing skills, and internet applications, to enhance the confidence of trainees.
Course Content	This course will be conducted in English. The course will cover basic Windows operation, simple word processing, concept and application of internet, and application of email.
Entry Requirements	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
Christian Action	8106 6190 / 2716 8812	HK136EG / HK117HG <sup>^</sup>

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.