

Osaka Gakuin University 2010-2011 Fall Semester

Japanese Business: Business Culture and Practices

Instructor :

Jo Kiriara

E-mail: wings747@rose.renai.gr.jp

Lesson: Wednesday & Friday 12:50-14:20

Office Hours : N/A

Subject code : 1036

Course Description:

This is a practical business course for those who are interested in acquiring effective strategies for intercultural communication in Japanese business organizations. The class consists of lecture, group work, presentation, a field trip and a term exam. Through various examples of cultural facts and encounters, students will be able to discover why Japanese think and behave the way they do in business settings. This class not only explains how Japanese work, negotiate, entertain, make decisions, but also offer appropriate advice on how to work for and with Japanese. The class provides an opportunity to learn the common social etiquette and business knowledge that enables students to conduct business smoothly and successfully with Japanese in the future.

Resources

Hand-outs will be provided for each class.

Evaluation

The grade will be given based on:
Participation to the lecture and discussion (20%)
Field trip report (10%)
A team project presentation (20%)
Term exam (50%).

Notes:

No previous knowledge about Japanese business and culture is expected. Details of a field trip will be given in class.

Course Schedule

Week 1: Introduction to the Japanese business world
Week 2: *Kata* in business-1: First meeting
Week 3: *Kata* in business-2: Roles and rules
Week 4: *Kata* in business-3: Japanese way of working and socializing
Week 5: Japanese organization-1: Personnel administration
Week 6: Japanese organization-2 : Structure of a Japanese office
Week 7: Japanese organization-3: Decision-making process
Week 8: Japanese Organization-4: Regulations and advice
Week 9: Negotiation Skills-1: Working with Japanese
Week 10: Negotiation Skills-2: Different Negotiation styles
Week 11: Negotiation Skills-3: Dealing with complaints and advice
Week 12: Project team Presentation
Week 13: Term Exam