

2024

School of Business Administration

SYLLABUS

MEIJI UNIVERSITY

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2024 Academic Year Schedule

| Spring Semester | | April 1 (Mon.) | ~ | September 19 (Thu.) |
|-------------------------------------|--|------------------------|---|------------------------|
| Entrance Ceremony | | April 7 (Sun.) | | |
| Orientation | | April 1 (Mon.) | ~ | April 9 (Tue.) |
| Course Terms | | April 10 (Wed.) | ~ | July 22 (Mon.) |
| | First Half Intensive Course (S1) * | April 10 (Wed.) | ~ | June 3 (Mon.) |
| | Second Half Intensive Course (S2) * | June 4 (Tue.) | ~ | July 22 (Mon.) |
| Temporary Closure (No Classes) | | May 1 (Wed.) | . | May 2 (Thu.) |
| Classes held on this holiday (1) | | April 29 (Mon.) | | [Showa Day] |
| Classes held on this holiday (2) | | July 15 (Mon.) | | [Marine Day] |
| Make-up Classes (1) | *Held on periods available on Saturdays | May 25 (Sat.) | . | June 1 (Sat.) |
| Make-up Classes (2) | *Held on periods available on Saturdays | July 13 (Sat.) | . | July 20 (Sat.) |
| Final Examinations | *Including days in reserve | July 23 (Tue.) | ~ | July 31 (Wed.) |
| Summer Break | | August 1 (Thu.) | ~ | September 19 (Thu.) |
| Fall Graduation Ceremony | | September 19 (Thu.) | | |
| Fall Semester | | September 20 (Fri.) | ~ | March 31 (Mon.) |
| Fall Entrance Ceremony | | September 19 (Thu.) | | |
| Orientation | | September 18 (Wed.) | | |
| Course Terms | | September 20 (Fri.) | ~ | January 23 (Thu.) |
| | First Half Intensive Course (F1) * | September 20 (Fri.) | ~ | November 14 (Thu.) |
| | Second Half Intensive Course (F2) * | November 15 (Fri.) | ~ | January 23 (Thu.) |

| | | | |
|--|---|---------------------|--------------------------|
| Classes held on this holiday (1) | | September 23 (Mon.) | [Substitute holiday] |
| Classes held on this holiday (2) | | October 14 (Mon.) | [Sports Day] |
| Classes held on this holiday (3) | | November 23 (Sat.) | [Labor Thanksgiving Day] |
| Make-up Classes (1) | *Held on periods available on Saturdays | October 19 (Sat.) | October 26 (Sat.) |
| Make-up Classes (2) | *Only Make-up Classes will be held, all day | January 22 (Wed.) | |
| Make-up Classes (3) | *Only Make-up Classes will be held, all day | January 23 (Thu.) | |
| University Festival Week | *No Classes during this period | October 31 (Thu.) | ~ November 6 (Wed.) |
| Meiji Festival (“Meidaisai”) | | November 2 (Sat.) | ~ November 4 (Mon.) |
| Ikuta Meiji Festival (“Ikumeisai”) | | November 2 (Sat.) | ~ November 4 (Mon.) |
| University Foundation Memorial Holiday | | November 1 (Fri.) | |
| Temporary Closure (No Classes) | | December 24 (Tue.) | January 18 (Sat.) |
| Winter Break | | December 25 (Wed.) | ~ January 7 (Tue.) |
| University Foundation Day | | January 17 (Fri.) | |
| Final Examinations | *Including days in reserve | January 24 (Fri.) | ~ February 3 (Mon.) |
| Spring Break | | February 4 (Tue.) | ~ March 31 (Mon.) |
| Graduation Ceremony | | March 26 (Wed.) | |

*First and second half intensive courses for each semester are only provided in schools which have a 7-week completion system for some of their courses.

*No undergraduate classes will be held on any of the campuses during the University Festival Week. However, classes may be held in the Graduate School or Professional Graduate School during this week.

2024 Academic Year Calendar

Applies to All Campuses

【Spring Semester】

| | Sun. | Mon. | Tue. | Wed. | Thu. | Fri. | Sat. |
|--------|------|------|------|------|------|------|------|
| 4 Apr. | | 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 | | | | |
| 5 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 | |
| 6 Jun. | | | | | | | 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 |
| 7 Jul. | | 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 | | | |
| 8 Aug. | | | | | 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 |
| 9 Sep. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | 15 | 16 | 17 | 18 | 19 | | |

First Half Intensive Course (S1)

First Half Intensive Course (F1)

Second Half Intensive Course (S2)

Second Half Intensive Course (F2)

The Number of Classes

14 14 14 14 14 14

- Orientation
- Holiday (School Closure)
- Classes held on the holiday
- Final Examinations (Including reserve days)
- University Festival Week

*No undergraduate classes at any campuses

【Fall Semester】

| | Sun. | Mon. | Tue. | Wed. | Thu. | Fri. | Sat. |
|---------|------|------|------|------|------|------|------|
| 9 Sep. | | | | | | 20 | 21 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | 29 | 30 | | | | | |
| 10 Oct. | | | 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 |
| 11 Nov. | | | | | | 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 |
| 12 Dec. | 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 | | | | |
| 1 Jan. | | | | 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 | |
| 2 Feb. | | | | | | | 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 | |
| 3 Mar. | | | | | | | 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 | | | | | |

The Number of Classes

14 14 14 14 14 14

- Temporary Closure (No Classes)
- Make-up Classes (Held on periods available on Saturdays)
- Only Make-up Classes are held, all day (Only in the Fall Semester)

Meidaisai: November 2 (Sat.)~4 (Mon.)

Ikumeisai: November 2 (Sat.)~4 (Mon.)

Timetable 2024

| 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 2024

Language of Tuition : ENGLISH

| Campus | Subject [Lecturer] | | Day | Period | Credit | Note |
|--------|--|--|-----|--------|--------|-------|
| | Spring Semester | Fall Semester | | | | |
| Izumi | Global Issues A [Berninger George Jr] | Global Issues B [Berninger George Jr] | Tue | 2 | 2 | |
| Izumi | Global Issues A [Duplice John] | Global Issues B [Duplice John] | Thu | 3 | 2 | GREAT |
| Izumi | Global Issues A [Wash Ian] | Global Issues B [Wash Ian] | Thu | 4 | 2 | GREAT |
| Izumi | Global Issues A [Moreau] | Global Issues B [Moreau] | Fri | 3 | 2 | GREAT |
| Izumi | Global Issues C [Wash Ian] | Global Issues D [Wash Ian] | Thu | 3 | 2 | |
| Izumi | Liberal Arts Seminar in Foreign Languages A [Berninger George Jr] | Liberal Arts Seminar in Foreign Languages B [Berninger George Jr] | Mon | 2 | 2 | GREAT |
| Izumi | Liberal Arts Seminar in Foreign Languages A [Duplice John] | Liberal Arts Seminar in Foreign Languages B [Duplice John] | Mon | 3 | 2 | GREAT |
| Izumi | Liberal Arts Seminar in Foreign Languages A [Moreau] | Liberal Arts Seminar in Foreign Languages B [Moreau] | Tue | 4 | 2 | GREAT |
| Izumi | Liberal Arts Seminar in Foreign Languages A [Kiernan] | Liberal Arts Seminar in Foreign Languages B [Kiernan] | Wed | 1 | 2 | GREAT |
| Izumi | Liberal Arts Seminar in Foreign Languages A [Kiernan] | Liberal Arts Seminar in Foreign Languages B [Kiernan] | Wed | 2 | 2 | GREAT |
| Izumi | Liberal Arts Seminar in Foreign Languages A [Moreau] | Liberal Arts Seminar in Foreign Languages B [Moreau] | Fri | 4 | 2 | GREAT |
| Izumi | Liberal Arts Seminar in Foreign Languages C [Edanura] | Liberal Arts Seminar in Foreign Languages D [Edanura] | Mon | 1 | 2 | |
| Izumi | Liberal Arts Seminar in Foreign Languages C [Nagai] | Liberal Arts Seminar in Foreign Languages D [Nagai] | Fri | 2 | 2 | |
| Izumi | TOEFL Reading [Yamataka] | TOEFL Speaking [Yamataka] | Fri | 1 | 1 | |
| Izumi | TOEFL Listening [Duplice John] | | Thu | 5 | 1 | |
| Izumi | | TOEFL Writing [Kiernan] | Thu | 2 | 1 | |
| Izumi | TOEFL Preparation A [Yamashita] | TOEFL Preparation B [Yamashita] | Mon | 2 | 1 | |
| Izumi | English Exams A [Kiernan] | English Exams B [Kiernan] | Wed | 3 | 1 | |
| Izumi | Genres of Writing [Kiernan] | | Wed | 4 | 2 | |
| Izumi | | Speech and Debate [Moreau] | Tue | 3 | 2 | |
| Izumi | Fundamentals of Management A [Sumi] | Fundamentals of Management B [Sumi] | Tue | 5 | 2 | |
| Izumi | Strategic Business Communication A [Miyata] | Strategic Business Communication B [Miyata] | Thu | 2 | 2 | |
| Izumi | Strategic Business Communication A [Lindskoog] | Strategic Business Communication B [Lindskoog] | Thu | 5 | 2 | |
| Izumi | Basic Accounting A [Nakashima] | Basic Accounting B [Nakashima] | Fri | 2 | 2 | |

GREAT(Global Resources English Applied Track):Special Curriculum

List of Courses 2024

Language of Tuition : ENGLISH

| Campus | Subject [Lecturer] | | Day | Period | Credit | Note |
|-----------|--|--|-----|--------|--------|----------|
| | Spring Semester | Fall Semester | | | | |
| Surugadai | Business English A [Azeez] | Business English B [Azeez] | Thu | 5 | 2 | Advanced |
| Surugadai | Business English A [Miyata] | Business English B [Miyata] | Fri | 1 | 2 | Advanced |
| Surugadai | Business English A [Yamataka] | Business English B [Yamataka] | Wed | 1 | 2 | |
| Surugadai | Business English A [Yamataka] | Business English B [Yamataka] | Wed | 2 | 2 | |
| Surugadai | Business English A [Lindskoog] | Business English B [Lindskoog] | Wed | 3 | 2 | |
| Surugadai | Business English A [Masuyama] | Business English B [Masuyama] | Thu | 1 | 2 | |
| Surugadai | Business English A [Vaughan] | Business English B [Vaughan] | Fri | 1 | 2 | |
| Surugadai | Business Presentation A [Azeez] | Business Presentation B [Azeez] | Mon | 5 | 2 | Advanced |
| Surugadai | Business Presentation A [Vaughan] | Business Presentation B [Vaughan] | Fri | 2 | 2 | Advanced |
| Surugadai | Business Presentation A [Lindskoog] | Business Presentation B [Lindskoog] | Wed | 1 | 2 | |
| Surugadai | Business Presentation A [Lindskoog] | Business Presentation B [Lindskoog] | Wed | 2 | 2 | |
| Surugadai | Fundamentals of Management C [Ishizuka] | Fundamentals of Management D [Ishizuka] | Tue | 3 | 2 | |
| Surugadai | | Japanese Economy [Nagano] | Thu | 5 | 2 | |
| Surugadai | Corporate Social Responsibility [Taka] | | Tue | 2 | 2 | |
| Surugadai | Internet Business A [Takahashi] | Internet Business B [Takahashi] | Thu | 4 | 2 | |
| Surugadai | Contents Business A [Nakatani] | Contents Business B [Nakatani] | Wed | 4 | 2 | |
| Surugadai | | Core Subjects Special Lectures B [Takagi] | Fri | 3 | 2 | |
| Surugadai | Core Subjects Seminar C [Nagai] | Core Subjects Seminar D [Nagai] | Tue | 3 | 2 | |
| Surugadai | Innovation Strategy in Japan A [Kondo] | Innovation Strategy in Japan B [Kondo] | Fri | 1 | 2 | |
| Surugadai | Strategic Marketing A [Matsuura] | Strategic Marketing B [Matsuura] | Thu | 4 | 2 | |
| Surugadai | International Management A [Sumi] | International Management B [Sumi] | Mon | 3 | 2 | |
| Surugadai | Comparative Business Management A [Kim] | Comparative Business Management B [Kim] | Fri | 5 | 2 | |
| Surugadai | Transcultural Management A [Nagai] | Transcultural Management B [Nagai] | Tue | 2 | 2 | |
| Surugadai | Special Lectures on Business Management C [Nagai] | Special Lectures on Business Management D [Nagai] | Thu | 2 | 2 | |
| Surugadai | Financial Accounting A [Nakashima] | Financial Accounting B [Nakashima] | Fri | 3 | 2 | |
| Surugadai | Management Accounting A [M] [Omura] | Management Accounting B [M] [Omura] | - | - | 2 | |
| Surugadai | | Introduction to Public Management [Kikuchi] | Wed | 3 | 2 | |
| Surugadai | | International Development [Takayanagi] | Thu | 3 | 2 | |
| Surugadai | Business for Social Impact [Tsukamoto] | | Thu | 4 | 2 | |
| Nakano | Tourism Management A [Sato] | Tourism Management B [Sato] | Thu | 1 | 2 | |

GREAT(Global Resources English Applied Track):Special Curriculum

Timetable 2024 Spring Semester

◆Izumi Campus
●Nakano Campus

| | Mon. | Tue. | Wed. | Thu. | Fri. | Sat. |
|-------------------------------------|---|--|---|---|--|------|
| 1st period (9:00~10:40) | ◆Liberal Arts Seminar in Foreign Languages C Edamura / 2credits / M715 | | Business Presentation A Lindskoog / 2credits / 1167 | ●Tourism Management A Sato / 2credits / 510 | ◆TOEFL Reading Yamataka / 1credit / M601 | |
| | | | ◆Liberal Arts Seminar in Foreign Languages A Kiernan / 2credits / M505 | | Innovation Strategy in Japan A Kondo / 2credits / 1031 | |
| | Lecturer/Credit/Class# | | | | | |
| 2nd period (10:50~12:30) | ◆Liberal Arts Seminar in Foreign Languages A Berninger / 2credits / M407 | ◆Global Issues A Berninger / 2credits / M412 | ◆Liberal Arts Seminar in Foreign Languages A Kiernan / 2credits / M505 | Special Lectures on Business Management C Nagai / 2credits / 2054NEL | ◆Basic Accounting A Nakashima / 2credits / M409 | |
| | ◆TOEFL Preparation A Yamashita / 1credit / 305 | Corporate Social Responsibility Taka / 2credits / 1114 | Business Presentation A Lindskoog / 2credits / 1167 | ◆Strategic Business Communication A Miyata / 2credits / M514 | Business Presentation A Vaughan / 2credits / 1087 | |
| | Lecturer/Credit/Class# | Transcultural Management A Nagai / 2credits / 2054NEL | | | ◆Liberal Arts Seminar in Foreign Languages C Nagai / 2credits / LS306 | |
| 3rd period (13:30~15:10) | ◆Liberal Arts Seminar in Foreign Languages A Duplice / 2credits / M708 | Core Subjects Seminar C Nagai / 2credits / 2052 | ◆English Exams A Kiernan / 2credits / M509 | ◆Global Issues A Wash Ian / 2credits / M710 | ◆Global Issues A Moreu / 2credits / M413 | |
| | International Management A Sumi / 2credits / 1065 | Fundamentals of Management C Ishizuka / 2credits / 1096 | | ◆Global Issues A Duplice / 2credits / 302 | Financial Accounting A Nakashima / 2credits / 2052 | |
| | Lecturer/Credit/Class# | | | | | |
| 4th period (15:20~17:00) | | ◆Liberal Arts Seminar in Foreign Languages A Moreau / 2credits / M411 | ◆Genres of Writing Kiernan / 2credits / M509 | Strategic Marketing A Matsuura / 2credits / 1154 | ◆Liberal Arts Seminar in Foreign Languages A Moreau / 2credits / M407 | |
| | | | Contents Business A Nakatani / 2credits / 1163 | Business for Social Impact Tsukamoto / 2credits / 1134 | | |
| | | | | Internet Business A Takahashi / 2credits / 1085 | | |
| | | | | ◆Global Issues A Wash Ian / 2credits / M710 | | |
| | Lecturer/Credit/Class# | | | | | |
| 5th period (17:10~18:50) | Business Presentation A Azeez / 2credits / 1091 | ◆Fundamentals of Management A Sumi / 2credits / M401 | | ◆Strategic Business Communication A Lindskoog / 2credits / 214 | Comparative Business Management A Kim / 2credits / 1096 | |
| | | | | ◆TOEFL Listening Duplice John / 1credit / 304 | | |
| | Lecturer/Credit/Class# | | | | | |
| 6th period (19:00~20:40) | | | | | | |
| Lecturer/Credit/Class# | | | | | | |

Classes are subject to change. Please make double check on our intranet, Oh-o! Meiji.

Timetable 2024 Fall Semester

◆Izumi Campus
●Nakano Campus

| | Mon. | Tue. | Wed. | Thu. | Fri. | Sat. |
|-------------------------------------|---|--|---|---|--|------|
| 1st period (9:00~10:40) | ◆Liberal Arts Seminar in Foreign Languages D Edamura / 2credits / M715 | | Business Presentation B Lindskoog / 2credits / 1167 | ●Tourism Management B Sato / 2credits / 501 | ◆TOEFL Speaking Yamataka / 1credit / M601 | |
| | | | ◆Liberal Arts Seminar in Foreign Languages B Kiernan / 2credits / M505 | | Innovation Strategy in Japan B Kondo / 2credits / 1031 | |
| | Lecturer/Credit/Class# | | | | | |
| 2nd period (10:50~12:30) | ◆Liberal Arts Seminar in Foreign Languages B Berninger / 2credits / M407 | ◆Global Issues B Berninger / 2credits / M412 | ◆Liberal Arts Seminar in Foreign Languages B Kiernan / 2credits / M505 | Special Lectures on Business Management D Nagai / 2credits / 2054NEL | ◆Basic Accounting B Nakashima / 2credits / M409 | |
| | ◆TOEFL Preparation B Yamashita / 1credit / 305 | Transcultural Management B Nagai / 2credits / 2054NEL | Business Presentation B Lindskoog / 2credits / 1167 | ◆Strategic Business Communication B Miyata / 2credits / M514 | Business Presentation A Vaughan / 2credits / 1087 | |
| | Lecturer/Credit/Class# | | | ◆TOEFL Writing Moreau / 1credit / M508 | ◆Liberal Arts Seminar in Foreign Languages D Nagai / 2credits / LS306 | |
| 3rd period (13:30~15:10) | ◆Liberal Arts Seminar in Foreign Languages B Duplice / 2credits / M708 | Core Subjects Seminar D Nagai / 2credits / 2091 | ◆English Exams B Kiernan / 2credits / M509 | ◆Global Issues B Wash Ian / 2credits / M710 | ◆Global Issues B Moreau / 2credits / M413 | |
| | International Management B Sumi / 2credits / 1065 | ◆Speech and Debate Moreau / 2credits / 302 | | ◆Global Issues B Duplice / 2credits / 302 | Financial Accounting B Nakashima / 2credits / 2052 | |
| | Lecturer/Credit/Class# | Fundamentals of Management D Ishizuka / 2credits / 1096 | Introduction to Public Management Kikuchi / 2credits / 1114 | International Development Takayanagi / 2credits / 1074 | Core Subjects Special Lectures B Takagi / 2credits / 1125 | |
| 4th period (15:20~17:00) | | ◆Liberal Arts Seminar in Foreign Languages B Moreau / 2credits / M411 | Contents Business B Nakatani / 2credits / 1163 | Strategic Marketing B Matsuura / 2credits / 1154 | ◆Liberal Arts Seminar in Foreign Languages B Moreau / 2credits / M407 | |
| | | | | ◆Global Issues D Wash Ian / 2credits / M710 | | |
| | Lecturer/Credit/Class# | | | Internet Business B Takahashi / 2credits / 1085 | | |
| 5th period (17:10~18:50) | Business Presentation B Azeez / 2credits / 1091 | ◆Fundamentals of Management B Sumi / 2credits / M401 | | ◆Strategic Business Communication B Lindskoog / 2credits / 214 | Comparative Business Management B Kim / 2credits / 1096 | |
| | | | | Japanese Economy Nagano / 2credits / 1144 | | |
| | Lecturer/Credit/Class# | | | | | |
| 6th period (19:00~20:40) | | | | | | |
| Lecturer/Credit/Class# | | | | | | |

Classes are subject to change. Please make double check on our intranet, Oh-o! Meiji.

