

COURSE MODULES AND GOALS

Advanced level Japanese

BJ4
11 weeks

Can handle business in any situation

BJ3
11 weeks

Can handle business outside the office

BJ2
11 weeks

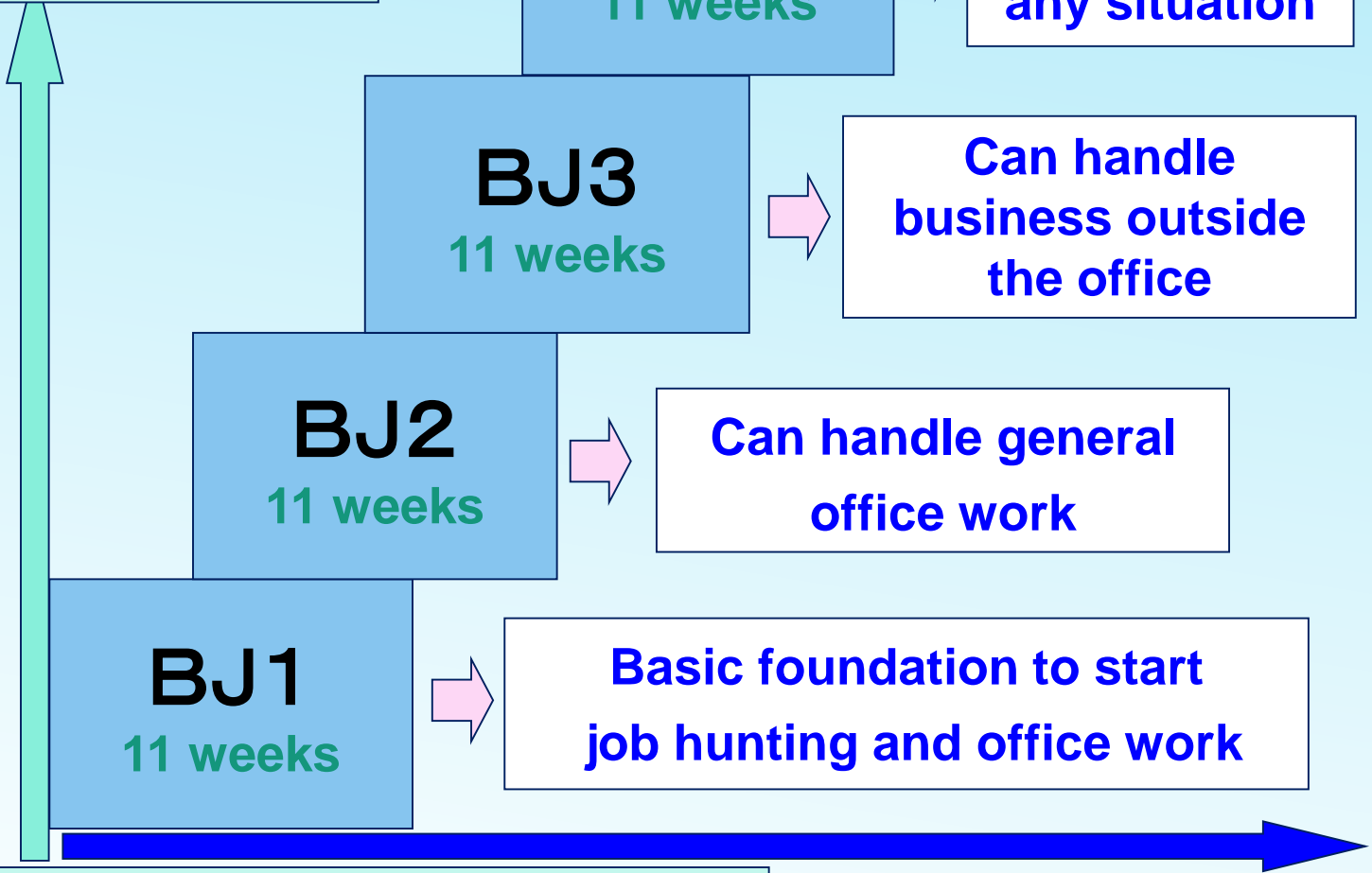
Can handle general office work

BJ1
11 weeks

Basic foundation to start job hunting and office work

(Prerequisite) intermediate level Japanese

Range of application in business



コースの構成と目標

上級日本語力の向上

BJ4
11週間

日本人社員と一緒に研修を受け、仕事が始められる

BJ3
11週間

社外業務ができるようになる

BJ2
11週間

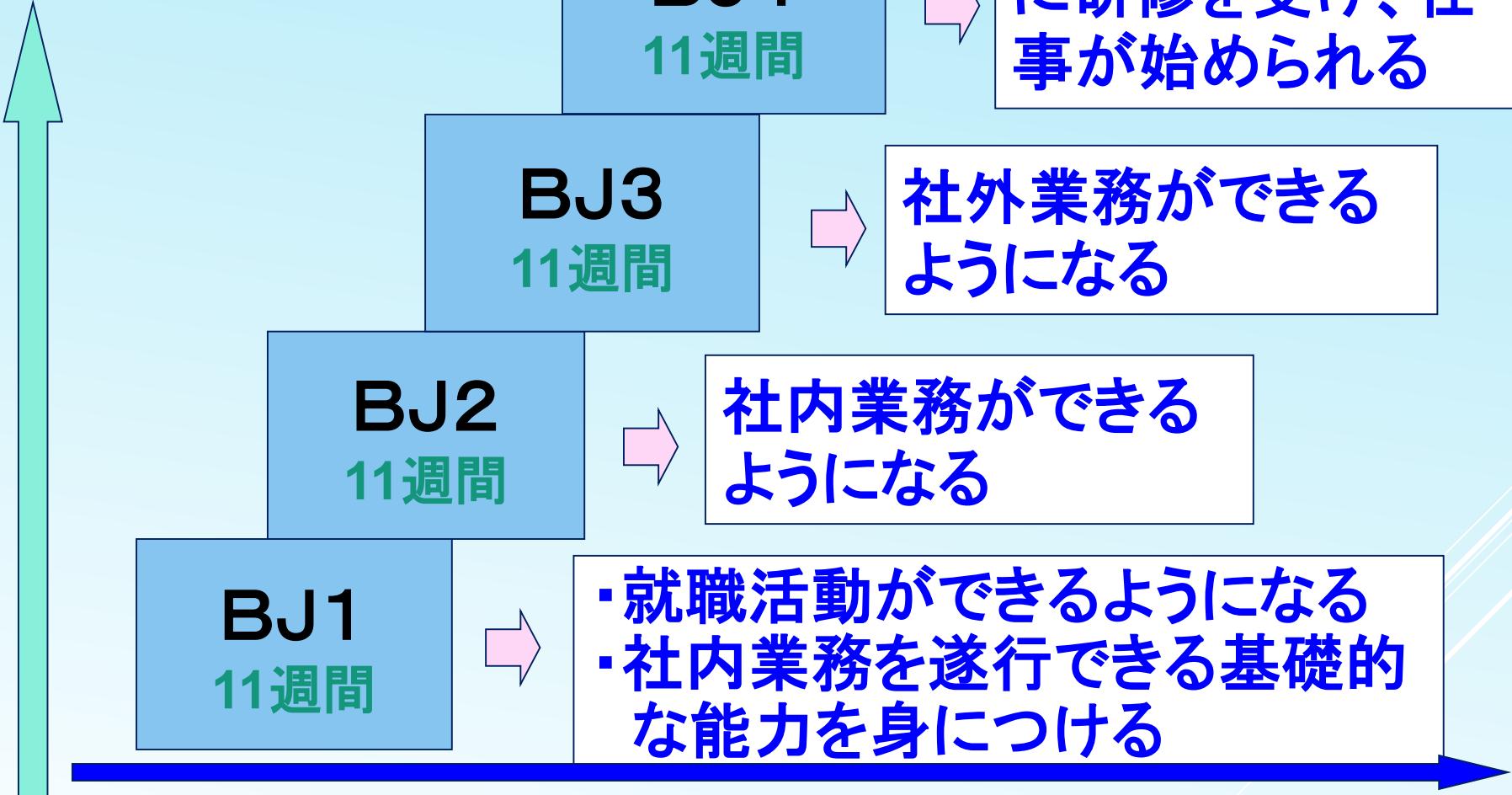
社内業務ができるようになる

BJ1
11週間

- ・就職活動ができるようになる
- ・社内業務を遂行できる基礎的な能力を身につける

中級修了程度の日本語力

ビジネス応用範囲

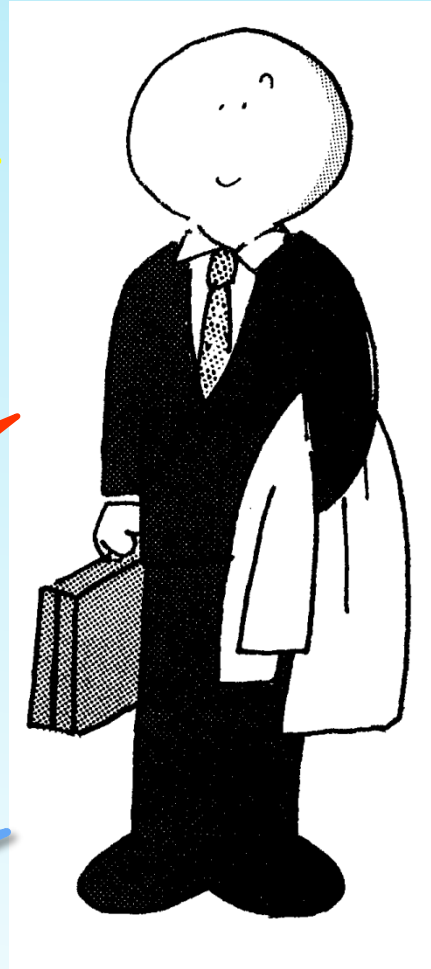


BACKGROUND OF STUDENTS TAKING THIS COURSE

**Seeking jobs in
Japan or abroad**

**Already working or
found a position**

**Have interest in
business**



CONTENT OF STUDY – TO ACQUIRE AND ENHANCE 4 SKILLS TO WORK IN A JAPANESE ORGANIZATION

Job-search skills Info collecting/ offering skills	Intercultural skills	Basic social skills	Japanese language skills for business
<ul style="list-style-type: none"> ■ Self-introduction ■ Self-analysis ■ Motivation for work ■ Resume ■ Past career/ education ■ Info of job hunting situation in Japan <p style="text-align: right;">etc.</p>	<ul style="list-style-type: none"> ■ Japanese views on work ■ Japanese customs and social events ■ Cross-cultural understanding ■ Traditional culture ■ Japanese politics and economy <p style="text-align: right;">etc.</p>	<ul style="list-style-type: none"> ■ Social greetings ■ Business manners ■ Case study ■ Business emails ■ Business documents ■ Reporting, contacting and consulting ■ Structure of Japanese organization <p style="text-align: right;">etc.</p>	<ul style="list-style-type: none"> ■ Social conversation ■ Use of honorifics ■ Making and receiving phone calls ■ Visit to a company/ receiving guests ■ Oral presentation ■ Expressions at a meeting <p style="text-align: right;">etc.</p>