

Osaka Gakuin University 2026-2027 Fall Semester	
Japanese Business Culture and Foreign Nationals	
Instructor :	
Jo Kiriwara E-mail: blueflag747@gmail.com Lesson: Mondays & Thursdays 15:30-17:15 Subject code : 1034	
Course Description:	
This is a practical business course for those who are interested in the world of Japanese business and how foreign nationals live within its culture. Gaining an understanding of Japan's unique business culture and etiquette will help shed light on the challenges foreign workers face within Japanese society. We will examine case studies based on the real-life experiences of foreign workers in Japan and discuss the topics they address. Gaining prior knowledge of Japanese business culture will surely be helpful when you eventually interact with Japanese people. It will also lead to conduct business more smoothly. By recognizing the challenges of cross-cultural communication, you will gain a better understanding of why Japanese people think and act the way they do in business.	
Resources	
Handouts and/or PowerPoint slides will be provided in class.	
Evaluation	
Assignments and active discussions in class (25%) One-minute self-introduction (10%) Team Presentation (15%) Field trip & opinion paper (10%) Final exam (40%)	

Notes:
No previous knowledge about Japanese business culture is required. Students with great interest in getting along with Japanese business people 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 9/3
Week 1: Course Introduction Introduction to the Japanese business world Week 2: Job Hunting Process in Japan How new recruits are hired: ES, job interviews & trainings Week 3: Draw up ES/CV, interviews & one-minute presentation Basic business manners Week 4: <i>Kata</i> in Business-1—Meetings and Company Visits Business cards & Gift-giving Culture Week 5: <i>Kata</i> in Business-2—Essential Etiquette Ceremonial Occasions, Socializing & Table Manners Week 6: <i>Kata</i> in Business-3 Mid-term: Team Presentation Week 7: Company Organization-1—Structure of a Japanese Office Introduction to Department Roles and Responsibilities Week 8: Company Organization-2—Departments & Sections Personnel Administration: salary, welfare benefits & appraisal Week 9: Company Organization-3—Human Relationships Roles & Rules, Case Studies: challenges foreign nationals face Week 10: Field trip Week 11: Japanese Management 1 Unique management policy (Strength & Weakness) Week 12: Japanese Management 2 Changing Working Environment, Generative AI DEI (Diversity, Equity, and Inclusion) Week 13: Final Exam