| 科目ナンバー：(BA)SOC191E | | | |
|---|---------|-----------------|-------------------|
| Global Issues A | | | BERNINGER, GEORGE |
| Credits: 2 | Year: 1 | Spring Semester | Izumi |
| 1. Course Outline and Objectives Outline English has become a language of global communication. At the university level we will use English to look at some important issues on the global level. Global Issues A aims to develop students' English ability while introducing issues in the world today and encouraging further exploration. Learning how to discuss topics effectively will also be a goal for this course. Students will learn from the teacher as well as from each other. Objectives To develop a detailed awareness of global issues To be able to discuss global issues in English To become familiar with and practice a range of reading skills To acquire key vocabulary associated with global issues To be able to participate effectively in an in group presentation To be able to present in front of a class on important issues | | | |
| 2. Course Content Part 1: Introduction / needs survey / reading skills Part 2: Not your typical 9-to-5 job Part 3: Job interview types Part 4: Female virus writer packs punch Part 5: Into the heart of a family in Casablanca Part 6: Travel for good Part 7: A Kenyan safari Part 8: Midterm presentation on travel Part 9: An interview with J.K. Rowling Part 10: Emotional intelligence Part 11: Left brains and right brains Part 12: The vanishing hitchhikers Part 13: Final mystery presentations Part 14: Final mystery presentations | | | |
| 3. Registration Requirements Be able to discuss issues in English | | | |
| 4. Course Preparations Students will read textbook articles. Students will do vocabulary exercises. Students will make a summary of some readings. Students will prepare for two presentations. | | | |
| 5. Textbook (s) Active Skills for Reading 4 by Neil J. Anderson (Heinle Cengage Learning/ National Geographic) | | | |
| 6. Reference Book (s) Have a good English English or Japanese English dictionary (including electronic dictionary). | | | |
| 7. How to provide Feedback to assignments Teacher will provide feedback to students in class. | | | |
| 8. Assessment Evaluation will be made up of the following: Homework from textbook (15%) Quizzes/ summaries (10%) Active daily participation (25%) Midterm presentation (25%) Final presentation (25%) | | | |
| 9. Others This class will be taught in English. Students will be expected to do about one hour of homework each week on average. | | | |

| 科目ナンバー：(BA)SOC191E | | | |
|---|---------|---------------|-------------------|
| Global Issues B | | | BERNINGER, GEORGE |
| Credits: 2 | Year: 1 | Fall Semester | Izumi |
| 1. Course Outline and Objectives Outline English has become a language of global communication. At the university level we will use English to look at some important issues on the global level. Global Issues A aims to develop students' English ability while introducing issues in the world today and encouraging further exploration. Learning how to discuss topics effectively will also be a goal for this course. Students will learn from the teacher as well as from each other. Objectives To develop a detailed awareness of global issues To be able to discuss global issues in English To become familiar with and practice a range of reading skills To acquire key vocabulary associated with global issues To be able to participate effectively in an in group presentation To be able to present in front of a class on important issues | | | |
| 2. Course Content Part 1: Introduction / needs survey / The Mediterranean Diet (homework) Part 2: Healthy living (3 exceptional longevity areas) Part 3: Genetically modified food Part 4: Beyond Planet Earth/ Solar storms Part 5: Star struck (Astronomy) Part 6: Language and Life / The exodus of languages Part 7: Life with the Tarahumaras Part 8: Midterm presentation on endangered languages Part 9: Unearthing the Past (archaeology) / The Search for Cleopatra Part 10: Wildlife Conservation (zoology) / The race to rescue koalas Part 11: Rhino wars Part 12: Living on the edge (zoology/ ecology) Part 13: Final endangered animal presentations Part 14: Final endangered animal presentations | | | |
| 3. Registration Requirements Be able to discuss issues in English. | | | |
| 4. Course Preparations Students will read textbook articles. Students will do vocabulary exercises. Students will make a summary of some readings. Students will prepare for two presentations. | | | |
| 5. Textbook (s) Active Skills for Reading 4 by Neil J. Anderson (Heinle Cengage Learning/ National Geographic) | | | |
| 6. Reference Book (s) Have a good English English or Japanese English dictionary (including electronic dictionary). | | | |
| 7. How to provide Feedback to assignments Teacher will provide feedback to students in class. | | | |
| 8. Assessment Evaluation will be made up of the following: Homework from textbook (15%) Quizzes/ summaries (10%) Active daily participation (25%) Midterm presentation (25%) Final presentation (25%) | | | |
| 9. Others This class will be taught in English. Students will be expected to do about one hour of homework each week on average. | | | |

| 科目ナンバー：(BA)SOC191E | | | |
|---|---------|-----------------|---------------|
| Global Issues A 【GREAT】 | | | DUPLICE, JOHN |
| Credits: 2 | Year: 1 | Spring Semester | Izumi |
| 1. Course Outline and Objectives The aim of this course is to give you practice in using English to examine academic issues. This course will focus on Global Issues. Global Issues A will introduce students to international organizations, specific interests, and some of the issues affecting the world. After completing this course you should be able to: <ul style="list-style-type: none"> • understand the major functions of international organizations • gain knowledge of how these organizations work with nations and affect the world • take part in discussions on global issues | | | |
| 2. Course Content Week 1 : What are global issues? Week 2 : The United Nations and its role in the world Week 3 : Topics within the United Nations Week 4 : Maintaining peace: armaments and the balance of power Week 5 : Maintaining peace: the importance of justice; international organizations Week 6 : Human rights; women's rights Week 7 : Human rights: children's rights Week 8 : Deep dive into current topic Week 9 : Mock debate/comparison presentation of current controversial issue Week 10 : The environment as a global issue Week 11 : The environment as a global issue continued Week 12 : Deep dive into group project Week 13 : Poster Presentations Week 14 : Course Review+Exam | | | |
| 3. Registration Requirements Registration Requirements: This course is a required course for students on the Global Resources English Applied Track (GREAT). GREAT will only be available to students with adequate English test scores. International exchange students may also apply to attend this course. | | | |
| 4. Course Preparations Please have a good learner dictionary—this may be either electronic or paper-based. | | | |
| 5. Textbook (s) None | | | |
| 6. Reference Book (s) Handouts, the Internet, O-oh Meiji! system | | | |
| 7. How to provide Feedback to assignments The final exam will be held on the last day of classes. All papers will be submitted on Oh-o! Meiji system. | | | |
| 8. Assessment Grading and Evaluation Attendance and class participation: 30% Homework 15%In-class quizzes 15%Final presentation and written report 40% (NOTE: More than 3 unexcused absences will result in a fail (3 lates = 1 absence)) | | | |
| 9. Others This course aims to help you use English more fluently and to engage in academic discussions. The issues are issues that affect us all and ones that we all need to talk about. | | | |

| 科目ナンバー：(BA)SOC191E | | | |
|---|---------|---------------|---------------|
| Global Issues B 【GREAT】 | | | DUPLICE, JOHN |
| Credits: 2 | Year: 1 | Fall Semester | Izumi |
| 1. Course Outline and Objectives The aim of this course is to give you practice in using English to examine academic issues. This course will focus on Global Issues around trade and commerce building upon what was learned in the spring semester. Global Issues B will introduce students to the world of business and global exchange as a global issue. After completing this course you should be able to: <ul style="list-style-type: none"> • understand the major functions of trade and commerce in the world • gain knowledge of how trade affects nations and the world • take part in discussions on global issues | | | |
| 2. Course Content Week 1 : Review of Global Issues topics discussed in spring semester Week 2 : Trade and commerce overview Week 3 : The role of global business Week 4 : Free trade and tariffs Week 5 : Trade topic deep dive Week 6 : Mock debate on a controversial current global topic around trade and commerce Week 7 : The environment and trade (part 1) Week 8 : The environment and trade (part 2) Week 9 : Mid-term quiz and introduction to transportation in global trade Week 10 : Global issues around shipping of goods Week 11 : The role of energy in trade and commerce Week 12 : Deep dive into poster project Week 13 : Poster Presentations Week 14 : Course Review+Exam | | | |
| 3. Registration Requirements Registration Requirements: This course is a required course for students on the Global Resources English Applied Track (GREAT). GREAT will only be available to students with adequate English test scores. International exchange students may also apply to attend this course. Preparation and Review | | | |
| 4. Course Preparations Please have a good learner dictionary—this may be either electronic or paper-based. You will also need to have access to a computer regularly to watch lectures and short videos on subject to be covered. | | | |
| 5. Textbook (s) none | | | |
| 6. Reference Book (s) Handouts, the Internet, O-oh Meiji! system | | | |
| 7. How to provide Feedback to assignments The final exam will be held on the last day and the final presentation will be held on the second to last class. Papers will be submitted on Oh-o! Meiji system. | | | |
| 8. Assessment Attendance and class participation: 30% Homework 15%In-class quizzes 15%Final presentation and written report 40% (NOTE: More than 3 unexcused absences will result in a fail (3 lates = 1 absence)) | | | |
| 9. Others This course aims to help you use English more fluently and to engage in academic discussions. The issues are issues that affect us all and ones that we all need to talk about. | | | |

| 科目ナンバー：(BA)SOC191E | | | |
|--|---------|-----------------|-------|
| Global Issues A 【GREAT】 | | MOREAU, ROBERT | |
| Credits: 2 | Year: 1 | Spring Semester | Izumi |
| 1. Course Outline and Objectives | | | |
| <p><summary> In this course we will focus on researching and critically understanding various global issues facing the world and the role of different global organizations in dealing with them in the 21st century. Students will be able to choose issues to research global issues such as poverty, gender, health, education, human rights, environmental, as well as issues connected to labor. Students will research and share information about various issues in class discussions, and will create blogs individually, and websites as a group project, based on the information that they have researched.</p> <p><objectives> In this course, students will gain knowledge of important global issues while at the same time develop and practice specific English skills, such as listening, writing, and discussion. The course will assist students in developing their vocabulary for talking about global issues, as well as various academic skills including note-taking, pair and small group discussion, and presentation skills. In addition, it is a goal of this course to help students develop their research skills, and critical thinking skills.</p> | | | |
| 2. Course Content | | | |
| <p>Week 1. Introduction to the course focusing on topics and expectations. Week 2. Watching videos and discussing global issue topics. Choosing a global issue to research. Week 3. Weekly discussions and in-class notes. Begin group research project 1: background information Week 4. Weekly discussions and in-class notes. Continue research project 1: Details on where and who is affected Week 5. Weekly discussions and in-class notes. Continue research project 1: Details on organizations that are helping Week 6. Mid-term test, based on weekly discussions, and notes taken in class. Discussing research and outlining for research project # 1 Week 7. Presentation and peer review of research project # 1 Week 8. Weekly discussions and in-class notes. Begin group research project # 2. Initial mind-mapping and group discussions. Begin researching background information. Week 9. Weekly discussions. Continue research project 2: Details on where and who is affected Week 10. Weekly discussions. Continue research project 2: Details on who is helping Week 11. Weekly discussions. Continue research project 2: Details local issues connected to the project Week 12. Sharing project information. Working on outlines for project # 2 Week 13. Peer review of group projects and discussions Week 14. a. Final Test b. Course Wrap-up</p> | | | |
| 3. Registration Requirements | | | |
| <p>This course is a required course for students on the Global Resources English Applied Track (GREAT). Non-GREAT students cannot take this course. International exchange students may also apply to attend this course.</p> | | | |
| 4. Course Preparations | | | |
| <p>Each week you will be assigned homework for reading, writing, or looking for information outside of class. Before and after classes, review what you have learned. Prepare notes reflecting what you researched. You will need an A 4 size notebook for this class to prepare notes, which will enable you to join group/class discussions. You will need to spend at least one hour for the review of the class and to prepare the assigned homework every week. Each week, you will have discussions with other students, based on the information you have read for homework.</p> | | | |
| 5. Textbook (s) | | | |
| <p>There is no textbook. Materials will be provided as handouts during class or links on Oh-o! Meiji. You should keep a file for handouts and all the other study materials for this course.</p> | | | |
| 6. Reference Book (s) | | | |
| None | | | |
| 7. How to provide Feedback to assignments | | | |
| <p>The midterm exam will be held in week-6, and the explanation will also be held on the same day. The final exam will be held on the last day of classes, and the explanation will also be held on the same day. Student papers, notes, outlines, and other materials worked on will be handed in through Oh-o Meiji. General comments on assignments will be published on the Oh-o! Meiji system.</p> | | | |
| 8. Assessment | | | |
| <p>Class Participation, discussions, reflection writing, and worksheets 30% Project # 1 research notes and presentation 25% Project # 2 research notes and presentation 25% Midterm test 10% Final test 10%</p> | | | |
| 9. Others | | | |
| None | | | |

| 科目ナンバー：(BA)SOC191E | | | |
|---|---------|----------------|-------|
| Global Issues B 【GREAT】 | | MOREAU, ROBERT | |
| Credits: 2 | Year: 1 | Fall Semester | Izumi |
| 1. Course Outline and Objectives | | | |
| <p><summary> In this course we will continue building students' research, presentation, and discussion skills as we focus on critically understanding the various global issues facing the world and the role of different global organizations in dealing with them in the 21st century. Global issue topics that students can research and discuss include: climate change, war and terrorism, gender issues, health, education, human rights, and issues connected to labor. Students will research and share information about issues in class discussions, and will give presentations based on the information that they have researched.</p> <p><objectives> In addition to the research projects the students will work on, class time will be used to continue to develop and practice specific English skills, such as listening, writing and discussion, using a variety of sources dealing with global issue topics. The course will help students develop their vocabulary for talking about global issues, as well as improve various academic skills including note-taking, pair and small group discussion and presentation. In addition, it is a goal of this course to help students develop their research, and critical thinking skills.</p> | | | |
| 2. Course Content | | | |
| <p>Week 1. Introduction to the course focusing on topics and expectations, first discussions on global issues Week 2. Watching videos and discussing global issue topics. Choosing a global issue to research. Week 3. Weekly discussions and in-class notes. Begin group research project 1: background information Week 4. Weekly discussions and in-class notes. Continue research project 1: Details on where and who is affected Week 5. Weekly discussions and in-class notes. Continue research project 1: Details on organizations that are helping Week 6. Mid-term test, based on weekly discussions, and notes taken in class. Discussing research and outlining and practice for the presentation Week 7. Group presentations and discussions Week 8. Weekly discussions and in-class notes. Begin individual research project # 2. Initial mind-mapping and group discussions. Begin researching background information. Week 9. Weekly discussions. Continue research project 2: Details on where and who is affected Week 10. Weekly discussions. Continue research project 2: Details on who is helping Week 11. Weekly discussions. Continue research project 2: Details about local issues Week 12. Sharing project information. Working on outlines for project # 2 Week 13. Peer review and discussions about project # 2 Week 14. a. Final Test b. Course Wrap-up</p> | | | |
| 3. Registration Requirements | | | |
| <p>This course is a required course for students on the Global Resources English Applied Track (GREAT). Non-GREAT students cannot take this course. International exchange students may also apply to attend this course.</p> | | | |
| 4. Course Preparations | | | |
| <p>Each week you will be assigned homework for reading, writing, or looking for information outside of class. Before and after classes, review what you have learned. Prepare notes reflecting what you researched. You will need an A 4 size notebook for this class to prepare notes, which will enable you to join group/class discussions. You will need to spend at least one hour for the review of the class and to prepare the assigned homework every week. Each week, you will have discussions with other students, based on the information you have read for homework.</p> | | | |
| 5. Textbook (s) | | | |
| <p>There is no textbook. Materials will be provided as handouts during class or links on Oh-o! Meiji. You should keep a file for handouts and all the other study materials for this course.</p> | | | |
| 6. Reference Book (s) | | | |
| None | | | |
| 7. How to provide Feedback to assignments | | | |
| <p>The midterm exam will be held in week-6, and the explanation will also be held on the same day. The final exam will be held on the last day of classes, and the explanation will also be held on the same day. Student papers, notes, outlines, and other materials worked on will be handed in through Oh-o Meiji. General comments on assignments will be published on the Oh-o! Meiji system.</p> | | | |
| 8. Assessment | | | |
| <p>Class Participation, discussions, reflection writing, and worksheets 30% Project # 1 research notes and presentation 25% Project # 2 research notes and presentation 25% Midterm test 10% Final test 10%</p> | | | |
| 9. Others | | | |
| None | | | |

| 科目ナンバー：(BA)SOC191E | | | |
|--|---------|-----------------|-----------|
| Global Issues A 【GREAT】 | | | WASH, IAN |
| Credits: 2 | Year: 1 | Spring Semester | Izumi |
| 1. Course Outline and Objectives Course outline Global Issues is an advanced-level English course that focuses on our increasingly globalised world. The course is designed to enhance students' understanding of major issues and trends associated with globalisation. It also raises awareness of how events and experiences at the local level affect those on a global level and vice versa. Ultimately, this course hopes to bring its students to a higher level of consciousness and responsibility as citizens of a global world. Learning objectives One objective is to familiarise students with key global issues through English by completing relevant reading and listening assignments inside and outside of class. Another goal is to enable students to critically formulate and express their own thoughts in English through collaborative tasks and activities. | | | |
| 2. Course Content Part 1 : Introduction and course outline. Part 2 : Article and discussion (Gender) Part 3 : Student article share (Gender) Part 4 : Documentary and fluency-building (Gender) Part 5 : Student article share (Gender) Part 6 : Article and discussion (Crime) Part 7 : Student article share (Crime) Part 8 : Documentary and fluency-building (Crime) Part 9 : Student article share (Crime) Part 10: Article and discussion (Food Ethics) Part 11: Student article share (Food Ethics) Part 12: Documentary and fluency-building (Food Ethics) Part 13: Student article share (Food Ethics) Part 14: Review and discussion | | | |
| 3. Registration Requirements To be confirmed | | | |
| 4. Course Preparations Overview of activities <ul style="list-style-type: none"> • Reading assignments using authentic texts • Multi-media listening activities using authentic broadcasts • Summarising and reporting in oral and written forms • Mini-presentations • Group discussions • Fluency-building • Collaborative learning tasks | | | |
| 5. Textbook (s) No textbook | | | |
| 6. Reference Book (s) No textbook | | | |
| 7. How to provide Feedback to assignments On lecture slides | | | |
| 8. Assessment <ul style="list-style-type: none"> • Active participation: 30% • Classwork and homework (mini-presentations, discussions, reflection papers, etc): 40% • Student article share worksheets: 30% | | | |
| 9. Others Homework policy Being absent from class is not a valid excuse for not completing homework assignments. Even if you are absent, you are expected to come fully prepared for the next class with the necessary materials. Failure to do this may result in penalties for participation. Homework submitted late will not be graded or marked. | | | |

| 科目ナンバー：(BA)SOC191E | | | |
|--|---------|---------------|-----------|
| Global Issues B 【GREAT】 | | | WASH, IAN |
| Credits: 2 | Year: 1 | Fall Semester | Izumi |
| 1. Course Outline and Objectives Course outline Global Issues is an advanced-level English course that focuses on our increasingly globalised world. The course is designed to enhance students' understanding of major issues and trends associated with globalisation. It also raises awareness of how events and experiences at the local level affect those on a global level and vice versa. Ultimately, this course hopes to bring its students to a higher level of consciousness and responsibility as citizens of a global world. Learning objectives One objective is to familiarise students with key global issues through English by completing relevant reading and listening assignments inside and outside of class. Another goal is to enable students to critically formulate and express their own thoughts in English through collaborative tasks and activities. | | | |
| 2. Course Content Part 1 : Introduction and course outline. Part 2 : Article and discussion (Migration) Part 3 : Student article share (Migration) Part 4 : Documentary and fluency-building (Migration) Part 5 : Student article share (Migration) Part 6 : Article and discussion (Public health) Part 7 : Student article share (Public health) Part 8 : Documentary and fluency-building (Public health) Part 9 : Student article share (Public health) Part 10: Article and discussion (Celebrity) Part 11: Student article share (Celebrity) Part 12: Documentary and fluency-building (Celebrity) Part 13: Student article share (Celebrity) Part 14: Review and discussion | | | |
| 3. Registration Requirements To be confirmed | | | |
| 4. Course Preparations Overview of activities <ul style="list-style-type: none"> • Reading assignments using authentic texts • Multi-media listening activities using authentic broadcasts • Summarising and reporting in oral and written forms • Mini-presentations • Group discussions • Fluency-building • Collaborative learning tasks | | | |
| 5. Textbook (s) No textbook | | | |
| 6. Reference Book (s) No textbook | | | |
| 7. How to provide Feedback to assignments On lecture slides | | | |
| 8. Assessment <ul style="list-style-type: none"> • Active participation: 30% • Classwork and homework (e.g. mini-presentations, discussions, reflection papers): 40% • Student article share worksheets: 30% | | | |
| 9. Others Homework policy Being absent from class is not a valid excuse for not completing homework assignments. Even if you are absent, you are expected to come fully prepared for the next class with the necessary materials. Failure to do this may result in penalties for participation. Homework submitted late will not be graded or marked. | | | |

| 科目ナンバー：(BA)SOC191E | | | |
|---|---------|-----------------|-----------|
| Global Issues C 【GREAT】 | | | WASH, IAN |
| Credits: 2 | Year: 2 | Spring Semester | Izumi |
| 1. Course Outline and Objectives Course title Introduction to International Cooperation and Development: Approaches and Actors Course outline This course introduces students to the multidisciplinary field of international development. The course allows students to explore a range of critical debates and discussions connected to doing development and tackling poverty in less prosperous parts of the world, and is divided into two parts. The first part of the course focuses on theories and approaches by examining how the understanding of development has evolved from the colonial period up to contemporary theories of what constitutes a developed society. Part two looks at key actors in the field of development including the state, national development agencies, global financial institutions. In addition to the acquisition of content knowledge, students will develop their English academic communication skills in the following areas: listening comprehension; notetaking skills; critical thinking, discussion, intensive and extensive reading, summary writing, research, and presentation. Learning objectives One objective is to familiarise students of business with the field of development studies by exploring competing theoretical approaches and a range of different stakeholders. Another goal is to further develop academic communication skills necessary to engage fully in courses in which English is the language of instruction. | | | |
| 2. Course Content Part 1: Course introduction. What is development? Part 2: Theory 1: Colonialism and imperialism 1 Part 3: Theory 1: Colonialism and imperialism 2 Part 4: Theory 2: Modernisation and developmentalism 1 Part 5: Theory 2: Modernisation and developmentalism 2 Part 6: Theory 3: Dependency and underdevelopment 1 Part 7: Theory 3: Dependency and underdevelopment 2 Part 8: Actors 1: The state 1 Part 9: Actors 1: The state 2 Part 10: Actors 2: National development agencies 1 Part 11: Actors 2: National development agencies 2 Part 12: Actors 3: International financial institutions 1 Part 13: Actors 3: International financial institutions 2 Part 14: Presentation and discussion | | | |
| 3. Registration Requirements Advice to students <ul style="list-style-type: none"> • Pre-read the chapter of the textbook before the lecture. Listen to the lectures carefully and take notes effectively. • Preparation for reflection and discussion lessons is key. Beforehand make sure you do the following: <ul style="list-style-type: none"> o Do any required pre-readings o Complete all parts of the Preparation Worksheets for homework o When researching your answers to questions, consider the credibility of your sources. Newspaper articles, book chapters and journal articles provide better quality material than blogs and webpages with no identifiable author. o Optional: Do additional reading around concepts and key thinkers covered in the lecture • Use reflection and discussion lessons as an opportunity to make sense of and internalise the material from the lectures and pre-readings. Continually refer your lecture notes, research notes and pre-readings during discussions. • Be patient and respectful of others when discussing challenging ideas. • After class, review the ideas covered in your discussions. Return to your pre-readings and lecture notes to clarify points raised during the reflection and discussion sessions. | | | |
| 4. Course Preparations Overview of activities <ul style="list-style-type: none"> • Reading assignments using authentic texts • Multi-media listening activities using authentic broadcasts • Summarising and reporting in oral and written forms • Mini-presentations • Group discussions • Fluency-building • Collaborative learning tasks | | | |
| 5. Textbook (s) Haslam, P. A., Schafer, J. & Beaudet, P. (2021). Introduction to International Development: Approaches, Actors, Issues, and Practice. Oxford: Oxford University Press. ISBN: 0199036438 | | | |
| 6. Reference Book (s) Recommended supplementary reading <ul style="list-style-type: none"> • Desai, V. & Potter, R. B. (2014) The Companion to Development Studies. Third Edition. London: Routledge • An essential one-stop reference book for undergraduate students of international development. • Sachs, W. (2010) The Development Dictionary: A Guide to Knowledge as Power. London: Zed Books. • A collection of critical essays reviewing key concepts in development studies. • Jefferson, P. N. (2018) Poverty: A Very Short Introduction. Oxford: Oxford University Press. This is a brief and clearly written introductory text on poverty and the poor. • Goldin, I. (2018) Development: A Very Short Introduction. Oxford: Oxford University Press. A succinct but surprisingly broad introduction to international development. | | | |
| 7. How to provide Feedback to assignments Feedback will be provided through the Oh-o!Meiji class web. | | | |
| 8. Assessment <ul style="list-style-type: none"> • Active participation: 30% • Classwork and homework (Preparation worksheets, classroom discussions, etc): 50% • Presentation and discussion: 20% | | | |
| 9. Others Homework policy Being absent from class is not a valid excuse for failing to complete homework assignments. Even if you are absent from class, you are expected to come fully prepared for the next class with the necessary materials. Failure to do this may result in penalties for participation. Homework submitted late will not be graded. | | | |

