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## 2017 Academic Calendar

<b>【Spring Semester】</b>		<b>April 1 (Sat) – September 19 (Tue)</b>
Entrance Ceremony		April 7 (Fri)
Orientation		April 1 (Sat) – 8 (Sat)
Classes start		April 10 (Mon)
	S1:	April 10 (Mon) - June 3 (Sat)
	S2:	June 5 (Mon) - July 22 (Sat)
		<S1, S2 classes to be completed in seven weeks are shown as S1, S2>
Classes held on holidays		July 17 (Mon), Marine Day
Temporary Closed		May 1 (Mon), May 2 (Tue)
Spring Semester Make-up Classes*		Four Saturdays during regular class time May 13 (Sat), May 20 (Sat), July 8 (Sat), July 15 (Sat)
Spring Semester Final Examinations		July 24 (Mon) – 31 (Mon)
Classes end		July 31 (Mon)
Summer Vacation		August 1 (Tue) – September 19 (Tue)
Fall Graduation Ceremony		September 19 (Tue)
<b>【Fall Semester】</b>		<b>September 20 (Wed) – March 31 (Sat)</b>
Fall Entrance Ceremony		September 19 (Tue)
Orientation		September 15 (Fri), September 16 (Sat)
Classes start		September 20 (Wed)
	F1:	September 20 (Wed) - 13 November (Mon)
	F2:	November 14 (Tue) - January 23 (Tue)
		<F1, F2 classes to be completed in seven weeks are shown as F1, F2>
Classes held on holidays		September 23 (Sat), Autumnal Equinox Day
		December 23 (Sat), Emperor's Birthday
		January 6 (Sat), Winter Holiday
School Holiday for the Anniversary of University Foundation		November 1 (Wed)
School Festival	Meidai Festival (Izumi Campus)	November 2 (Thu) – 4 (Sat)
	Ikumei Festival (Ikuta Campus)	November 24 (Fri) – 26 (Sun)
Classes cancelled for school festival**		November 1 (Wed) – 5 (Sun) All day November 23 (Thu) – 26 (Sun) All day
** It is possible that classes will be held as usual at the Graduate School, Law School, and Professional Graduate School		
Winter Vacation		December 25 (Mon) – January 7 (Sun)
University Foundation Day		January 17 (Wed)
Temporary Closed		January 13 (Sat)
Fall Semester Make-up Classes*		Two Saturdays during regular class time October 21 (Sat), October 28 (Sat)
		January 9 (Tue), 23 (Tue) All day
Fall Semester Final Examinations		January 24 (Wed) – February 3 (Sat)
Classes end		February 3 (Sat)
Spring Vacation		February 4 (Sun) – March 31 (Sat)
Graduation Ceremony		March 26 (Mon)

\* Days for Make-up Classes may be held other than the above depending on the school.

# 2017 Academic Calendar

## 【 Spring Semester 】

## 【 Fall Semester 】

	S	M	T	W	T	F	S
April							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
May		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
June					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
July							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
August			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
September						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19				

	S	M	T	W	T	F	S
September				20	21	22	23
	24	25	26	27	28	29	30
October	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
November				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
December						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
January		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
February					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28			
March					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

	Orientation
	Holiday, School Closed
	Classes held on holidays
	Final Examination
	University Festival Week 1, 2

	Class cancellation
	Make-up Classes
	Make-up Classes
Meidai Festival: November 2 (Thu) – 4 (Sat)	
Ikumei Festival: November 24 (Fri) – 26 (Sun)	

\*Classes cancelled during University Festival Week (All Campuses)

\*Classes to be completed in seven weeks are shown as S1, S2, F1, F2.

## Timetable

Period	Module	Time period	Remarks
M	m	8:00 – 8:50	In principle, these classes will not be full semester classes
1st period	a	9:00 – 9:50	
	b	9:50 – 10:40	
2nd period	a	10:50 – 11:40	
	b	11:40 – 12:30	
L	m	12:35 – 13:25	In principle, this will be a 1-hour lunch break, in conjunction with a 5-minute break before and after
3rd period	a	13:30 – 14:20	
	b	14:20 – 15:10	
4th period	a	15:20 – 16:10	
	b	16:10 – 17:00	
5th period	a	17:10 – 18:00	
	b	18:00 – 18:50	
6th period	a	19:00 – 19:50	
	b	19:50 – 20:40	
N	m	20:50 – 21:40	In principle, classes spanning a full semester will not be held in Undergraduate Schools.

\* Classes held on weeknights by Graduate Schools may be held during the 5b to Nm time periods.

\* Classes held on weekdays by the Graduate School of Governance Studies and Graduate School of Global Business will be taught using the conventional 90-minute, 15-week schedule.

## List of Courses 2017

Language of Tuition: ENGLISH

Grade	Campus	Lecturer	Day	Period	Subject		※Credit (for each Semester)
					Spring Semester	Fall Semester	
1-2	Izumi	Bradford	Thu	3	Liberal Arts Seminar in Foreign Languages A	Liberal Arts Seminar in Foreign Languages B	2
1-2	Izumi	Nakashima	Fri	2	Basic Accounting A	Basic Accounting B	2
1-4	Izumi	Graham- Marr	Mon	3	English Exams A	English Exams B	1
1-4	Izumi	Graham- Marr	Mon	4	TOEFL Preparation A	TOEFL Preparation B	1
1-4	Izumi	Graham- Marr	Tue	2	Global Issues A	Global Issues B	2
1-4	Izumi	Bradford	Thu	5	Field Study A	Field Study B	2
2-4	Izumi	Sumi	Thu	4	Introduction to Management A	Introduction to Management B	2
1-4	Surugadai	Mikami	Tue	5		Japanese Economy	2
3-4	Surugadai	Ii	Tue	1	Business Presentation A	Business Presentaion B	2
3-4	Surugadai	Nakatani	Tue	1	Business Presentation A	Business Presentaion B	2
3-4	Surugadai	Masuyama	Thu	1	Business Presentation A	Business Presentaion B	2
3-4	Surugadai	Miyata	Fri	1	Business Presentation A	Business Presentaion B	2
3-4	Surugadai	Harada	Wed	4	Strategic Marketing A	Strategic Marketing B	2
3-4	Surugadai	Shibata	Fri	4	Innovation Strategy in Japan (ISJ) A	Innovation Strategy in Japan (ISJ) B	2
3-4	Surugadai	Sumi	Tue	4	International Management A	International Management B	2
3-4	Surugadai	Shibata	Fri	5	Strategic Analysis of Japanese Companies (SAJC)A	Strategic Analysis of Japanese Companies (SAJC)B	2
3-4	Surugadai	Kato	Thu	3	Comparative Business Management (CBM)A	Comparative Business Management (CBM)B	2
3-4	Surugadai	Shoda	Fri	3	Comparative Management (America) A	Comparative Management (America) B	2
3-4	Surugadai	Yamamoto	Thu	2	Transcultural Management(TCM) A	Transcultural Management(TCM) B	2
3-4	Surugadai	Yamamoto	Tue	2	Special Lectures on Business Management C	Special Lectures on Business Management D	2
3-4	Surugadai	Kikuchi	Thu	4	Introduction to Public Management		2
3-4	Surugadai	Seki	Thu	3		Corporate Social Responsibility (CSR)	2
3-4	Surugadai	Noyes	Tue	4		American Culture	2

**Timetable 2017 Spring Semester (Courses in ENGLISH)**

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
<b>1st period</b> (9:00 ~ 10:40)		Business Presentation A 1097 Ii / 2credits		Business Presentation A 2064 Masuyama / 2credits	Business Presentation A 1086 Miyata / 2credits	
		Business Presentation A 1091 Nakatani / 2credits				
<b>2nd period</b> (10:50 ~ 12:30)		◆Global Issues A 1 Graham-Marr / 2credits		Transcultural Management ( TCM ) A 1113 Yamamoto / 2credits	◆ Basic Accounting A M409 Nakashima / 2credit	
		Special Lectures on Business Management C 1163 Yamamoto / 2credits				
<b>3rd period</b> (13:30 ~ 15:10)	◆ English Exam A M410 Graham-Marr / 1credit			◆ Liberal Arts Seminar in Foreign Languages A 507 Bradford / 2credit	Comparative Management (America) A 1021 Shoda / 2credits	
				Comparative Business Management ( CBM ) A 1133 Kato / 2credits		
<b>4th period</b> (15:20 ~ 17:00)	◆ TOEFL Preparation A M410 Graham-Marr / 1credit	International Management A 1116 Sumi / 2credits	Strategic Marketing A 1065 Harada / 2credits	◆ Introduction to Management A 412 Sumi / 2credits	Innovation Strategy in Japan ( ISJ ) A 1063 Shibata / 2credits	
				Introduction to Public Management 1136 Kikuchi / 2credits		
<b>5th period</b> (17:10 ~ 18:50)				◆ Field Study A M407 Bradford / 2credit	Strategic Analysis of Japanese Companies (SAJC) A 1063 Shibata / 2credits	
<b>6th period</b> (19:00 ~ 20:40)						

◆ Izumi Campus

**Timetable 2017 Fall Semester (Courses in ENGLISH)**

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
<b>1st period</b> (9:00 ~ 10:40)		Business Presentation B 1097 Ii / 2credits		Business Presentation B 2064 Masuyama / 2credits	Business Presentation B 1086 Miyata / 2credits	
		Business Presentation B 1091 Nakatani / 2credits				
<b>2nd period</b> (10:50 ~ 12:30)		◆Global Issues B 1 Graham-Marr / 2credits		Transcultural Management ( TCM ) B 1113 Yamamoto / 2credits	◆ Basic Accounting B M409 Nakashima / 2credit	
		Special Lectures on Business Management D 1163 Yamamoto / 2credits				
<b>3rd period</b> (13:30 ~ 15:10)	◆ English Exam B M410 Graham-Marr / 1credit			◆ Liberal Arts Seminar in Foreign Languages B 507 Bradford / 2credit	Comparative Management (America) B 1021 Shoda / 2credits	
				Comparative Business Management ( CBM ) B 1133 Kato / 2credits		
<b>4th period</b> (15:20 ~ 17:00)	◆ TOEFL Preparation B M410 Graham-Marr / 1credit	International Management B 1116 Sumi / 2credits	Strategic Marketing B 1065 Harada / 2credits	◆ Introduction to Management B 412 Sumi / 2credits	Innovation Strategy in Japan ( ISJ ) B 1063 Shibata / 2credits	
		American Culture 1074 Noyez / 2credits				
<b>5th period</b> (17:10 ~ 18:50)		Japanese Economy 1096 Mikami / 2credits		◆ Field Study B M407 Bradford / 2credit	Strategic Analysis of Japanese Companies (SAJC) B 1063 Shibata / 2credits	
<b>6th period</b> (19:00 ~ 20:40)						

◆ Izumi Campus

Introduction to Management A		SUMI Atsushi
Credits: 2	First(Spring)	Year: 2・3・4 (Izumi)
<b>1. Course Outline and Objectives</b> 《Goals》 Goals of the Course: 1. To understand the basic concepts and approaches in American Management in English. 2. To understand differences and similarities of management practices and organizations between the United States and Japan. 《Course Outline》 The course is a general introduction to management. Using an English textbook popular in undergraduate business programs of universities in the United States, the course aims at understanding the basic concepts and approaches in American management, such as managerial planning and goal setting, strategy formulation and implementation, organizational design, managerial decision-making, human resource management, and issues on diversity. The course is offered mainly to students in the business program who successfully completed the Introduction to Management A/B in Japanese using the textbook, Keiegaku eno Tobira (『経営学への扉』). Lectures are provided in English. Group discussions are scheduled after 50 minutes lecture. Students from other programs/ departments than the business administration faculty are recommended to finish reading Keiegaku eno Tobira by the time when the class starts.		
<b>2. Course Content</b> 1a : Course Introduction b : Innovative Management for a Changing World 2a : Innovative Management for a Changing World b : Group discussion 3 The Evolution of Management Thinking 4a : The Environment and Corporate Culture b : Group discussion 5 Managing in a Global Environment 6a : Managing in a Global Environment and the Japanese Companies b : Group discussion 7 Ethics and Social Responsibility 8a : Ethics and Social Responsibility b : Group discussion 9 Managerial Planning and Goal Setting-Overview and Goal Setting 10a : Managerial Planning and Goal Setting-Operational Planning b : Group discussion 11 Strategy Formulation and Implementation-Strategy Formulation 12a : Strategy Formulation and Implementation-Strategy Implementation and Recent Trend b : Group discussion 13 Student Team Presentation #1 14 Student Team presentation #2		
<b>3. Registration Requirements</b> Minimum TOEIC score: 650-700 Students who wish to enroll in this course must attend the first class on course introduction/guidance.		
<b>4. Course Preparations</b> Regular attendance is required. Enrolled Students will be grouped in 4-5 students and prepare for team presentation using extra time in between classes.		
<b>5. Textbook (s)</b> Textbook: Essentials of Contemporary Management, 6th Edition, Global Edition, by Gareth R. Jones and Jennifer M. George (2015) McGraw Hill. This textbook will be available to the enrolled students in the class. (Students need to pay the instructor 5700 y		
<b>6. Reference Book (s)</b> 明治大学経営学研究会編『経営学への扉』(第5版)2015 白桃書房		
<b>7. Assessment</b> Student Team Presentation 20% Quizzes (2 points quiz x 10) 20% Final Exam 40% Overall Class Participation (including group discussions) 20%		
<b>8. Others</b>		

Introduction to Management B		SUMI Atsushi
Credits: 2	Second(Fall)	Year: 2・3・4 (Izumi)
<b>1. Course Outline and Objectives</b> 《Goals》 Goals of the Course: 1. To understand the basic concepts and approaches in American Management in English. 2. To understand differences and similarities of management practices and organizations between the United States and Japan. 《Course Outline》 The course is a general introduction to management. Using an English textbook popular in undergraduate business programs of universities in the United States, the course aims at understanding the basic concepts and approaches in American management, such as managerial planning and goal setting, strategy formulation and implementation, organizational design, managerial decision-making, human resource management, and issues on diversity. The course is offered to students in the business program who successfully completed the Introduction to Management A/B in Japanese using the textbook, Keiegaku eno Tobira (『経営学への扉』). Lectures are provided in English. Group discussions are scheduled after 50 minutes lecture. Students from other programs/ departments than the business administration faculty are recommended to finish reading Keiegaku eno Tobira by the time when the class starts.		
<b>2. Course Content</b> 1a : Course Introduction b : Management in a Changing World 2 Designing Adaptive Organizations 3a : Designing Adaptive Organizations b : Group discussion 4 Motivating Employees ; Group discussion 5a : Motivating Employees b : Group discussion 6 Effective Leadership 7a : Effective Leadership b : Group discussion 8 Dynamics in Behavior in Organizations; Group discussion 9a : Dynamics in Behavior in Organizations b : Group discussion 10 Managing Diversity 11 Human Resource Management 12a : Human Resource Management and Japanese companies b : Group discussion 13 Student Team Presentation #1 14 Student Team Presentation #2		
<b>3. Registration Requirements</b> Minimum TOEIC score: 650-700 Students who wish to enroll in this course must attend the first class on course introduction/guidance. (Students need to pay the instructor 5700 yen for the textbook.)		
<b>4. Course Preparations</b> Regular attendance is required. Enrolled Students will be grouped in 4-5 students and prepare for team presentation using extra time in between classes.		
<b>5. Textbook (s)</b> Textbook: Essentials of Contemporary Management, 6th Edition, Global Edition, by Gareth R. Jones and Jennifer M. George (2015) McGraw Hill. This textbook will be available to the enrolled students in the class.		
<b>6. Reference Book (s)</b> 明治大学経営学研究会編『経営学への扉』(第5版)2015 白桃書房		
<b>7. Assessment</b> Student Team Presentation 20% Quizzes (2 points quiz x 10) 20% Final Exam 40% Overall Class Participation (including group discussions) 20%		
<b>8. Others</b>		

Japanese Economy		MIKAMI Masahiro
Credits: 2	Second (Fall)	Year: 1 • 2 • 3 • 4 (Surugadai)
<b>1. Course Outline and Objectives</b> <Outline> To manage a for-profit or non-profit organization, it is essential to grasp the current macroeconomic situation, thereby ensuring an enlarged scope of vision and broadened prospects for the future. Particularly in this age of globalization and digitalization, such developed countries as Japan are intricately embedded in a global transaction and information network. As information on the Japanese economy becomes huge, complex, and unconfirmed both within and outside the nation, managers and entrepreneurs must learn to collect and systematically analyze such information from an objective viewpoint. Through the presentation of various economic indicators and visual charts, this course provides a basic knowledge of macroeconomics in English and explains the specific structures and situations of the Japanese economy vis-à-vis others, while considering the varieties and diversity that exist among economies. <Objectives> (1) To grasp macroeconomic situations through statistics provided by governments and international organizations. (2) To understand in English the basic concepts and logic of macroeconomics. (3) To acquire an overview of the Japanese economy in relation with, and compared to, other economies in the world.		
<b>2. Course Content</b> 1. Introduction 2. Measurement of the Economy 3. Business Cycles 4. Consumption and Savings 5. Production and Investment 6. Labor and Employment 7. Student Presentation I 8. Japanese Government and Fiscal Policy 9. Bank of Japan and Monetary Policy 10. Inflation and Deflation 11. International Trade and Finance 12. Economic Growth 13. Student Presentation II 14. Summary *The order and content of each lecture is subject to change.		
<b>3. Registration Requirements</b> Students with any level of English proficiency are welcome, as well as foreign students and those who plan to study abroad. Fluency in English is not mandatory. For Japanese students, it is highly recommended to have completed a course of macroeconomics in Japanese (e.g. "Modern Economics B," offered at the School of Business Administration).		
<b>4. Course Preparations</b> As the macroeconomic components explained in each lecture are interrelated, a review of each lecture is crucial. Students will be required to express their own ideas in mid-term and end-term papers, with additional opportunities for oral presentations.		
<b>5. Textbook(s)</b> No textbook has been assigned. Handouts will be provided.		
<b>6. Reference Book(s)</b> Flath, D. (2014) , <i>Japanese Economy</i> , 3rd edition, Oxford, UK: Oxford University Press.		
<b>7. Assessment</b> Class participation: 60%; mid-term paper: 20%; end-term paper: 20%.		
<b>8. Others</b> Students are expected to demonstrate interest in both Japanese and foreign economies as well as generosity toward different cultures, opinions, and English in its various forms.		

