Sistema Qualità Certificato
in conformità alla norma
UNI EN ISO 9001:2000.
Certificato n° SQ.41823.

Certified Quality System
in compliance with the standard
UNI EN ISO 9001:2000.
Certificate n° SQ.41823.

COM.ING: COMPUTER AND ENGLISH FOR WORK

FUNDED BY	PROVINCE OF LIVORNO

DURATION AND METHODOLOGY	360 HOURS
	    150 CLASSROOM HOURS
	    160 INTERNSHIP HOURS
	    50 ELEARNING HOURS

PRE-REQUISITES	None
COURSE OBJECTIVES	The aim of the project is to provide the participants with ICT and English language skills so they can carry out administrative or secretarial roles in small and medium-sized companies
BENEFICIARIES	20 unemployed individuals
CLASSROOM TYPE	Classroom and IT laboratory
LANGUAGE OF LESSONS	Italian
PROFESSIONAL PROFILE	Each participant received an attendance certificate and the skills to carry out a secretarial role

TRAINING PROGRAMME

MODULE 1	**INTRODUCTION TO IT (70 CLASSROOM HOURS 50 ELEARNING HOURS)** Introduction to IT Operating systems Word Excel Access (Databases) Power Point Internet and e-mail
INTERNSHIP	First phase of the Internship (80 hours)
MODULE 2	**BUSINESS ENGLISH (70 CLASSROOM HOURS 50 ELEARNING HOURS)** Introduction to business English Translation techniques Dialogues in "business" situations Telephone conversations Preparing a presentation Writing letters/fax/e-mail Internet English Grammar focus Cultural focus Vocabulary focus
INTERNSHIP	Second phase of the Internship (80 hours)
TRANSVERSAL MODULE	**CAREER PLANNING (10 CLASSROOM HOURS)** Understanding the main information channels for finding employment Job searching techniques Expectations of companies