| 科目ナンバー：(BA)SOC191E | | | |
|---|---------|---------------|-----------|
| Global Issues D 【GREAT】 | | | WASH, IAN |
| Credits: 2 | Year: 2 | Fall Semester | Izumi |
| 1. Course Outline and Objectives Course title Introduction to International Cooperation and Development: Themes and Issues Course outline This course continues on from Global Issues C to introduce a range of fundamental themes and issues in the field of international development. The course focuses on understanding complex development problems by drawing on the knowledge gained about key theories, concepts and actors. We will explore a number of key themes in international development, looking at questions around how free trade, health and conflict impact on the development of poorer countries. In the second half of the course, students will conduct case study research on one of the themes covered, culminating in a final presentation providing a detailed analysis of the case. In addition to the acquisition of content knowledge, students will develop their English academic communication skills in the following areas: listening comprehension; notetaking skills; critical thinking, discussion, intensive and extensive reading, summary writing, research, and presentation. Learning objectives One objective is to enable students to apply theoretical approaches to challenging themes in field of development and examine the roles different stakeholders play in addressing these issues. Another goal is to further develop academic communication skills necessary to engage fully in courses in which English is the language of instruction. | | | |
| 2. Course Content Part 1: Course introduction. Review of approaches and actors Part 2: Free trade and fair trade 1 Part 3: Free trade and fair trade 2 Part 4: Health and development 1 Part 5: Health and development 2 Part 6: Urban development: Cities in the Global South 1 Part 7: Urban development: Cities in the Global South 2 Part 8: Conflict, security and development 1 Part 9: Conflict, security and development 2 Part 10: Refugees and development policy and practice 1 Part 11: Refugees and development policy and practice 2 Part 12: Preparation for final presentations Part 13: Final presentations Part 14: Final presentations | | | |
| 3. Registration Requirements To be confirmed | | | |
| 4. Course Preparations Advice to students <ul style="list-style-type: none"> • Pre-read the chapter of the textbook before the lecture. Listen to the lectures carefully and take notes effectively. • Preparation for reflection and discussion lessons is key. Beforehand make sure you do the following: <ul style="list-style-type: none"> o Do any required pre-readings o Complete all parts of the Preparation Worksheets for homework o When researching your answers to questions, consider the credibility of your sources. Newspaper articles, book chapters and journal articles provide better quality material than blogs and webpages with no identifiable author. o Optional: Do additional reading around concepts and key thinkers covered in the lecture • Use reflection and discussion lessons as an opportunity to make sense of and internalise the material from the lectures and pre-readings. Continually refer your lecture notes, research notes and pre-readings during discussions. • Be patient and respectful of others when discussing challenging ideas. • After class, review the ideas covered in your discussions. Return to your pre-readings and lecture notes to clarify points raised during the reflection and discussion sessions. | | | |
| 5. Textbook (s) Haslam, P. A., Schafer, J. & Beaudet, P. (2021). Introduction to International Development: Approaches, Actors, Issues, and Practice. Oxford: Oxford University Press. ISBN: 0199036438 | | | |
| 6. Reference Book (s) Recommended supplementary reading <ul style="list-style-type: none"> • Desai, V. & Potter, R. B. (2014) The Companion to Development Studies. Third Edition. London: Routledge • An essential one-stop reference book for undergraduate students of international development. • Sachs, W. (2010) The Development Dictionary: A Guide to Knowledge as Power. London: Zed Books. • A collection of critical essays reviewing key concepts in development studies. • Jefferson, P. N. (2018) Poverty: A Very Short Introduction. Oxford: Oxford University Press. This is a brief and clearly written introductory text on poverty and the poor. • Goldin, I. (2018) Development: A Very Short Introduction. Oxford: Oxford University Press. A succinct but surprisingly broad introduction to international development. | | | |
| 7. How to provide Feedback to assignments Feedback will be provided through the Oh-o!Meiji class web. | | | |
| 8. Assessment <ul style="list-style-type: none"> • Active participation: 30% • Classwork and homework (Preparation worksheets, classroom discussions, etc): 40% • Final presentation: 30% | | | |
| 9. Others Homework policy Being absent from class is not a valid excuse for failing to complete homework assignments. Even if you are absent from class, you are expected to come fully prepared for the next class with the necessary materials. Failure to do this may result in penalties for participation. Homework submitted late will not be graded. | | | |

| 科目ナンバー：(BA)IND112E | | | | | | | | | | | | | | | | | |
|--|---------|-----------------|-------|----------------------------------|----|-------------------------|----|---|----|-------------------------|----|-------------------------|----|-----------------------------------|----|--|-----|
| Liberal Arts Seminar in Foreign Languages A | | | | | | | | | | | | | | | | | |
| KIERNAN, PATRICK・DUPlice, JOHN・MOREAU, ROBERT・BERNINGER, GEROGE | | | | | | | | | | | | | | | | | |
| Credits: 2 | Year: 1 | Spring Semester | Izumi | | | | | | | | | | | | | | |
| 1. Course Outline and Objectives THEME GREAT: Study Skills A This course aims to provide students with guidance on how to develop effective study habits and to effectively approach study at university. It includes time management skills and strategies and techniques needed to accomplish core academic tasks. Students will also write a CV (Curriculum Vitae) and a personal statement which will become the basis for their first-year portfolio in the fall. In addition, students will have practice in note-taking and in listening to academic English. Toward the end of the semester, there will be a separate English lecture given by a guest speaker. Students will attend, take notes, and write up a summary and response. During Week 13 students will give a presentation to the class. There will be mid-term and final tests. | | | | | | | | | | | | | | | | | |
| 2. Course Content Week 1 Introduction, Part A Self-efficacy: Managing your Success as a Student, Chapter 1 Success as a student: Take charge of your success Week 2 Chapter 1 Success as a student Week 3 Chapter 2 Gaining the most from your course: Engage, Enjoy, Excel Week 4 Chapter 2 Gaining the most from your course: Engage, Enjoy, Excel Week 5 Chapter 3 Employability and preparing for your future Week 6 Chapter 3 Employability and preparing for your future Week 7 Chapter 4 Successful study: Intelligence, strategy and personalized learning Week 8 Mid-term listening test, Chapter 4 Successful study: Intelligence, strategy and personalized learning Week 9 Chapter 5 The CREAM strategy for learning Week10 Chapter 5 The CREAM strategy for learning Week11 Chapter 6 Time management as a student Week12 Chapter 6 Time management as a student, Chapter 7 Managing stress and well-being Week13 Individual presentation Week14 a. Review b. Final Test | | | | | | | | | | | | | | | | | |
| 3. Registration Requirements This is a required course for GREAT (Global Resources English Applied Track) students. (GREAT 1 年次必修科目です。GREAT対象者以外の学生は履修できません。) | | | | | | | | | | | | | | | | | |
| 4. Course Preparations For this course, you will need a textbook. Each week you may be assigned homework for reading, writing, or looking for information outside of class, you should bring it to the next class unless you are told otherwise. Before and after classes, review what you have learned. Prepare notes reflecting what you understood and what you did not, which will enable you to join class discussions. You will need to spend at least one hour for the review of the class and preparing the assigned homework every week. | | | | | | | | | | | | | | | | | |
| 5. Textbook (s) The Study Skills Handbook, 5 th edition, by Stella Cottrell, macmillan study skills | | | | | | | | | | | | | | | | | |
| 6. Reference Book (s) Other references and resources will be provided as handouts during class or links on Oh-o! Meiji. You should keep a file for handouts and all the other study materials for this course. | | | | | | | | | | | | | | | | | |
| 7. How to provide Feedback to assignments Feedback will be given through grades or comments, or both. | | | | | | | | | | | | | | | | | |
| 8. Assessment <table border="0" style="width: 100%;"> <tr> <td>Attendance & Class participation</td> <td style="text-align: right;">20</td> </tr> <tr> <td>CV & Personal Statement</td> <td style="text-align: right;">15</td> </tr> <tr> <td>MSBA English lecture note-taking & response</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Individual presentation</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Mid-term listening test</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Final test (incl. listening test)</td> <td style="text-align: right;">25</td> </tr> <tr> <td></td> <td style="text-align: right;">100</td> </tr> </table> | | | | Attendance & Class participation | 20 | CV & Personal Statement | 15 | MSBA English lecture note-taking & response | 10 | Individual presentation | 15 | Mid-term listening test | 15 | Final test (incl. listening test) | 25 | | 100 |
| Attendance & Class participation | 20 | | | | | | | | | | | | | | | | |
| CV & Personal Statement | 15 | | | | | | | | | | | | | | | | |
| MSBA English lecture note-taking & response | 10 | | | | | | | | | | | | | | | | |
| Individual presentation | 15 | | | | | | | | | | | | | | | | |
| Mid-term listening test | 15 | | | | | | | | | | | | | | | | |
| Final test (incl. listening test) | 25 | | | | | | | | | | | | | | | | |
| | 100 | | | | | | | | | | | | | | | | |
| 9. Others | | | | | | | | | | | | | | | | | |

| 科目ナンバー：(BA)IND112E | | | | | | | | | | | | | | | | | | | |
|--|---------|---------------|-------|-----------------------------|----|----------------------------------|----|---|----|--------------------|----|--------------------|----|--------------------------------------|----|-----------------------------------|----|--|-----|
| Liberal Arts Seminar in Foreign Languages B | | | | | | | | | | | | | | | | | | | |
| KIERNAN, PATRICK・DUPlice, JOHN・MOREAU, ROBERT・BERNINGER, GEROGE | | | | | | | | | | | | | | | | | | | |
| Credits: 2 | Year: 1 | Fall Semester | Izumi | | | | | | | | | | | | | | | | |
| 1. Course Outline and Objectives THEME GREAT: Study Skills B This course aims to provide students with guidance on how to develop effective study habits and to effectively approach study at university. It includes time management skills and strategies and techniques needed to accomplish core academic tasks. At the beginning of the semester, there will be a listening test. Students will create a portfolio that includes an updated CV, a personal statement, and future prospects. Toward the end of the semester, there will be a separate English lecture given by a guest speaker. Students will attend, take notes, and write up a summary and response. During Week 13 students will give a presentation to the class. There will be mid-term and final tests. | | | | | | | | | | | | | | | | | | | |
| 2. Course Content Week 1 Introduction Chapter 7 Managing Stress and well-being Week 2 After-summer listening test, Chapter 7 managing Stress and well-being Week 3 Chapter 8 Working with others: Collaborative study Week 4 Chapter 8 Working with others: Collaborative study Week 5 Chapter 9 Developing cultural competence: Learning in diverse and international contexts Week 6 Chapter 9 Developing cultural competence: Learning in diverse and international contexts Week 7 Chapter 10 Effective reading and note-making Week 8 Mid-term test, Chapter 10 Effective reading and note-making Week 9 Chapter 10 Effective reading and note-making, Chapter 11 Researching and managing information for study Week10 Chapter 11 Researching and managing information for study Week11 Chapter 12 Critical thinking Week12 Chapter 12 Critical thinking Week13 Group presentation Week14 a. Review b. Final Test | | | | | | | | | | | | | | | | | | | |
| 3. Registration Requirements This is a required course for GREAT (Global Resources English Applied Track) students. (GREAT 1 年次必修科目です。GREAT対象者以外の学生は履修できません。) | | | | | | | | | | | | | | | | | | | |
| 4. Course Preparations For this course, you will need a textbook. Each week you may be assigned homework for reading, writing, or looking for information outside of class, you should bring it to the next class unless you are told otherwise. Before and after classes, review what you have learned. Prepare notes reflecting what you understood and what you did not, which will enable you to join class discussions. You will need to spend at least one hour for the review of the class and preparing the assigned homework every week. | | | | | | | | | | | | | | | | | | | |
| 5. Textbook (s) The Study Skills Handbook, 5 th edition, by Stella Cottrell, macmillan study skills | | | | | | | | | | | | | | | | | | | |
| 6. Reference Book (s) Other references and resources will be provided as handouts during class or links on Oh-o! Meiji. You should keep a file for handouts and all the other study materials for this course. | | | | | | | | | | | | | | | | | | | |
| 7. How to provide Feedback to assignments Feedback will be given through grades or comments, or both. | | | | | | | | | | | | | | | | | | | |
| 8. Assessment <table border="0" style="width: 100%;"> <tr> <td>After-summer listening test</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Attendance & Class participation</td> <td style="text-align: right;">10</td> </tr> <tr> <td>MSBA English lecture summary & response</td> <td style="text-align: right;">10</td> </tr> <tr> <td>1st year-Portfolio</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Group presentation</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Mid-term test (incl. listening test)</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Final test (incl. listening test)</td> <td style="text-align: right;">20</td> </tr> <tr> <td></td> <td style="text-align: right;">100</td> </tr> </table> | | | | After-summer listening test | 10 | Attendance & Class participation | 10 | MSBA English lecture summary & response | 10 | 1st year-Portfolio | 20 | Group presentation | 10 | Mid-term test (incl. listening test) | 20 | Final test (incl. listening test) | 20 | | 100 |
| After-summer listening test | 10 | | | | | | | | | | | | | | | | | | |
| Attendance & Class participation | 10 | | | | | | | | | | | | | | | | | | |
| MSBA English lecture summary & response | 10 | | | | | | | | | | | | | | | | | | |
| 1st year-Portfolio | 20 | | | | | | | | | | | | | | | | | | |
| Group presentation | 10 | | | | | | | | | | | | | | | | | | |
| Mid-term test (incl. listening test) | 20 | | | | | | | | | | | | | | | | | | |
| Final test (incl. listening test) | 20 | | | | | | | | | | | | | | | | | | |
| | 100 | | | | | | | | | | | | | | | | | | |
| 9. Others | | | | | | | | | | | | | | | | | | | |

| 科目ナンバー：(BA)IND112E | | | |
|---|---------|-----------------|----------------|
| Liberal Arts Seminar in Foreign Languages C | | | EDAMURA SHOHEI |
| Credits: 2 | Year: 1 | Spring Semester | Izumi |
| <p>1. Course Outline and Objectives THEME: What's The Good Thing To Do? This course aims to provide students with opportunities to discuss specific cases from real or fiction stories and form their own views based on their values. It includes presentations by students to introduce stories they want others to consider and evaluate. These stories may be taken from their own experiences, but they can also be picked from novels, cartoons, movies, animations, and others. Original fiction stories are welcome. Students will also write reaction papers after sessions.</p> | | | |
| <p>2. Course Content Week 1 Introduction to the Course Week 2 Personal Stories with Relatives and Friends I Week 3 Personal Stories with Relatives and Friends II Week 4 Personal Stories with Relatives and Friends III Week 5 Personal Stories within Communities I Week 6 Personal Stories within Communities II Week 7 Personal Stories within Communities III Week 8 Stories of the Current Politics I Week 9 Stories of the Current Politics II Week10 Stories of the Current Politics III Week11 Stories of Historical Figures I Week12 Stories of Historical Figures II Week13 Stories of Historical Figures III Week14 Review</p> | | | |
| <p>3. Registration Requirements All classes will be conducted in English and will be highly interactive. Students are expected to be prepared to discuss their beliefs and feelings about sensitive topics with others in the class. Reading, writing, and speaking in English inside and outside the classroom are highly recommended.</p> | | | |
| <p>4. Course Preparations Students will be asked to pre-read the materials that the presenters provided in Oh-o! Meiji.</p> | | | |
| <p>5. Textbook (s) Resources will be provided as pdf files in Oh-o! Meiji.</p> | | | |
| <p>6. Reference Book (s)</p> | | | |
| <p>7. How to provide Feedback to assignments Feedback for reaction papers will be provided in sessions.</p> | | | |
| <p>8. Assessment Attendance & Class participation 42 Reaction Paper 28 Individual Presentation 30 100</p> | | | |
| <p>9. Others</p> | | | |

| 科目ナンバー：(BA)IND112E | | | |
|---|---------|---------------|----------------|
| Liberal Arts Seminar in Foreign Languages D | | | EDAMURA SHOHEI |
| Credits: 2 | Year: 1 | Fall Semester | Izumi |
| <p>1. Course Outline and Objectives THEME: Introduction to Philosophy This course aims to provide students with opportunities to read and discuss philosophical texts. It includes presentations by students to explain and interpret the contents of philosophical texts. Students will choose philosophical materials that they would like to read, and we are going to cover them in Week 12 and 14. Students will also write reaction papers after sessions.</p> | | | |
| <p>2. Course Content Week 1 Introduction to the Course Week 2 Apology and Crito (Plato) Week 3 Republic I (Plato) Week 4 Republic II (Plato) Week 5 Nicomachean Ethics I (Aristotle) Week 6 Nicomachean Ethics II (Aristotle) Week 7 Discourse on the Method (Descartes) Week 8 Meditations (Descartes) Week 9 Thus Spoke Zarathustra (Nietzsche) Week10 Anarchy, State, and Utopia (Nozick) Week11 Mind: A Brief Introduction (Searle) Week12 Selected Text I Week13 Selected Text II Week14 Review</p> | | | |
| <p>3. Registration Requirements All classes will be conducted in English and will be highly interactive. Students are expected to be prepared to discuss their beliefs and feelings about sensitive topics with others in the class. Reading, writing, and speaking in English inside and outside the classroom are highly recommended.</p> | | | |
| <p>4. Course Preparations Students will be asked to pre-read the assigned texts and the materials that the presenters provided in Oh-o! Meiji.</p> | | | |
| <p>5. Textbook (s) Resources will be provided as pdf files in Oh-o! Meiji.</p> | | | |
| <p>6. Reference Book (s)</p> | | | |
| <p>7. How to provide Feedback to assignments Feedback for reaction papers will be provided in sessions.</p> | | | |
| <p>8. Assessment Attendance & Class participation 42 Reaction Paper 28 Individual Presentation 30 100</p> | | | |
| <p>9. Others</p> | | | |

| 科目ナンバー：(BA)IND112E | | | |
|---|---------|-----------------|----------------|
| Liberal Arts Seminar in Foreign Languages C | | | NAGAI HIROHISA |
| Credits: 2 | Year: 1 | Spring Semester | Izumi |
| <p>1. Course Outline and Objectives THEME : Global SDGs Challenges: Basics This course is designed for second-year students to acquire fundamental knowledge about SDGs (Sustainable Development Goals) activities for future global leaders. It aims to prepare students for the upcoming online course with Seattle Pacific University in the fall semester (Global SDGs Challenges: International Collaborative Exploration). It composed of a. understanding the basics of SDGs and b. learning techniques of researching, analyzing, and presentations on the group project. Three guest speakers specialized in SDGs will be invited to class. For comprehensive learning of the course content, it is recommended to enroll continuously in both the spring and fall semesters. Rather than lecture-style, the course is centered around activities such as exercises and group work, making active participation and engagement essential. Objectives of the Course</p> <ul style="list-style-type: none"> •Understand own characteristics and aptitudes toward sustainable management. •Develop competence in collecting, analyzing, and presenting information. •Acquire communication and team building skills. | | | |
| <p>2. Course Content Session 1 : Orientation and Icebreaking <ul style="list-style-type: none"> •Understand the goals for this class. •Learn how to learn. Session 2 : Search for the careers matched with your personality <ul style="list-style-type: none"> •Get to know your personality type (RIASEC) and career. •Discussing results with people who share the same type. Session 3 : Presentation by RIASEC teams <ul style="list-style-type: none"> •Types of jobs commonly of interest to team members •Each team gives a team presentation. Session 4 : Develop your network <ul style="list-style-type: none"> •Understanding others to create opportunities for collaboration •Teamwork = Communication + Collaboration + Commitment •Designing a team logo and promotional SDGs poster Session 5 : Let's start thinking about SDGs <ul style="list-style-type: none"> •Understanding the concept of SDGs and its purpose •Identifying Local and Global context in SDGs •Thinking individual and collective actions. Session 6 : SDGs and YOU <ul style="list-style-type: none"> •Reflecting on personal connections to SDGs •Small group activities to identify individual interests and passions. Session 7 : Case Study 1 : Successful SDGs project Group analysis and discussion on effective management Session 8 : Guest Speaker- Dr. Yukimi Shimoda, School of Social Science, Waseda University "Business Anthropology and SDGs" sharing practical experiences. Session 9 : Project Planning Workshop <ul style="list-style-type: none"> •Designing SDGs-related project •Group collaboration on project outlines. Session 10: "Knowing about MU's SDG resources" Searching for MU's SDG resources on campus. Organizing research findings using "MindMap" Session 11: Presenting the result of research findings. Team presentation about the team project. Session 12: Guest Speaker: Dean, Prof. Ross Stewart (Seattle Pacific University) Session 13: International Guest Speaker 2 : Director, Prof. Jan Bebbington (Lancaster University) Session 14: Discuss the future horizon of SDGs.</p> | | | |
| <p>3. Registration Requirements It is necessary to use oral and written English the whole class through.</p> | | | |
| <p>4. Course Preparations Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.</p> | | | |
| <p>5. Textbook (s) There is no textbook for this course. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.</p> | | | |
| <p>6. Reference Book (s) Useful references for sessions will be introduced in class.</p> | | | |
| <p>7. How to provide Feedback to assignments Feedbacks of the other activities and exercises will be given in class or returned on Oh-o! Meiji.</p> | | | |
| <p>8. Assessment Active participation in class discussions and activities: 50% Team presentations: 30% Individual assignments: 20%</p> | | | |
| <p>9. Others The more you give the more you learn. The more you learn the more you earn. The more you earn the more you can give.</p> | | | |