Corporate Social Responsibility		SEKI Masao
Credits: 2	Second (Fall)	Year: 3 • 4 (Surugadai)
<b>1. Course Outline and Objectives</b> <Outline> This course will focus on the theory and practice of Corporate Social Responsibility which has become a common language globally. Students will learn the definition, history, policy, standards and best practices of CSR as a systemic and practical knowledge. This course is aimed at helping students understand the business role in the society with a global perspective and its role as a solution provider for sustainable and equitable world. <Objectives> Through this course students will be able to learn the Corporate Social Responsibility in the true sense based on the latest global trend. Also students will be able to recognize CSR as a core value which business should fully integrate into its strategy, business process and day-to-day operation.		
<b>2. Course Content</b> The course will be conducted in English. (Content is subject to change): 1. Introduction, Background of CSR 2. Overview of CSR 3. Definition, History of CSR 4. Disclosure, CSR reporting 5. Case study 1 6. Case study 2 7. Global initiatives, leadership of business 8. ISO26000 Guidance on Social Responsibility 9. Human rights as a core subject of CSR 10. Environment as a core subject of CSR 11. Supply chain and value chain 12. Stakeholder Engagement 13. SRI and role of Financial Institutions/Investors 14. CSR as a driver for Social Innovation		
<b>3. Registration Requirements</b> No requirements. English skill of TOEIC 500 or above is recommended.		
<b>4. Course Preparations</b> After the class, review the learnings and further explore them especially on the points you are interested in.		
<b>5. Textbook(s)</b> Prints will be provided.		
<b>6. Reference Book(s)</b> United Nations Global Compact Corporate social responsibility : a very short introduction / Jermy Moon. Oxford University Press, 2014		
<b>7. Assessment</b> Attendance and class participation: 30% , Written assignments: 70% In addition to the in-depth systematical understanding of CSR, a great value is set on the learning from best practices. As an assignment, students are required to read printed or web-bas		
<b>8. Others</b>		



American Culture		Matthew Noyes
Credits: 2	Second (Fall)	Year: 3 • 4 (Surugadai)
<b>1. Course Outline and Objectives</b> <Outline> American? Culture? Our American Culture? Slams? – What do we mean by American Culture and who role do we play in (re)producing it? This is not a lecture course. We will use five main tools: 1. Slams. These are like poetry slams or rap battles. You will present something that represents an important aspect of Our American Culture. We will have seven or eight “heats,” a semi-final, and a championship. You will be both performers and judges. 2. In-class writing and discussion. Short written pieces in which you reflect on the class content. 3. A Facebook group. Everyone must join and post in a secret Facebook group for this course. It will be accessible only to members of this course. 4. Weekly micro-research topics: written homework assignments, posted on FB. And 5. A final paper or project. I will describe this in detail near the end of the semester. And lots of music. <Objectives> Students who successfully complete this course will: <ul style="list-style-type: none"> <li>• communicate freely with fellow students and the teacher</li> <li>• think for themselves and try out new ideas and perspectives</li> <li>• do Internet research, writing and reading in English</li> <li>• question their cultural and national identity</li> <li>• connect the course themes to their own experiences and aspirations</li> </ul>		
<b>2. Course Content</b> <ol style="list-style-type: none"> <li>1. Introductions – who are we and what are we doing here?</li> <li>2. Where is America? What do we think of when we hear “American Culture”?</li> <li>3. What is culture? Ideology? Personal experience? Institutions?</li> <li>4. Whose culture is it? Is American Culture ours?</li> <li>5. How to slam.</li> <li>6. Slams Round #1</li> <li>7. Slams Round #2</li> <li>8. Slams Round #3</li> <li>9. Slams Round #4</li> <li>10. Slams Round #5</li> <li>11. Slams Round #6</li> <li>12. Slams Round #7</li> <li>13. Slams Semi-Finals</li> <li>14. Slams Finals</li> </ol>		
<b>3. Registration Requirements</b> This is a course for intermediate and advanced English speakers. All presentations, discussion, and writing will be in English. This course is participatory. You need to bring your talent and intelligence. Everyone needs to be active in discussion, individual research online, performance in the slams, judging and giving feedback to others, online conversations on Facebook.		
<b>4. Course Preparations</b> Preparation of program evaluation report Preparation of final presentation Other tasks specified by the host institution		
<b>5. Textbook (s)</b> Materials will be provided by the instructor and the students during the semester.		
<b>6. Reference Book (s)</b> Memories of Fire. Eduardo Galeano. Nation Books. 2010		
<b>7. Assessment</b> <ul style="list-style-type: none"> <li>• Attendance and Participation (includes slams and in class writing): 50%</li> <li>• Micro-research (homework): 30%</li> <li>• Final Paper: 20%</li> </ul>		
<b>8. Others</b>		

Global Issues A		Hugh Graham-Marr
Credits: 2	First(Spring)	Year: 1 • 2 • 3 • 4 (Izumi)
<b>1. Course Outline and Objectives</b> English has become the language of global communication. Studying English at university should therefore involve some exploration of prominent issues in the global community. Global Issues A aims to develop students' English ability while introducing issues in the world today and encouraging further exploration. Since such issues are also viewed in variety of ways, the course also seeks to promote critical thinking skills to explore these issues using English. The main course materials will be readings introducing the issues which will be used to promote reading skills as well as introduce content. The readings will be assigned during the previous class and should be prepared in advance. Video materials will also be used to promote listening and give a multi-media view of the issues. Besides reading and listening, students will be required to keep a reflective journal in English, which will be used as a source for small in-group discussions. Learning how to discuss topics effectively will also be a goal for this course. <p>Objectives</p> <ul style="list-style-type: none"> <li>• To develop a critical awareness of global issues</li> <li>• To be able to discuss global issues in English</li> <li>• To become familiar with and practice a range of reading skills</li> <li>• To acquire key vocabulary associated with global issues</li> <li>• To be able to participate effectively in a group presentation</li> </ul>		
<b>2. Course Content</b> Week 1 : Course Introduction Week 2 : Planet Football Week 3 : What makes an Olympic champion? Week 4 : Skin Deep: What is beauty? Week 5 : The body's canvas Week 6 : Animals: Dangerous Journey Week 7 : Tracking the snow leopard Week 8 : Violent Earth: The ring of fire Week 9 : Predicting earthquakes Week 10 : Island Explorations: The perfect beach Week 11 : Land of fire and ice Week 12 : Success and Failure: The nature of risk Week 13 : The rewards of failure Week 14 : Course Review+Exam		
<b>3. Registration Requirements</b> Further InformationRegistration Requirements: This course is open to students in all years in the School of Business Administration and also to students from other schools in Meiji University. The course is a general elective course which is taught in English and so suitable for English track students. Because in-class discussion is an important part of this course, there is a strict attendance policy. More than 3 absences will result in failure.		
<b>4. Course Preparations</b> Please have a good learner dictionary—this may be either electronic or paper based and a copy of the textbook.		
<b>5. Textbook (s)</b> Douglas, N. (2014) Reading Explorer 3: Second Edition. Boston: Heinle, Cengage Learning		
<b>6. Reference Book (s)</b> Handouts, the Internet, O-oh Meiji! System		
<b>7. Assessment</b> Attendance and class participation: 20% Quizzes 10%Journal: 20% Final exam 50% (NOTE: More than 3 unexcused absences will result in a fail (3 lates=1 absence))		
<b>8. Others</b> This class will be taught in English. The key to success in this class is to prepare for each class and be active in class. Ask if you do not understand! If you do this you will be able to improve your English reading and discussion, learn about important issues in the world today and make friends with your classmates!		

Global Issues B		Hugh Graham-Marr
Credits: 2	Second(Fall)	Year: 1 • 2 • 3 • 4 (Izumi)
<b>1. Course Outline and Objectives</b> English has become the language of global communication. Studying English at university should therefore involve some exploration of prominent issues in the global community. Global Issues A aims to develop students' English ability while introducing issues in the world today and encouraging further exploration. Since such issues are also viewed in variety of ways, the course also seeks to promote critical thinking skills to explore these issues using English. The main course materials will be readings introducing the issues which will be used to promote reading skills as well as introduce content. The readings will be assigned during the previous class and should be prepared in advance. Video materials will also be used to promote listening and give a multi-media view of the issues. Besides reading and listening, students will be required to keep a reflective journal in English, which will be used as a source for small in-group discussions. Learning how to discuss topics effectively will also be a goal for this course. <p>Objectives</p> <ul style="list-style-type: none"> <li>• To develop a critical awareness of global issues</li> <li>• To be able to discuss global issues in English</li> <li>• To become familiar with and practice a range of reading skills</li> <li>• To acquire key vocabulary associated with global issues</li> <li>• To be able to participate effectively in a group presentation</li> </ul>		
<b>2. Course Content</b> Week 1 : Course Introduction Week 2 : Global Addictions: Caffeine: The World's Favorite Drug Week 3 : Powering the Future Week 4 : Epic Engineering: China's Grand Canal Week 5 : Peru's Highway of Dreams Week 6 : Far Out: Defying Gravity Week 7 : The Ultimate Trip Week 8 : All in the Mind: What's on your Mind? Week 9 : Inside Animal Minds Week 10 : Art and Life: The Power of Color Week 11 : Van Gogh's World Week 12 : Medical Challenges: A Cure for Cancer? Week 13 : Deadly Contact Week 14 : Course Review+Exam		
<b>3. Registration Requirements</b> Further InformationRegistration Requirements: This course is open to students in all years in the School of Business Administration and also to students from other schools in Meiji University. The course is a general elective course which is taught in English and so suitable for English track students. Because in-class discussion is an important part of this course, there is a strict attendance policy. More than 3 absences will result in failure.		
<b>4. Course Preparations</b> Please have a good learner dictionary—this may be either electronic or paper based and a copy of the textbook.		
<b>5. Textbook (s)</b> Douglas, N. (2014) Reading Explorer 3: Second Edition. Boston: Heinle, Cengage Learning		
<b>6. Reference Book (s)</b> Handouts, the Internet, O-oh Meiji! System		
<b>7. Assessment</b> Attendance and class participation: 20% Quizzes 10%Journal: 20% Final exam 50% (NOTE: More than 3 unexcused absences will result in a fail (3 lates=1 absence))		
<b>8. Others</b> This class will be taught in English. The key to success in this class is to prepare for each class and be active in class. Ask if you do not understand! If you do this you will be able to improve your English reading and discussion, learn about important issues in the world today and make friends with your classmates!		

Liberal Arts Seminar in Foreign Languages A 「Intercultural Communication A」		Annette Bradford
Credits: 2	First(Spring)	Year: 1 • 2 (Izumi)
<b>1. Course Outline and Objectives</b> <Outline> We live in an era where being able to communicate across cultures is imperative to our ability to function in a diverse workplace, city and world. Intercultural Communication A is an interactive course that focuses on the importance of culture in our everyday lives, and the ways in which culture interrelates with and effects communication processes. In order to develop a foundational level of intercultural competency, this course will challenge students to think critically about their own cultures and learn about the ways people from different cultural backgrounds think, communicate, and behave based on the value systems and worldviews that ground them. <Objectives> <ul style="list-style-type: none"> <li>• To develop awareness of one's own culture and the cultures of others</li> <li>• To increase understanding of how culture influences perception, communication &amp; behavior</li> <li>• To build competencies in critical analysis and cross-cultural engagement</li> </ul>		
<b>2. Course Content</b> <ol style="list-style-type: none"> <li>1. Welcome &amp; Expectations</li> <li>2. Why Study Intercultural Communication?</li> <li>3. Exploring Communication and Culture</li> <li>4. Exploring Communication and Culture</li> <li>5. Cultural Values and Beliefs</li> <li>6. Cultural Values and Beliefs</li> <li>7. Cultural Values and Beliefs</li> <li>8. Examining our own Cultures</li> <li>9. Examining our own Cultures</li> <li>10. Communication Styles</li> <li>11. Communication Styles</li> <li>12. Worldview and your cultural compass</li> <li>13. Building Cultural Competence</li> <li>14. Review</li> </ol>		
<b>3. Registration Requirements</b> All classes will be conducted entirely in English and are highly interactive. Students must be prepared to discuss their feelings and beliefs about sensitive topics with others in the class.		
<b>4. Course Preparations</b> Because in-class discussion is an important part of this course, there is a strict attendance policy. More than three absences will result in failure. Extensive reading and writing in English both inside and outside of the classroom is required.		
<b>5. Textbook(s)</b> Materials will be provided during class. Course website.		
<b>6. Reference Book(s)</b> Samovar, L.A., Porter, R.E., McDaniel, E.R., & Roy, C.S. (2012). Communication between cultures. Cengage Learning. Martin, J.N. & Nakayama, T.K. (2007). Intercultural communication in contexts. 6th edition. McGraw-Hill.		
<b>7. Assessment</b> Attendance and class participation 30%, in-class quizzes 10%, reflective writing 20%, Final Essay 40%. More than 3 absences will result in a fail (3 late=1 absence).		
<b>8. Others</b>		

Liberal Arts Seminar in Foreign Languages B 「Intercultural Communication B」		Annette Bradford
Credits: 2	Second(Fall)	Year: 1 • 2 (Izumi)
<b>1. Course Outline and Objectives</b> <Outline> We live in an era where being able to communicate across cultures is imperative to our ability to function in a diverse workplace, city and world. Intercultural Communication B is an interactive course that focuses on the importance of culture in our everyday lives, and the ways in which culture interrelates with and effects communication processes. This course emphasizes how culture impacts human interactions in various arenas. Students will apply intercultural knowledge to develop strategies for adjusting to new cultures and overcoming intercultural communication breakdowns. <Objectives> <ul style="list-style-type: none"> <li>• To increase understanding of how culture impacts identities and relationships interpersonally, between groups and internationally</li> <li>• To build competencies for addressing cultural conflicts and barriers to effective communication</li> <li>• To lay the foundations for working across cultures with integrity</li> </ul>		
<b>2. Course Content</b> <ol style="list-style-type: none"> <li>1. Welcome. Culture and Social Relationships</li> <li>2. Intercultural Conflict Styles</li> <li>3. Stereotypes, Prejudice and Ethnocentrism</li> <li>4. Stereotypes, Prejudice and Ethnocentrism</li> <li>5. Culture in the Workplace</li> <li>6. Culture in the Workplace</li> <li>7. Culture in the Workplace</li> <li>8. Cultural Simulation Activity</li> <li>9. Adjusting to a New Culture</li> <li>10. Adjusting to a New Culture</li> <li>11. Barriers to Intercultural communication</li> <li>12. Barriers to Intercultural communication</li> <li>13. Student Presentations</li> <li>14. Student Presentations &amp; Review</li> </ol>		
<b>3. Registration Requirements</b> All classes will be conducted entirely in English and are highly interactive. Students must be prepared to discuss their feelings and beliefs about sensitive topics with others in the class.		
<b>4. Course Preparations</b> Because in-class discussion is an important part of this course, there is a strict attendance policy. More than three absences will result in failure. Extensive reading and writing in English both inside and outside of the classroom is required.		
<b>5. Textbook(s)</b> Materials will be provided during class. Course website.		
<b>6. Reference Book(s)</b> Samovar, L.A., Porter, R.E., McDaniel, E.R., & Roy, C.S. (2012). Communication between cultures. Cengage Learning. Martin, J.N. & Nakayama, T.K. (2007). Intercultural communication in contexts. 6th edition. McGraw-Hill.		
<b>7. Assessment</b> Assessment: Attendance and class participation 30%, in-class quizzes 10%, reflective writing 20%, Final Group Project 40%. More than 3 absences will result in a fail (3 late=1 absence).		
<b>8. Others</b>		

