

Osaka Gakuin University 2025-2026 Fall Semester	
Japanese Business Culture and Practice	
Instructor :	
<p>Jo Kiriwara</p> <p>E-mail: blueflag747@gmail.com</p> <p>Lesson: Monday & Thursday 15:30-17:15</p> <p>Subject code : 1034</p>	
Course Description:	
<p>This is a practical business course for those who are interested in the structure of the Japanese business organizations. Students will learn its unique business culture and manners, and to acquire effective ways to conduct business with the Japanese. They will also discover the difficulties of intercultural communication, and come to understand why Japanese think and behave the way they do in business settings. There will be discussions in class based on case studies to learn the honest opinions of foreign nationals working in Japan. 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. Lectures include group discussions and presentations, videos, a field trip, and the final exam.</p>	
Resources	
Handouts will be provided in each class.	
Evaluation	
<p>Assignments and active discussions in class (30%)</p> <p>One-minute self-introduction (5%)</p> <p>Team Presentation (15%)</p> <p>Field trip & opinion paper (10%)</p> <p>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 team presentation 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>