| 科目ナンバー：(BA)IND112E | | | |
|---|---------|---------------|----------------|
| Liberal Arts Seminar in Foreign Languages D | | | NAGAI HIROHISA |
| Credits: 2 | Year: 1 | Fall Semester | Izumi |
| <p>1. Course Outline and Objectives Course Title: Global SDGs Challenges: International Collaborative Exploration 1. Course Overview and Learning Objectives This course aims to develop foundational knowledge and analytical framework related to Sustainable Development Goals (SDGs) to formulate strategies for promoting SDGs targets as next-generation of global leaders. Through online and onsite classes with partner universities abroad, students engage in inquiry-based learning to examine and derive solution plans for SDGs challenges from a global perspective. 2. Learning Objectives</p> <ol style="list-style-type: none"> Identify challenges towards achieving SDGs goals, analyze the causes, and develop the ability to propose solutions. Through online collaborative learning with international students, acquire the team skills essential for becoming a future global leader. | | | |
| <p>2. Course Content 3. Course Content a.Introduction (Sections 1 - 4): Understanding research framework, and using the UN SDG Business Hub/Tracker. b.Development (Sections 5 - 8): Broadening global perspectives through online exchange classes with partner universities abroad: Seattle Pacific University, US & The University of Sheffield, UK.. c.Exploration (Sections 9 -11): Implementing team projects using knowledge and information gained from the lectures. d.Presentation (Sections 12-14): Proposing contributions to advance SDGs goals by society, companies, and individuals.</p> | | | |
| <p>3. Registration Requirements It is necessary to use oral and written English the whole class through.</p> | | | |
| <p>4. Course Preparations Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.</p> | | | |
| <p>5. Textbook (s) There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.</p> | | | |
| <p>6. Reference Book (s)</p> | | | |
| <p>7. How to provide Feedback to assignments Academic achievements will be reviewed by the reflection papers. Feedbacks of the other activities and exercises will be either handed out or returned through Oh-o! Meiji.</p> | | | |
| <p>8. Assessment Active participation in class discussions and activities: 50% Reflection Papers: 30% Team Presentations:20%</p> | | | |
| <p>9. Others This course is based on active learning and students are necessary to proactively participate in class discussion and activities.</p> | | | |

| 科目ナンバー：(BA)LAN111E | | | |
|---|---------|---------------|-------|
| TOEFL Speaking | | YAMATAKA MIWA | |
| Credits: 1 | Year: 1 | Fall Semester | Izumi |
| 1. Course Outline and Objectives Course Outline: The TOEFL Speaking course is designed for students to become trained in typical speaking tasks on a variety of topics that draw on personal experience, campus-based situations, and a variety of academic subjects ranging from art to science. It is designed for students interested in pursuing undergraduate or graduate studies in English-speaking universities. The course is also open to students interested in improving their English language skills in an academic setting. Course Objectives: To become well equipped with the nature of TOEFL speaking tasks and to enhance English speaking proficiency. | | | |
| 2. Course Content Course Content: The course will be taught in English. 第1回：【対面授業】 Introduction to TOEFL Speaking 第2回：【対面授業】 TOEFL Question 1: The Independent Task (Selecting your preference) 第3回：【対面授業】 TOEFL Question 1: The Independent Task (Giving your opinion) 第4回：【対面授業】 TOEFL Question 1: The Independent Task (Preparation & Response) 第5回：【対面授業】 TOEFL Question 2: The Integrated Tasks (Part 1) 第6回：【対面授業】 TOEFL Question 2: The Integrated Tasks (Part 2) 第7回：【対面授業】 TOEFL Question 2: The Integrated Tasks (Part 3) 第8回：【メディア授業 (リアルタイム配信型)】 TOEFL Question 3: General/Specific (Part 1) 第9回：【メディア授業 (リアルタイム配信型)】 TOEFL Question 3: General/Specific (Part 2) 第10回：【メディア授業 (リアルタイム配信型)】 TOEFL Question 3: General/Specific (Part 3) 第11回：【メディア授業 (リアルタイム配信型)】 TOEFL Question 4: Summary (Part 1) 第12回：【メディア授業 (リアルタイム配信型)】 TOEFL Question 4: Summary (Part 2) 第13回：【メディア授業 (リアルタイム配信型)】 TOEFL Question 4: Summary (Part 3) 第14回：【メディア授業 (リアルタイム配信型)】 aのみ：Class Review | | | |
| 3. Registration Requirements This course combines in-person sessions with live-streamed Zoom classes. この授業は、メディア授業を取り入れて開講される。 メディア授業の回では、次のとおり授業を実施する： ※原則、メディア授業の前日までに、Oh-o! Meiji のクラスウェアを通じて、Zoom招待状を毎週配信し、リアルタイム配信型授業 (100分) を行う。 ※秋学期の最終Zoomリアルタイム配信型授業のみ、50分となる。 ※なお、リアルタイム配信型授業では、出席確認は授業中に行い、ブレイクアウトルームを使用した、グループ・アクティビティを取り入れながら、実施する。 ※春学期の最終メディア授業 (リアルタイム配信型) 授業のみ、50分となる。 ※Oh-o! Meiji のクラスウェアや、クラス用SNSグループ (年度限定) を活用し、意見交換の場を設ける。教員への質問・相談窓口として、専用メールアドレス、及び、SNSアカウントを履修者に、初回授業にて通知する。 オンライン授業の履修条件： ※ネット接続環境が継続的に安定した、受講に支障のない静穏な環境かつ、質疑応答やブレイクアウトルームができる学習環境より受講すること (例：自宅か、キャンパスの本コース用に指定された教室。) 騒音の多い商業施設からの受講は禁止。また、交通機関などを利用した移動中のZoom参加は、出席として認められない。 ※自らが占有して個人利用できる、ノートPC、或いは、タブレットを使用すること (ヘッドセット、マイク等も必要。) スマホのみでの受講は、スクリーンの表示が小さく、Zoom操作も限定されるため、推奨しない。ただし、スマホはロールプレイでPDF資料を見る際に、補助的に使用することもある。 | | | |
| 4. Course Preparations ※ You should bring your textbook, notebook, dictionary, and all relevant class worksheets (uploaded as PDF files on Oh-o! Meiji) to class. ※ Online assignments will be regularly uploaded onto Oh-o! Meiji to assess comprehension of course topics. | | | |
| 5. Textbook (s) The Official Guide to the TOEFL Test, Sixth Edition, McGraw-Hill (ETS) (ISBN: 978-1260470352) | | | |
| 6. Reference Book (s) During the course, additional worksheets in PDF format will be available for download on Oh-o! Meiji. | | | |
| 7. How to provide Feedback to assignments Individual feedback will be provided to all the students through Oh-o! Meiji. オンライン課題のフィードバックは、提出期限後に、Oh-o! Meiji システムを通じて配信する。 | | | |
| 8. Assessment 授業への貢献度 (50%)、オンライン課題 (50%) ※対面形式での試験は行わない。 ※単位を取得するためには、授業への参加のみならず、全てのオンライン課題を提出する必要がある。 ※合計4回の、書類にて証明できない欠席で、単位取得不可能となる (つまり、合計3回までの欠席は認められるが、貢献度面での評価は段階的に下がっていく。) ※公欠、病欠の申請には、証明する書類を提示することが必要である。 ※遅刻は合計3回で、欠席1回扱いとなる。 ※教材無しの授業参加や、授業貢献度が著しく低い場合は、欠席と見なす。 | | | |
| 9. Others To the class members: I have lived and worked in London, UK, since my early childhood, even though I am Japanese. This has provided me with a unique perspective on both cultures, which I would like to share with you. This course is designed to give students a comprehensive understanding of TOEFL Speaking and build a strong foundation. However, it will not be suitable for those who prefer a fast-paced learning environment. | | | |

| 科目ナンバー：(BA)LAN111E | | | |
|--|---------|------------------|-------|
| TOEFL Writing | | KIERNAN, PATRICK | |
| Credits: 1 | Year: 1 | Fall Semester | Izumi |
| 1. Course Outline and Objectives This course is to prepare students for the writing section of the TOEFL Test. The test format changed in July 2023 to include an Academic Discussion writing task together with the integrated writing task. This course will focus on developing the skills needed to complete both the new task and the integrated one. To begin with, the course will focus on analyzing the test and model answers in order to understand what is required to write successful answers. Practice activities to develop the skills needed will include classroom tasks working and communicating with other students; homework assignments to build the necessary listening, reading, writing, and discussion skills; and practice with the TOEFL writing tasks. The main text for this course is a collection of seven practice writing tests that will be supplemented with other materials in order to enable you to perform effectively on these tasks. Even though this is a course focused on writing, the integrated task means that there will be extended practice in reading and listening. In addition, to help develop the skills for the written discussion section, we will also practice having verbal discussions of the topics. Therefore, this course will be an effective way to develop communicative academic skills in English above and beyond the specific requirements of the writing section of the TOEFL test. Course aims (1) To become familiar with the structure and content of the writing section of TOEFL (2) To develop effective test taking strategies for the writing section of TOEFL (3) To develop the general academic skills needed to succeed in TOEFL (4) To improve the English academic skills needed for study at an overseas university | | | |
| 2. Course Content Week 1 Course introduction Week 2 History PT 1 - Integrated Week 3 History PT12- Academic Discussion Week 4 Astronomy PT 2 - Integrated Week 5 Political Science PT 9 - Academic Discussion Week 6 Education PT 3 - Integrated Week 7 Sociology PT10/PT14- Academic Discussion Week 8 Review / Practice Test 1 Week 9 Anthropology PT 4 - Integrated Week 10 Psychology PT11- Academic Discussion Week 11 Health PT 5 - Integrated Week 12 Economics PT13- Academic Discussion Week 13 History PT 7 - Integrated Week 14 Review / Practice Test 2 | | | |
| 3. Registration Requirements This course is open to all students with an interest in learning to take or improve scores academic tests such as TOEFL. Students should be comfortable with taking a course taught in English and be prepared to use English during class. Students on the GREAT program can take this course as one of the required electives for GREAT. | | | |
| 4. Course Preparations Students should preview and review the content of all classes and will also be given other assignments to complete at home during the course. | | | |
| 5. Textbook (s) As the writing section of TOEFL changed last year and the textbook may change if better materials are published by the beginning of the course. Otherwise, we will use the same textbook as last year which was: Montayre, R. J. G. (2023) TOEFL Writing Practice Test 2023-2024. | | | |
| 6. Reference Book (s) Practice tests available online at: https://www.ets.org/pdfs/toefl-ibt-writing-practice-sets.pdf Other resources will be shared through Oh-o! Meiji during the course | | | |
| 7. How to provide Feedback to assignments Assignments will be either submitted during class or through Oh-o! Meiji and feedback will be given in class or on Oh-o! Meiji according to the submission method. | | | |
| 8. Assessment 40% Participation and classwork 20% Assignments 20% MT Test 20% Final Test | | | |
| 9. Others Stick with the course and try to make what you learn your own so that you can become confident in writing these short timed essays in accordance with the exam format. | | | |

| 科目ナンバー：(BA)LAN111E | | | |
|---|---------|-----------------|------------------|
| TOEFL Preparation A | | | YAMASHITA YOSHIE |
| Credits: 1 | Year: 1 | Spring Semester | Izumi |
| <p>1. Course Outline and Objectives This course focuses on the Listening Section of TOEFL iBT and is designed for advanced students who want to achieve 20 or more in the section. The various question types found in the Listening Section will be introduced and students will practice each question type. Also, students will learn different types of texts and vocabulary specific to the academic subject areas. There will be a final exam at the end of the term.</p> | | | |
| <p>2. Course Content Week 1 : Introduction, Preview test Week 2 : Chapter 1 Main Idea Questions (1) Week 3 : Chapter 1 Main Idea Questions (2) Week 4 : Chapter 2 Detail Questions Week 5 : Chapter 2 Detail Questions (2), Vocabulary Review, Mini Test 1 Week 6 : Chapter 3 Function Questions Week 7 : Chapter 4 Stance Questions Week 8 : Chapter 5 Vocabulary Review, Mini Test 2, Organization Questions (1) Week 9 : Chapter 5 Organization Questions (2) Week 10: Chapter 6 Content Questions (1) Week 11: Chapter 6 Content Questions (2) Week 12: Chapter 7 Inference Questions (1) Week 13: Chapter 7 Inference Questions (2), Vocabulary Review, Mini Test 3 Week 14: Course Review + Final Exam</p> | | | |
| <p>3. Registration Requirements 『履修のための英語要件』の基準点を満たさない場合、本科目の履修はできません。 Students who do not meet the English requirement for this course (TOEIC 700) cannot register.</p> | | | |
| <p>4. Course Preparations Please have a good learner dictionary. This may be either electronic or paper-based.</p> | | | |
| <p>5. Textbook (s) Mastering Skills for the TOEFLiBT, Advanced Listening by Moraig Macgillivray, Patrick Yancey, and Jeff Zeter Compass Publishing, ISBN: 978-1-68951-357-1</p> | | | |
| <p>6. Reference Book (s) Handouts, the Internet, O-oh Meiji! system</p> | | | |
| <p>7. How to provide Feedback to assignments Feedback will be given through grades or comments, or both.</p> | | | |
| <p>8. Assessment Class participation and attendance: 30% Homework/Quizzes: 20% Final examination: 50%</p> | | | |
| <p>9. Others TOEFL is a high-level exam, and you cannot practice actual TOEFL questions until you are close to the TOEFL level.</p> | | | |

| 科目ナンバー：(BA)LAN111E | | | |
|---|---------|---------------|------------------|
| TOEFL Preparation B | | | YAMASHITA YOSHIE |
| Credits: 1 | Year: 1 | Fall Semester | Izumi |
| <p>1. Course Outline and Objectives This course focuses on the Speaking Section of TOEFL iBT and is designed for advanced students who want to obtain 20 or more in the section. The various question types found in the Speaking Section will be introduced and students will practice each question type. Also, students will learn different types of texts and vocabulary specific to the academic subject areas. There will be a final exam at the end of the term.</p> | | | |
| <p>2. Course Content Week 1 : Introduction, Preview test Week 2 : Part 1 Thinking and Speaking, Chapter 1 Independent Speaking: Organizing Speech Week 3 : Chapter 2 Integrated Speaking: Synthesizing Information Week 4 : Chapter 3 Integrated Speaking: Summarizing Week 5 : Vocabulary Review 1, 2 Week 6 : Part 2 Making Speech Coherent, Chapter 4 Independent Speaking: Test Question 1 Week 7 : Chapter 5 Integrated Speaking: Test Questions 2 and 3 Week 8 : Chapter 6 Integrated Speaking: Test Questions Week 9 : Vocabulary Review 1, 2 Week 10: Part 3 Speaking Naturally, Chapter 7 Pronunciation Week 11: Chapter 8 Stress and Intonation Week 12: Chapter 9 Pausing Week 13: Practice Tests Week 14: Course Review + Final Exam</p> | | | |
| <p>3. Registration Requirements 『履修のための英語要件』の基準点を満たさない場合、本科目の履修はできません。 Students who do not meet the English requirement for this course (TOEIC 700) cannot register.</p> | | | |
| <p>4. Course Preparations Please have a good learner dictionary. This may be either electronic or paper-based.</p> | | | |
| <p>5. Textbook (s) Mastering Skills for the TOEFLiBT, Advanced Speaking by Patrick Yancey, Casey Malarcher, and Jeff Zeter Compass Publishing, ISBN 978-1-68591-359-5</p> | | | |
| <p>6. Reference Book (s) Handouts, the Internet, O-oh Meiji! system</p> | | | |
| <p>7. How to provide Feedback to assignments Feedback will be given through grades or comments, or both.</p> | | | |
| <p>8. Assessment Class participation and attendance: 30% Homework/Quizzes: 20% Final examination: 50%</p> | | | |
| <p>9. Others TOEFL is a high-level exam, and you cannot practice actual TOEFL questions until you are close to the TOEFL level</p> | | | |

| 科目ナンバー：(BA)LAN111E | | | | | | | | | |
|---|---------|-----------------|------------------|---------------------|-----|-----------|-----|--------------------------|------|
| English Exams A | | | KIERNAN, PATRICK | | | | | | |
| Credits: 1 | Year: 1 | Spring Semester | Izumi | | | | | | |
| 1. Course Outline and Objectives This course is to prepare students taking English academic exams such as TOEFL and IELTS. Accordingly, it will focus on introducing the question types found in TOEFL and IELTS as well as the strategies needed to perform well on these tests. The main textbook for this course is based on the IELTS test but this will be used in conjunction with the IELTS and TOEFL material that will be provided in class. Both IELTS and TOEFL are tests designed to ensure that the English ability of students studying on English-based programs is adequate. This includes having sufficient academic vocabulary and communication skills to follow lectures, complete reading and writing assignments, and participate in campus life using English. The class will therefore be taught in English with these overall aims in terms of English communication in mind. Each week will focus on specific strategies and skills needed to be successful in such tests as well as academic vocabulary. Practice tests or textbook materials will be used to practice and develop these skills. By the end of the course, students should have a familiarity with both IELTS and TOEFL tests, have acquired effective strategies for taking such tests and improved the kind of vocabulary and skills targeted by these tests. As these tests are used to confirm the English ability of students applying for study abroad on exchange programs, this course will also focus on preparation for study abroad, though students are welcome to take this course and the actual tests even if they do not plan to study abroad. Although the focus of the course will be on texts the classroom method with focus on communicative activities. (1) To become familiar with the structure and content of academic English exams such as IELTS and TOEFL (2) To develop effective test taking strategies (3) To develop a good vocabulary of academic English (4) To improve the practical English skills targeted by the tests and needed for study abroad | | | | | | | | | |
| 2. Course Content Week 1 Course introduction Week 2 Differences between TOEFL and IELTS (R&L) Week 3 Differences between TOEFL and IELTS (S&W) Week 4 The man-made environment Week 5 Leisure and education Week 6 The news and media Week 7 Test practice 1 Week 8 Travel and transport Week 9 Business and work Week 10 The natural environment Week 11 Test practice 2 Week 12 Educational systems Week 13 Festivals and traditions Week 14 Test practice 3 | | | | | | | | | |
| 3. Registration Requirements This course is open to all students with an interest in learning to take or improve scores academic tests such as IELTS and TOEFL. Students should be comfortable with taking a course taught in English and be prepared to use English during class. Students on the GREAT program can take this course as one of the required electives for GREAT. | | | | | | | | | |
| 4. Course Preparations Students should review all classwork. Other assignments will be given as homework to be completed at home depending on the pace of the class and specific goals of the students taking the class. For example, although the main focus of classwork will be on examples from IELTS, those with a main interest in taking TOEFL will have the option to focus on TOEFL rather than IELTS examples. | | | | | | | | | |
| 5. Textbook (s) Mindset for IELTS with updated digital pack: Level 2 Student's Book with Digital Pack (March 2023) Cambridge University Press. ISBN: 9781009280303 | | | | | | | | | |
| 6. Reference Book (s) These are books that will be referred to in class and one may be used as the main textbook. They are not necessary to buy for this class but may be useful to help with developing your skills for specific tests. Braverman (2021) Target Band 7 IELTS Academic Module: How to Maximize Your Score. Braverman and Nicholson (2017/2021) IELTS 5 Practice Tests General Set 1 Tests 1-5 ISBN: 0987300938 ETS (2020) The Official Guide to the TOEFL iBT test. 6th Edition McGraw Hill Cambridge Assessment English (2021) IELTS 17 Academic Student's Book with Answers with Audio with Resource Bank (IELTS Practice Tests) Other resources or suggestions for further reading will be shared through Oh-o! Meiji | | | | | | | | | |
| 7. How to provide Feedback to assignments Feedback on assignments will be given during class or through Oh-o! Meiji. | | | | | | | | | |
| 8. Assessment <table> <tr> <td>Class participation</td> <td>20%</td> </tr> <tr> <td>Homework:</td> <td>20%</td> </tr> <tr> <td>Test practice (20% x 3):</td> <td>60%.</td> </tr> </table> | | | | Class participation | 20% | Homework: | 20% | Test practice (20% x 3): | 60%. |
| Class participation | 20% | | | | | | | | |
| Homework: | 20% | | | | | | | | |
| Test practice (20% x 3): | 60%. | | | | | | | | |
| 9. Others Do your best and keep practicing so that you can get the best possible score when you take IELTS TOEFL or other academic tests. | | | | | | | | | |

| 科目ナンバー：(BA)LAN111E | | | | | | | | | |
|---|---------|---------------|------------------|---------------------|-----|-----------|-----|-------------------------|------|
| English Exams B | | | KIERNAN, PATRICK | | | | | | |
| Credits: 1 | Year: 1 | Fall Semester | Izumi | | | | | | |
| 1. Course Outline and Objectives This course is to prepare students taking English academic exams such as TOEFL and IELTS. The main textbook for this course is based on the IELTS test so it is ideally suited to students considering taking the IELTS test. It is, however, also a challenging course to help you push up your English skills. Achieving success in IELTS should show that you have sufficient academic vocabulary and communication skills to follow lectures, complete reading and writing assignments, and participate in campus life using English. The class will therefore be taught in English with these overall aims in terms of English communication in mind. Each week will focus on specific strategies and skills needed to be successful in such tests as well as academic vocabulary. Practice tests or textbook materials will be used to practice and develop these skills. By the end of the course, students should have a familiarity with IELTS, have acquired effective strategies for taking academic tests and improved the kind of vocabulary and skills targeted by these tests. As these tests are used to confirm the English ability of students applying for study abroad on exchange programs, I welcome questions or advice on study abroad. Although the focus of the course will be on texts the classroom method with focus on communicative activities. Course aims (1) To become familiar with the structure and content of academic English exams, particularly IELTS (2) To develop effective test taking strategies (3) To develop a good vocabulary of academic English (4) To improve the practical English skills targeted by the tests and needed for study abroad | | | | | | | | | |
| 2. Course Content Week 1 Course introduction (Travel) Week 2 Business and Work - Reading Week 3 Business and Work - Writing/Speaking Week 4 Business and Work - Listening Week 5 The Natural Environment Reading Week 6 The Natural Environment Writing/Speaking Week 7 The Natural Environment Listening Week 8 Review / Practice Test 1 Week 9 Educational Systems Reading Week 10 Educational Systems Writing/Speaking Week 11 Educational Systems Listening Week 12 Festivals and Traditions Reading Week 13 Festivals and traditions Writing/Speaking Week 14 Review / Practice Test 2 | | | | | | | | | |
| 3. Registration Requirements This course is open to all students with an interest in learning to take or improve scores academic tests such as IELTS and TOEFL. Students should be comfortable with taking a course taught in English and be prepared to use English during class. Students on the GREAT program can take this course as one of the required electives for GREAT. | | | | | | | | | |
| 4. Course Preparations Students should review all classwork. Other assignments will be given as homework to be completed at home depending on the pace of the class and specific goals of the students taking the class. For example, although the main focus of classwork will be on examples from IELTS, those with a main interest in taking TOEFL will have the option to focus on TOEFL rather than IELTS examples. | | | | | | | | | |
| 5. Textbook (s) Mindset for IELTS with updated digital pack: Level 2 Student's Book with Digital Pack (March 2023) Cambridge University Press. ISBN: 9781009280303 | | | | | | | | | |
| 6. Reference Book (s) These are books that will be referred to in class and one may be used as the main textbook. They are not necessary to buy for this class but may be useful to help with developing your skills for specific tests. Braverman (2021) Target Band 7 IELTS Academic Module: How to Maximize Your Score. Braverman and Nicholson (2017/2021) IELTS 5 Practice Tests General Set 1 Tests 1-5 ISBN: 0987300938 ETS (2020) The Official Guide to the TOEFL iBT test. 6th Edition McGraw Hill Cambridge Assessment English (2021) IELTS 17 Academic Student's Book with Answers with Audio with Resource Bank (IELTS Practice Tests) Other resources or suggestions for further reading will be shared through Oh-o! Meiji | | | | | | | | | |
| 7. How to provide Feedback to assignments Feedback on assignments will be given during class or through Oh-o! Meiji. | | | | | | | | | |
| 8. Assessment <table> <tr> <td>Class participation</td> <td>30%</td> </tr> <tr> <td>Homework:</td> <td>30%</td> </tr> <tr> <td>Test practice (20% x2):</td> <td>40%.</td> </tr> </table> | | | | Class participation | 30% | Homework: | 30% | Test practice (20% x2): | 40%. |
| Class participation | 30% | | | | | | | | |
| Homework: | 30% | | | | | | | | |
| Test practice (20% x2): | 40%. | | | | | | | | |
| 9. Others Do your best and keep practicing so that you can get the best possible score when you take IELTS TOEFL or other academic tests. | | | | | | | | | |

