

Course Title Career Development		Credits	Instructor (s) AYABE Makoto
Target DTP long-term inbound students		Semester 1 st /2 nd semester	Form Lecture
Keywords	Career communication skills, presentation skills, business manners, social manners, teamwork, etiquette, hospitality		
Course Description (including Goal and Objectives)	<p>【Aim of this course】 Acquire basic skills such as communication and manners in order to think about and achieve careers on their own. Learn about understandable language and non-verbal expressions indispensable to play an active role in an organization. Grasp business/social manners and Japanese decorum to be leaders who support careers and know the culture of Japanese society as its background.</p> <p>【Attainment Targets】 Comprehend Japanese manners whose norms are rational behavior, consideration and respect to others, then utilize the knowledge for communication in a variety of situations along their career paths. Students should actually put the lessons into practice in the local community as well.</p>		
Course Schedule	1	Flow and situation in job hunting in Japan	
	2	Flow and situation in job hunting in Japan	
	3	Self-analysis, career-analysis, company/industry research, occupation research and counterplans (measures) for job hunting.	
	4	Self-analysis, career-analysis, company/industry research, occupation research and counterplans (measures) for job hunting.	
	5	Basic skills and manners demanded in Japanese society/organizations. Rationality and consideration generated from samurai society.	
	6	Basic skills and manners demanded in Japanese society/organizations. Rationality and consideration generated from samurai society.	
	7	Etiquette and Japanese culture which form the basis of manners.	
	8	Etiquette and Japanese culture which form the basis of manners.	
	9	Communication combining “form” with “heart”.	
	10	Communication combining “form” with “heart”.	
	11	Self-expression Non-verbal communication easily conveyed to others(1)	
	12	Self-expression Non-verbal communication easily conveyed to others(2)	
	13	Putting into practice, thinking about relationships with local community Local hospitality(1)	
	14	Putting into practice, thinking about relationships with local community Local hospitality(2)	
	15	Conclusion	
Textbook (s) and reference (s)	Make sure to conduct us by e-mail in advance.		

Learning methods	<ul style="list-style-type: none"> • Attitude toward the class <p>Try to deal with tasks actively. Participate assertively, regarding every class as a scene of communication training.</p> <ul style="list-style-type: none"> • Advice for working at home <p>Attend every class, searching for events based on the norms shown in the first class among their daily social lives.</p> <p>Be sure to review points indicated in every class by themselves.</p>						
Course evaluation methods	<ul style="list-style-type: none"> • Criteria <p>Scores of 60 out of 100 and higher will be accepted.</p> <p>Breakdown: Attendance 40%, reports and attitudes toward every class 60%</p>						
Grading Method	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"> </td> <td style="width: 50%; height: 20px;"> </td> </tr> <tr> <td style="border-top: 1px dashed black; height: 20px;"> </td> <td style="border-top: 1px dashed black; height: 20px;"> </td> </tr> <tr> <td style="border-top: 1px dashed black; height: 20px;"> </td> <td style="border-top: 1px dashed black; height: 20px;"> </td> </tr> </table>						
Message to Students							
Office Hours	Make sure to conduct us by e-mail in advance.						