Innovation Strategy in Japan A		SHIBATA Takashi
Credits: 2	First(Spring)	Year: 3・4 (Surugadai)
<p>1. Course Outline and Objectives            &lt;Outline&gt;            Japanese corporations maintain high Technology standard, yet it does not lead to good business result in most of the fields, except limited field such as auto industry.            What makes to lead such results?            This course try to find out the cause and counter-plan to restore Japanese industry competitiveness. Toward that purpose, we would like to study MOT for it basic notion and Related issue with management and marketing strategies.            &lt;Objectives&gt;            Study basic IS-MOT theory</p>		
<p>2. Course Content            I Basic concept            1. What is innovation?- Technical Innovation and Business Innovation            2. MOT-From the innovation to new business creation            3. Management Strategy, MOT, Market Strategy, Global Management            4. R &amp; D, Production, and Marketing Activity            II Innovation Theories            5. National Innovation System, Porter's "Strategic Advantage of The Nation"            6. Definition of innovation            7. Shumpeter Innovation theory Kondoratiev cycle Kind of definition            8. Abernathy-Utterback innovation theory-Dominant design            9. Christensen innovation theory            10. S-curve, PPM PLC            III Industrial case study 1-Automobile industry            11. History of Automobile industry- Ford model, GM model, Japanese market            12. Toyota production system            13. Globalization of Toyota production system            14. Organizational innovation and quality control</p>		
<p>3. Registration Requirements            Entry time limit 15 minutes after opening lecture</p>		
<p>4. Course Preparations            Students are required to download the study material form "Class Web" on "Oh-o! Meiji" and to check the contents before the lecture, and to answer to answer "Questionnaire" based on the contents on the lecture at the "Class Web" on "Oh-o! Meiji" after the lecture in every week.</p>		
<p>5. Textbook(s)            Hand out data is delivered from "Oh-o! Meiji" web site.</p>		
<p>6. Reference Book(s)            Robert A. Burgelman and others "Strategic Management of Technology and Innovation (4th Edition)"</p>		
<p>7. Assessment            English report 50%, Participation+Mini Report 50%</p>		
<p>8. Others            All the lessons are in English.            本授業は国際教育プログラム「基幹科目(経済)Ⅰ」としても開講しています。詳細は、「国際教育プログラム」シラバスを参照してください。            Students are required to bring Note-PC, smart phone, or tablet with telecommunication capability. Attendance and mini reports are sent via "Oh-o! Meiji" every week.</p>		

Innovation Strategy in Japan B		SHIBATA Takashi
Credits: 2	Second(Fall)	Year: 3・4 (Surugadai)
<p>1. Course Outline and Objectives            &lt;Outline&gt;            Japanese corporations maintain high Technology standard, yet it does not lead to good business result in most of the fields, except limited field such as auto industry.            What makes to lead such results?            This course tries to find out the cause and counter-plan to restore Japanese industry competitiveness. Toward that purpose, we would like to study MOT for it basic theory and related issue with management and marketing strategies to avoid Galapagos            Particularly, ISJB at first review basic MOT theory, proceed to different case study of Actual industries. Finally wrap up corporate strategy in technology.            &lt;Objectives&gt;            To think MOT theory applying in actual business</p>		
<p>2. Course Content            I Review &amp; Basic concept &amp; issue            1. Condorachif cycle (juguler, kichen) &amp; Shumpeter innovation            2. Re-visiting MOT basic theory            Road Map            Innovation strategy            linear &amp; con-current Product development            II Industrial Case Study 2-Electronic Industry            3. Silicon Cycle and business model-Toshiba, Hitachi, Samsung            4. Application of semiconductor- electronic calculator, LCD-Sharp, Casio            5. Home Video-Defacto-standardazaion of VHS system, JVC            6. Innovation of digital audio(1)-Compact disc-Sony            7. Innovation of digital audio(2)-Compact disc-Sony            8. Video Game(1)-Atari and Nintendo            9. Video Game(2)-Sony Computer Entertainment            III Case study industry by industry            10. Precision mechanical industry-Quartz watch, Seiko            11. Precision optical industry-Laser printer, Canon            12. Railway Industry-Shinkansen and world high speed trains            13. Complex system-Car navigation system            14. Summary and Future forecast</p>		
<p>3. Registration Requirements            Entry time limit 15 minutes after opening lecture</p>		
<p>4. Course Preparations            Students are required to download the study material form "Class Web" on "Oh-o! Meiji" and to check the contents before the lecture, and to answer to answer "Questionnaire" based on the contents on the lecture at the "Class Web" on "Oh-o! Meiji" after the lecture in every week.</p>		
<p>5. Textbook(s)            Hand out data is delivered from "Oh-o! Meiji" web site.</p>		
<p>6. Reference Book(s)            Robert A. Burgelman and others "Strategic Management of Technology and Innovation (4th Edition)"</p>		
<p>7. Assessment            English report 50%, Participation+Mini Report 50%</p>		
<p>8. Others            All the lessons are in English.            本授業は国際教育プログラム「基幹科目(経済)Ⅱ」としても開講しています。詳細は、「国際教育プログラム」シラバスを参照してください。            Students are required to bring Note-PC, smart phone, or tablet with telecommunication capability. Attendance and mini reports are sent via "Oh-o! Meiji" every week.</p>		

Strategic Marketing A		HARADA Susumu
Credits: 2	First(Spring)	Year: 3 • 4 (Surugadai)
<p>1. Course Outline and Objectives &lt;Course Outline&gt; Why do we learn marketing? Because marketing is everywhere. Formally or informally, people and organizations engages in a vast number of activities that we could call marketing. The aim of this class is to understand the basic concepts of marketing in English. &lt;Objectives&gt; The goal for students is to acquire basic knowledge of marketing and contemporary issues on marketing activities. Students can also improve presentation abilities in English thorough group discussion and case study.</p>		
<p>2. Course Content This class consisted of two parts: lecture (a) and group discussion (b) . First half of the class provide the basic knowledge of marketing. Based on the knowledge, students will discuss and share certain topics in the second half of the class. Week 1 Course Introduction Week 2 Definition of Marketing (a) Group Discussion (b) Week 3 Developing Marketing Strategies and Plans (a) Group Discussion (b) Week 4 Gathering Information and Scanning the Environment (a) Group Discussion (b) Week 5 Conducting Marketing Research and Forecasting Demand (a)Group Discussion (b) Week 6 Creating Customer Value, Satisfaction, and Loyalty (a) Group Discussion (b) Week 7 Analyzing Consumer Market (a) Group Discussion (b) Week 8 Analyzing Business Markets (a) Group Discussion (b) Week 9 Identifying Market Segments and Targets (a) Group Discussion (b) Week 10 Creating Brand Equity (a) Group Discussion (b) Week 11 Crafting the Brand Positioning (a) Group Discussion (b) Week 12 Dealing with Competition (a) Group Discussion (b) Week 13 Case Study: Students Presentation Week 14 Case Study: Students Presentation</p>		
3. Registration Requirements		
4. Course Preparations This course will be interactive, so active participation is required.		
5. Textbook(s) None. Handouts are given every time.		
6. Reference Book(s) Kotler, P. and Keller, K.L. () Marketing Management, Pearson International Edition		
7. Assessment 30% group discussion, 30% case study presentation, 40% report		
8. Others		

Strategic Marketing B		HARADA Susumu
Credits: 2	Second(Fall)	Year: 3 • 4 (Surugadai)
<p>1. Course Outline and Objectives &lt;Course Outline&gt; Why do we learn marketing? Because marketing is everywhere. Formally or informally, people and organizations engages in a vast number of activities that we could call marketing. The aim of this class is to understand the basic concepts of marketing in English. &lt;Objectives&gt; The goal for students is to acquire basic knowledge of marketing and contemporary issues on marketing activities. Students can also improve presentation abilities in English thorough group discussion and case study.</p>		
<p>2. Course Content This class consisted of two parts: lecture (a) and group discussion (b). First half of the class provide the basic knowledge of marketing. Based on the knowledge, students will discuss and share certain topics in the second half of the class. Week 1 Course Introduction Week 2 Setting Product Strategy (a) Group Discussion (b) Week 3 Designing and Managing Services (a) Group Discussion (b) Week 4 Developing Pricing Strategies and Programs (a) Group Discussion (b) Week 5 Designing and Managing Integrated Marketing Channels (a) Group Discussion (b) Week 6 Managing Retail, Wholesaling, and Logistics (a) Group Discussion (b) Week 7 Designing and Managing Integrated Marketing Communications (a) Group Discussion (b) Week 8 Managing Mass Communications (a) Group Discussion (b) Week 9 Managing Personal Communications (a) Group Discussion (b) Week 10 Introducing New Market Offerings (a) Group Discussion (b) Week 11 Tapping into Global Markets (a) Group Discussion (b) Week 12 Managing a Holistic Marketing Organization (a) Group Discussion (b) Week 13 Case Study: Students Presentation Week 14 Case Study: Students Presentation</p>		
3. Registration Requirements		
4. Course Preparations This course will be interactive, so active participation is required.		
5. Textbook(s) None. Handouts are given every time.		
6. Reference Book(s) Kotler, P. and Keller, K.L. () Marketing Management, Pearson International Edition		
7. Assessment 30% group discussion, 30% case study presentation, 40% report		
8. Others		

International Management A		SUMI Atsushi
Credits: 2	First(Spring)	Year: 3・4 (Surugadai)
<b>1. Course Outline and Objectives</b> <Outline> Globalization of nation's socio-economy influences corporations in a variety of ways, and one of its salient characteristics could be seen in increasing cross border trade and foreign direct investment. This is most evident in the recent shift in the strategic goals of many corporations; the change from the export-oriented, multi-domestic strategy where corporations focus on internationalizing only selected divisions to the more global strategy where corporations actively aim at building profit centers worldwide. Global competition has increased its complexity as well. The emerging newly industrialized nations as represented by the BRICs, and the increasing emphasis on regionalization and regional economic alliances have necessitated corporations to change their managerial practices to cope with the turbulent global environments. Under these changes in today's international political economy, Japanese corporations are compelled to develop the international human resources who are able to actively cope with urgent global challenges. Foreign affiliated companies in Japan, in contract, are known to be more successful in the localization of their management practices. The course aims at addressing these rising challenges and issues in the international management and understanding them from wider perspectives. The class lectures will consist of English lectures (90%) and supplementary explanations of the main concepts in Japanese when necessary (10%). Group discussions are scheduled after 50 minutes lecture. Enrolments by foreign exchange students and students from other departments are also welcome. <Objectives> By using English language, students will have good understandings of globalization and the international environments, and the ways in which they affect companies doing business abroad.		
<b>2. Course Content</b> 1a : Course Introduction b : What is International Management? 2 Globalization 3a : Globalization b : Group Discussion 4-5. National Differences in Political Economy 6a : National Differences in Political Economy b : Group Discussion 7. Political Economy and Economic Development 8a : Political Economy and Economic Development b : Group Discussion 9a : Review for Midterm Exam b : Midterm Exam (open book, 50 minutes test) 10-11. Differences in Culture 12a : Differences in Culture b : Group Discussion 13. The Political Economy of International Trade 14a : The Political Economy of International Trade b : Group Discussion/ Wrap up		
<b>3. Registration Requirements</b> Students who wish to enroll in this course must attend the first class on course introduction.		
<b>4. Course Preparations</b> Regular attendance is required due to English language-based lectures. Students are required to answer 10 quizzes in Oh-o! Meiji's class web in between classes.		
<b>5. Textbook (s)</b> Global Business Today, 8th edition, Global Edition (2014), by Charles W. L. Hill, Krishna Udayasankar, Wee Chow Hou, McGraw-Hill. <u>Selected chapters in PDF format will be available to the enrolled students in Oh-o! Meiji's class web page.</u>		
<b>6. Reference Book (s)</b> Will be introduced whenever necessary in class.		
<b>7. Assessment</b> Course Evaluation will be based on the following criteria: • Midterm Exam 30% (50 minutes In-class Test. Open Book Style.) • Quiz 20% (10 Quizzes) • Case Report 30% (English report: A4 3 pages, 1000~1200 words) • Overall Class Participation 20% (including gr		
<b>8. Others</b> Students are encouraged to ask questions. The instructor's email address is <2016spring.classes.sumi@gmail.com> . (本授業は国際教育プログラム「基幹科目(経済) I」としても開講しています。詳細は、「国際教育プログラム」シラバスを参照してください。)		

International Management B		SUMI Atsushi
Credits: 2	Second(Fall)	Year: 3・4 (Surugadai)
<b>1. Course Outline and Objectives</b> Globalization of nation's socio-economy influences corporations in a variety of ways, and one of its salient characteristics could be seen in increasing cross border trade and foreign direct investment. This is most evident in the recent shift in the strategic goals of many corporations; the change from the export-oriented, multi-domestic strategy where corporations focus on internationalizing only selected divisions to the more global strategy where corporations actively aim at building profit centers worldwide. Global competition has increased its complexity as well. The emerging newly industrialized nations as represented by the BRICs, and the increasing emphasis on regionalization and regional economic alliances have necessitated corporations to change their managerial practices to cope with the turbulent global environments. Under these changes in today's international political economy, Japanese corporations are compelled to develop the international human resources who are able to actively cope with urgent global challenges. Foreign affiliated companies in Japan, in contract, are known to be more successful in the localization of their management practices. The course aims at addressing these rising challenges and issues in the international management and understanding them from wider perspectives. The class lectures will consist of English lectures (90%) and supplementary explanations of the main concepts in Japanese when necessary (10%). Group discussions are scheduled after 50 minutes lecture. Enrolments by foreign exchange students and students from other departments are also welcome. <Objectives> By using English language, students will have good understandings of the basic theoretical issues of International Business.		
<b>2. Course Content</b> 1a : Introduction b : What is International Management? 2. Foreign Direct Investment 3-4. The Strategy of International Business 5a : The Strategy of International Business b : Group Discussion 6. Entering Foreign Markets 7a : Entering Foreign Markets b : Group Discussion 8a : Review for Midterm exam b : Midterm Exam (open book, 50 minutes test) 9. Global Production, Outsourcing, Logistics 10a : Global Production, Outsourcing, Logistics b : Group Discussion 11. Global Marketing and R&D 12a : Global Marketing and R&D b : Group Discussion 13. Global Human Resource Management 14a : Global Human Resource Management b : Group Discussion/ Wrap up		
<b>3. Registration Requirements</b> Students who wish to enroll in this course must attend the first class on course introduction.		
<b>4. Course Preparations</b> Regular attendance is required due to English language-based lectures. Students are required to answer 10 quizzes in Oh-o! Meiji's class web in between classes.		
<b>5. Textbook (s)</b> Global Business Today, 8th edition, Global Edition (2014), by Charles W. L. Hill, Krishna Udayasankar, Wee Chow Hou, McGraw-Hill. <u>Selected chapters in PDF format will be available to the enrolled students in Oh-o! Meiji's class web page.</u>		
<b>6. Reference Book (s)</b> Will be introduced whenever necessary in class.		
<b>7. Assessment</b> Course Evaluation will be based on the following criteria: • Midterm Exam 30% (50 minutes In-class Test. Open Book Style.) • Quiz 20% (10 Quizzes) • Report 30% (English report: A4 3 pages, 1000~1200 words) • Overall Class Participation 20% (including group d		
<b>8. Others</b> Students are encouraged to ask questions. The instructor's email address is <2016fall.classes.sumi@gmail.com> . (本授業は国際教育プログラム「基幹科目(経済) I」としても開講しています。詳細は、「国際教育プログラム」シラバスを参照してください。)		