| 科目ナンバー：(BA)LAN111E | | | |
|---|---------|-----------------|------------------|
| Genres of Writing | | | KIERNAN, PATRICK |
| Credits: 1 | Year: 1 | Spring Semester | Izumi |
| 1. Course Outline and Objectives This is an English reading and writing elective course which focuses on practical English writing through exploring the features of different kinds of writing. These different kinds of writing are called "genres". The course will focus on reading, analyzing, and imitating some business and other common genres of writing such as business and casual email, social media posts, product/service reviews, and business reports. This will help you acquire and use these writing genres for communication in everyday life and teach you how to recognize and imitate features of other genres that you may encounter in the future. Learning about genre helps overcome the common problem that student writers have with confusing different genres. Confusing genres is common when students do not realize that ways of speaking and writing in one situation are not appropriate in other situations. During the course, you will learn conventional expressions which are frequently used in the genres. (1) To be able to write clearly in some business and other common genres of English writing (2) To be familiar with common expressions used in some common genres of English writing (3) To be able to identify features of a writing genre (4) To become familiar with the three kinds of meaning involved in communication and how they shape genre | | | |
| 2. Course Content 1. Course introduction and overview: What is genre writing and why is it important? 2. Comparing a business and casual email 3. Writing business email 4. Writing Formal and informal email 5. Email - customer-supplier sequence 6. Informal email exchange 7. Preparing a blog and self-introduction 8. Coffee shop comparison 9. Writing a product/service comparison 10. Customer reviews 11. Event reviews 12. Personal narrative 13. Blog rants and farewell blog 14. Review and final test | | | |
| 3. Registration Requirements Students should be comfortable with taking a class taught in English and using Word to write assignments. English requirement : TOEIC 600~ | | | |
| 4. Course Preparations Each class will focus on either reading and analyzing examples of particular business writing genres or preparing a written example of the genre. Therefore, homework will generally consist of preparing the readings in advance or completing the writing tasks. Other supplementary readings to help with better understanding the concept of genre may also be assigned. | | | |
| 5. Textbook (s) All materials for this class will be provided in class and posted on Oh-o! Meiji. | | | |
| 6. Reference Book (s) All reference materials for this class will be provided during class and made available on Oh-o! Meiji. | | | |
| 7. How to provide Feedback to assignments Assignments will be posted on Oh-o! Meiji and students will submit assignments and receive feedback through Oh-o! Meiji. | | | |
| 8. Assessment attendance/participation: 30% assignments: email tasks (formal/informal/exchange) (30%); blog tasks (intro/comparison/review/narrative) 30%; Review quiz: 10%. | | | |
| 9. Others This is a practical English writing course open to students of all levels of English ability and accordingly includes tasks that are adaptable to the student's ability. You can learn practical English skills that may be useful to you at work in and gain a deeper understanding of language and communication. This class is not concerned with testing your English ability but rather with developing it in cooperation with other students. | | | |

| 科目ナンバー：(BA)LAN111E | | | |
|--|---------|---------------|----------------|
| Speech and Debate | | | MOREAU, ROBERT |
| Credits: 1 | Year: 1 | Fall Semester | Izumi |
| 1. Course Outline and Objectives <summary> In this course, students will prepare and deliver an informative speech, as well as a persuasive speech. Also, students will learn basic debating skills such as constructing effective arguments, and giving refutations. We will cover ways of effectively organizing speeches and debates. In preparing the materials for this class, the students' discussion, research, and public speaking skills will be developed. Students will actively listen to debates and speeches, make notes, and write summaries and reflection on what they have learned. <objectives> The main objective of this course is to develop students' ability to prepare and deliver effective, academic speeches and debates in English. Students will be able to prepare effective visual aids, and speak from well-organized, key point outlines. An additional objective of the course is the development of students' basic research skills, and ability to make notes in English from written and spoken texts. | | | |
| 2. Course Content Week 1. Introduction to the class, general concepts on public speaking, impromptu speeches Week 2. Impromptu speeches, informative speech, general concepts and preparation Week 3. Informative speeches, preparation and practice Week 4. Informative speech presentations and peer review Week 5. Informative speech presentations and peer review, introduction to persuasive speech Week 6. Persuasive speech general ideas and preparation Week 7. Persuasive Speech preparation and practice Week 8. Persuasive speech presentations and peer review Week 9. Persuasive speech presentations and peer review, introduction to debate Week 10. Debate: general structure and introduction speeches Week 11. Debate: refutations Week 12. Debate: conclusions and practice Week 13. Final debate and peer review Week 14. a. Final debates and peer review b. Class wrap-up | | | |
| 3. Registration Requirements The TOEIC level necessary for registering for this course is around 600. | | | |
| 4. Course Preparations Students will need to do some research outside of class in order to prepare for their speeches and debates. They will also be expected to review any concepts related to speech and debate preparation covered in the class. Students will need to practice their speeches for homework as well. | | | |
| 5. Textbook (s) There is no textbook. Materials will be provided as handouts during class or links on Oh-o! Meiji. You should keep a file for handouts and all the other study materials for this course. Students will also be required to do their own online searches for information. | | | |
| 6. Reference Book (s) None | | | |
| 7. How to provide Feedback to assignments Feedback for the speeches and debates will be provided in the class. Student papers, notes, outlines, and other materials worked on will be handed in through Oh-o Meiji. General comments on assignments will be published on the Oh-o! Meiji system. | | | |
| 8. Assessment Class participation (notes, discussions, homework, reflections) 25% Informative Speech 25% Persuasive Speech 25% Debate 25% Grades will be based on content, organization, and the overall effectiveness of speeches and debates. Students will submit notes, summaries, self-reflections and other writings about the projects as required. The class participation is based on the effort that people make in class, completion of homework tasks, and having a positive attitude towards the course. | | | |
| 9. Others None | | | |

| 科目ナンバー：(BA)MAN291E | | | |
|--|---------|-----------------|-------|
| Fundamentals of Management A [2018年度以前入学者 「Introduction to Management A」] | | SUMI ATSUSHI | |
| Credits: 2 | Year: 2 | Spring Semester | Izumi |
| 1. Course Outline and Objectives Course Outline and Objectives: This course serves as a general introduction to Management, utilizing a popular English textbook commonly used in undergraduate business programs at United States universities. The primary goal is to comprehend fundamental concepts and approaches in Management, including the business mindset, business ethics, corporate social responsibility, ownership, issues of corporate governance, and management roles and functions. The course is specifically designed for students in the business program who have successfully completed the General Management (経営総論) course in Japanese during the spring semester of their freshman year. Lectures are conducted in English. Each session includes team presentations by participants, followed by group discussions on the topics featured in the textbook. Students from programs/departments other than the School of Business Administration (SBA) are encouraged to read 『経営学への扉』 before the class begins. Goals of the Course: 1 Gain an understanding of the basic concepts and approaches in Management in English. 2 Develop a foundational business mindset to prepare for future global business careers. | | | |
| 2. Course Content Course Content: 1 st Week Course Introduction and assignment of students' presentations 2 nd Week Developing a Business Mindset 1 3 rd Week Developing a Business Mindset 2 4 th Week Economics, Money, and Banking 5 th Week The Global Marketplace 6 th Week Business Ethics and Corporate Social Responsibility 1 7 th Week Business Ethics and Corporate Social Responsibility 2 8 th Week Forms of Ownership 9 th Week Entrepreneurship and Small-Business Ownership 1 10th Week Entrepreneurship and Small-Business Ownership 2 11th Week Management Roles, Functions and Skills 1 12th Week Management Roles, Functions and Skills 2 13th Week Organization and Teamwork 1 14th Week Organization and Teamwork 2 | | | |
| 3. Registration Requirements Registration Requirements Minimum TOEIC score: around 730 Students who wish to enroll in this course must attend the first class on course introduction/guidance. | | | |
| 4. Course Preparations Course Preparations (IMPORTANT) 1. Students are required to answer 10 quizzes in Oh-o! Meiji's class web in between classes. 2. All participants are required to read the designated part of the textbook carefully in advance and prepare for presentations and group discussions. | | | |
| 5. Textbook (s) Textbook (s) Courtland L. Bovee, John V. Thill (2023) Business in Action, Global Edition, Pearson Education Limited: 10th edition. | | | |
| 6. Reference Book (s) Reference Book (s) References are instructed, if necessary. | | | |
| 7. How to provide Feedback to assignments Feedback will be provided through the Oh-o!Meiji class web. | | | |
| 8. Assessment Assessment : (1) 10 Quizzes 40% (2) Participation to the class (including team presentations and group discussions) : 30 % (3) Mini Research Paper: 30 %. | | | |
| 9. Others You are always inspired to share openly ideas and insights during classroom meetings as well as ask freely any number of questions for understanding better the contents covered in this course. The course facilitator is reachable at 2024classes.sumi@gmail.com. | | | |

| 科目ナンバー：(BA)MAN291E | | | |
|--|---------|---------------|-------|
| Fundamentals of Management B [2018年度以前入学者 「Introduction to Management B」] | | SUMI ATSUSHI | |
| Credits: 2 | Year: 2 | Fall Semester | Izumi |
| 1. Course Outline and Objectives Course Outline and Objectives: This course serves as a general introduction to Management, utilizing an English textbook popular in undergraduate business programs at universities in the United States. The primary goal is to understand the basic concepts and approaches in Management, covering areas such as production systems, employee motivation, human resources management, marketing, and distribution. The course is designed mainly for students in the business program who have successfully completed General Management (経営総論) course in Japanese during the spring semester of their freshman year. Lectures are conducted in English, and each session includes team presentations by participants, followed by group discussions on the topics featured in the textbook. Students from programs/departments other than the School of Business Administration (SBA) are recommended to read 『経営学への扉』 before the class starts. Goals of the Course: 1 Understand the basic concepts and approaches in Management in English. 2 Develop a foundational business mindset to be ready for future global business careers. | | | |
| 2. Course Content 1 st Week Course Introduction & Assignment of Presentation 2 nd Week Production Systems 1 3 rd Week Production Systems 2 4 th Week Employee Motivation 1 5 th Week Employee Motivation 2 6 th Week Human Resource Management 1 7 th Week Human Resource Management 2 8 th Week The Art and Science of Marketing 1 9 th Week The Art and Science of Marketing 2 10th Week Product Management and Pricing Strategies 1 11th Week Product Management and Pricing Strategies 2 12th Week Customer Communication and Product Distribution 1 13th Week Customer Communication and Product Distribution 2 14th Week Reflections and course wrap up | | | |
| 3. Registration Requirements Minimum TOEIC score: around 730 Students who wish to enroll in this course must attend the first class on course introduction/ guidance. | | | |
| 4. Course Preparations Course Preparations (IMPORTANT) 1. Students are required to answer 10 quizzes in Oh-o! Meiji's class web in between classes. 2. All participants are required to read the designated part of the textbook carefully in advance and prepare for presentations and group discussions. | | | |
| 5. Textbook (s) Courtland L. Bovee, John V. Thill (2023) Business in Action, Global Edition, Pearson Education Limited; 10th edition. | | | |
| 6. Reference Book (s) References are instructed, if necessary. | | | |
| 7. How to provide Feedback to assignments Feedback will be provided through the Oh-o!Meiji class web. | | | |
| 8. Assessment Assessment : (1) 10 Quizzes 40% (2) Participation to the class (including team presentations and group discussions) : 30 % (3) Mini Research Paper: 30 %. | | | |
| 9. Others You are always inspired to share openly ideas and insights during classroom meetings as well as ask freely any number of questions for understanding better the contents covered in this course. The course facilitator is reachable at 2024classes.sumi@gmail.com. | | | |

| 科目ナンバー：(BA)MAN291E | | | |
|---|---------|-----------------|-----------|
| Fundamentals of Management C | | 石塚史樹 | |
| Credits: 2 | Year: 2 | Spring Semester | Surugadai |
| 1. Course Outline and Objectives 1. Course Outline and Objectives Course Outline: In this class, we will conduct practical case studies of actual companies and explore the factors behind the success of corporate management, while applying the theoretical foundations of business administration and general knowledge learned during the first and second years of university. Without specifying the textbook to be used in the class, participants can choose their own company's business report, company quarterly report, academic paper, research book, or other secondary literature that focuses on the company in question. They are required to conduct a voluntary survey and prepare report content for the upcoming presentation in the class. Each presentation in each class takes the form of a joint report by a group of several students. The course is offered mainly to students in the business program who successfully completed the Introduction to Management in Japanese. Lectures are provided in English. In addition, it is desirable (but not mandatory, of course) that participants have already successfully completed the course of Fundamentals of Management A/B. Team presentations held by participants and following group discussions concerning the case study of the companies featured by presentation teams in each lecture. Each session consists of a team presentation (45 minutes) and group discussion (45 minutes). Goals of the Course: 1. To understand the basic concepts and approaches in Management in English. 2. To develop the basic business mindset so as to be ready for future global business activity through interactions between participants. 3. Students will use the basic management knowledge and general education they have learned so far to analyze corporate cases based on their unique perspectives and methods, and acquire the basic ability to conduct academic corporate research. | | | |
| 2. Course Content 2. Course Content (Only examples: The companies that will actually be subject to case studies will be determined through consultation with participants.) 1st Week: Course Introduction & Assignment of Presentation 2nd Week: Model presentation by voluntary participants: A Case Study on NTT 3rd Week: A Case Study on Toyota 4th Week: A Case Study on Honda 5th Week: A Case Study on Shin-Etsu Chemical 6th Week: A Case Study on JAL 7th Week: A Case Study on ANA 8th Week: A Case Study on Komatsu 9th Week: A Case Study on MITSUI & CO. 10th Week: A Case Study on MANI, INC. 11th Week: A Case Study on Shimadzu Corporation 12th Week: A Case Study on Hitachi 13th Week: A Case Study on Mitsubishi Heavy Industries, Ltd. 14th Week: A Case Study on Murata Manufacturing Company, Ltd. | | | |
| 3. Registration Requirements 3. Registration Requirements Minimum TOEIC score: around 730 Students who wish to enroll in this course must attend the first class on course introduction/guidance. | | | |
| 4. Course Preparations 4. Course Preparations All the participants are required to read the company's business report, company quarterly report, academic paper, research book, or other secondary literature that focuses on the company in question carefully in advance and prepare for presentations (including presentation contents by PowerPoint) and group discussions. Enrolled students will be grouped into 4 - 5 students and prepare for group discussions using extra time in between classes. All the participants would play a role of presenters every 6 weeks (according to the number of enrolled participants). Discussion agendas in each lecture are to be elaborated by presenter-group in advance. | | | |
| 5. Textbook (s) 5. Textbook No specific textbook will be used in this class. Instead, participants are expected to develop their own reporting content with your fellow reporting team members using sources such as: Company's business report, company quarterly report, academic paper, research book, or other secondary literature that focuses on the company in question etc. | | | |
| 6. Reference Book (s) References are instructed, if necessary. | | | |
| 7. How to provide Feedback to assignments Feedback for each presentation will be given orally at the beginning of the following week's class. | | | |
| 8. Assessment Assessment Commitment and contribution to the class (including team presentations and interactions in the following group discussions): 100 %. | | | |
| 9. Others 8. Others If you will be absent due to unavoidable circumstances such as illness or job hunting, please notify us in advance. | | | |

| 科目ナンバー：(BA)MAN291E | | | |
|---|---------|---------------|-----------|
| Fundamentals of Management D | | 石塚史樹 | |
| Credits: 2 | Year: 2 | Fall Semester | Surugadai |
| 1. Course Outline and Objectives 1. Course Outline and Objectives Course Outline: In this class, we will conduct practical case studies of actual companies and explore the factors behind the success of corporate management, while applying the theoretical foundations of business administration and general knowledge learned during the first and second years of university. Without specifying the textbook to be used in the class, participants can choose their own company's business report, company quarterly report, academic paper, research book, or other secondary literature that focuses on the company in question. They are required to conduct a voluntary survey and prepare report content for the upcoming presentation in the class. Each presentation in each class takes the form of a joint report by a group of several students. The course is offered mainly to students in the business program who successfully completed the Introduction to Management in Japanese. Lectures are provided in English. In addition, it is desirable (but not mandatory, of course) that participants have already successfully completed the course of Fundamentals of Management A/B. Team presentations held by participants and following group discussions concerning the case study of the companies featured by presentation teams in each lecture. Each session consists of a team presentation (45 minutes) and group discussion (45 minutes). Goals of the Course: 1. To understand the basic concepts and approaches in Management in English. 2. To develop the basic business mindset so as to be ready for future global business activity through interactions between participants. 3. Students will use the basic management knowledge and general education they have learned so far to analyze corporate cases based on their unique perspectives and methods, and acquire the basic ability to conduct academic corporate research. | | | |
| 2. Course Content 2. Course Content (Only examples: The companies that will actually be subject to case studies will be determined through consultation with participants.) 1st Week: Course Introduction & Assignment of Presentation 2nd Week: Model presentation by voluntary participants 3rd Week: A Case Study on Caterpillar Inc. 4th Week: A Case Study on Amazon.com, Inc. 5th Week: A Case Study on Google LLC 6th Week: A Case Study on Facebook 7th Week: A Case Study on Tesla, Inc. 8th Week: A Case Study on General Electric Company 9th Week: A Case Study on Siemens 10th Week: A Case Study on Bayer 11th Week: A Case Study on BASF 12th Week: A Case Study on SAP 13th Week: A Case Study on Deutsche Telekom 14th Week: A Case Study on Deutsche Bahn | | | |
| 3. Registration Requirements 3. Registration Requirements Minimum TOEIC score: around 730 Students who wish to enroll in this course must attend the first class on course introduction/guidance. | | | |
| 4. Course Preparations 4. Course Preparations All the participants are required to read the company's business report, company quarterly report, academic paper, research book, or other secondary literature that focuses on the company in question carefully in advance and prepare for presentations (including presentation contents by PowerPoint) and group discussions. Enrolled students will be grouped into 4 - 5 students and prepare for group discussions using extra time in between classes. All the participants would play a role of presenters every 6 weeks (according to the number of enrolled participants). Discussion agendas in each lecture are to be elaborated by presenter-group in advance. | | | |
| 5. Textbook (s) 5. Textbook No specific textbook will be used in this class. Instead, participants are expected to develop their own reporting content with your fellow reporting team members using sources such as: Company's business report, company quarterly report, academic paper, research book, or other secondary literature that focuses on the company in question etc. | | | |
| 6. Reference Book (s) References are instructed, if necessary. | | | |
| 7. How to provide Feedback to assignments Feedback for each presentation will be given orally at the beginning of the following week's class. | | | |
| 8. Assessment Assessment Commitment and contribution to the class (including team presentations and interactions in the following group discussions): 100 %. | | | |
| 9. Others 8. Others If you will be absent due to unavoidable circumstances such as illness or job hunting, please notify us in advance. | | | |

| 科目ナンバー：(BA)MAN291E | | | |
|--|---------|-----------------|---------------|
| Strategic Business Communication A | | | MIYATA RINAKO |
| Credits: 2 | Year: 2 | Spring Semester | Izumi |
| <p>1. Course Outline and Objectives</p> <p>This course is a general introduction to the practice of Strategic Communication. Strategic Communication is the systematic planning and realization of information flow, communication, media development and image care in order to achieve a strategic goal.</p> <p>During the Spring semester, a variety of topics related to business will be introduced to understand the basic methods of how organizations and individuals communicate to a targeted audience. Moreover, principles of interpersonal communication such as strategies for presentations, meetings, negotiations and conversations will be introduced.</p> | | | |
| <p>2. Course Content</p> <p>Week 1. Introduction</p> <p>Week 2. What is Strategic Communication and why is it important? The Nature of Communication</p> <p>Week 3. Communicating in and beyond Organizations</p> <p>Week 4. Communication in a Diverse Society</p> <p>Week 5. Cultural Differences in International Business</p> <p>Week 6. Cultural Awareness</p> <p>Week 7. Strategic Case</p> <p>Week 8. Listening strategies</p> <p>Week 9. Verbal and Non-verbal Messages, Interpersonal Strategies</p> <p>Week10. Managing conflict</p> <p>Week11. Strategic Case</p> <p>Week12. Communicating in Teams</p> <p>Week13. Practice, Review</p> <p>Week14. a: Review b: Final Exam.</p> | | | |
| <p>3. Registration Requirements</p> <p>Students need to meet the English requirement (TOEIC 730) for this course.</p> <p>履修のための英語要件の基準点を満たさない場合、本科目の履修はできません。</p> | | | |
| <p>4. Course Preparations</p> <p>Positive attitude and preparation for discussions are required.</p> | | | |
| <p>5. Textbook (s)</p> <p>Communicating at Work, 12th edition , McGraw Hill</p> | | | |
| <p>6. Reference Book (s)</p> <p>To be introduced in class.</p> | | | |
| <p>7. How to provide Feedback to assignments</p> <p>Feedback will be provided through the Oh-o!Meiji class web.</p> | | | |
| <p>8. Assessment</p> <p>Class Participation 30 %</p> <p>Homework, Papers, 30%</p> <p>Final Exam 40%</p> | | | |
| <p>9. Others</p> | | | |

