

Osaka Gakuin University 2017-18 Fall Semester	
Japanese Business Culture and Practices	
Instructor :	
Jo Kiriwara	
E-mail:	blueflag747@gmail.com
Lesson:	Wednesday & Friday 12:50-14:20
Office Hours :	N/A
Subject code :	1034
Course Description:	
<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 the Japanese business organizations. The class consists of lectures, videos, group discussions and presentations, a field trip and a final exam. In addition, through case studies of cultural facts and encounters of foreign workers, students will discover why Japanese think and behave the way they do in business settings. This class not only explains how Japanese people work, negotiate, make decisions and entertain clients, but also offer appropriate advice on how to work with the Japanese. The class provides an opportunity to learn the common social behaviour and manners and basic business knowledge that enable students to conduct business smoothly and successfully with the Japanese in the future.</p>	
Resources	
Handouts will be provided in each class.	
Evaluation	
Assignments and active discussions in class (30%) Field trip & opinion paper (15%) One minute presentation (5%) Team Presentation (10%) Final exam (40%)	

Notes:
No previous knowledge about Japanese business culture is required. Students with great interest in working in 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:
Week 1: Course Introduction Introduction to the Japanese business world Week 2: Job Hunting Process in Japan How new recruits are hired: ES, interviews & trainings Week 3: <i>Kata</i> in Business-1 Greetings, business cards & gift-giving culture Week 4: <i>Kata</i> in Business-2 Etiquette at ceremonial occasions & socializing Week 5: <i>Kata</i> in Business-3 Telephoning, making arrangements & 1-minute presentation Week 6: Japanese Organization-1—Hierarchical Society How Japanese company work: structure of a Japanese office Week 7: Japanese Organization-2—Departments & Sections Personnel administration: salary, fringe benefits & appraisal Week 8: Japanese organization-3—Human Relationships Roles & Rules: How to report, communicate, consult & confirm in business Week 9: Japanese Organization-4—Decision-making Process Ringisho & Nemawashi Week 10: Field trip Week 11: Living and Working in Japan How to work with Japanese colleagues Week 12: Working in Japan (Case Studies) Video interviews with foreign workers working in Japan-1 Week 13: Working in Japan (Case Studies) Video interviews with foreign workers working in Japan-2 Week 14: Project Team Presentations Week 15: Final Exam