Strategic Analysis of Japanese Companies A		SHIBATA Takashi
Credits: 2	First(Spring)	Year: 3・4 (Surugadai)
<p>1. Course Outline and Objectives &lt;Outline&gt; Strategic analysis provide us the characteristics of Japanese SWOT (Strength, Weakness, Opportunity and Threat.) analysis and other tools have its different characteristics suggest management to analyze and re-construct for future corporate strategy. Strategic Analysis covers not only production process management such as Just-In-Time and kaizen method, but also marketing and product development strategy. Toward that purpose, this lecture provides tools and means to strategic analysis. &lt;Objectives&gt; Achieving to understand basic tools of strategic analysis and report making with single tool of analysis</p>		
<p>2. Course Content</p> <p>I The tools of strategic analysis</p> <ol style="list-style-type: none"> <li>1 What is Strategy? What is Strategic Analysis?</li> <li>2 Tools of Analysis(1) (SWOT, Growth Vector, Market Position)</li> <li>3 Tools of Analysis (2) (Porter's 5 Forces, 3 generic strategy, Strategic group)</li> <li>4 Tools of Analysis(3) (PPM, PLC, VRIO, etc.)</li> </ol> <p>II Industrial case study 1-Hamburger restaurant chain</p> <ol style="list-style-type: none"> <li>5 History of hamburger restaurant chain business</li> <li>6 Market positions of major players- McDonald's, MOS food, Lotteria, etc.</li> <li>7 Basic strategy based on market position</li> </ol> <p>III Industrial case study 2-Convenience store chain</p> <ol style="list-style-type: none"> <li>8 History of convenience store chain business</li> <li>9 Difference of core competence-Seven-Eleven, Lawson, Family Mart</li> <li>10 VRIO analysis</li> </ol> <p>IV Industrial case study 3-Bank and financial service</p> <ol style="list-style-type: none"> <li>11 History of bank and financial service in Japan</li> <li>12 M &amp; A activity of bank industry</li> <li>13 Strategic group of bank</li> </ol> <p>V Strategic Management Theory</p> <ol style="list-style-type: none"> <li>14 Corporate Strategy and Business Unit Divisional Strategy</li> </ol>		
<p>3. Registration Requirements Entry time limit 15 minutes after opening lecture</p>		
<p>4. Course Preparations Students are required to download the study material form "Class Web" on "Oh-o! Meiji" and to check the contents before the lecture, and to answer to answer "Questionnaire" based on the contents on the lecture at the "Class Web" on "Oh-o! Meiji" after the lecture in every week.</p>		
<p>5. Textbook (s) Hand out data is delivered from "Oh-o! Meiji" web site.</p>		
<p>6. Reference Book (s) Will be announced in the class</p>		
<p>7. Assessment English report 50%, Participation+Mini Report 50%</p>		
<p>8. Others All the lessons are English. 本授業は国際教育プログラム「基幹科目(経済)Ⅰ」としても開講しています。詳細は、「国際教育プログラム」シラバスを参照してください。 Students are required to bring Note-PC, smart phone, or tablet with telecommunication capability. Attendance and mini reports are sent via "Oh-o! Meiji".</p>		

Strategic Analysis of Japanese Companies B		SHIBATA Takashi
Credits: 2	Second(Fall)	Year: 3・4 (Surugadai)
<p>1. Course Outline and Objectives &lt;Outline&gt; Strategic analysis provide us the characteristics of Japanese SWOT (Strength, Weakness, Opportunity and Threat.) analysis and other tools have its different characteristics suggest management to analyze and re-construct for future corporate strategy. Strategic Analysis covers not only production process management such as Just-In-Time and kaizen method, but also marketing and product development strategy. Toward that purpose, this lecture provides tools and means to strategic analysis. &lt;Objectives&gt; Achieving to understand basic tools of strategic analysis and report making with single tool of analysis</p>		
<p>2. Course Content</p> <p>I Review &amp; Basic concept of strategic analysis</p> <ol style="list-style-type: none"> <li>1 Introduction and Strategic configuration</li> <li>2 Tools of Analysis(1) (SWOT, Growth Vector, Market Position, 5 Forces, 3 generic strategy, Strategic group)</li> <li>3 Tools of Analysis(2) (PPM, PLC, VRIO, etc)</li> <li>4 Corporate Strategy and diversification</li> </ol> <p>II Industrial case study 1-Diversification of the Japanese firms</p> <ol style="list-style-type: none"> <li>5 Why does the company have the desire of diversification</li> <li>6 Rumelt's 3ratio of diversification analysis</li> <li>7 Diversification of the Japanese firms</li> </ol> <p>III Industrial case study 2-Product Portfolio Management</p> <ol style="list-style-type: none"> <li>8 Theory of Product Portfolio Management</li> <li>9 Company growth and PPM-Diversification of Canon</li> </ol> <p>IV Industrial case study 3-Globalization</p> <ol style="list-style-type: none"> <li>10 Global economic change in 1970's and 1980's and globalization</li> <li>11 4 stages of globalization-Panasonic</li> <li>12 Joint venture and technology transfer-Toyota (a miracle of NUMMI)</li> <li>13 Multinational strategy of the Japanese food business-Nisshin Foods</li> <li>14 Global strategy of the Japanese food business-Kikkoman</li> </ol>		
<p>3. Registration Requirements Entry time limit 15 minutes after opening lecture</p>		
<p>4. Course Preparations Students are required to download the study material form "Class Web" on "Oh-o! Meiji" and to check the contents before the lecture, and to answer to answer "Questionnaire" based on the contents on the lecture at the "Class Web" on "Oh-o! Meiji" after the lecture in every week.</p>		
<p>5. Textbook (s) Hand out data is delivered from "Oh-o! Meiji" web site.</p>		
<p>6. Reference Book (s) Will be announced in the class</p>		
<p>7. Assessment English report 50% Attendance and participation minimum 50%</p>		
<p>8. Others All the lessons are English. 本授業は国際教育プログラム「基幹科目(経済)Ⅱ」としても開講しています。詳細は、「国際教育プログラム」シラバスを参照してください。 Students are required to bring Note-PC, smart phone, or tablet with telecommunication capability. Attendance and mini reports are sent via "Oh-o! Meiji".</p>		

Comparative Business Management A		KATO Shizuko
Credits: 2	First(Spring)	Year: 3 • 4 (Surugadai)
<p><b>1. Course Outline and Objectives</b>            &lt;Outline&gt;            This course will give students a general understanding of "Comparative Business Management."            &lt;Objectives&gt;            (1) To understand similarities and differences of businesses in various countries.            (2) To understand the factors behind such similarities and differences.            (3) To think how to communicate with people from different countries.</p>		
<p><b>2. Course Content</b></p> <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Management (1)</li> <li>3. Management (2)</li> <li>4. Management (3)</li> <li>5. American (U.S.) Management (1)</li> <li>6. American (U.S.) Management (2)</li> <li>7. American (U.S.) Management (3)</li> <li>8. Western European Management (1)</li> <li>9. Western European Management (2)</li> <li>10. Western European Management (3)</li> <li>11. Soviet Socialist Management (1)</li> <li>12. Soviet Socialist Management (2)</li> <li>13. Soviet Socialist Management (3)</li> <li>14. Yesterday, Today, and Tomorrow (1)</li> </ol>		
<p><b>3. Registration Requirements</b>            Students of all levels of English are welcome.            TOEIC score above 600, TOEFL iBT score 60, or IELTS score above 5.0 are desirable.</p>		
<p><b>4. Course Preparations</b>            Students should be active in this course, so they are expected to read the textbook at home before classes.</p>		
<p><b>5. Textbook(s)</b>            Ralph B. Edfelt, Global Comparative Management, SAGE, 2010.</p>		
<p><b>6. Reference Book(s)</b>            Leo McCann, International and Comparative Business, SAGE, 2014.            Arndt Sorge, Niels Noorderhaven and Carla Koen, Comparative international management, Routledge, 2015.</p>		
<p><b>7. Assessment</b>            Class participation: Short essays or presentation etc. (10 points X4) during classes. One extra short essay can be submitted with any topic a student has selected for his/her own (10 points). Questions and comments are also evaluated.            Examination: Stude</p>		
<p><b>8. Others</b>            Students can ask questions to Prof. Kato during the class in terms of this class. If you would like to talk to her personally, she is usually available after the class. You can also call her office (Tel/Fax 03-3296-2048).</p>		

Comparative Business Management B		KATO Shizuko
Credits: 2	Second(Fall)	Year: 3 • 4 (Surugadai)
<p><b>1. Course Outline and Objectives</b>            &lt;Outline&gt;            This course will give students a general understanding of "Comparative Business Management."            &lt;Objectives&gt;            (1) To understand similarities and differences of businesses in various countries.            (2) To understand the factors behind such similarities and differences.            (3) To think how to communicate with people from different countries.</p>		
<p><b>2. Course Content</b></p> <ol style="list-style-type: none"> <li>1. Introction</li> <li>2. Management by Democracy (1)</li> <li>3. Management by Democracy (2)</li> <li>4. Management by Democracy (3)</li> <li>5. The Legacy of China (1)</li> <li>6. The Legacy of China (2)</li> <li>7. The Legacy of China (3)</li> <li>8. Japanese Management (1)</li> <li>9. Japanese Management (2)</li> <li>10. Japanese Management (3)</li> <li>11. Management in Latin America (1)</li> <li>12. Management in Latin America (2)</li> <li>13. Management in Latin America (3)</li> <li>14. Yesterday, Today, and Tomorrow</li> </ol>		
<p><b>3. Registration Requirements</b>            Students of all levels of English are welcome.            TOEIC score above 600, TOEFL iBT score 60, or IELTS score above 5.0 are desirable.</p>		
<p><b>4. Course Preparations</b>            Students should be active in this course, so they are expected to read the textbook at home before classes.</p>		
<p><b>5. Textbook(s)</b>            Ralph B. Edfelt, Global Comparative Management, SAGE, 2010.</p>		
<p><b>6. Reference Book(s)</b>            Leo McCann, International and Comparative Business, SAGE, 2014.            Arndt Sorge, Niels Noorderhaven and Carla Koen, Comparative international management, Routledge, 2015.</p>		
<p><b>7. Assessment</b>            Class participation: Short essays or presentation etc. (10 points X4) during classes. One extra short essay can be submitted with any topic a student has selected for his/her own (10 points). Questions and comments are also evaluated.            Examination: Stude</p>		
<p><b>8. Others</b>            Students can ask questions to Prof. Kato during the class in terms of this class. If you would like to talk to her personally, she is usually available after the class. You can also call her office (Tel/Fax 03-3296-2048).</p>		



Comparative Management (America) A		SHODA Shigeru
Credits: 2	First(Spring)	Year: 3 • 4 (Surugadai)
<p><b>1. Course Outline and Objectives</b>            &lt;Outline&gt;            The United States is the undisputed forerunner of modern management and has produced most of management's current principles and theories. If you understand US style management system in comparison with Japanese style management, you can address the challenges posed by globalization.            &lt;Objectives&gt;            This course is designed to help you understand the differences in management system between the US and Japanese companies.</p>		
<p><b>2. Course Content</b></p> <ul style="list-style-type: none"> <li>No. 1 Introduction "Why do you need to learn the US management system?"</li> <li>No. 2 Management System for the Long term: Lessons from History, "Neo-American capitalism vs. Rhine capitalism"</li> <li>No. 3 Business Environment "Critical turning point in the development of business"</li> <li>No. 4 Corporate Objectives "What is an ultimate objective of a business?"</li> <li>No. 5 Corporate Strategy "Short term resource utilization vs. long term resource accumulation"</li> <li>No. 6 Organization Structure "Who really makes the big decisions in your company?"</li> <li>No. 7 The IBM Story "A critical turning point in the history of IBM"</li> <li>No. 8 The GE Story "Worldwide industry leader (GE) and follower (Hitachi)"</li> <li>No. 9 The GM Story "Differences in strategy between GM and TOYOTA"</li> <li>No. 10 Shareholder Value Management "The age of creating value"</li> <li>No. 11 Cash Flow Management "Cash is reality, profit is matter of opinion"</li> <li>No. 12 The Role of Chief Financial Officer (CFO) "The image of treasurer in US and Japan"</li> <li>No. 13 Corporate Governance "What Went Wrong at Enron"</li> <li>No. 14 Summary &amp; Internal Control "The impact of the Sarbanes-Oxley Act on the U.S. and Japanese Companies"</li> </ul>		
<p><b>3. Registration Requirements</b>            You are required to hand in your report in every lecture.</p>		
<p><b>4. Course Preparations</b>            After the lesson exercises, compare your answers with those on the solution sheet, which follows the exercises. If you have answered an exercise incorrectly, check the reference cited after the answer on the solution sheet to determine why your response was not the correct one.</p>		
<p><b>5. Textbook (s)</b>            All handouts will be prepared for the lecture [Supplementary reader]            • An Analysis of Japanese Management Styles, Business and Accounting for Business Researchers            • Global, Innovative, and Environmental Management (The book is scheduled for publication in April).</p>		
<p><b>6. Reference Book (s)</b>            • Geoffrey Jones "Merchants to Multinationals"            • Fusaro Miller "What Went Wrong at Enron"</p>		
<p><b>7. Assessment</b>            Report (60%), Manner (40%)            No examination is required for this course</p>		
<p><b>8. Others</b>            This course is basically conducted in English.</p>		

Comparative Management (America) B		SHODA Shigeru
Credits: 2	Second(Fall)	Year: 3 • 4 (Surugadai)
<p><b>1. Course Outline and Objectives</b>            &lt;Outline&gt;            Shareholder value management became the typical management method beginning in the 1980s in the U.S. and in European countries, and in the 1990s in Japan. It becomes the de facto global standards for the management. However it create a whole host of problems. It is very important to study these problems in the age of globalization.            &lt;Objectives&gt;            This course is designed to help you develop the specific skills of management system.</p>		
<p><b>2. Course Content</b></p> <ul style="list-style-type: none"> <li>No. 1 Introduction: Framework and program, Course contents. Guidelines for reporting</li> <li>No. 2 Review of shareholder value management "Turning point of U.S. and Japanese companies"</li> <li>No. 3 Corporate Value "How to assess the value of a company"</li> <li>No. 4 Net Present Value (NPV) "Financial Evaluation Technics for Decision-Making"</li> <li>No. 5 Leading for Value "Sustained value growth is still the best long-term measure of a company's performance and health, as well as an important driver of a society's overall economic health"</li> <li>No. 6 Outsourcing Strategy: The US and Japanese firms</li> <li>No. 7 Tax Strategy by multinationals: Case study: Starbucks, Amazon, Google, Microsoft, Apple</li> <li>No. 8 Human Resource Executives "Who has executive power?"</li> <li>No. 9 Human Resource Management "Job-Based or Ability-Based Human Resource System?"</li> <li>No. 10 Balanced Scorecard (BSC)</li> <li>No. 11 Real Option Analysis "The age of uncertainty"</li> <li>No. 12 Game Theory "New management concept"</li> <li>No. 13 Strategy and Society "CSR is a request and a warning from society to companies that promote shareholder value"</li> <li>No. 14 Creating Shared Value (CSV) and The Living Company "Link between competitive advantage and CSR"</li> </ul>		
<p><b>3. Registration Requirements</b>            You are required to hand in your report in every lecture.</p>		
<p><b>4. Course Preparations</b>            After the lesson exercises, compare your answers with those on the solution sheet, which follows the exercises. If you have answered an exercise incorrectly, check the reference cited after the answer on the solution sheet to determine why your response was not the correct one.</p>		
<p><b>5. Textbook (s)</b>            All handouts will be prepared for the lecture [Supplementary reader]            • An Analysis of Japanese Management Styles, Business and Accounting for Business Researchers            • Global, Innovative, and Environmental Management (The book is scheduled for publication in April).</p>		
<p><b>6. Reference Book (s)</b>            • Porter and Kramer "Harvard Business Review, January-February 2011" • Brian Pitman "Harvard Business Review, April 2003"            • Arie de Gues "The Living Company"</p>		
<p><b>7. Assessment</b>            Report (60%), Manner (40%)            No examination is required for this course</p>		
<p><b>8. Others</b>            This course is basically conducted in English.</p>		