| 科目ナンバー：(BA)MAN291E | | | |
|---|---------|---------------|---------------|
| Strategic Business Communication B | | | MIYATA RINAKO |
| Credits: 2 | Year: 2 | Fall Semester | Izumi |
| <p>1. Course Outline and Objectives</p> <p>This course is a general introduction to the practice of Strategic Communication. Strategic Communication is the systematic planning and realization of information flow, communication, media development, and image care to achieve a strategic goal.</p> <p>During the Fall semester, topics related to business will be introduced to understand the basic methods of how organizations and individuals communicate with a targeted audience. Moreover, students will practice strategic communication skills.</p> | | | |
| <p>2. Course Content</p> <p>Week 1 Introduction, Review of Spring Semester</p> <p>Week 2 Communicating in Teams</p> <p>Week 3 Effective Meetings</p> <p>Week 3 Virtual Meetings</p> <p>Week 4 Conducting Meetings</p> <p>Week 5 Case</p> <p>Week 6 Case</p> <p>Week 7 Strategic Presentations</p> <p>Week 8 Types of Presentations</p> <p>Week 9 Functions of the Introduction, Functions of the Conclusion</p> <p>Week10 Informative Presentations</p> <p>Week11 Persuasive Presentations</p> <p>Week12 Research, Review</p> <p>Week13 Presentations</p> <p>Week14 Presentations</p> | | | |
| <p>3. Registration Requirements</p> <p>Students need to meet the English requirement (TOEIC 730) for this course.</p> <p>履修のための英語要件の基準点を満たさない場合、本科目の履修はできません。</p> | | | |
| <p>4. Course Preparations</p> <p>Preparation for discussions and presentations are required.</p> | | | |
| <p>5. Textbook (s)</p> <p>Communicating at Work, 12th edition. McGraw_Hill.</p> | | | |
| <p>6. Reference Book (s)</p> <p>To be announced in class.</p> | | | |
| <p>7. How to provide Feedback to assignments</p> <p>Feedback will be provided through the Oh-o!Meiji class web.</p> | | | |
| <p>8. Assessment</p> <p>Participation 30%</p> <p>Homework, Papers 30%</p> <p>Final Presentation 40%</p> | | | |
| <p>9. Others</p> <p>Positive attitude preferred.</p> | | | |

| 科目ナンバー：(BA)MAN291E | | | |
|--|---------|------------------|-------|
| Strategic Business Communication A | | LINDSKOOG, ALLEN | |
| Credits: 2 | Year: 2 | Spring Semester | Izumi |
| 1. Course Outline and Objectives This course is a general introduction to the practice of Strategic Communication. Strategic Communication is the systematic planning and realization of information flow, communication, media development and image care in order to achieve a strategic goal. During the Spring semester, you will be introduced to a variety of topics related to business. Students will understand the basic methods of how organizations communicate to a targeted audience in order to change/strengthen attitudes and behaviors. Students will also be exposed to the principles of interpersonal communication, such as how to persuade/convince the target through presentations, meetings, negotiations and day-to-day conversations from topics chosen that are related to business or industries. This will be achieved in a workshop-like environment in which you will create your own companies from start to finish. | | | |
| 2. Course Content Week 1 : Introduction Week 2 : What is strategic communication (and why is it important)? Week 3 : Companies: Facts, How to do group presentations. Week 4 : Choosing a company, Research Week 5 : Contacts: Group presentations begin Week 6 : Products and Services: Describing a company's products and services. Group presentations continue Week 7 : Welcoming visitors: Company structures. Group presentations continue Week 8 : Customer service: Dealing with customers. Week 9 : Employment: Employment procedures, job interview. Week 10 : Presentation production: How to present (Style and content) Week 11 : Travel: Asking for directions, making reservations. Individual presentations begin Week 12 : Orders: Order processes, payments and terms. Individual presentations continue Week 13 : Individual presentations finish. Final exam review and preparation. Week 14 : Final exam.Semester review and Reflections (What did we learn?) | | | |
| 3. Registration Requirements ※「履修のための英語要件の基準点 (以下のいずれか)」を満たさない場合、本科目の履修はできません。 Students who do not meet the English requirement for this course (TOEIC 730, TOEFL ITP 500, TOEFLiBT 64, or IELTS 5.5) cannot take this course. | | | |
| 4. Course Preparations For this course you will need: 1. Be ready to participate in pair and group discussions. 2. Enthusiasm: take advantage of this chance to learn new skills and ideas. 3. Communication: share your ideas, questions, and opinions with the class. 4. Preparation: before each class you need to read and critically think about issues related to business. | | | |
| 5. Textbook (s) No textbook will be used in the course. Online worksheets and reading material provided. | | | |
| 6. Reference Book (s) Other references and resources will be provided as hand-outs during class along with access to our blog site which we will be using weekly. | | | |
| 7. How to provide Feedback to assignments Feedback will be provided through the Oh-o!Meiji class web. | | | |
| 8. Assessment • In-class participation 25% • (2) presentations - 50% • homework 25% | | | |
| 9. Others I will work hard to make this course as valuable as possible for you now and for your future. Classroom learning is You will need to work hard and participate in class and with your classmates. What do you need to do to be successful in this course and prepare for your future? • Attend all the classes and arrive on time. • Prepare outside of class each week 1 - 2 hours. • Participate actively in class each week. • Help each other in class. • Complete all assignments on time. • Prepare and do both group and individual presentations If you need to contact me at anytime please send me (Allen Lindskoog) an e-mail in English - skoog5600@gmail.com and put "Meiji Strategic Communication" in the subject header. And also please make sure you put your first and last name in English in the e-mail message as well. A website link for our class blog site will be given out the first day of class. | | | |

| 科目ナンバー：(BA)MAN291E | | | |
|---|---------|------------------|-------|
| Strategic Business Communication B | | LINDSKOOG, ALLEN | |
| Credits: 2 | Year: 2 | Fall Semester | Izumi |
| 1. Course Outline and Objectives This course is a general introduction and continuation on the practice of Strategic Communication. Strategic Communication is the systematic planning and realization of information flow, communication, media development and image care in order to achieve a strategic goal. During the Fall semester, you will be introduced to a variety of topics related to business. Students will understand the basic methods of how organizations communicate to a targeted audience in order to change/strengthen attitudes and behaviors. Students will also be exposed to the principles of interpersonal communication, such as how to persuade/convince the target through presentations, meetings, negotiations and day-to-day conversations from topics chosen that are related to business or industries. This will be achieved in a workshop-like environment where you will form groups, decide upon a company idea and create the company from start to finish and presenting it to your classmates. | | | |
| 2. Course Content Week 1 : Personal objectives and 2nd semester introductions Week 2 : Selling: Advertising, discussions and meetings Week 3 : Facilitating a meeting: Agenda, leading Q and A. (Make groups for meetings) Week 4 : Facilitating a meeting continued: What makes for an interesting meeting? Plan your group meeting. Week 5 : Environment: Corporate responsibility Week 6 : Entertaining: Hospitality, invitations and offers. First group meeting. Week 7 : Performance: Talking about performance. Group meetings continue. Week 8 : Performance continues: Fine tuning your individual presentations with style. Group meetings continue. Week 9 : Time: Managing your time. Group meetings continue and individual presentations begin. Week 10 : Training: Personal development and training. Final group meetings. Individual presentations continue. Week 11 : Training: Personal development and training continued. Giving advice, and feedback. Individual presentations continue. Week 12 : Email writing: How to write a formal email, introduction and practice. Individual presentations continue. Week 13 : Individual presentations. Week 14 : Semester review and exam. Semester review and Reflections (What did we learn?) | | | |
| 3. Registration Requirements ※「履修のための英語要件の基準点 (以下のいずれか)」を満たさない場合、本科目の履修はできません。 Students who do not meet the English requirement for this course (TOEIC 730, TOEFL ITP 500, TOEFLiBT 64, or IELTS 5.5) cannot take this course. | | | |
| 4. Course Preparations For this course you will need: 1. Be ready to participate in pair and group discussions. 2. Enthusiasm: take advantage of this chance to learn new skills and ideas. 3. Communication: share your ideas, questions, and opinions with the class. 4. Preparation: before each class you need to read and critically think about issues related to business. | | | |
| 5. Textbook (s) No textbook will be used in the course. Online worksheets and reading material provided. | | | |
| 6. Reference Book (s) Other references and resources will be provided as hand-outs during class and access to our blog site which will be used weekly throughout the semester. | | | |
| 7. How to provide Feedback to assignments Feedback will be provided through the Oh-o!Meiji class web. | | | |
| 8. Assessment • In-class participation 25% • (2) presentations - 50% • homework 25% | | | |
| 9. Others You will need to work hard and participate in class and with your classmates. What do you need to do to be successful in this course and prepare for your future? • Attend all the classes and arrive on time. • Prepare outside of class each week 1 - 2 hours. • Participate actively in class each week. • Help each other use English in class. • Complete all assignments on time. • Prepare and do both group and individual presentations If you need to contact me at anytime please send me (Allen Lindskoog) an e-mail in English - skoog5600@gmail.com and put "Business Presentation" in the subject header. And also please make sure you put your first and last name in English in the e-mail message as well. A website link for our class blog site will be given out the first day of class. | | | |

| 科目ナンバー：(BA)ECN291E | | | |
|--|---------|----------------|-----------|
| Japanese Economy | | NAGANO HIROSHI | |
| Credits: 2 | Year: 1 | Fall Semester | Surugadai |
| 1. Course Outline and Objectives <Outline> This course is aimed at providing opportunities to understand the characteristics of Japanese economy both in the short- and long-run. Based on publications issued by public organizations, a variety of topics will be discussed. Also, it will be hypothesized where Japanese economy goes from here. Historically, Japan has experienced various changes to affect the maturity of its socio-economic system such as Rapid Economic Growth, Bubble Economy, Lost Decades, and so on. Such changes would reveal relevant factors to create the real world both on demand and supply sides. Recently, new industries have emerged to revitalize Japanese economy; particularly, the development of Information and Communication Technology would open up a new frontier of the economy such as "Digital Economy". ICT also guided existing industries into a new direction with structural changes to overcome inefficiencies. Learning from the history of socio-economic system in Japan, and taking into account of newly emerged factors, this course will be approaching toward the future of Japanese economy from different perspectives. <Objectives> There are three objectives being accomplished in this course, as below: (1) Understanding the framework of Japanese economy, (2) Finding the factual causation behind actual economic events, and (3) Hypothesizing the future of Japanese economy. | | | |
| 2. Course Content (1) A Gentle Course Introduction: Current Situation of Japanese Economy (2) Overview I: Macroeconomic Profile (3) Overview II: Historical Economic Phenomenon (4) Wrap-up I (5) Macroeconomic Profile I: Demand Side (6) Macroeconomic Profile II: Supply Side (7) Wrap-up II (8) Historical Economic Phenomenon A: Rapid Economic Growth (1950s - 1970s) (9) Historical Economic Phenomenon B: Bubble Economy (1980s - 1990s) (10) Historical Economic Phenomenon C: Lost Decades (1990s - Today) (11) Wrap-up III (12) Outlook I: Industrial Change by Information and Communication Technology (13) Outlook II: Emergence of New Industry (14) Wrap-up IV | | | |
| 3. Registration Requirements The TOEIC level necessary for registering for this course is around 600. | | | |
| 4. Course Preparations Check the scope of the next class and list up discussion issues. Look back and summarize important topics in previous class sessions, in order to prepare for assigned essays. Students will need to actively brush up English capability for reading, speaking, and writing about Japanese economy and other related topics. Students will prepare a short essay named "TIDBIT" for each of the class sessions. TIDBITS are quite helpful references for the assigned essays to complete the course. Therefore, it is highly recommended to write even a few sentences every single day to get prepared for TIDBIT. When a student feels confident about writing TIDBIT, he/she will consequently be able to start working for midterm and final essays. Students will have to give a presentation about TIDBITS and essays. | | | |
| 5. Textbook (s) None specified. | | | |
| 6. Reference Book (s) Reading materials such as white papers, research papers, statistical databooks, and others, will be read, in accordance with the discussion in each of the class sessions. | | | |
| 7. How to provide Feedback to assignments Basically, general comments on reaction papers will be published weekly on Oh-oi Meiji system. | | | |
| 8. Assessment Contribution to the Class (10%); Assignments (20%); Midterm Essay (30%); Final Essay (40%) | | | |
| 9. Others Plagiarism will never be accepted in any cases. | | | |

| 科目ナンバー：(BA)MAN371E | | | |
|---|---------|-----------------|-----------|
| Corporate Social Responsibility | | TAKA IWAO | |
| Credits: 2 | Year: 3 | Spring Semester | Surugadai |
| 1. Course Outline and Objectives <Course Outline> Corporate directors and officers have to consider broader matters and stakeholders than ever in their management. Not only efficient business management but also launch of new businesses is strongly expected in the 2020s. Fulfilling social responsibility, environmental responsibility, and corporate accountability is also a premise of business management. In addition, corporations are also required to address global challenges such as global warming, human rights and corruption. In this class, we will understand those issues and learn how corporations are dealing with them. <Objectives> After understanding why a corporation has to fulfill social responsibilities, we will learn what kinds of ESG practices are required for business. While studying CSR and sustainability in general, we will take up cases from various industries, and understand issues in those cases. Students are expected to acquire "the ability to read the future of business management." | | | |
| 2. Course Content Lecture 1 Introduction Lecture 2 Why are Companies required to take Social Responsibility? Lecture 3 Fiduciary Duties of Directors Lecture 4 Corporate Scandals and Corporate Governance Lecture 5 Traditional Type Governance (Takeover Defense Measure) Lecture 6 Case Ia (Japan Airlines) Lecture 7 Case Ib (Japan Airlines) Lecture 8 American Type Governance (Investment in a Distribution Center) Lecture 9 Case II (Nikko Cordial Group) Lecture 10 CSR Movement (1 a) Environment Lecture 11 CSR Movement (1 b) Environment Lecture 12 CSR Movement (1 c) Environment Lecture 13 CSR Movement (2 a) Society (Human Rights and Labor) Lecture 14 CSR Movement (2 b) Society (Corruption) | | | |
| 3. Registration Requirements It is desirable to have knowledge of Corporation Law, Finance, and Accounting. | | | |
| 4. Course Preparations Read the materials to be distributed in advance Review the content of the lecture | | | |
| 5. Textbook (s) None. Materials are distributed. | | | |
| 6. Reference Book (s) None | | | |
| 7. How to provide Feedback to assignments In each lecture, you are required to submit the feedback by listing the points that impressed them and explaining why. In your feedback, you may also raise questions about the lecture, if necessary. I will give my feedback on those questions at the beginning of the next class. | | | |
| 8. Assessment The evaluation will be made by summing up the following two scores. Final exam (50 points) and commitment to this class (50 points). As for commitments, in the first orientation class, I will explain in detail, especially clarify how to evaluate feedback. | | | |
| 9. Others You are required to bring your own PC to the classroom with you. Your feedback has to be typed on your PC, not hand-written, converted to a PDF file, and submitted as an attachment to my email address. | | | |

| 科目ナンバー：(BA)MAN391E | | | |
|---|---------|-----------------|-----------|
| Internet Business A | | TAKAHASHI TORU | |
| Credits: 2 | Year: 3 | Spring Semester | Surugadai |
| 1. Course Outline and Objectives <Outline> The rise of advanced digital technology and big data is transforming our society and business landscape. In this course, I will explore the latest trends and developments in internet business, with a focus on case studies of successful internet companies. Students will learn about the business models, strategies, and challenges of these companies, as well as the implications for the global economy. The course will be taught by an experienced instructor with extensive work experience in the global media division of an advertising company. The instructor will use a variety of teaching methods, including lectures, case studies, and group discussions. https://meiji-univ.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=fd77f991-ec27-4f9a-bc4f-b0fa0020342d <Objectives> By the end of this course, students will be able to: <ul style="list-style-type: none"> • Understand the basic concepts of internet business • Analyze the business models of successful internet companies • Identify the challenges and opportunities facing internet businesses • Develop the communication skills needed for a career in global business | | | |
| 2. Course Content <ol style="list-style-type: none"> 1. Introduction - The global war for digitally skilled talent is heating up. 2. History of Internet Business 3. Business Model by Internet 4. Internet and Traditional Media 5. Web 2.0 - Long Tail Principle 6. Web 3.0 - The Advent of a New Internet Society 7. Internet Advertising - Evolution of Ad Technology 8. Big Data and Marketing 9. Internet Business and M&A 10. Social Media Network 11. Evolution of Video Streaming 12. Mobile Centric - Evolution of Internet Device 13. Latest Trend of Internet Business 14. Course Review- How to adapt to the digital age and thrive in the future. | | | |
| 3. Registration Requirements ※The TOEIC level necessary for registering for this course is around 700, but welcome students who strongly want to improve their English skills even if they do not exceed 700. | | | |
| 4. Course Preparations Students are required to download the lecture handout from "Oh-o! Meiji" and to check the contents before the lecture, and to answer to the questionnaire on the cloud survey site after the lecture every week. | | | |
| 5. Textbook (s) The lecture slide PDF files will be able to be downloaded for each topic. | | | |
| 6. Reference Book (s) To be notified in class. | | | |
| 7. How to provide Feedback to assignments In addition to distribution through "Oh-o! Meiji", one on one meeting (online / offline) will be held for those who want. | | | |
| 8. Assessment Contribution to class (including questionnaire responses after each class) 60% Final report 40% | | | |
| 9. Others * Prerequisite Course - No programming or advanced Excel skills are required to take this course. This course is for those who are interested in the potentials and risks of internet technology for future businesses. *To make the most out of this course: - Attend all classes and arrive on time - Participate in group discussions and presentations - Proactively read/search current issues in this class ※The Rise of Digital Transformation: Equipping Yourself for the Future ※DX (digital transformation), which represents a corporate transformation using big data and digital technology, is accelerating as the COVID-19 pandemic spreads around the world. On the other hand, in Japan, human resource development to promote DX has become a management issue. In this course, you can learn the basic concepts for understanding DX and insights to survive the DX era based on abundant case studies that are occurring in the global market. | | | |

| 科目ナンバー：(BA)MAN391E | | | |
|--|---------|----------------|-----------|
| Internet Business B | | TAKAHASHI TORU | |
| Credits: 2 | Year: 3 | Fall Semester | Surugadai |
| 1. Course Outline and Objectives <Outline> This course introduces the latest issues and trends in internet business, with a focus on case studies of successful internet companies. Students will learn about the business models, strategies, and challenges of these companies, as well as the implications for the global economy. The course will be taught by an experienced instructor with extensive work experience in the global media department of an advertising company. The instructor will use a variety of teaching methods, including lectures, case studies, and group discussions. https://meiji-univ.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=fd77f991-ec27-4f9a-bc4f-b0fa0020342d <Objectives> By the end of this course, students will be able to: <ul style="list-style-type: none"> • Understand the basic concepts of internet business • Analyze the business models of successful internet companies • Identify the challenges and opportunities facing internet businesses • Develop the communication skills needed for a career in global business | | | |
| 2. Course Content <ol style="list-style-type: none"> 1. Introduction - Analytical Method of Case Studies 2. Omnichannel Commerce 3. The Evolution of E-Commerce 4. Electronic Payment / The Evolution of Cryptocurrency 5. The Mechanism and Prospect of Artificial Intelligence 6. [Case Study] Google 7. [Case Study] Apple 8. [Case Study] Facebook (Meta) 9. [Case Study] Amazon 10. [Case Study] The Rise of the Next Generation of Global Tech Giants 11. Cyber Security - The History and Latest Trends of Cyber Attacks 12. Ethics & Law of Internet Business 13. Future of Internet Business / Internet Democracy 14. Course Review - How to Transform Yourself for Your Career Development | | | |
| 3. Registration Requirements ※The TOEIC level necessary for registering for this course is around 700, but welcome students who strongly want to improve their English skills even if they do not exceed 700. ※ Students who have not taken "Internet Business A" in the spring semester can also take this course. | | | |
| 4. Course Preparations Students are required to download the lecture handout from "Oh-o! Meiji" and to check the contents before the lecture, and to answer to the questionnaire" on the cloud survey site after the lecture every week. | | | |
| 5. Textbook (s) The lecture slide PDF files will be able to be downloaded for each topic. | | | |
| 6. Reference Book (s) To be notified in class. | | | |
| 7. How to provide Feedback to assignments In addition to distribution through "Oh-o! Meiji", one on one meeting (online / offline) will be held for those who want. | | | |
| 8. Assessment Contribution to class (including questionnaire responses after each class) 60% Final report 40% | | | |
| 9. Others * Prerequisite Course - No programming or advanced Excel skills are required to take this course. This course is for those who are interested in the potential and risk of internet technology for future business. - "Internet Business A" (Spring Semester) is not a requirement. *To make the most out of this course: - Attend all classes and arrive on time - Participate in group discussions and presentations - Proactively read/search current issues in this class ※The Rise of Digital Transformation: Equipping Yourself for the Future As COVID-19 reshapes our world, companies worldwide are embracing digital transformation (DX) – using big data and technology to reinvent themselves. Yet, Japan faces a crucial challenge: how to upskill its workforce to thrive in this digital age. This course empowers you to tackle this head-on. Delve into the core concepts of DX, unlock insights from real-world global case studies, and equip yourself with the knowledge and skills to not just survive, but lead in the era of digital transformation. | | | |

| 科目ナンバー：(BA)MAN391E | | | |
|--|---------|-----------------|----------------|
| Contents Business A | | | NAKATANI YASUO |
| Credits: 2 | Year: 3 | Spring Semester | Surugadai |
| <p>1. Course Outline and Objectives</p> <p><Outline> The aim of this course help students to learn the features of the content industry, and discuss how representative companies utilize the content to improve their brand and expand their customer base. The class also examines how content businesses have developed since early days to obtain implications for exploring future business model. By discussing business case studies in small groups, students can understand how different parts of the content business should connect to improve current business contexts.</p> <p><Objectives> Students can have a broad understanding of the content industry, with a perspective on how individual content can be connected in digital platforms. They can improve their negotiation skills in English.</p> | | | |
| <p>2. Course Content</p> <ol style="list-style-type: none"> 1 Introduction 2 Development of content: History repeats 3 Creating business icons for content 4 Technology driven content 5 The power of Anime: Case study in Vietnam 6 Adopting content in different counties: K-pop and J-pop 7 Implicit or Explicit (1) Japanese culture or Western Culture 8 Implicit or Explicit (2) Negotiating with global clients 9 Creating content for joint-marketing: Case of Dentsu 10 Adoptive Content Theory: Utilizing multiple media 11 Copyright and content business 12 Digital platformer: iTunes 13 Digital platformer: YouTube 14 Review: Content business and digital technologies | | | |
| <p>3. Registration Requirements</p> <p>English capabilities required. Classes will be fully conducted in English, and students will be required to present ideas in English. English requirement : TOEIC 600~</p> | | | |
| <p>4. Course Preparations</p> <p>Students are expected to read news on a daily basis to keep up with new technologies and trends in the content industry.</p> | | | |
| <p>5. Textbook (s)</p> <ul style="list-style-type: none"> • Global Leadership: Case Studies of Business Leaders in Japan. by Nakatani.Y and Smithers. R. Kinseido. • Using web-based materials and handouts | | | |
| <p>6. Reference Book (s)</p> <p>Content Machine: Use Content Marketing to Build a 7-figure Business With Zero Advertising Dan Norris. CreateSpace Independent Publishing Platform.</p> | | | |
| <p>7. How to provide Feedback to assignments</p> <p>Feedback will be provided through the Oh-o!Meiji class web.</p> | | | |
| <p>8. Assessment</p> <p>Class contribution for discussion and assignments:70%. Final report:30%</p> | | | |
| <p>9. Others</p> | | | |

