

Osaka Gakuin University 2024-2025 Fall Semester	
Japanese Business Culture and Practice	
Instructor :	
Jo Kiriara	
E-mail:	blueflag747@gmail.com
Lesson:	Monday & Thursday 15:30-17:15
Subject code :	1034
Course Description:	
<p>This is a practical business course for those who are interested in the structure of the Japanese business organization. Students will learn its unique business culture and manners, and to acquire effective ways to communicate with the Japanese. In addition, a variety of case studies of foreign workers working in Japan will be introduced. By learning how Japanese conduct business, students will discover the difficulty of cross-cultural communication, and come to understand why Japanese think and behave the way they do in business settings. This course provides an opportunity to learn the common social behaviour and manners, and basic working knowledge that enable students to conduct business smoothly and successfully with the Japanese in the future. This class consists of lectures, group discussions and presentations, videos, a field trip, and a final exam.</p>	
Resources	
Handouts will be provided in each class.	
Evaluation	
<p>Assignments and active discussions in class (30%) Field trip & opinion paper (10%) One minute presentation (5%) Team Presentation (15%) Final exam (40%)</p>	

Notes:
No previous knowledge about Japanese business culture is required. Students with great interest in working with a Japanese company in the future get the most benefits from this class. Details of a field trip and presentations will be given in class.
Course Schedule:
Course starts from the week of 9/9
<p>Week 1: Course Introduction Introduction to the Japanese business world</p> <p>Week 2: Job Hunting Process in Japan How new recruits are hired: ES, job interviews & trainings</p> <p>Week 3: Draw up ES/CV, interviews & one-minute presentation Basic business manners</p> <p>Week 4: <i>Kata</i> in Business-1 Greetings, business cards & gift-giving culture</p> <p>Week 5: <i>Kata</i> in Business-2 Business manners at ceremonial occasions & socializing</p> <p>Week 6: <i>Kata</i> in Business-3 Mid-term: Team Presentation</p> <p>Week 7: Company Organization-1—Hierarchical Society How Japanese companies work: structure of a Japanese office</p> <p>Week 8: Company Organization-2—Departments & Sections Personnel administration: salary, fringe benefits & appraisal</p> <p>Week 9: Company Organization-3—Human Relationships Roles & Rules: How to report, communicate, consult & confirm in business</p> <p>Week 10: Field trip</p> <p>Week 11: Japanese Management 1 Unique management policy (Strength & Weakness)</p> <p>Week 12: Japanese Management 2 Changing working environment</p> <p>Week 13: Final Exam</p>