Transcultural Management A		YAMAMOTO Akio
Credits: 2	First(Spring)	Year: 3・4 (Surugadai)
<b>1. Course Outline and Objectives</b> <Outline> Globalization is increasingly influencing many aspects of our everyday lives, but the cultural barriers in the global business environment seem to be difficult to overcome without understanding the diversified values and cultural backgrounds of others. We need to consider various attributes such as nationality, people, language, religion, gender, manners and customs, etc., in order to make the most of diversified human resources. Once each person's sense of value and way of thinking are understood and accepted, it becomes possible to develop mutual trust and respect. This course aims to provide basic guidance to students who wish to live and work in a global environment. All lectures will be conducted in English. <Objectives> <ol style="list-style-type: none"> <li>(1) To develop students' theoretical understanding of global management and transcultural management.</li> <li>(2) To provide practical knowledge of global management and transcultural management by exploring case studies.</li> <li>(3) To help students develop their presentation skills through activities assuming various transcultural scenes.</li> </ol>		
<b>2. Course Content</b> <ol style="list-style-type: none"> <li>(1) Introduction to the course</li> <li>(2) What is culture?</li> <li>(3) Previous research and studies on transcultural management</li> <li>(4) Hofstede 5-dimensional Model</li> <li>(5) Trompenaars 7-dimensional Model</li> <li>(6) Limits of cultural model theories and a new dimension of transcultural management</li> <li>(7) The clash of cultures in business-1 (case studies)</li> <li>(8) The clash of cultures in business-2 (case studies)</li> <li>(9) Main causes of transcultural business conflict</li> <li>(10) Globalization and culture intervention</li> <li>(11) Student presentations in English</li> <li>(12) Student presentations in English</li> <li>(13) Student presentations in English</li> <li>(14) Student presentations in English and Wrap up</li> </ol> The content of the above course may change accordingly if necessary.		
<b>3. Registration Requirements</b> Basic English skills for communication are required. Attendance in class is essential. Students are expected to participate proactively in discussions and Q&A.		
<b>4. Course Preparations</b> Students should read relevant articles in publications such as Nihon Keizai Shimbun, The Japan Times, Nikkei Business, The Economist to gain knowledge and understanding of transcultural management issues.		
<b>5. Textbook(s)</b> No textbook. Power Point handouts to be provided when required.		
<b>6. Reference Book(s)</b> 『多文化時代のグローバル経営：トランスカルチュラル・マネジメント』 船川淳志著・邦訳、初版第2刷(ピアソン・エデュケーション)2001年 <i>Transcultural Management: A New Approach for Global Organizations</i> , Atsushi Funakawa, JOSSEY-BASS, 1997 『異文化経営論の展開』馬越恵美子(学文社)2000年 『グローバル経営入門』浅川和宏著(日本経済新聞社)2003年		
<b>7. Assessment</b> Opinion, Remark and Discussion (40%) Presentation (30%) Term paper (30%)		
<b>8. Others</b> This class is aimed at simulating practical business settings, and the lecturer will guide students on how to react or respond to diverse and difficult situations on the basis of his extensive business experience in many countries.		

Transcultural Management B		YAMAMOTO Akio
Credits: 2	Second(Fall)	Year: 3・4 (Surugadai)
<b>1. Course Outline and Objectives</b> <Outline> Globalization is increasingly influencing many aspects of our everyday lives, but the cultural barriers in the global business environment seem to be difficult to overcome without understanding the diversified values and cultural backgrounds of others. We need to consider various attributes such as nationality, people, language, religion, gender, manners and customs, etc., in order to make the most of diversified human resources. Once each person's sense of value and way of thinking are understood and accepted, it becomes possible to develop mutual trust and respect. This course aims to provide basic guidance to students who wish to live and work in a global environment. All lectures will be conducted in English. <Objectives> <ol style="list-style-type: none"> <li>(1) To facilitate students' understanding of diversity management.</li> <li>(2) To familiarize students with transcultural and diversity management in different countries and difficult circumstances by examining actual cases.</li> <li>(3) To develop students' presentation skills through activities assuming various diversity cases.</li> </ol>		
<b>2. Course Content</b> <ol style="list-style-type: none"> <li>(1) Introduction to the course</li> <li>(2) Understanding diversity management</li> <li>(3) Core competencies necessary for global organizations</li> <li>(4) Mental disciplines for achieving competency</li> <li>(5) How to manage the cultural context High context versus low context</li> <li>(6) Bridge persons and hybrid organizations</li> <li>(7) Diversity topics-1 (gender)</li> <li>(8) Diversity topics-2 (ethnicity, race)</li> <li>(9) Diversity topics-3 (religion)</li> <li>(10) Diversity case studies</li> <li>(11) Special lecture by a guest speaker</li> <li>(12) Student presentations in English</li> <li>(13) Student presentations in English</li> <li>(14) Student presentations in English and Wrap up</li> </ol> The content of the above course may change accordingly if necessary.		
<b>3. Registration Requirements</b> Basic English skills for communication are required. Attendance in class is essential. Students are expected to participate proactively in discussions and Q&A.		
<b>4. Course Preparations</b> Students should read relevant articles in publications such as Nihon Keizai Shimbun, The Japan Times, Nikkei Business, The Economist to gain knowledge and understanding of transcultural management issues.		
<b>5. Textbook(s)</b> No textbook. Power Point handouts to be provided when required.		
<b>6. Reference Book(s)</b> 『多文化時代のグローバル経営：トランスカルチュラル・マネジメント』 船川淳志著・邦訳、初版第2刷(ピアソン・エデュケーション)2001年 <i>Transcultural Management: A New Approach for Global Organizations</i> , Atsushi Funakawa, JOSSEY-BASS, 1997 『ダイバーシティマネジメントと異文化経営』馬越恵美子(新評論)2011年 <i>Diversity Management Selection 100-Collection of Best Practices</i> , Ministry of Economy, Trade and Industry, Japan		
<b>7. Assessment</b> Opinion, Remark and Discussion (40%) Presentation (30%) Term paper (30%)		
<b>8. Others</b> This class is aimed at simulating practical business settings, and the lecturer will guide students on how to react or respond to diverse and difficult situations based on his extensive business experience in many countries.		

Special Lectures on Business Management C 「Skills & Strategy for Negotiation (1)」		YAMAMOTO Akio
Credits: 2	First(Spring)	Year: 3・4 (Surugadai)
<b>1. Course Outline and Objectives</b> <Outline> Globalization is increasingly influencing many aspects of our everyday lives, and there are now more opportunities than ever to meet various types of people from different backgrounds. In the global business scene, while communication skill is essential, it may be difficult to achieve fruitful negotiations without proper preparation and strategies. In fact, we already negotiate on a daily basis, as negotiations are pervasive in our personal and business lives, but the ability to negotiate with greater skill is what makes all the difference in business performance and also career advancement. This course aims to provide basic guidance to students who wish to live and work in a diversified global environment and to achieve success in a cross-cultural business negotiation. All lectures will be conducted in English. <Objectives> (1) To help students develop skills and knowledge by learning key strategies for successful negotiation through exploring various situations. (2) To understand each step in the negotiation process chronologically from preparation through performance. (3) To help students develop negotiation skills through role play activities in various business scenes.		
<b>2. Course Content</b> (1) Introduction to the course (2) What is negotiation? (3) Preparation for negotiation (1) (problems, people, process) (4) Preparation for negotiation (2) (type of negotiation, analysis) (5) Key strategies and tactics during negotiations (1) (6) Key strategies and tactics during negotiations (2) (7) Closing negotiation (agreement, approval and follow-up) (8) Case study of business negotiations (9) Case studies of unsuccessful/successful negotiation (1) (10) Case studies of unsuccessful/successful negotiation (2) (11) Student presentations in English (12) Student presentations in English (13) Student presentations in English (14) Student presentations in English and Wrap up The content of the above course may be changed if necessary.		
<b>3. Registration Requirements</b> Basic English skills for practical communication are required. Attendance in class is essential. Students are expected to participate proactively in discussions and Q&A.		
<b>4. Course Preparations</b> Students should read relevant articles in publications such as Nihon Keizai Shimbun, The Japan Times, Nikkei Business, and The Economist to gain knowledge and understanding of negotiation issues in business.		
<b>5. Textbook(s)</b> No textbook. Power Point handouts to be provided when required.		
<b>6. Reference Book(s)</b> <i>Negotiating for Success: Essential Strategies and Skills</i> , George Siedel, Van Rye Publishing, LLC, 2014. <i>Getting to Yes with Yourself and Other Worthy Opponents</i> , William Ury, Harper One, 2015. 『実践・交渉のセオリー』高杉尚孝 (NHK出版) 2014年		
<b>7. Assessment</b> Opinion, Remark and Discussion (40%) Presentation (30%) Term paper (30%)		
<b>8. Others</b> This class is aimed at simulating practical business settings, and the lecturer will guide students on how to react or respond in difficult negotiation scenarios in a diversified culture on the basis of his extensive business experience in many countries.		

Special Lectures on Business Management D 「Skills & Strategy for Negotiation (2)」		YAMAMOTO Akio
Credits: 2	Second(Fall)	Year: 3・4 (Surugadai)
<b>1. Course Outline and Objectives</b> <Outline> Globalization is increasingly influencing many aspects of our everyday lives, and there are now more opportunities than ever to meet various types of people from different backgrounds. In the global business scene, while communication skill is essential, it may be difficult to achieve fruitful negotiations without proper preparation and strategies. In fact, we already negotiate on a daily basis, as negotiations are pervasive in our personal and business lives, but the ability to negotiate with greater skill is what makes all the difference in business performance and also career advancement. This course aims to provide basic guidance to students who wish to live and work in a diversified global environment and to achieve success in a cross-cultural business negotiation. All lectures will be conducted in English. <Objectives> (1) To understand different types of negotiation in various business situations. (2) To understand the strengths and weaknesses of various negotiation styles. (3) To develop negotiation skills through role play activities in various business scenes.		
<b>2. Course Content</b> (1) Introduction to the course (2) Negotiating style in various business situations (1) (negotiation parties) (3) Negotiating style in various business situations (2) (negotiation locations) (4) Negotiating style in various business situations (3) (negotiation conditions) (5) How to prepare for unexpected negotiations (6) Improving negotiation style in business (1) (global business scenes) (7) Improving negotiation style in business (2) (amicable solutions-1) (8) Improving negotiation style in business (3) (amicable solutions-2) (9) How to succeed in negotiations (1) (10) How to succeed in negotiations (2) (11) Special lecture by a guest speaker (12) Student presentations in English (13) Student presentations in English (14) Student presentations in English and Wrap up The content of the above course may change accordingly if necessary.		
<b>3. Registration Requirements</b> Basic English skills for practical communication are required. Attendance in class is essential. Students are expected to participate proactively in discussions and Q&A.		
<b>4. Course Preparations</b> Students should read relevant articles in publications such as Nihon Keizai Shimbun, The Japan Times, Nikkei Business, and The Economist to gain knowledge and understanding of negotiation issues in business.		
<b>5. Textbook(s)</b> No textbook. Power Point handouts to be provided when required.		
<b>6. Reference Book(s)</b> <i>Negotiating for Success: Essential Strategies and Skills</i> , George Siedel, Van Rye Publishing, LLC, 2014. <i>Getting to Yes with Yourself and Other Worthy Opponents</i> , William Ury, Harper One, 2015. 『本当に賢い人の丸くおさめる交渉術』三谷淳 (すばる舎) 2016年		
<b>7. Assessment</b> Opinion, Remark and Discussion (40%) Presentation (30%) Term paper (30%)		
<b>8. Others</b> This class is aimed at simulating practical business settings, and the lecturer will guide students on how to react or respond in difficult negotiation scenarios in a diversified culture on the basis of his extensive business experience in many countries.		

2017年度以降入学者対象 <b>Basic Accounting A</b>		NAKASHIMA Masumi
2016年度以前入学者対象 <b>Basic Accounting</b>		
Credits: 2	First(Spring)	
Year: 1・2 (Izumi)		
<b>1. Course Outline and Objectives</b> <Outline> This course provides an introduction to the concepts and principles underlining financial accounting and reporting in English. The course covers fundamental financial accounting such as accounting cycles, adjusting entries, inventories, asset valuation, current liabilities, long-term liabilities, and the preparation and an analysis of financial statements. <Objectives> The objectives are to enable students to develop: the knowledge of the principles of accounting, an understanding the procedures and terminology of accounting, and the applying the techniques to accounting problems in English.		
<b>2. Course Content</b> <ol style="list-style-type: none"> <li>1. Introduction: Accounting in Business</li> <li>2. Conceptual Framework</li> <li>3. Accounting Cycles</li> <li>4. Income Statements</li> <li>5. Balance Sheets</li> <li>6. Cash and Accounting for Receivables</li> <li>7. Inventories and Cost of Goods Sold</li> <li>8. Plant Assets, Natural Resources, and Intangibles</li> <li>9. Depreciation</li> <li>10. Intangible Assets</li> <li>11. Current Liabilities and Contingencies</li> <li>12. Long-term Liabilities</li> <li>13. Data and an Analysis of Financial Statements</li> <li>14. Paper presentation</li> </ol>		
<b>3. Registration Requirements</b>		
<b>4. Course Preparations</b> The students should obtain a skill by which PowerPoint is managed for a presentation. The students should read each of the assigned chapter prior to class.		
<b>5. Textbook(s)</b> Handout written in English.		
<b>6. Reference Book(s)</b>		
<b>7. Assessment</b> Attendance 15%, Assignments 20%, Presentations 15%, and Paper 50%		
<b>8. Others</b> Accounting is referred as the language of business. Therefore, the students who want to pursue a career in business should obtain the knowledge of accounting and develop a skill and techniques for basic accounting. But, it is very important to enjoy the study of accounting always through the process. Let's enjoy BASIC ACCOUNTING together!		

<b>Basic Accounting B</b>		NAKASHIMA Masumi
Credits: 2	Second(Fall)	Year: 3・4 (Izumi)
<b>1. Course Outline and Objectives</b> <Outline> This course provides an introduction to the concepts and principles underlining financial accounting and reporting in English. The course covers fundamental financial accounting such as Stockholder's Equity, Earnings Per Share and Share-Based Payment, Investments, Revenue Recognition and the analysis of financial statements. <Objectives> The objectives are to enable students to develop: the knowledge of the principles of accounting, an understanding the procedures and terminology of accounting, and the applying the techniques to accounting problems in English.		
<b>2. Course Content</b> <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Stockholder's Equity</li> <li>3. Earnings Per Share and Share-Based Payment</li> <li>4. Investments</li> <li>5. Revenue Recognition</li> <li>6. Database lecture 1</li> <li>7. Database lecture 2</li> <li>8. Financial Statement Analysis: Balance Sheets</li> <li>9. Financial Statement Analysis: Income Statements</li> <li>10. Financial Statement Analysis: Statements of Cash Flows</li> <li>11. review</li> <li>12. Paper Presentation</li> <li>13. Paper Presentation</li> <li>14. Paper Presentation</li> </ol>		
<b>3. Registration Requirements</b>		
<b>4. Course Preparations</b> The students should obtain a skill by which PowerPoint is managed for a presentation. The students should read each of the assigned chapter prior to class.		
<b>5. Textbook(s)</b> Handout written in English.		
<b>6. Reference Book(s)</b>		
<b>7. Assessment</b> Attendance 15%, Assignments 20%, Presentations 15%, and Paper 50%		
<b>8. Others</b> Accounting is referred as the language of business. Therefore, the students who want to pursue a career in business should obtain the knowledge of accounting and develop a skill and techniques for basic accounting. But, it is very important to enjoy the study of accounting always through the process. Let's enjoy BASIC ACCOUNTING together!		