| 科目ナンバー：(BA)MAN391E | | | |
|---|---------|---------------|----------------|
| Contents Business B | | | NAKATANI YASUO |
| Credits: 2 | Year: 3 | Fall Semester | Surugadai |
| <p>1. Course Outline and Objectives</p> <p><Outline> In this course students clearly understand the features of the content industry and present how representative companies should utilize the content to improve their brand and expand customer base. Through case study methods, students discuss how different parts of the content business should connect to explore the future business model.</p> <p><Objectives> Students can have a clear understanding of the content industry, with a perspective on how individual content can be connected in digital platforms. They can improve negotiation skills in upper-level English.</p> | | | |
| <p>2. Course Content</p> <ol style="list-style-type: none"> 1 Introduction 2 Digital platformers: FaceBook and Instagram 3 Digital platformer: Twitter 4 Cutting-edge content and technology from U.S. 5 Content for sports marketing: Morinaga case 6 Adaptive content theory 1 : Coca-Cola case 7 Adaptive content theory 2 : MIJI case 8 Adaptive content theory 3 : Shiseido 9 Customer-oriented content 10 Japanese traditional culture for new content 11 Content for Counter Innovator's Dilemma 12 CSR and content business 13 Future content with SDGs 14 Review: Developing your content business | | | |
| <p>3. Registration Requirements</p> <p>English capabilities required. Classes will be fully conducted in English, and students will be required to present ideas in English. English requirement : TOEIC 600~</p> | | | |
| <p>4. Course Preparations</p> <p>Students are expected to read news on a daily basis to keep up with new technologies and trends in the content industry.</p> | | | |
| <p>5. Textbook (s)</p> <p>Business Case Studies of Global Leaders 成美堂 Nakatani, Y. & Smithers, R. Seibido.</p> <ul style="list-style-type: none"> • Using web-based materials and handouts | | | |
| <p>6. Reference Book (s)</p> <p>Content Machine: Use Content Marketing to Build a 7-figure Business With Zero Advertising Dan Norris. CreateSpace Independent Publishing Platform.</p> | | | |
| <p>7. How to provide Feedback to assignments</p> <p>Feedback will be provided through the Oh-o!Meiji class web.</p> | | | |
| <p>8. Assessment</p> <p>Class contribution for discussion and assignments: 70%. Final report:30%</p> | | | |
| <p>9. Others</p> | | | |

| 科目ナンバー：(BA)MAN292E | | | |
|---|---------|-----------------|-------|
| Core Subjects Seminar C | | NAGAI HIROHISA | |
| Credits: 2 | Year: 1 | Spring Semester | Izumi |
| 1. Course Outline and Objectives THEME : Introduction to Research Methods This course will provide the basic knowledge and equip the tools to solve managerial issues. PPDAC (Problem-Plan-Data-Analysis-Conclusion) cycle is used as a framework to solve real-world problems for the course. It composed of the following five steps. Step 1 : "Problem" (What is the key issue should be investigated?) Step 2 : "Plan" the project (How should the research be conducted?) Step 3 : "Data" (Who is the target and how to gather the information?) Step 4 : "Analyze" the data (Which statistics should be used to find out the evidence?) Step 5 : "Conclusions" (Summarize the research findings). Objectives of the Course The underlying goal of this course is to develop the learners how to use data to solve real-world problems. After studying this course, students should be able to: 1. Use PPDAC to undertake research project to solve a problem using numerical evidence. 2. Use SPSS statistical tool to analyze the data with scientific method. 3. Propose the sound solution plans to the problem. | | | |
| 2. Course Content Session 1 Introduction: What is business research? Session 2 <Problem> Identify the search topic you would like to know the results.. Session 3 <Plan> Design a blueprint to proceed the research. Session 4 Develop "Research Plan" Session 5 .What is statistics? How to use the tools. Session 5 <Data> Methods to collect data scientifically. Session 6 Interim presentation for team project Session 7 How to use SPSS (introduction) Session 8 How to use SPSS (basic statistics) Session 9 How to use SPSS: (t-test, ANOVA) Session 10 How to use SPSS (Correlation, Regression) Session 11 Qualitative Analysis: Text Mining to analyze qualitative data (e.g., interview). Session 12 <Conclusion> Summarize the result and prepare for presentation. Session 13 Consultation Session 14 Final Team Presentation Self-managed team will conduct a field survey of which research topic is based on the members' research interest. This action learning allows to experience the research project. Typical topics for the project is as follows. *Survey on Learning Environment Investigate which resources are most helpful in the learning environment for university students. *Future Career Intentions Survey Conduct a survey on the career aspirations of university students and the reasons behind their choices. *Survey on Hobbies and Activities: Explore the interests and activities that university students are engaged in during their free time. *Expectations and Challenges in Job Hunting: Investigate the expectations and challenges that university students face in their future job search. *Satisfaction on University Life: Collect insights on the overall experiences and opinions of university students regarding their campus life. | | | |
| 3. Registration Requirements Language of instruction and class discussion for this course is English. | | | |
| 4. Course Preparations Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji. | | | |
| 5. Textbook (s) There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class. | | | |
| 6. Reference Book (s) Creswell J.W. (2018) Research Design: Qualitative, Quantitative, and Mixed Methods Approaches, Sage Publishing, pp. 1 -275. | | | |
| 7. How to provide Feedback to assignments Activities and exercises will be reviewed and returned either handed out in class or on Oh-o! Meiji. | | | |
| 8. Assessment Active participation in class discussions and activities (including peer evaluation): 50% Interim Team Presentation (team): 20% Final Team Presentation (team): 30% | | | |
| 9. Others Research methods is the process through which the organizational performance is improved by gathering and analyzing relevant data. In taking this course, statistical knowledge and experience with SPSS are not required. Applicants aspiring to pursue careers in analytical roles such as consultants, actuaries, or in the field of marketing are welcomed. | | | |

| 科目ナンバー：(BA)MAN292E | | | |
|--|---------|----------------|-------|
| Core Subjects Seminar D | | NAGAI HIROHISA | |
| Credits: 2 | Year: 1 | Fall Semester | Izumi |
| 1. Course Outline and Objectives THEME : Global Business Case Study Course Description Business case study is a learning method for managers to make strategic decisions in relation with business operations developed at Harvard Business School. It requires multiple skills such as, finding the key issues, analyzing the causes, developing solution plans, and decide the best choice to the situation through interactive discussion. This course applies essentials of case method to undergraduate business major students to develop advanced business knowledge as well as decision making skills. Short cases (3 - 5 pages long) related to the global business will be studied in the following three steps: 1. Individual Preparation (read and analyze the case BEFORE class starts), 2. Small Group Discussion (In-Class) 3. Class Discussion (In-Class). Film cases and Lego Serious Play are also used to study the case from different perspectives and approaches. Weekly reflection papers will be assigned to summarize the outputs of leaning through the class discussions. Objectives of the Course Understand the global business issues around the world. Develop professional skills for analyzing, planning and making decision in business. Improve business communication skills through class discussions, team presentations and handling Q&A. | | | |
| 2. Course Content Session 1 : Introduction: What is case method and how to learn with cases? Session 2 - 3 : Experience case method with mini cases. Session 4 - 6 : Harverd Business Review Short Cases (3 - 4 pages) e.g., "The Unmanageable Star Performer" (The international business leader is thinking about how to deal with the passionate yet very successful head of the local office.) Session 7 : Movie Day Session 8 : Team Presentation I Session 9 -11: Harverd Business Review Short Cases (3 - 4 pages) Session 12: Team Presentation II Session 13: Serious Lego Play 1 Session 14: Serious Lego Play 2 | | | |
| 3. Registration Requirements It is mandatory to use oral and written English the whole class through. | | | |
| 4. Course Preparations Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji. | | | |
| 5. Textbook (s) There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class. | | | |
| 6. Reference Book (s) Ellet W. (2018) The Case Study Handbook, Revised Edition: A Student's Guide, Harvard Business Review Press. | | | |
| 7. How to provide Feedback to assignments Feedbacks of the other activities and exercises will be either handed out or returned by Oh-o! Meiji. | | | |
| 8. Assessment Active participation in class discussions and activities: 50% Reflection papers:30% Team presentations (10% x 2): 20% | | | |
| 9. Others Individual preparation for classes by reading and analyzing the cases essential. Outside of class team activities to prepare for a team presentation is required. | | | |

| 科目ナンバー：(BA)MAN321E | | | |
|---|---------|-----------------|-----------|
| Innovation Strategy in Japan A | | KONDO HIKARU | |
| Credits: 2 | Year: 3 | Spring Semester | Surugadai |
| 1. Course Outline and Objectives <Course Summary> In this course, students will learn about the historical development of management and economic development in Japan from the Edo period to the present. The class will cover many aspects, including the environment surrounding each company, entrepreneurs, personnel, and connections with the government and business organizations. The focus of the analysis will be on entrepreneurship and innovation. This course aims to deepen students' understanding of Japanese companies by studying the chronological development of Japanese management centered on the innovative activities of entrepreneurs. By examining the activities of corporations and entrepreneurs in detail, students will acquire the ability to think based on basic knowledge of business administration and the thinking skills required of business people. <Objectives> The objectives of this class are as follows 1. To understand the history of the development of Japanese companies. 2. To understand and be able to explain the innovative activities of entrepreneurs. 3. To be able to consider issues faced by modern Japanese companies. | | | |
| 2. Course Content Part 1: Introduction Part 2: Entrepreneurs in the Edo Period Part 3: Management Innovation by Mitsui Takatoshi and Nakai Genzaemon Part 4: Entrepreneurs from the end of the Edo period to the Russo-Japanese War Part 5: Innovative Actions by Professional Managers and Investors Part 6: Overview from World War 1 to the 1980s Part 7: Creation of New Industries by Ichizo Kobayashi Part 8: Management innovation by Yasuzaemon Matsunaga Part 9: Sazo Idemitsu and Yataro Nishiyama Part 10: Kiichiro Toyoda and Soichiro Honda Part 11: Innovation in the Home Appliance Industry Part 12: Entrepreneurial activities after the War Part 13: Convenience Store Innovation by Toshifumi Suzuki Part 14: Representative Entrepreneurs of Today and Future Japanese Companies *The content of the study may be changed according to the student's level of understanding and other factors. | | | |
| 3. Registration Requirements Entry time limit 15 minutes after opening lecture. Each class will have assignments related to the course content. | | | |
| 4. Course Preparations Students must download the study material from "Class Web" on "Oh-o! Meiji" and check the contents before the lecture. Review the handouts for each session to deepen your understanding and organize what you have learned. | | | |
| 5. Textbook (s) Handout data is delivered from "Oh-o! Meiji" website. | | | |
| 6. Reference Book (s) Kikkawa, T. (2019) Inobeshon no Rekishi [History of Innovation] Tokyo: Yuhikaku. | | | |
| 7. How to provide Feedback to assignments Feedback will be provided at the next class. | | | |
| 8. Assessment The evaluation will be based on the assignments conducted each time (50%) and the confirmation test conducted at the end of the term (50%). | | | |
| 9. Others All the lessons are in English. Students are required to bring Note-PC, smartphone, or tablet with telecommunication capability. This class will use "Oh-o! Meiji" for attendance registration. | | | |

| 科目ナンバー：(BA)MAN321E | | | |
|--|---------|---------------|-----------|
| Innovation Strategy in Japan B | | KONDO HIKARU | |
| Credits: 2 | Year: 3 | Fall Semester | Surugadai |
| 1. Course Outline and Objectives <Course Summary> In Innovation Strategy in Japan A, we studied the innovation activities of entrepreneurs historically from the past to the present. In Innovation Strategy in Japan B, we will focus on contemporary Japanese companies and learn about innovation mechanisms using corporate innovation and product/service development cases. Although the innovation activities of Japanese companies have stagnated in recent years, some Japanese companies are leading innovative activities in various industries. In this class, students will understand the basic concepts of innovation and acquire practical thinking through case studies of such Japanese companies. <Objectives> The objectives of this class are as follows 1. To understand innovation activities by Japanese companies in recent years. 2. To understand the theory of innovation and to be able to explain it in one's own words. 3. To understand the challenges faced by modern Japanese companies and to be able to consider solutions to these challenges. | | | |
| 2. Course Content Part 1: Introduction / Theory of Innovation Part 2: Innovation in the Electronics Industry 1: Organizational Change Part 3: Innovation in the Electronics Industry 2: Organizational Change Part 4: Innovation in the Beauty Industry 1: New Market Development Part 5: Innovation in the Beauty Industry 2: New Market Development Part 6: Innovation in the Construction Equipment Industry 1: Global Strategy Part 7: Innovation in the Construction Equipment Industry 2: Global Strategy Part 8: Innovation in the Retail Industry 1: Creating an E-Commerce Business Part 9: Innovation in the Retail Industry 2: Globalization and Culture Part 10: Innovation in the Creative Industry 1: The Case of the Animation Business Part 11: Innovation in the Creative Industry 2: The Case of the Animation Business Part 12: Innovation in the Creative Industry 3: The Case of the Video Game Business Part 13: Innovation in the Creative Industry 4: The Case of the Video Game Business Part 14: Summary (Innovation Activities of Japanese Firms) *The content of the study may be changed according to the student's level of understanding and other factors. | | | |
| 3. Registration Requirements Entry time limit 15 minutes after opening lecture. Each class will have assignments related to the course content. | | | |
| 4. Course Preparations Students must download the study material from "Class Web" on "Oh-o! Meiji" and check the contents before the lecture. Review the handouts for each session to deepen your understanding and organize what you have learned. | | | |
| 5. Textbook (s) Handout data is delivered from "Oh-o! Meiji" website. | | | |
| 6. Reference Book (s) References will be introduced in each class according to the content. | | | |
| 7. How to provide Feedback to assignments Feedback will be provided at the next class. | | | |
| 8. Assessment The evaluation will be based on the assignments conducted each time (50%) and the confirmation test conducted at the end of the term (50%). | | | |
| 9. Others All the lessons are in English. Students are required to bring Note-PC, smartphone, or tablet with telecommunication capability. This class will use "Oh-o! Meiji" for attendance registration. | | | |

| 科目ナンバー：(BA)CMM311E | | | |
|--|---------|--------------------|-----------|
| Strategic Marketing A | | MATSUURA YOSHITAKA | |
| Credits: 2 | Year: 3 | Spring Semester | Surugadai |
| 1. Course Outline and Objectives <Course Outline> The heart of every successful business lies in marketing. Most aspects of any business depends on successful marketing. Welcome to Strategic Marketing A! This interactive class is taught by a marketing executive who is engaged in real business, and aim to give you a good understanding of basic marketing concepts in English. 本授業では、戦略マーケティングに関する講義・ディスカッションを英語で行います。日本にいながら、欧米の授業スタイルを取り入れ、多くの留学生とともに海外留学の疑似体験をしながら、マーケティングについて学ぶことができます。講師は、20年以上広告会社でマーケティング職として勤務している実務者です。 <Objectives> The goal for students is to acquire basic and practical knowledge of strategic marketing, including trends and issues related to marketing. Students can also improve English presentation skills through individual presentations and group discussions. 本授業の目的は、基本的かつ実践的な戦略マーケティングの知識や最新の潮流を学ぶことです。 学生は、個人プレゼンやグループディスカッションを通じて、英語のプレゼンスキルなどを向上させることができます。 | | | |
| 2. Course Content Each class would be designed to have two major sections: 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. We would have 2 - 3 guest lectures to broaden your view towards marketing. 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 (a) Group Discussion (b) Week 6 Individual Presentation: Town Watching (a) Group Discussion (b) Week 7 Individual Presentation: Town Watching (a) Group Discussion (b) Week 8 Analyzing Consumer Markets (a) Group Discussion (b) Week 9 Identifying Market Segments and Targets (a) Group Discussion (b) Week 10 Creating powerful ideas (a) Group Discussion (b) Week 11 Digital Marketing (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 | | | |
| 3. Registration Requirements Course preparations: This course will be interactive, so active participation is required. | | | |
| 4. Course Preparations 本科目の履修に必要な英語力の目安はTOEIC 700点程度であるが、たとえ未達であっても積極的に英語に取り組みたい学生の履修は歓迎する。 The TOEIC level necessary for registering for this course is around 700, but even if you are not above 700, I welcome students who strongly want to improve their English skills. | | | |
| 5. Textbook (s) None. Handouts are given every time. | | | |
| 6. Reference Book (s) Kotler, P. and Keller, K.L. () Marketing Management, Pearson International Edition 「マーケティング英語の教科書」、松浦良高、宣伝会議(For Japanese, non-native English speakers) | | | |
| 7. How to provide Feedback to assignments Feedback will be provided through the Oh-o!Meiji class web. | | | |
| 8. Assessment 30% group discussion, 30% case study presentation, 40% individual report | | | |
| 9. Others | | | |

| 科目ナンバー：(BA)CMM311E | | | |
|---|---------|--------------------|-----------|
| Strategic Marketing B | | MATSUURA YOSHITAKA | |
| Credits: 2 | Year: 3 | Fall Semester | Surugadai |
| 1. Course Outline and Objectives <Course Outline> The heart of every successful business lies in marketing. Most aspects of any business depends on successful marketing. Welcome to Strategic Marketing B! This interactive class is taught by a marketing executive who is engaged in real business, and aim to give you a good understanding of basic marketing concepts in English. 本授業では、戦略マーケティングに関する講義・ディスカッションを英語で行います。日本にいながら、欧米の授業スタイルを取り入れ、多くの留学生とともに海外留学の疑似体験をしながら、マーケティングについて学ぶことができます。講師は、20年以上広告会社でマーケティング職として勤務している実務者です。 <Objectives> The goal for students is to acquire basic and practical knowledge of marketing, including trends and issues related to marketing communications, promotion, PR, advertising, digital, etc. Students can also improve English presentation skills through individual presentations and group discussions. 本授業の目的は、基本的かつ実践的な戦略マーケティングの知識や最新の潮流を学ぶことです。 学生は、個人プレゼンやグループディスカッションを通じて、英語のプレゼンスキルなどを向上させることができます。 | | | |
| 2. Course Content Each class would be designed to have two major sections: 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. We would have 1 - 2 guest lecture to broaden your view towards marketing. Week 1 Course Introduction Week 2 Understanding about Marketing Communications (a) Group Discussion (b) Week 3 Identifying consumer insights (a) Group Discussion (b) Week 4 Individual Presentation (a) Group Discussion (b) Week 5 Creating a communication brief (a) Group Discussion (b) Week 6 Communication brief casestudy (a) Group Discussion (b) Week 7 Designing and Managing Integrated Marketing Communications (a) Group Discussion (b) Week 8 Managing Mass Media (a) Group Discussion (b) Week 9 Individual Presentation (a) Group Discussion (b) Week 10 Individual Presentation (a) Group Discussion (b) Week 11 Tapping into Global Markets (a) Group Discussion (b) Week 12 Marketing Contributing to Society (a) Group Discussion (b) Week 13 Case Study: Students Presentation Week 14 Case Study: Students Presentation | | | |
| 3. Registration Requirements Course preparations: This course will be interactive, so active participation is required. | | | |
| 4. Course Preparations 本科目の履修に必要な英語力の目安はTOEIC 700点程度であるが、たとえ未達であっても積極的に英語に取り組みたい学生の履修は歓迎する。 The TOEIC level necessary for registering for this course is around 700, but even if you are not above 700, I welcome students who strongly want to improve their English skills. | | | |
| 5. Textbook (s) None. Handouts are given every time. | | | |
| 6. Reference Book (s) Kotler, P. and Keller, K.L. () Marketing Management, Pearson International Edition 「マーケティング英語の教科書」、松浦良高、宣伝会議(For Japanese, non-native English speakers) | | | |
| 7. How to provide Feedback to assignments Feedback will be provided through the Oh-o!Meiji class web. | | | |
| 8. Assessment 30% group discussion, 30% case study presentation, 40% individual report | | | |
| 9. Others | | | |

| 科目ナンバー：(BA)MAN361E | | | |
|---|---------|---------------|--------------|
| International Management A 【Joint course by the depts. of Business Administration and Accounting】 | | | SUMI ATSUSHI |
| Credits: 2 | Year: 3 | Fall Semester | Surugadai |
| 1. Course Outline and Objectives Course Outline and Objectives: Globalization has become a buzzword in the world today even during the times of it passing through a pandemic the end of which is believed to be in sight. From a broader perspective, this globalization can be seen as a vital and critical force that shapes managing multinational enterprises (MNEs) operating in various host countries. MNEs are known to be taking unique approaches to manage their business and operations whilst taking well into consideration historical, social, cultural, environmental, legal, political, and geopolitical factors in their host countries. This course is designed in such a way to provide students with a platform to be knowledgeable of basics of international management with special reference to national differences and the broader environment of international business. At the end of the course, students will be able to: (a) know the uniqueness of managing MNEs when it is compared with the case of home-grown companies (operating in a single country). (b) understand basic concepts, principles, and theories of managing business in international context. (c) apply these concepts, principles, theories to analyze various routine and non-routine issues on managing international business. Learning and teaching methods of this course include largely lectures and interactive discussions. Students from other schools as well as foreign exchange students are also cordially welcome to take this course. The course facilitator envisages employing face-to-face (in-person) interactions as the primary instruction type for delivering this course. Nevertheless, there is a high possibility of Zoom Video conferencing technology in the case of holding the Guest Speaking Session by a practicing manager from the industry. | | | |
| 2. Course Content Course Content 1 st Week Multinational Enterprises (MNEs), international management (IM), and international managers 2 nd Week Globalization: Lens for understanding the rationale and significance of IM 3 rd Week Environmental Context of MNEs 1 4 th Week Environmental Context of MNEs 2 5 th Week Culture, differences in culture, and managing across cultures 1 6 th Week Culture, differences in culture, and managing across cultures 2 7 th Week Ethics, corporate social responsibility, and sustainability (with environmental, social, and governance [ESG] framework) 1 8 th Week Ethics, corporate social responsibility, and sustainability (with environmental, social, and governance [ESG] framework) 2 9 th Week Foreign Direct Investment (FDI) 1 10 th Week Foreign Direct Investment (FDI) 2 11 th Week Guest Speaking Session TBA 12 th Week Regional Economic Integration 1 13 th Week Regional Economic Integration 2 14 th Week Reflections and course wrap up | | | |
| 3. Registration Requirements Registration Requirements There is no pre-requisite course(s) for International Management A. The course will be delivered in English. It offers students opportunities for improving continuously and confidently their communication skills (speaking, reading, listening, and writing) in English. The test of English for International Communication (TOEIC) level necessary for registering for this course is around 730 points. | | | |
| 4. Course Preparations Course Preparations (IMPORTANT) 1. Students are required to answer 10 quizzes in Oh-oh! Meiji's class web in between classes. 2. Active participation and engagement in classroom meetings are vital for students to derive maximum benefits from taking this course. Students are also motivated to read at leisure the relevant chapter(s) of the course textbook prior to attending classroom meetings. More details of these chapters will be communicated as delivering of this course progresses through. | | | |
| 5. Textbook (s) Textbook (s) Hill, C. W. L. (2021). International business: Competing in the global marketplace (13th ed.) . McGraw-Hill Education. Students can access online this textbook on ProQuest Ebook Central platform of the library of Meiji University. For doing so, they are required to use their Meiji University ID number and Password. | | | |
| 6. Reference Book (s) American Psychological Association (2020) Publication manual of the American psychological association (7 th edition). https://psycnet.apa.org/doi/10.1037/000165-000 Luthans, F., and Doh, J. P. (2018) International management: Culture, strategy, and behavior (10th ed.). McGraw-Hill Education. Students are also encouraged to associate themselves with the following business magazines as they disseminate the latest information and knowledge of, among others, developments in global business and management: Fortune, Forbes, The Economist, The Wall Street Journal, The Japan Times. | | | |
| 7. How to provide Feedback to assignments How to provide Feedback to assignments Regarding the quizzes, in general, students will be provided with post quiz constructive feedback session during the classroom meetings. This is an addition to viewing correct answers by themselves after the submission period for each quiz. Furthermore, students are welcome to contact the course facilitator by utilizing either "Discussions" platform on the Class Web or regular email for raising their concerns of assignments. | | | |
| 8. Assessment Assessment Course assessment comprises three components: (1) 10 Quizzes 40% (2) Take-home written assignment 50% (The word limit will be 400-500 words that excludes the list of references). The referencing system recommended for preparing this assignment is APA-style (Guidelines provided in the Seventh Edition of the Publication Manual of the American Psychological Association [APA]). (3) Participation and engagement in class discussions 10% (All students are encouraged to maintain excellent record of class attendance.) No final written examination at the end of the semester. | | | |
| 9. Others You are always inspired to share openly ideas and insights during classroom meetings as well as ask freely any number of questions for understanding better the contents covered in this course. The course facilitator is reachable at 2024classes.sumi@gmail.com. | | | |

