

**Outline of Proposal for SDGs Online Cross-Registration:
Online Exchange Program (OEP) focusing on SDGs**

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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		ml-sgu@toyo.jp				
Program Information	Name of Subject		Japanese Language and Culture A / Business Japanese & Culture III2	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 (C2) level and the Toyo University Japanese Language TJS level to acquire the advanced business Japanese communication skills required in Japanese business society. In particular, by learning how to use vocabulary, expressions and cultural events in actual situations based on the theory of case study, it will help students acquire business Japanese communication skills.</p> <p>[Learning Objectives] (1) Acquire deep knowledge of Japanese business practices and an understanding of business culture. (2) Acquiring the advanced Japanese expressions necessary for business Japanese.</p> <p>[Schedule] 1. Orientation 2. CASE 1 Introduction, Business Japanese Practice (1) 3. CASE 1 Presentation, CASE 2 Introduction, Business Japanese Practice (2) 4. CASE 2 Presentation, CASE 3 Introduction, Business Japanese Practice (3) 5. CASE 3 Presentation, CASE 4 Introduction, Business Japanese Practice (4) 6. CASE 4 Presentation, CASE 5 Introduction, Business Japanese Practice (5) 7. CASE 5 Presentation, CASE 6 Introduction, Business Japanese Practice (6) 8. Midterm Exam 9. CASE 6 Presentation, CASE 7 Introduction, Business Japanese Practice (7) 10. CASE 7 Presentation, CASE 8 Introduction, Business Japanese Practice (8) 11. CASE 8 Presentation, CASE 9 Introduction, Business Japanese Practice (9) 12. CASE 9 Presentation, CASE 10 Introduction, Business Japanese Practice (10) 13. CASE 10 Presentation, CASE 11 Introduction, Business Japanese Practice (11) 14. CASE 11 Presentation, Business Japanese Practice (12) 15. Final Exam *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] ""Learn by Case Learning Business Communication"" 2,420 yen + tax by Reiko Ikeda et al. (Author) Nikkei HR ISBN : 978 -4891121983 ""Practical Business Japanese Workbook [Vocabulary, Grammar and Reading] Advance"" Price : 1,164 yen + tax ISBN : 978-4-9912589-2-3 ""Practical Business Japanese Workbook [Listening, Listening and reading comprehension] Advance"" Price : 1,463 yen + tax ISBN : 978-4-9912589-3-0</p> <p>[Reference Materials] Experience Manga! Nippon no Kaisha: 1,200 yen + The Japan Kanji Aptitude Testing Foundation, ISBN 978 -4890963522 ""Revised New Edition Business Japanese Dictionary"" (ASK Publishing Co., Ltd.) Price: 2,400 yen ISBN: 978 -4 -87217 -639 -1</p>				
		Degree Level and/or Grade		Undergraduate	Language of Instruction	Japanese
		Number of Credits to Transfer (Timing of credit issuance)	University Credits	2	UTCS converted into University Credits	—
					Definition of UTCS	The definition of UTCS is as follows: One (1) UTCS = 38 - 48 hours of student workload. This includes 19-16 academic hours of instruction. *FYI, please refer to UTCS Users' Guide on UMAP website. (http://umap.org/ucta)
		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	We accept native English speakers and/or a certificate issued by the home institution if English is used as the medium of instruction.	Yes			
	GPA	N/A		Others (if any)	N/A	
Program Schedule	Length	1 term				
	From	26-Sep-23	To	16-Jan-24		
	Day of week	Every Tuesday	Time of class(Standard Time)	14:45-16:16(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				