Introduction to Public Management		KIKUCHI Masao
Credits: 2	First(Spring)	Year: 3 • 4 (Surugadai)
<p><b>1. Course Outline and Objectives</b></p> <p>This course introduces students to the basic principles, issues and practices involved in the management of public organizations. The course is structured roughly into two modules. In the first module, the course focuses on topics related to the basics of public management and governance issues. In the second module, students are required to have group work on the comparative study of public management issues across countries, considering diversified students background. The course therefore draws heavily on student participation, toward the goal of building student capacity to prevent, diagnose, and remedy managerial challenges in complex organizational, social, economic, and political environments.</p> <p>By the end of this course, students should be able to have deep understanding of basic principles, issues, and practical knowledge involved in the management of public organizations.</p>		
<p><b>2. Course Content</b></p> <p>Week 1 : Course Introduction  Week 2 : Understanding Public Management and Governance  Week 3 : Models of Public Administration and Management  Week 4 : Models of Central Local Relations  Week 5 : Chronology of Public Management Reforms  Week 6 : Features of Japanese Public Administration and Management  Week 7 : Financial Management in Public Sector Organizations  Week 8 : Marketing and Quality Management in Public Sector  Week 9 : Public Participation and Involvement  Week 10 : Group Work: Team Building  Week 11 : Group Work and Mentoring  Week 12 : Group Work and Mentoring  Week 13 : Group Work Presentation  Week 14 : Overview of the Course</p>		
<p><b>3. Registration Requirements</b></p>		
<p><b>4. Course Preparations</b></p> <p>Students are required to make group presentations out of the classes. Active participation both in and out of classes is highly encouraged.</p>		
<p><b>5. Textbook (s)</b></p> <p>There is no required text book.</p>		
<p><b>6. Reference Book (s)</b></p>		
<p><b>7. Assessment</b></p> <p>Active Class Participation: 20%, Group Presentation: 40%, Term Exam: 40%</p>		
<p><b>8. Others</b></p>		

Field Study A 「Qualitative Field Research」		Annette Bradford
Credits: 2	First(Spring)	Year: 1・2・3・4 (Izumi)
<p>1. Course Outline and Objectives Theme: Qualitative Field Research Some of the most valuable information in the world isn't located in a library or online. Field study is a way of unearthing that information. If you enjoy meeting and talking with people you will enjoy gathering ideas and information first-hand. Field study can be an exciting and rewarding experience leading to important discoveries and breakthrough ideas. Its goal is to gather information that contributes to your understanding of an issue or question and to organize those findings in a cohesive and persuasive document that proposes a new insight, answer or solution. In this course, students will investigate themes and issues of personal interest by conducting field research in the Tokyo area.</p>		
<p>2. Course Content Working collaboratively with the teacher, students will participate actively in all aspects of this course, including planning the field studies, designing the research plan, organizing activities, and evaluating the results. Students will work in research teams to carry out research, prepare reports and make group presentations.</p> <ol style="list-style-type: none"> <li>Welcome &amp; expectations</li> <li>Participant and non-participant observation</li> <li>Participant and non-participant observation</li> <li>Becoming a notetaker</li> <li>Finding a good topic</li> <li>Developing a research strategy</li> <li>Field study preparation</li> <li>Field study (Tokyo)</li> <li>Writing a report</li> <li>Revising your work</li> <li>Final reports &amp; presentations</li> <li>Final reports &amp; presentations</li> </ol> <p>(this course has fewer sessions because of time spent outside of the classroom)</p>		
<p>3. Registration Requirements Limit: 16 students All classes will be conducted entirely in English. You must participate actively and take initiative.</p>		
<p>4. Course Preparations This course is writing intensive. Students will keep a research journal and write short reflections in which they will document their work.</p>		
<p>5. Textbook(s) Students will be provided with readings. The course will use the internet and Oh-o! Meiji course website.</p>		
<p>6. Reference Book(s) Blackstone, A. (2012). Principles of Sociological Inquiry: Qualitative and Quantitative methods, v.1.0 Pearson. Flat World Books.</p>		
<p>7. Assessment Assessment: The grade will be determined by participation in class activities and field work (40%), homework writing assignments (15%), in-class quizzes (15%), and the final presentation and research report (30%)</p>		
<p>8. Others 4月にフィールドスタディ履修希望者向けのガイダンスを実施する。担当教員が詳細を説明するので、受講を考えている者は出席することが望ましい。履修登録方法については、ガイダンス資料及び「経営学部履修の手引」を参照すること。</p>		

Field Study B 「International Security and Heritage of Yokosuka」		Annette Bradford
Credits: 2	Second(Fall)	Year: 1・2・3・4 (Izumi)
<p>1. Course Outline and Objectives Theme: International Security and the Heritage of Yokosuka Some of the most valuable information in the world isn't located in a library or online. Field study is a way of unearthing that information. If you enjoy meeting and talking with people you will enjoy gathering ideas and information first-hand. Field study can be an exciting and rewarding experience leading to important discoveries and breakthrough ideas. In Field Study B, students will examine issues surrounding the security of Japan and the U.S.-Japan Alliance. They will visit the international city of Yokosuka to examine its heritage and study U.S.-Japan issues in more depth to investigate their research question.</p>		
<p>2. Course Content This course combines participatory in-class activities and group discussion with field study. Working collaboratively with the teacher, students will design a research plan, organize field study, carry out research, and evaluate the results. Students will work in research teams.</p> <ol style="list-style-type: none"> <li>Welcome, expectations &amp; goal setting</li> <li>Japanese security policy</li> <li>The U.S.-Japan Alliance</li> <li>The U.S.-Japan Alliance</li> <li>The City of Yokosuka</li> <li>American and Japanese viewpoints</li> <li>Field study preparation and research topic selection</li> <li>Field study trip to Yokosuka (full day)</li> <li>Field study debrief</li> <li>Report writing</li> <li>Final reports &amp; presentations</li> <li>Final reports &amp; presentations</li> </ol> <p>(this course has fewer session because of time spent outside of the classroom)</p>		
<p>3. Registration Requirements Limit: 16 students All classes will be conducted entirely in English. You must participate actively and take initiative.</p>		
<p>4. Course Preparations This course is writing intensive and requires out-of-class research and reading.</p>		
<p>5. Textbook(s) Materials provided by the instructor, use of the internet, student-generated materials.</p>		
<p>6. Reference Book(s) None</p>		
<p>7. Assessment The grade will be determined by participation in class activities and field work (40%), homework research and writing assignments (30%), and the final presentation and research report (30%).</p>		
<p>8. Others 4月にフィールドスタディ履修希望者向けのガイダンスを実施する。担当教員が詳細を説明するので、受講を考えている者は出席することが望ましい。履修登録方法については、ガイダンス資料及び「経営学部履修の手引」を参照すること。</p>		

Business Presentation A		II Yojiro
Credits: 2	First(Spring)	Year: 3 • 4 (Surugadai)
<p><b>1. Course Outline and Objectives</b>            &lt;Outline&gt;            This class aims to equip the student with public speaking skills needed for various business situations and needs. The students will learn how to organize their ideas in English, how to deliver their speech and how to field questions by actually giving presentations and receiving feedback from the instructor. Actual presentations will be videotaped for giving useful feedback to the students.            &lt;Objectives&gt;            The student will be able to organize their ideas in English and present them accurately, clearly, and persuasively using professional English within a given time frame. Also, the student will be able to employ appropriate eye contact, rate of speech, voice and posture and to develop effective visuals.</p>		
<p><b>2. Course Content</b></p> <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Developing and delivering presentations (1)</li> <li>3. Developing and delivering presentations (2)</li> <li>4. Presentation Practice (1)</li> <li>5. Presentation Expressions–Getting Started (1)</li> <li>6. Presentation Expressions–Getting Started (2)</li> <li>7. Presentation Expressions–Moving On (1)</li> <li>8. Presentation Expressions–Moving On (2)</li> <li>9. Presentation Expressions–Numbers (1)</li> <li>10. Presentation Expressions–Numbers (2)</li> <li>11. Presentation Practice (2)</li> <li>12. Presentation Practice (3)</li> <li>13. Presentation Practice (4)</li> <li>14. Presentation Practice (5)</li> </ol> <p>Please note that the above schedule is subject to minor change.</p>		
<p><b>3. Registration Requirements</b>            To register for this class, refer to 2017–nendo Rishuno Tebiki.            The student should have English skills of TOEIC 700 or above.            The student should prepare their presentations fully based on the knowledge acquired in the class.</p>		
<p><b>4. Course Preparations</b>            The student should study, in advance, the printed materials distributed in class as well as the textbook.            The student should also prepare presentations on assigned topics. The preparation includes manuscript writing and giving rehearsals.</p>		
<p><b>5. Textbook (s)</b>            Anne Freitag–Lawrence, Business Presentations, Longman</p>		
<p><b>6. Reference Book (s)</b>            R. B. Adler &amp; J. M. Elmhorst, Communicating at Work, McGraw Hill            J. M. Lahiff &amp; J. M. Penrose, Business Communication, Prentice Hall            P. Dale &amp; J. C. Wolf, Speech Communication Made Simple, Longman            Mark Powerll, "Dynamic Presentations", Cambridge Univ</p>		
<p><b>7. Assessment</b>            Class participation and class contribution: 30% , presentation performance: 40%, Written assignments: 30%</p>		
<p><b>8. Others</b>            Students are required to be punctual so as not to disturb other students' presentations.</p>		

Business Presentation B		II Yojiro
Credits: 2	Second(Fall)	Year: 3 • 4 (Surugadai)
<p><b>1. Course Outline and Objectives</b>            &lt;Outline&gt;            This class aims to equip the student with public speaking skills needed for various business situations and needs. The students will learn how to organize their ideas in English, how to deliver their speech and how to field questions by actually giving presentations and receiving feedback from the instructor. Actual presentations will be videotaped for giving useful feedback to the students.            &lt;Objectives&gt;            The student will be able to organize their ideas in English and present them accurately, clearly, and persuasively using professional English within a given time frame. Also, the student will be able to employ appropriate eye contact, rate of speech, voice and posture and to develop effective visuals.</p>		
<p><b>2. Course Content</b></p> <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Review of Giving Presentations (1)</li> <li>3. Review of Giving Presentations (2)</li> <li>4. Presentation Practice (1)</li> <li>5. Presentation Expressions–Visual Aids (1)</li> <li>6. Presentation Expressions–Visual Aids (2)</li> <li>7. Presentation Expressions–Problems and Questions (1)</li> <li>8. Presentation Expressions–Problems and Questions (2)</li> <li>9. Presentation Expressions–Concluding (1)</li> <li>10. Presentation Expressions–Concluding (2)</li> <li>11. Presentation Practice (2)</li> <li>12. Presentation Practice (3)</li> <li>13. Presentation Practice (4)</li> <li>14. Presentation Practice (5)</li> </ol> <p>Please note that the above schedule is subject to minor change.</p>		
<p><b>3. Registration Requirements</b>            To register for this class, refer to 2017–nendo Rishuno Tebiki.            The student should have English skills of TOEIC 700 or above.            The student should prepare their presentations fully based on the knowledge acquired in the class.</p>		
<p><b>4. Course Preparations</b>            The student should study, in advance, the printed materials distributed in class as well as the textbook.            The student should also prepare presentations on assigned topics. The preparation includes manuscript writing and giving rehearsals</p>		
<p><b>5. Textbook (s)</b>            Anne Freitag–Lawrence, Business Presentations, Longman</p>		
<p><b>6. Reference Book (s)</b>            R. B. Adler &amp; J. M. Elmhorst, Communicating at Work, McGraw Hill            J. M. Lahiff &amp; J. M. Penrose, Business Communication, Prentice Hall            P. Dale &amp; J. C. Wolf, Speech Communication Made Simple, Longman            Mark Powerll, "Dynamic Presentations", Cambridge Univ</p>		
<p><b>7. Assessment</b>            Class participation and class contribution: 30% , presentation performance: 40%, Written assignments: 30%</p>		
<p><b>8. Others</b>            Students are required to be punctual so as not to disturb other students' presentations.</p>		

Business Presentation A		NAKATANI Yasuo
Credits: 2	First(Spring)	Year: 3・4 (Surugadai)
<p>1. Course Outline and Objectives            &lt;Outline&gt;            This course is designed to give students a comprehensive view of business presentation.They can leran how to write speech script effectively.            &lt;Objectives&gt;            Students learn the important skills for effective presentations in English. They can have opportunities to improve their pronunciation and performance skills. This course also develops an awareness of the importance of coherence and cohesion in speech discourse to attract audience. They prectice how to write persuasive speech scripts.</p>		
<p>2. Course Content</p> <ol style="list-style-type: none"> <li>1 Good Speakers</li> <li>2 Elements of Introduction</li> <li>3 Describe Details</li> <li>4 Brainstorming &amp; Clustering</li> <li>5 Transitions &amp; Connectors</li> <li>6 Audience Analysis</li> <li>7 Selecting Details</li> <li>8 Explaining Causes</li> <li>9 Explaining Reasons</li> <li>10 Talking about Curvent Events</li> <li>11 Facts &amp; Opinions</li> <li>12 Future Plans</li> <li>13 Making Plans</li> <li>14 Final Presentation</li> </ol>		
<p>3. Registration Requirements            To register for this class, refer to Rishuno Tebiki.            &lt;Course Preparations&gt;            The student should have English skills of TOEIC 500 or above.            The course needs preparation and review. Active participation is preferable.</p>		
<p>4. Course Preparations            Students preview and review how to write speech scripts.</p>		
<p>5. Textbook (s)            M. Hood. <i>Dynamic Presentations</i>, Kinseido.            Y. Nakatani. <i>Academic Writing Strategies for University Students</i>, Taishukan.</p>		
<p>6. Reference Book (s)            N. O' Driscoll et. al. <i>Big City Level 2</i>, Oxford University Press</p>		
<p>7. Assessment            Class participation 40%            Presentations 30%            Assignments 30%</p>		
<p>8. Others</p>		

Business Presentation B		NAKATANI Yasuo
Credits: 2	Second(Fall)	Year: 3・4 (Surugadai)
<p>1. Course Outline and Objectives            &lt;Outline&gt;            This course is designed to give students a comprehensive view of business presentation.They can leran how to write speech script effectively.            &lt;Objectives&gt;            Students learn the important skills for effective presentations in English. They can have opportunities to improve their pronunciation and performance skills. This course also develops an awareness of the importance of coherence and cohesion in speech discourse to attract audience.They prectice how to write persuasive speech scripts.</p>		
<p>2. Course Content</p> <ol style="list-style-type: none"> <li>1 Using Examples</li> <li>2 Patterns of Organization</li> <li>3 Evaluating Evidence</li> <li>4 Creating Visual Aids</li> <li>5 Using Quotation</li> <li>6 Finding Information</li> <li>7 Evaluating Information</li> <li>8 Preparation for Questions</li> <li>9 Comparison &amp; Contrast</li> <li>10 Fufure Plan</li> <li>11 Problem Solving</li> <li>12 Visual Aids I</li> <li>13 Visual Aids II</li> <li>14 Final Presentation</li> </ol>		
<p>3. Registration Requirements            To register for this class, refer to Rishuno Tebiki.            &lt;Course Preparations&gt;            The student should have English skills of TOEIC 500 or above.            The course needs preparation and review. Active participation is preferable.</p>		
<p>4. Course Preparations            Students are expected to preview and review how to write speech scripts.</p>		
<p>5. Textbook (s)            M. Hood. <i>Dynamic Presentations</i>, Kinseido.            Y. Nakatani. <i>Academic Writing Strategies for University Students</i>, Taishukan.</p>		
<p>6. Reference Book (s)            N. O' Driscoll et. al .<i>Big City Level 2</i>, Oxford University Press</p>		
<p>7. Assessment            Class participation 40%            Presentations 30%            Assignments 30%</p>		
<p>8. Others</p>		



Business Presentation A		MASUYAMA Takashi
Credits: 2	First(Spring)	Year: 3・4 (Surugadai)
<p><b>1. Course Outline and Objectives</b>            &lt;Outline&gt;            The goal of this intermediate class is to assist students to freely utilize both written and oral English. The students will learn how to grab various business models or cases, how to organize their own ideas toward those models or cases in English, and how to deliver their speech effectively in English. The teacher will provide the students with knowledge and skills how to analyze each of those models or cases in a number of real world business settings. Actual presentations will be videotaped or taped, and the students will receive feedbacks from the teacher.            &lt;Objectives&gt;            The students will be able to judge the assigned business situations, analyze and organize their ideas in English and make impressive presentations by utilizing PC software.</p>		
<p><b>2. Course Content</b></p> <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Getting started~Listening/Dictation~</li> <li>3. Understanding background information ~Luxury brand marketing/ Mens &amp; ladies cosmetics &amp; fashion industry business case study~</li> <li>4. Analyzing a basic business model ~Marketing basics~</li> <li>5. Developing and delivering students' own ideas</li> <li>6. Group work</li> <li>7. Presentation preparation</li> <li>8. Presentation practice</li> <li>9. Feedbacks and improvements</li> <li>10. Analyzing an advanced business model</li> <li>11. Developing and delivering students' own ideas</li> <li>12. PowerPoint~a PC software for visual presentation</li> <li>13. Presentation preparation &amp; practice</li> <li>14. Feedbacks and improvements</li> </ol> <p>Please note that the above schedule is subject to minor change or change in order.</p>		
<p><b>3. Registration Requirements</b>            To register for this class, refer to Rishuno Tebiki            &lt;Course Preparations&gt;            This course is designed for the students with English skills of TOEIC 500 or above.            However, the teacher will carefully assist the TOEIC 400-500 level</p>		
<p><b>4. Course Preparations</b>            Assignments are provided every week, and students should prepare those tasks. In addition, students have to review all provided materials after class.</p>		
<p><b>5. Textbook(s)</b>            David Cotton and others, Intermediate Market Leader 3rd Edition with DVD, Pearson</p>		
<p><b>6. Reference Book(s)</b>            Anne Freitag, Lawrence, Business Presentations, Longman</p>		
<p><b>7. Assessment</b>            Attendance and class participation: 30% , Presentation performance: 40%, Written assignments: 30%</p>		
<p><b>8. Others</b>            Students are recommended to have basic PC software skills, such as Microsoft Word and/or PowerPoint. However this type of skill is not required to register.</p>		

