

Osaka Gakuin University 2012-13 Fall Semester	
<b>Japanese Business: Business Culture and Practices</b>	
<b>Instructor :</b>	
<p>Jo Kiriwara</p> <p>E-mail: wings747@rose.renai.gr.jp</p> <p>Lesson: Wednesday &amp; Friday 12:50-14:20</p> <p>Office Hours : N/A</p> <p>Subject code : 1034</p>	
<b>Course Description:</b>	
<p>This is a practical business course for those who are interested in the structure of the Japanese <i>Kaisha</i> and want to acquire effective strategies for cross-cultural communication in Japanese business organizations. The class consists of lectures, group work, presentations, 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 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.</p>	
<b>Resources</b>	
Handouts will be provided for each class.	
<b>Evaluation</b>	
<p>A grade will be given based on:</p> <p>Participation to the lecture and discussion (20%)</p> <p>Field trip report (10%)</p>	

<p>A team project presentation (20%)</p> <p>Term exam (50%).</p>
<b>Notes:</b>
<p>No previous knowledge about Japanese business culture is required.</p> <p>Details of a field trip will be given in class</p>
<b>Course Schedule:</b>
<p>Week 1: Introduction to the Japanese business world</p> <p>Week 2: <i>Kata</i> in business-1: First meeting</p> <p>Week 3: <i>Kata</i> in business-2: Roles and rules</p> <p>Week 4: <i>Kata</i> in business-3: Japanese way of working and socializing</p> <p>Week 5: Japanese organization-1: Personnel administration</p> <p>Week 6: Japanese organization-2 : Structure of a Japanese office</p> <p>Week 7: Japanese organization-3: Decision-making process</p> <p>Week 8: Japanese Organization-4: Regulations and advice</p> <p>Week 9: Negotiation Skills-1: Working with Japanese</p> <p>Week 10: Negotiation Skills-2: Different Negotiation styles</p> <p>Week 11: Negotiation Skills-3: Dealing with complaints and advice</p> <p>Week 12: Project team Presentation</p> <p>Week 13: Term Exam</p>