

| Outline of Proposal for SDGs Online Cross-Registration: Online Exchange Program (OEP) focusing on SDGs | | | | | | |
|---|--|---------------|--|---|---|-----------|
| General Information | Name of University/ Institution | | Toyo University | | | |
| | Brief Introduction of the University/Institution | | Toyo University is a comprehensive private university in central Tokyo. Toyo was selected for Top Global University Project by the Japanese government and has been striving for internationalization of the university. In the Faculty of Economics, students receive the opportunity to develop their individual interests through academic scholarship while acquiring a foundational education that can shape their future goals within the context of economics and society inside and outside Japan. | | | |
| | Country/Territory | | Japan | City | Tokyo | |
| | Address | | 5-28-20 Hakusan, Bunkyo-ku | Telephone Number | +81-3-3945-7827 | |
| | Fax Number | | +81-3-3945-8533 | Official University/Institution Website | https://www.toyo.ac.jp/ | |
| | UMAP Contact Person | Name | International Affairs Office | | | |
| Organization/Office | | N/A | | | | |
| Email Address | | mlsgu@toyo.jp | | | | |
| Program Information | Name of Subject | | Business Japanese I / Business Japanese & Culture I3 | Name of Faculty | Center for Global Education and Exchange | |
| | Name of Department | | N/A | | | |
| | Program Description & syllabus | | <p>【Sub-title】 Subjects for International Students</p> <p>【Course Purpose and Description】 This course is intended for Japanese language learners at the CEFR (C1) level and the Toyo University Japanese T17 level to acquire the business Japanese communication skills required in Japanese business society. Students learn vocabulary, expressions and cultural events mainly from the perspectives of business Japanese and business culture to help them acquire business Japanese communication skills. Through the course activities, students will be able to acquire business Japanese communication skills by developing their understanding of business Japanese and business culture and their ability to apply it.</p> <p>【Learning Objectives】 (1) Acquire basic knowledge of Japanese business practices and an understanding of business culture. (2) Acquiring the basic Japanese expressions necessary for business Japanese.</p> <p>【Schedule】 1. Orientation 2. Job hunting ability (1)/Practicing business Japanese (1) 3. Job Hunting Ability (2)/Vocabulary Quiz (1)/Business Japanese Practice (2) 4. Job Hunting Ability (3)/Vocabulary Quiz (2)/Business Japanese Practice (3) 5. Social and Cultural Skills (1)/Vocabulary Quiz (3)/Business Japanese Practice (4) 6. Social and Cultural Skills (2)/Vocabulary Quiz (4) Business Japanese Practice (5) 7. Social and Cultural Skills (3)/Summary 8. Interim Examination and Feedback 9. Corporate Citizenship Program (1)/Business Japanese (6) 10. Basic Skills for Adults (2)/Vocabulary Quiz (3)/Practical Business Japanese (7) 11. Basic Skills for Adults (3)/Vocabulary Quiz (6)/Practical Business Japanese (8) 12. Japanese Language Skills at Work (1)/Vocabulary Quiz (7)/Practicing Business Japanese (9) 13. Japanese Language Proficiency at Work (2)/Vocabulary Quiz (8)/Practicing Business Japanese (10) 14. Japanese Language Proficiency at Work (3)/Business Japanese Practice (11) 15. Final examinations and comments *The schedule may change depending on the number of students and their needs.</p> <p>【Instructional Methods】 We teach mainly using materials, but not only lectures by teachers but also discussions and activities by students are included in the course works.</p> <p>【Self-study before/after classes】 Present the scope of the subject in each class. Be sure to engage in advanced learning (About 60 minutes.) at home, look up words and expressions you don't understand, and participate in classes. Also, please review the contents of the class (About 60 minutes.) and have your own opinions. Please submit the assignment according to the schedule.</p> <p>【Methods of Evaluation and Grading Criteria】 Task and Assignment 30% Vocabulary Quiz 20% Class participation 10% Midterm exam 20% Final exam 20% *The results are quantified on the basis of the above, and judged in accordance with the evaluation standards of Toyo University.</p> <p>【Pre-requisites】 Nothing in particular.</p> <p>【Textbooks】 "Stretch! "Job-hunting ability/business Japanese ability" Naganuma School Tokyo Japanese Language School (edited) Kokushokan Keikai Price: 1,800 yen + tax ISBN: 978-4-336-06222-2 "Practical Business Japanese Workbook [Vocabulary, Grammar and Reading] Standard" Price: 1,164 yen + tax ISBN: 978-4-9912589-0-9 "Practical Business Japanese Workbook [Listening/Listening and reading comprehension] Standard" Price: 1,463 yen + tax ISBN: 978-4-9912589-1-6</p> <p>【Reference Materials】 Experience Manga! Nippon no Kaisha, The Japan Kanji Aptitude Testing Foundation, Price: 1,200 yen + Tax, ISBN: 978-4890963322 "Revised New Business Japanese Example Dictionary" (ASK Publishing) Price: 2,400 Yen ISBN: 978-4-87217-639-1</p> <p>【Related Study Fields and Courses】</p> <p>【Notes】 Please be noted that the name of this course for those who enrolled in Toyo University before AY2020 is "Business Japanese I", and students will obtain one (1) credit.</p> | | | |
| | Degree Level and/or Grade | | Undergraduate | | Language of Instruction | Japanese |
| | Number of Credits to Transfer (Timing of credit issuance) | | University Credits | UTCS converted into University Credits | Definition of UTCS | |
| | | | 2 | — | <p>The definition of UTCS is as follows: (One (1) UTCS = 20 ~ 40 hours of student workload. This includes 13-16 academic hours of instruction. *FYI, please refer to UTCS Users' Guide on UMAP website. (http://umap.org/utcs/)</p> | |
| | Means of Transmission (e.g. via Zoom, etc.) | | Online | | Number of Lectures | 15 |
| | Number of class Hours | | 1.5 | | Total Teaching Hours | 22.5hours |
| | Independent Study Hours | | 45hours | | Student's Total Workload | 67.5hours |
| | Program Fee | | None | | | |
| Requirement | Language Proficiency | | N/A | Yes | | |
| | GPA | | N/A | | Others (if any) | N/A |
| Program Schedule | Length | | 1 term | | | |
| | From | | 25-Sep-23 | To | 22-Jan-24 | |
| | Day of week | | Every Monday | Time of class(Standard Time) | 14:45~16:15(JST) | |
| Participants | Number of acceptable participants | | Unlimited | | | |
| Application Period | From | | 10-Jul-23 | Until (Deadline) | 24-Jul-23 | |
| Certificate | The month you issue the certificate | | The end of March/2024 | | | |
| Others | If there are any other facts to inform, please specify. | | N/A | | | |