Business Presentation A		MASUYAMA Takashi
Credits: 2	Second(Fall)	Year: 3・4 (Surugadai)
<p><b>1. Course Outline and Objectives</b>            &lt;Outline&gt;            The goal of this intermediate class is to assist students to freely utilize both written and oral English. The students will learn how to grab various business models or cases, how to organize their own ideas toward those models or cases in English, and how to deliver their speech effectively in English. The teacher will provide the students with knowledge and skills how to analyze each of those models or cases in a number of real world business settings. Actual presentations will be taped or videotaped, and the students will receive feedbacks from the teacher.            &lt;Objectives&gt;            The students will be able to judge the assigned business situations, analyze and organize their ideas in English and present other people accurately, clearly, and persuasively as much as possible using professional English within given various circumstances and time frames. Also, the student will be able to use presentation software and develop effective visual aids.</p>		
<p><b>2. Course Content</b></p> <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Presentation expressions?</li> <li>3. Understanding and analyzing business situations (1) ~USA TV show business case study~</li> <li>4. Analyzing a basic business model ~A televised music singer audifion~</li> <li>4. Developing and delivering students' own ideas (1)</li> <li>5. Presentation practice (1)</li> <li>6. Feedbacks and improvements (1)</li> <li>7. Presentation expressions (2)</li> <li>8. Understanding and analyzing business situations (2)</li> <li>9. Developing and delivering students' own ideas (2)</li> <li>10. Presentation practice (2)</li> <li>11. Feedbacks and improvements (2)</li> <li>12. Presentation expressions (3)</li> <li>13. Understanding and analyzing business situation, and developing students' own ideas (3)</li> <li>14. Presentation practice (3) &amp; feedbacks and improvements (3)</li> </ol> <p>Please note that the above schedule is subject to minor change or change in order.</p>		
<p><b>3. Registration Requirements</b>            To register for this class, refer to Rishuno Tebiki            &lt;Course Preparations&gt;            This course is designed for the students with English skills of TOEIC 500 or above.            However, the teacher will carefully assist the TOEIC 400-500 level</p>		
<p><b>4. Course Preparations</b>            Assignments are provided every week, and students should prepare those tasks. In addition, students have to review all provided materials after class.</p>		
<p><b>5. Textbook(s)</b>            David Cotton and others, Intermediate Market Leader 3rd Edition with DVD, Pearson</p>		
<p><b>6. Reference Book(s)</b>            Anne Freitag, Lawrence, Business Presentations, Longman</p>		
<p><b>7. Assessment</b>            Attendance and class participation: 30% , Presentation performance: 40%, Written assignments: 30%</p>		
<p><b>8. Others</b>            Students are recommended to have basic PC software skills, such as Microsoft Word and/or PowerPoint. However this type of skill is not required to register.</p>		

Business Presentation A		MIYATA Rinako
Credits: 2	First(Spring)	Year: 3 • 4 (Surugadai)
<p>1. Course Outline and Objectives</p> <p>&lt;Outline&gt; This course introduces basic business presentation skills as well as business English.</p> <p>&lt;Objectives&gt; This course aims to acquire basic business presentation skills needed for effective and persuasive presentations.</p>		
<p>2. Course Content</p> <p>This course involves discussion and group work on business case studies, as well as group/individual business presentation.</p> <p>Week 1 Introduction Week 2-4 Presentation skills Week 5-6 Presentation Week 7-9 Case Studies Week 10 Presentation skills Week 11-13 Case Studies Week 14-a) Final Presentation b) Review</p>		
<p>3. Registration Requirements</p> <p>To register for this class, refer to Rishuno Tebiki.</p> <p>&lt;Course Preparations&gt; The student should have English skills of TOELC 500 or above.</p>		
<p>4. Course Preparations</p> <p>Preparation for presentations required.</p>		
<p>5. Textbook(s)</p> <p>Dynamic Presentations, Cambridge UP</p>		
<p>6. Reference Book(s)</p> <p>Presentation Skills For Managers, McGraw Hill Giving Presentations, Oxford UP etc.</p>		
<p>7. Assessment</p> <p>Class participation 40%, Presentation 60%</p>		
<p>8. Others</p> <p>Positive participation preferred.</p>		

Business Presentation B		MIYATA Rinako
Credits: 2	Second(Fall)	Year: 3 • 4 (Surugadai)
<p>1. Course Outline and Objectives</p> <p>&lt;Outline&gt; This course introduces advanced business presentation skills needed for effective and persuasive presentations.</p> <p>&lt;Objectives&gt; This course aims to acquire advanced business presentation skills and to be able to give a persuasive 15 minute presentation.</p>		
<p>2. Course Content</p> <p>This course involves discussion, negotiation, group work on business case studies, as well as individual business presentation.</p> <p>Week 1 Introduction Week 2 Persuasive language Week 3-5 Case Studies, Presentation Skills Week 6 Presentation Week 7-10 Case Studies, Presentation Skills Week 11-13 Effective Presentations Week 14-a) Final Presentation b) Review</p>		
<p>3. Registration Requirements</p> <p>To register for this class, refer to Rishuno Tebiki.</p> <p>&lt;Course Preparations&gt; The student should have English skills of TOELC 500 or above.</p>		
<p>4. Course Preparations</p> <p>Preparation for presentations required.</p>		
<p>5. Textbook(s)</p> <p>Dynamic Presentations, Cambridge UP</p>		
<p>6. Reference Book(s)</p> <p>Presentation Skills For Managers, McGraw Hill Giving Presentations, Oxford UP etc.</p>		
<p>7. Assessment</p> <p>Class participation 40%, Presentation 60%</p>		
<p>8. Others</p> <p>Positive participation preferred.</p>		

2015年度以降入学者対象 TOEFL Preparation A		Hugh Graham-Marr
2014年度以前入学者対象 TOEFL Intensive A		
Credits: 1	First(Spring)	Year: 1・2・3・4 (Izumi)
<b>1. Course Outline and Objectives</b> TOEFL Preparation A introduces students to the TOEFL iBT exam and its different sections. The purpose of this course is to help students learn about the TOEFL test and to understand how to prepare for the test. To this end, students practice the language skills they need to do well on the different sections of the test and be introduced to some different strategies to help them with the test questions and. A particular emphasis of this course will be showing students what practice they can do on their own time in order to improve their TOEFL test scores. One of the aspects of this will be how they can use online resources to improve their knowledge of academic vocabulary—absolutely essential for success on the test. TOEFL Preparation A looks at the reading and listening sections of the TOEFL exam.		
<b>2. Course Content</b> Week 1 : Introduction to TOEFL Week 2 : The Reading Section of TOEFL Words for TOEFL: Academic World List Week 3 : Different Reading Skills Words for TOEFL: Greek/Roman Roots Week 4 : TOEFL Reading Question Types Words for TOEFL: Subject Specific Lists Week 5 : Vocabulary Questions and Detail Questions Week 6 : Other Questions Types Week 7 : Other Question Types Week 8 : The Listening Section of TOEFL Week 9 : How we listen in English Week 10 : Note-taking skills and practice Week 11 : TOEFL Listening Question Types Week 12 : Listening & Note-taking Practice Week 13 : Words for TOEFL: Academic Words Week 14 : Course Review+Exam		
<b>3. Registration Requirements</b>		
<b>4. Course Preparations</b> Please have a good learner dictionary—this may be either electronic or paper based.		
<b>5. Textbook(s)</b> <i>Direct to TOEFL® iBT</i> by Lin Lougheed (Macmillan)		
<b>6. Reference Book(s)</b> Handouts, the Internet, O-oh Meiji! System		
<b>7. Assessment</b> Class participation and attendance: 30%Homework/ Quizzes: 20%Final examination: 50%		
<b>8. Others</b> TOEFL is a high-level exam and you cannot practice actual TOEFL questions until you are close to TOEFL level		

2015年度以降入学者対象 TOEFL Preparation B		Hugh Graham-Marr
2014年度以前入学者対象 TOEFL Intensive B		
Credits: 1	Second(Fall)	Year: 1・2・3・4 (Izumi)
<b>1. Course Outline and Objectives</b> TOEFL Preparation A introduces students to the TOEFL iBT exam and its different sections. The purpose of this course is to help students learn about the TOEFL test and to understand how to prepare for the test. To this end, students practice the language skills they need to do well on the different sections of the test and be introduced to some different strategies to help them with the test questions and. A particular emphasis of this course will be showing students what practice they can do on their own time in order to improve their TOEFL test scores. One of the aspects of this will be how they can use online resources to improve their knowledge of academic vocabulary—absolutely essential for success on the test. TOEFL Preparation A looks at the speaking and writing sections of the TOEFL exam.		
<b>2. Course Content</b> Week 1 : Introduction to TOEFL. Review of Reading/ Listening Sections Week 2 : The Speaking Section of TOEFL Words for TOEFL: Academic World List Week 3 : Questions 1 and 2 Speaking practice Week 4 : Questions 3 and 4 Speaking practice Week 5 : Questions 5 and 6 Speaking practice Week 6 : Sounding natural in English Week 7 : Applying notetaking to Speaking Questions Week 8 : The Writing Section of TOEFL Week 9 : Structuring Answers Week 10 : Use of transition phrases Week 11 : Supporting your ideas Week 12 : Writing Practice Week 13 : Speaking and Writing Practice Week 14 : Course Review+Exam		
<b>3. Registration Requirements</b>		
<b>4. Course Preparations</b> Please have a good learner dictionary—this may be either electronic or paper based.		
<b>5. Textbook(s)</b> <i>Direct to TOEFL® iBT</i> by Lin Lougheed (Macmillan)		
<b>6. Reference Book(s)</b> Handouts, the Internet, O-oh Meiji! system		
<b>7. Assessment</b> Class participation and attendance: 30%Homework/ Quizzes: 20%Final examination: 50%		
<b>8. Others</b> TOEFL is a high-level exam and you cannot practice actual TOEFL questions until you are close to TOEFL level		

2015年度以降入学者対象 English Exams A		Hugh Graham-Marr
2014年度以前入学者対象 TOEFL Intensive C		
Credits: 1	First(Spring)	Year: 1・2・3・4 (Izumi)
<b>1. Course Outline and Objectives</b> English Exams A is a test-preparation course designed to give students English Exams B is a test-preparation course designed to give students knowledge of the IELTS exam and how it compares to the TOEFL exam. This course looks at the reading and the listening sections on these exams, and will both practice the skills as used in the exam and introduce strategies students can use to answer speaking and writing questions. There will also be strong emphasis on having students develop their academic vocabulary.		
<b>2. Course Content</b> Week 1 : IELTS and TOEFL Reading sections Week 2 : IELTS Reading practice Week 3 : Comparing IELTS reading with TOEFL Week 4 : Different Reading Skills Week 5 : Applying Reading Skills to Question Types Week 6 : Applying Reading Skills to Question Types Week 7 : Paying attention to tone and to transition phrases Week 8 : The Listening Section of IELTS Week 9 : How we listen in English Week 10 : Comparison with TOEFL Listening; Note-taking Week 11 : Different Listening Skills Week 12 : Listening Practice Week 13 : Listening and Reading Practice Week 14 : Course Review+Exam		
<b>3. Registration Requirements</b> Further Information Registration Requirement: Any student interested in this course should have a TOEIC score of at least 600.		
<b>4. Course Preparations</b> Please have a good learner dictionary—this may be either electronic or paper based.		
<b>5. Textbook(s)</b> <i>Focus on IELTS: Foundation</i> by Sue O'Connell (Pearson)		
<b>6. Reference Book(s)</b> Handouts, the Internet, O-oh Meiji! System		
<b>7. Assessment</b> Class participation and attendance: 30% Homework/ Quizzes: 20% Final examination: 50%		
<b>8. Others</b> IELTS and TOEFL are high-level exams and you cannot practice actual questions until you are close to the level of these exams.		

2015年度以降入学者対象 English Exams B		Hugh Graham-Marr
2014年度以前入学者対象 TOEFL Intensive D		
Credits: 1	Second(Fall)	Year: 1・2・3・4 (Izumi)
<b>1. Course Outline and Objectives</b> English Exams B is a test-preparation course designed to give students knowledge of the IELTS exam and how it compares to the TOEFL exam. This course looks at the speaking and the writing sections on these exams, and will both practice the skills as used in the exam and introduce strategies students can use to answer speaking and writing questions. There will also be strong emphasis on having students develop their academic vocabulary.		
<b>2. Course Content</b> Week 1 : IELTS and TOEFL Speaking sections Week 2 : Type 1 Speaking Question practice Week 3 : Type 2 Speaking Question practice Week 4 : Sounding natural in English Week 5 : Type 3 Speaking Question practice Week 6 : Discussion Skills for IELTS Week 7 : IELTS and TOEFL Writing sections Week 8 : Writing Practice Week 9 : Structuring Answers Week 10 : Use of transition phrases Week 11 : Supporting your ideas Week 12 : Writing Practice Week 13 : Speaking and Writing Practice Week 14 : Course Review+Exam		
<b>3. Registration Requirements</b> Registration Requirement: Any student interested in this course should have a TOEIC score of at least 600.		
<b>4. Course Preparations</b> Please have a good learner dictionary—this may be either electronic or paper based.		
<b>5. Textbook(s)</b> <i>Focus on IELTS: Foundation</i> by Sue O'Connell (Pearson)		
<b>6. Reference Book(s)</b> Handouts, the Internet, O-oh Meiji! system		
<b>7. Assessment</b> Class participation and attendance: 30% Homework/ Quizzes: 20% Final examination: 50%		
<b>8. Others</b> IELTS and TOEFL are high-level exams and you cannot practice actual questions until you are close to the level of these exams.		

## Scholastic Evaluation

Judgment	Evaluation	Rating	GP
pass	S	100-90 points	4
pass	A	89-80 points	3
pass	B	79-70 points	2
pass	C	69-60 points	1
fail	F	Under 60 points	0
fail	T	Students didn't take the exam	0

Also, a Grade Point Average (GPA) system has been introduced.

Grade Points (GP) corresponding to the evaluation are multiplied by the number of subject units studied, and the total is divided by the number of total course credits. GPA is used for the school guidance and recommendations, and is a record one's scholastic results and transcript.

\* This does not apply to accredited subjects (admissions, studying abroad, and subjects determined by the department).

● 45 minutes of class time is counted as 1 study hour.

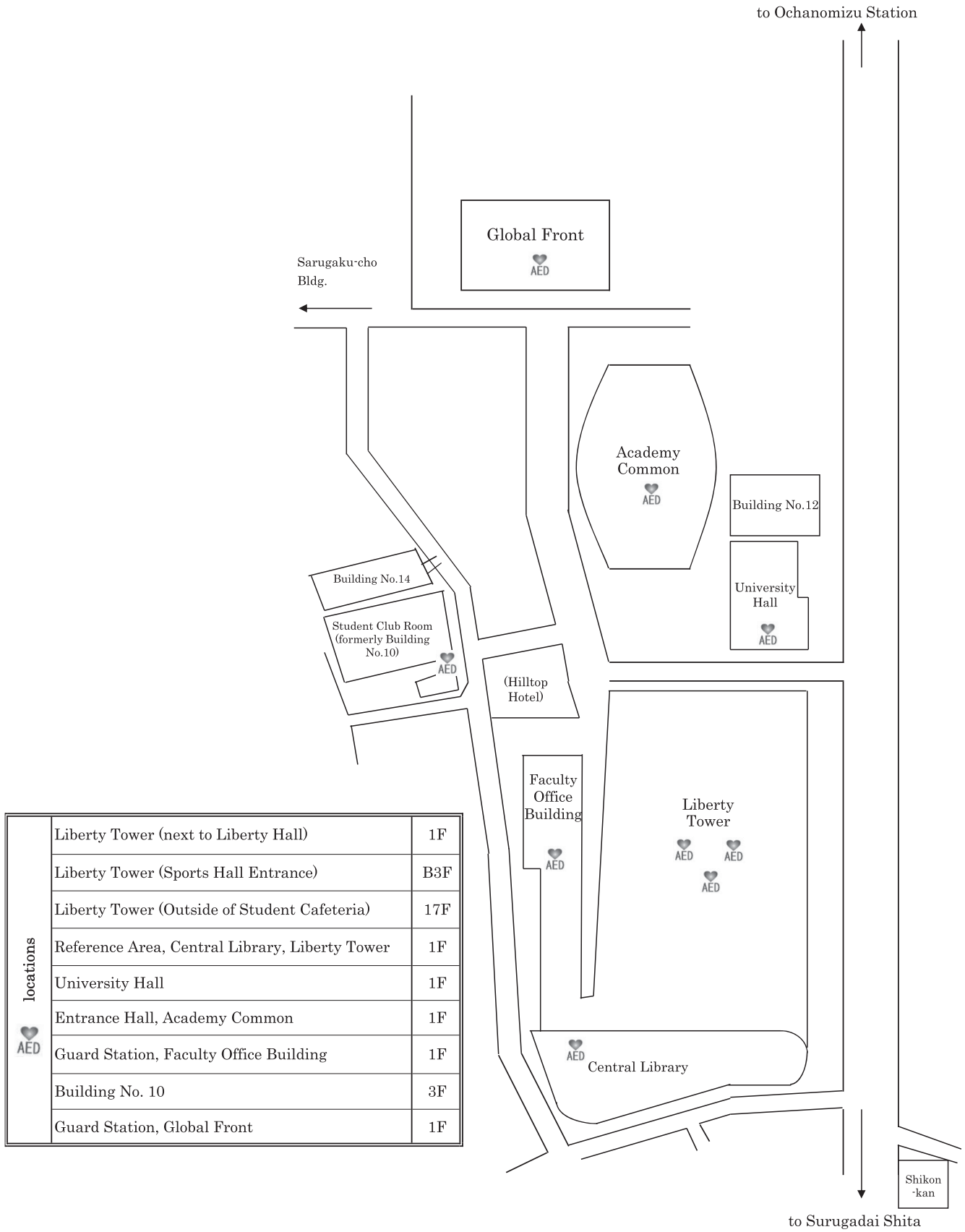
\* Required study hours for obtaining 1 credit

Course Classification	Teaching Hours	Self-study hours	Total Required Study hours for 1 unit
Lectures/seminars	15 hours/semester	30 hours/semester	45 hours/semester
Laboratory work, field studies, practical skills, foreign languages, PE	30 hours/semester	15 hours/semester	45 hours/semester

## Guidelines for Taking Final Exams

1. Students should sit in alternate seats, leaving one seat vacant between you and your neighbor(s). In examination rooms where seating is prearranged, follow the instructions and sit in your designated seat.
2. Place your student ID, with the photo side up, on the desk within easy view of the proctor.
3. If you do not have your student ID with you, report to the faculty office to obtain a one-day permit for taking exams.
4. Unless otherwise specified by your instructor, teaching/studying materials, such as textbooks, reference books, notebooks, etc. are not permitted.
5. You must keep all personal belongings in your bag except for those permitted for the test such as writing tools, your student ID, watch/clock. Drinks are not permitted and must be stored in your bag. You must place your bag on a seat next to yours or at your feet. You will be held liable for cheating if (a) prohibited item(s) is/(are) found outside your bag.
6. Writing tools must be taken out of your pen case, which must be stored in your bag during the examination.
7. You must not use any type of electronic device such as cell phones, or electronic dictionaries. However, electronic calculators are permitted in certain examinations as indicated by the instructor.
8. You must not wear a hat, a cap or any other head covering during the examination, unless prior permission is obtained for a special reason.
9. You will not be allowed to enter the examination room if you are more than twenty minutes late for the exam. You can finish your test taking and leave the examination room after 20 minutes from the beginning of the examination, but not during the last 10 minutes of the examination.
10. You must enter your faculty name, department name, year, class number and student number on the answer sheet. Answer sheets without these entries will be treated invalid. Make sure you know your year, class number and student number by checking your commutation certificate (*Tsugaku Shomeisho*) card.
11. You must refrain from talking with any students in the examination room. Also, you must not cheat.
12. Please note that those who caught cheating in an examination will be punished with disciplinary measures, such as suspension or removal from the university in accordance with the university regulations.
13. Once you have completed the exam, you must submit your answer sheet in person.
14. You must follow the instructions of the proctor in the examination room at all times.

# 1. Surugadai Campus

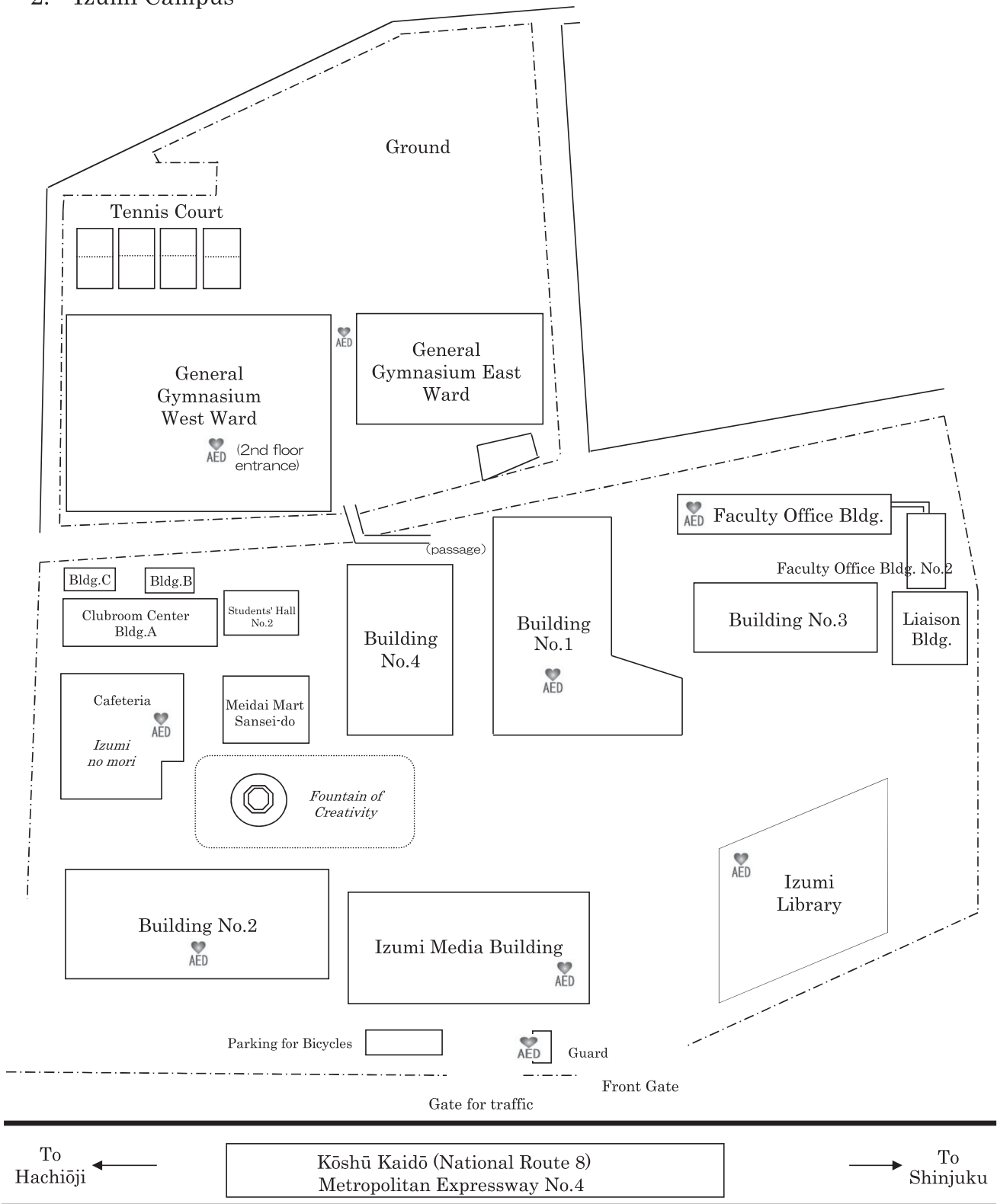



## Surugadai Campus Classroom Information List

Bldg.	Floor	Room etc.	Bldg.	Floor	Room etc.	
Liberty Tower	B3	Sports Hall, Gymnasium Teaching Staff Room (2), Men's Changing Room	Global Front	1F	GLOBAL HALL, Multi-Purpose Room	
	B2	Sports Room Gymnasium Teaching Staff Room (1), Lady's Changing Room		2F	International Collaboration Office, International Student Office, 4021, INTERNATIONAL LOUNGE	
	B1	1001		3F	MEDIA LOUNGE, Seminar Room 403 (A-N), 4031	
	1F	Meidai Avenue Entrance, Lounge Marronnier 1011-1013 (Liberty Hall) Central Library (~B 3F)		4F	Seminar Room 404 (A-S)	
	2F	Yoshirozaka Entrance, Information Square Lounge Ivy, Lounge Purple, 1021, 1022		5F	Graduate School Office, Faculty Waiting Room Conference Room C1, Conference Room C2	
	3F	1031, 1032, Faculty Waiting Room, Automatic Certification Issuing Machine Corner, Student Support Office, Sports Promotion Office, Surugadai Volunteer Center		6F	Research Promotion and Intellectual Property Office	
	4F	School of Law Office, School of Commerce Office, School of Political Science and Economics Office, School of Arts and Letters Office Liberty Tower No.1 Conference Room		7F	Conference Room C3, Conference Room C4	
	5F	Academic Affairs Office School of Business Administration Office, School of Information and Communication Office, Liberty Tower No. 2 and No. 3 Conference Rooms		10F	410A-410E, 410N, 410P, 410F	
	6F	1061-1065, Liberty Tower No. 4 and No. 5 Conference Rooms		11F	411A-411K	
	7F	1071-1076		12F	412A-412H	
	8F	1081-1089		13F	413A-413G	
	9F	1091-1098		14F	414A-414K	
	10F	1101-1108		15F	415A-415L	
	11F	1111-1118		16F	Meiji Institute for Global Affairs (MIGA)	
	12F	1121-1128		17F	GLOBAL LOUNGE, Conference Room C5, Conference Room C6	
	13F	1131-1138		University Hall	1F	Student Orientation Center
	14F	1141-1148			2F	Employment Career Support Center, Health Clinic, Students Counseling Office
	15F	1151-1158	3F		Campus Harassment Consultation Room, Teaching Staff Union Teaching Staff Hall, Conference Room 1, Conference Room 2	
	16F	1161-1168	4F		Finance Office, Property and Facilities Office	
	17F	Students Dining Room (Sky Lounge Akatsuki)	6F		Personnel Office, Health Insurance Association	
	19F	Certification Course Office	8F		Conference Room 3, Conference Room 4	
21F	1211-1214	Building No.12	3F		System Planning Office	
23F	Tatsuo Kishimoto Memorial Hall		4F		Building 12 Faculty Waiting Room, 2041 Media Seminar Room	
	Saloon San		5F	2052 Media Room, 2053 Media Room, 2054 New Education Laboratory		
	Kozou Miyagi Memorial Hall		6F	2061, 2062, 2063 Media Room, 2064 Media Room		
	Misao Yashiro Memorial Hall		7F	Media Library, Terminal Room for Teaching Staff, Support Desk, Media Support Office		
Academy Common	B2		Museum	8F	Media Study Room 1, Media Study Room 2	
	B1		Museum, University History Exhibit Room, Aku Yu Memorial Hall	9F	2091, 2093 Media Seminar Room, 2094 Media Room Media Support Conference Room	
	2F		A1-A6 Conference Rooms	10F	2101-2103	
	3F		Academy Hall	11F	Ubiquitous Education Promotion Office, Studio, Edit Room	
	-			12F	2121, 2122 CALL Room, 2123 CALL Room, 2124 Media Room	
	6F		Center for Clinical Psychology	Bldg. No.14	6F	Office of Building No.14, Conference Room
	7F			Faculty Office Building	1F	Library Management Office
	8F	2F	Consultation room, Conference Room 8, Conference Room 9			
9F	3F	Inspection office, Conference Room 10				
10F	4F	Office of Faculty Office Building, Conference Room 1-7				
Academy Common	11F	Community Relations Office 311A-311J	Sarugaku-cho Bldg.No.1	1F	National Examination Support Office (Legal Institute Office) (Accounting Institute Office)	
	Sarugaku-cho Bldg.No.3	Professional Graduate School Office, Faculty Waiting Room 310A-310L		2F	National Examination Support Office (Administration Institute Office)	
			3/4F	National Examination Support Office		
			Sarugaku-cho Bldg.No.3	3F	History / Geography Collaborative Training Room, Archaeology Practice Room, Geography Practice Room	
	4F	Psychosociology Practice Room				
			Sarugaku-cho Bldg.No.3	1F	Office of Sarugaku-cho Bldg	



## 2. Izumi Campus



 AED locations	Guard station	—
	Izumi General Gymnasium West Ward (Entrance)	2F
	Outside Corridor between East and West Ward of Izumi General Gymnasium	1F
	Bldg. No. 1	1F
	Bldg. No. 2	1F
	Media Bldg.	1F
	Izumi Library	1F
	Izumi no Mori student cafeteria Office, Faculty Office Bldg.	1F

## Izumi Campus Classroom Information List

Bldg.	Floor	Room etc.	Bldg.	Floor	Room etc.	
Building No. 1	B1	001-008 Izumi Volunteer Center Graduate School Students Joint Research Room	Liaison Building	1F	L1-L6	
	1F	Izumi Academic Affairs Office, School of Law Office, School of Commerce Office, School of Political Science and Economics Office, School of Arts and Letters Office, School of Business Administration Office, School of Information and Communication Office, Graduate School Office, Certification Course Office (Izumi Branch Office), Izumi Student Support Office, Izumi Campus Office, International Student Office, Study Abroad Counseling Reception, Employment Career Support Center, Izumi Learning Support Room		2F	National Examination Guidance Office, Legal / Accounting / Administration Institute Self-Schooling Room, Seminar Room, Lecture Room, Faculty Waiting Room	
				3F	L7, L8, L9 Halls, AV Studio	
			Izumi General Gymnasium	West Ward	1F	Pool, Sports Room B (Kendo Hall), Sports Room C (Judo Hall), Climbing wall Sumo Hall, Weight Lifting Hall
					2F	Gymnasium Office, Gymnasium Teaching Staff Room, Lecture Room, Conference Room, Sports Room A (Table Tennis Hall), Fitness Room
					3F	Main Hall, Sub Hall
					4F	Running Road
			East Ward	Outside	Golf Practice Range	
				3F	Meijium Lounge	
	2F	Meeting Room				
	1,3,4F	Sports Room				
2F	202-214 Students Counseling Room, Health Clinic	Faculty Office Bldg.	1F	Office of Faculty Office Bldg., Faculty Waiting Room and Conference Room Research Promotion and Intellectual Property Office (Izumi Branch), Inspection Room		
3F	301-317	Library	1F	Izumi Library Office		
4F	401-415	Izumi Media Building	1F	Media Library (M101), Media Service Counter, Izumi Media Support Office (M102), Terminal Room for Teaching Staff (M103), Faculty Waiting Room (M105)		
5F	501-513					
6F	No. 1 Conference Room, No. 2 Conference Room, Teaching Staff Hall					
Building No. 2	1F				1-3	
	2F				4-6	
	3F	7, 8				
Building No. 3	1F	11, 12, 15, International Exchange Lounge	2F	Media Laboratory (M201), CALL Room (M202) CALL Study Room (M203), Media Study Room (M204)		
	2F	21-24, 26	3F	M301-M306		
	3F	31-39	4F	M401-M406 M407-M414 (Media Classroom)		
	4F	41-47	5F	M501-M518		
			6F	M601-M618		
			7F	M701-M720		