| 科目ナンバー：(BA)MAN361E | | | |
|--|---------|---------------|--------------|
| International Management B 【Joint course by the depts. of Business Administration and Accounting】 | | | SUMI ATSUSHI |
| Credits: 2 | Year: 3 | Fall Semester | Surugadai |
| 1. Course Outline and Objectives Course Outline and Objectives: Globalization has become a buzzword in the world today even during the times of it passing through a pandemic the end of which is believed to be in sight. From a broader perspective, this globalization can be seen as a vital and critical force that shapes managing multinational enterprises (MNEs) operating in various host countries. MNEs are known to be taking unique approaches to manage their business and operations whilst taking well into consideration historical, social, cultural, environmental, legal, political, and geopolitical factors in their host countries. The major foci of this course are on the nature and scope of international management, the strategy and structure of international business, and functional areas of international management such as global production (operations) and supply chain management, global marketing, and global human resource management. At the end of the course, students will be able to: (a) explain why MNEs need to be unique and sensitive in managing their business across borders by paying special attention to their adaptation needs on the "global" and "local" levels. (b) apply these concepts, principles, theories to analyze various routine and non-routine issues on managing international business. (c) identify some key considerations of planning to pursue a managerial career in MNEs or entrepreneurial career in international context. Learning and teaching methods of this course include largely lectures and interactive discussions. Students from other schools as well as foreign exchange students are also cordially welcome to take this course. The course facilitator envisages employing face-to-face (in-person) interactions as the primary instruction type for delivering this course. Nevertheless, there is a high possibility of Zoom Video conferencing technology in the case of holding the Guest Speaking Session by a practicing manager from the industry. | | | |
| 2. Course Content Course Content: 1 st Week Multinational Enterprises (MNEs), international management (IM), and international managers 2 nd Week Globalization: Lens for understanding the rationale and significance of IM 3 rd Week The strategy of international business 1 4 th Week The strategy of international business 2 5 th Week The organization of international business 1 6 th Week The organization of international business 2 7 th Week Global Production and supply chain management 1 8 th Week Global production and supply chain management 2 9 th Week Global Marketing and business analytics 1 10 th Week Global Marketing and business analytics 2 11 th Week Guest Speaking Session TBA 12 th Week Global Human Resource Management 1 13 th Week Global Human Resource Management 2 14 th Week Reflections and course wrap up | | | |
| 3. Registration Requirements Registration Requirements There is no pre-requisite course(s) for International Management B. Nevertheless, students are advised to be knowledgeable of what is covered in International Management A as its scope entails fundamentals of the subject. The course will be delivered in English. It offers students opportunities for improving continuously and confidently their communication skills (speaking, reading, listening, and writing) in English. The test of English for International Communication (TOEIC) level necessary for registering for this course is around 730 points. | | | |
| 4. Course Preparations Course Preparations (IMPORTANT) 1. Students are required to answer 10 quizzes in Oh-oh! Meiji's class web in between classes. 2. Active participation and engagement in classroom meetings are vital for students to derive maximum benefits from taking this course. Students are also motivated to read at leisure the relevant chapter(s) of the course textbook prior to attending classroom meetings. More details of these chapters will be communicated as delivering of this course progresses through. | | | |
| 5. Textbook (s) Textbook (s) Hill, C. W. L. (2021). International business: Competing in the global marketplace (13th ed.) . McGraw-Hill Education. Students can access online this textbook on ProQuest Ebook Central platform of the library of Meiji University. For doing so, they are required to use their Meiji University ID number and Password. | | | |
| 6. Reference Book (s) American Psychological Association (2020) Publication manual of the American psychological association (7 th edition). https://psycnet.apa.org/doi/10.1037/000165-000 Luthans, F., and Doh, J. P. (2018) International management: Culture, strategy, and behavior (10th ed.). McGraw-Hill Education. Students are also encouraged to associate themselves with the following business magazines as they disseminate the latest information and knowledge of, among others, developments in global business and management: Fortune, Forbes, The Economist, The Wall Street Journal, The Japan Times. | | | |
| 7. How to provide Feedback to assignments How to provide Feedback to assignments Regarding the quizzes, in general, students will be provided with post quiz constructive feedback session during the classroom meetings. This is an addition to viewing correct answers by themselves after the submission period for each quiz. Furthermore, students are welcome to contact the course facilitator by utilizing either "Discussions" platform on the Class Web or regular email for raising their concerns of assignments. | | | |
| 8. Assessment Assessment Course assessment comprises three components: (1) 10 Quizzes 40% (2) Take-home written assignment 50% (The word limit will be 400-500 words that excludes the list of references). The referencing system recommended for preparing this assignment is APA-style (Guidelines provided in the Seventh Edition of the Publication Manual of the American Psychological Association [APA]). (3) Participation and engagement in class discussions 10% (All students are encouraged to maintain excellent record of class attendance.) No final written examination at the end of the semester. | | | |
| 9. Others You are always inspired to share openly ideas and insights during classroom meetings as well as ask freely any number of questions for understanding better the contents covered in this course. The course facilitator is reachable at 2024classes.sumi@gmail.com. | | | |

| 科目ナンバー：(BA)MAN321E | | | |
|--|---------|-----------------|------------|
| Comparative Business Management A | | | KIM SOYEON |
| Credits: 2 | Year: 3 | Spring Semester | Surugadai |
| 1. Course Outline and Objectives As the world economy is globalized and integrated, working in the globalized context is becoming common. Working in a globalized environment means not only opportunities but also challenges due to the differences in cultures and cultural values that people pertain to. The course is designed to learn management issues from a cross-cultural perspective with a particular focus on international human resource management. Students will learn various topical management issues related to managing the global workforce, leadership, diversity from both theoretical and practical perspectives. The learning objectives of the course are as follows: 1) To understand the influence of culture on cross-cultural management 2) To be aware of multi-cultural issues and embrace diversity 3) To explore various issues related to the topics covered in the course and understand them comprehensively by incorporating the knowledge learned in classes 4) To develop skills to work in teams effectively 5) To improve capabilities and skills required to be a global leader | | | |
| 2. Course Content Class 1. Course Introduction Class 2. Management and Culture1: The Challenging Role of the Global Manager Class 3. Management and Culture2: Comparing Cultures: Systematically Describing Cultural Differences Class 4. Management and Culture3: How Culture Works: Fundamentals of Cross-Cultural Interaction Class 5. Global Manager1: Cross-Cultural Dimensions of Decision-Making Class 6. Global Manager2: Communicating Across Cultures Class 7. Global Manager3: Negotiating Across Cultures Class 8. Global Manager4: Motivation and Leadership theory Class 9. Global Manager5: Motivation and Leadership across Cultures Class 10. Global Manager6: The Development of Global Manager Class 11. Cross-Cultural Management Challenges1: The Challenge of Multicultural Work Groups and Teams Class 12. Cross-Cultural Management Challenges2: The Challenge of International Organizations: Structure and Culture Class 13. Cross-Cultural Management Challenges3: The Challenge of International Assignments Class 14. Final Presentation/Course Wrap-up The specified course schedule may be modified due to the circumstances of class conditions including size and the progress in COVID19. If some modifications in the schedule are necessary, students are notified of them in advance. | | | |
| 3. Registration Requirements A certain level of English capability is required to enhance the learning of this course and meet the course objectives. English proficiency: over 600 on TOEIC score or equivalent to it | | | |
| 4. Course Preparations Students are recommended to read the chapter and reading materials assigned before class and also summarize what they learned after class. | | | |
| 5. Textbook (s) Thomas, D.C., and Peterson, M. F. (2017) Cross-Cultural Management: Essential Concepts(4th ed), Sage. ISBN:1506387527 | | | |
| 6. Reference Book (s) Erin Meyer (2016) The Culture Map: Decoding How People Think, Lead, and Get Things Done Across Cultures, Public Affairs. ISBN: 9781610392761 | | | |
| 7. How to provide Feedback to assignments Feedback will be provided in class for all the assignments and in-class activities. | | | |
| 8. Assessment Attendance, participation, and in-class activities: 40 % Report: 20 % Final presentation: 40% | | | |
| 9. Others The instructor reserves the right to make changes to the syllabus during the course. If any modifications are required, they will be communicated and informed in advance. | | | |

| 科目ナンバー：(BA)MAN321E | | | |
|---|---------|---------------|------------|
| Comparative Business Management B | | | KIM SOYEON |
| Credits: 2 | Year: 3 | Fall Semester | Surugadai |
| 1. Course Outline and Objectives This course is designed to gain deeper and practical knowledge on comparative management with a particular focus on the topics, global leadership and diversity management. The real business cases regarding the successful and challenging stories of various global companies over the topics will be discussed in class. The specific learning objectives of the course are as follows: 1) To be aware of and understand current global management issues 2) To obtain, connect, and integrate knowledge 3) To express and share ideas and thoughts 4) To develop communication skills and teamwork 5) To be ready for working in a global world | | | |
| 2. Course Content Class 1 . Course Introduction/Overview Class 2 . Leadership in a global context: theory and practice Class 3 . Leadership in Japan: Japan Airline case Class 4 . Leadership in South Korea: Samsung Electronics case Class 5 . Leadership in China: Huawei case Class 6 . Leadership in India Tata Group case Class 7 . Group presentation regarding study topic and plan Class 8 . Diversity and Inclusion (D&I) Management: theory and practice Class 9 . D&I Management: Google case Class 10. D&I Management: Gap case Class 11. D&I Management: Amazon case Class 12. D&I Management: L'Oreal case Class 13. Final presentation I Class 14. Final presentation II | | | |
| 3. Registration Requirements A certain level of English capability is required to enhance the learning of this course and meet the course objectives. English proficiency: over 600 on TOEIC score or equivalent to it Because Comparative Business Management A & B are one module, students who consider taking this course are recommended to take Comparative Business Management A. | | | |
| 4. Course Preparations Students are recommended to read the reading materials assigned before class and should be ready to join the class discussion. | | | |
| 5. Textbook (s) Reading materials will be distributed in class. | | | |
| 6. Reference Book (s) Thomas, D.C., and Peterson, M. F. (2017) Cross-Cultural Management: Essential Concepts(4th ed), Sage. ISBN:1506387527 | | | |
| 7. How to provide Feedback to assignments Feedback will be provided in class for all the assignments and in-class activities. | | | |
| 8. Assessment Attendance and participation: 50 % Final-term project: 50% | | | |
| 9. Others The instructor reserves the right to make changes to the syllabus during the course. If any modifications are required, they will be communicated and informed in advance. | | | |

| 科目ナンバー：(BA)MAN321E | | | |
|--|---------|-----------------|-----------|
| Transcultural Management A | | NAGAI HIROHISA | |
| Credits: 2 | Year: 3 | Spring Semester | Surugadai |
| <p>1. Course Outline and Objectives</p> <p>Course Description This course is designed to learn the basic theories of "Transcultural Management" and how to apply those theories in the real business activities beyond the cultural borders. Students will also practice making the managerial decisions in the global business issues. A team case study and an individual career planning projects will be conducted to integrate the contents of the course. Active learning (ex. interactive discussion, in-class activities, simulation, group presentations, etc.) is the key learning methods to develop students' practical management skills.</p> <p>Team Presentation Provide know-how for foreign business professionals planning to engage in business in own home country in the future.</p> <p>Individual Presentation Each student will make an individual presentation to introduce the personal career planning to become the future global manager based on the course contents.</p> <p>Objectives of the Course</p> <ol style="list-style-type: none"> 1. Learn how to apply basic Transcultural Management theories into practice. 2. Develop interactive discussion, oral presentation and team building skills. 3. Acquire managerial decision-making competency in global business issues. | | | |
| <p>2. Course Content</p> <p>Session 1 Introduction: Global Business and Transcultural Management</p> <p>Session 2 Role of the Global Managers</p> <p>Session 3 What It Is Culture and Where It Comes From?</p> <p>Session 4 Cultural Context (Edward T. Hall)</p> <p>Session 5 Cultural Dimensions (Greet Hofstede)</p> <p>Session 6 Introduction to Home Culture 1</p> <p>Session 7 Introduction to Home Culture 2</p> <p>Session 8 Introduction to Home Culture 3</p> <p>Session 9 Interim feedback session to review the progress</p> <p>Session 10 The Global Manager as Decision Maker</p> <p>Session 11 The Global Manager as Negotiator</p> <p>Session 12 The Global Manager as Leader</p> <p>Session 13 Individual presentation: My Career Plan to be a Global Manager 1</p> <p>Session 14 Individual presentation: My Career Plan to be a Global Manager 2</p> | | | |
| <p>3. Registration Requirements</p> <p>It is required to use oral and written English the whole class through.</p> | | | |
| <p>4. Course Preparations</p> <p>Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.</p> | | | |
| <p>5. Textbook (s)</p> <p>There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.</p> | | | |
| <p>6. Reference Book (s)</p> | | | |
| <p>7. How to provide Feedback to assignments</p> <p>First half of the academic progress will be reviewed at the feedback session. Feedbacks of the other activities and exercises will be either handed out or returned by Oh-o! Meiji.</p> | | | |
| <p>8. Assessment</p> <p>Active participation in class discussions and activities: 60%</p> <p>Team presentation: 20%</p> <p>Individual presentation: 20%</p> | | | |
| <p>9. Others</p> <p>Practice makes perfect. Enjoy your time of trial and error in classroom.</p> | | | |

| 科目ナンバー：(BA)MAN321E | | | |
|---|---------|----------------|-----------|
| Transcultural Management B | | NAGAI HIROHISA | |
| Credits: 2 | Year: 3 | Fall Semester | Surugadai |
| <p>1. Course Outline and Objectives</p> <p>Course Description This course aims to study comprehensive savvy and practical skills in transcultural management for next generation of the global leaders. It focuses on the current issues as well as the future challenges from global manager's perspectives. Based on the basic theories and knowledge studied in Transcultural Management (A), this course is intended to develop the student's personal management skills through activities and exercises. A team project will be conducted to study the mindset and competencies are required for the global managers thorough interview survey. Class will be divided into teams to conduct an interview to real international businessperson who has working experience in abroad (the target person has to be arranged by the team.) Project will be conducted based on the following 3 steps.</p> <ol style="list-style-type: none"> a. Interview and find out the cross-cultural issue(s) was experienced by the interviewee. b. Analyze the causes of the main issue based on the theory studied in the lecture. c. Propose the solution plans to the issue as a team. <p>Two team presentations are scheduled. Week 9: Interim presentation to report the preparations for the project. Week13-14: Final presentation followed by Q&A.</p> <p>Objectives of the Course</p> <ol style="list-style-type: none"> 1. Understand practical managerial skills required for future global managers. 2. Learn how to conduct interview survey. 3. Experience a process of team building through the team project. | | | |
| <p>2. Course Content</p> <p>Session 1 Introduction: Abilities Required for Global Managers</p> <p>Session 2 Global Mindset: Understand the differences and complexities among various cultures.</p> <p>Session 3 Global Competency: Ability to achieve goals effectively.</p> <p>Session 4 Single-loop learning vs. Double-loop learning for solving cross-cultural issues.</p> <p>Session 5 Global Leadership Simulation</p> <p>Session 6 Interview Method: How to conduct a successful interview survey</p> <p>Session 7 Active Listening: Key techniques to receive complete message from speaker.</p> <p>Session 8 Feedback session to review the progress</p> <p>Session 9 Interim Presentation for Team Project.</p> <p>Session 10 Building Trust and Rapport with International Coworkers</p> <p>Session 11 Managing Group Dynamics of Transcultural Team</p> <p>Session 12 Coaching to Grow People in Diversified Team</p> <p>Session 13 Final Presentation for Team Project 1</p> <p>Session 14 Final Presentation for Team Project 2</p> | | | |
| <p>3. Registration Requirements</p> <p>Taking Transcultural Management (A) prior to (B) is the recommended sequence. It is required to use oral and written English entire class period.</p> | | | |
| <p>4. Course Preparations</p> <p>Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.</p> | | | |
| <p>5. Textbook (s)</p> <p>There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.</p> | | | |
| <p>6. Reference Book (s)</p> | | | |
| <p>7. How to provide Feedback to assignments</p> <p>First half of the academic progress will be reviewed at the feedback session. Feedbacks of the other activities and exercises will be either handed out or returned by Oh-o! Meiji.</p> | | | |
| <p>8. Assessment</p> <p>Active Participation in Class Discussion: 60%</p> <p>Interim Presentation: 10%</p> <p>Final Presentation:30%</p> | | | |
| <p>9. Others</p> <p>Practice makes perfect. Enjoy your time of trial and error in classroom.</p> | | | |

| 科目ナンバー：(BA)MAN991E | | | |
|--|---------|-----------------|----------------|
| Special Lectures on Business Management C | | | NAGAI HIROHISA |
| Credits: 2 | Year: 3 | Spring Semester | Surugadai |
| <p>1. Course Outline and Objectives</p> <p>THEME: Organizational Behavior to Manage People Organizational Behavior (OB) is a field of study that investigates the dynamics of interactions among individuals, groups, and structures within an organization. The purpose of this course is to acquire essential knowledge in OB to benefit both individuals (e.g., job satisfaction, performance) and organizations (e.g., efficiency, productivity) as future global leaders. Weekly, in-class short essays related to the day's topic will be assigned at the beginning of each class. The purpose of these essays is to evoke personal reflections that can be utilized as resources for discussions. Various active learning methods, including self-assessment activities, group simulations, and media analyses, will be implemented to facilitate action-based learning.</p> <p>Objectives of the Course: Acquire essential theories in organizational behavior. Develop practical knowledge and skills for future managerial roles. Enhance interpersonal and communication skills within organizational settings.</p> | | | |
| <p>2. Course Content</p> <p>Session 1 Introduction: What is Organizational Behavior ? Session 2 Basic Human Behavior Session 3 Personality and Values (MBTI type indicator) Session 4 Attitude and Job Satisfaction Session 5 Emotional Intelligence Session 6 Individual Decision Making Session 7 Motivation Session 8 Group Behavior (Mountain Survival Simulation) Session 9 Work Teams Session 10 Communication Session 11 Stress Management Session 12 Leadership Session 13 Power and Politics (Wage Negotiation Game) Session 14 Organizational Culture and Change</p> | | | |
| <p>3. Registration Requirements</p> <p>It is necessary to use oral and written English the whole class through. TOEFLiBT score 65 or above is required to take this course.</p> | | | |
| <p>4. Course Preparations</p> <p>Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.</p> | | | |
| <p>5. Textbook (s)</p> <p>There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.</p> | | | |
| <p>6. Reference Book (s)</p> <p>Robbins, S., Judge T. A. (2021) Essentials of Organizational Behaviour, Global Edition, Pearson Education Limited, pp. 1 -440.</p> | | | |
| <p>7. How to provide Feedback to assignments</p> <p>The submitted short essays to Oh-o! Meiji will be evaluated on the same site of screen. Feedbacks of the other activities and exercises will be either handed out or returned by Oh-o! Meiji.</p> | | | |
| <p>8. Assessment</p> <p>In-class short essay: 40% Active participation in class activities: 60%</p> | | | |
| <p>9. Others</p> <p>"Instead of waiting for a leader you can believe in, try this: Become a leader you can believe in." — Stan Slap</p> | | | |

| 科目ナンバー：(BA)MAN991E | | | |
|---|---------|---------------|----------------|
| Special Lectures on Business Management D | | | NAGAI HIROHISA |
| Credits: 2 | Year: 3 | Fall Semester | Surugadai |
| <p>1. Course Outline and Objectives</p> <p>THEME: Professional Manager: Strategic Career Self-Management Course Description This course is designed provide the essential knowledge and skills necessary to manage team and people as the future professional manager. You'll experience various active training methods to become a skilled manager through hands-on activities including as follows. Skit project Teams will use drama, a popular method in U.S. business education, to work on real HR challenges. Your team will create scenarios, suggest solutions, and present product in class. You'll also individually develop your professional skills as future global manager. Elevator Pitch A great way to quickly introduce yourself in business or social situations. It helps people effectively communicate their strengths and value, capturing interest in short interactions like networking or professional opportunities. Impromptu Speech Improves the ability to respond to unexpected situations or topics in conversations. This skill builds flexibility and immediate communication skills, increasing confidence in different situations like work, academics, and social interactions." The goal is to boost problem-solving skills, confidence in working with diverse people, and overall employability.</p> | | | |
| <p>2. Course Content</p> <p>Session 1 Introduction: My vision as a professional manager Session 2 RIASEC to plan your future career Session 3 Career Anchor to identify your ability, talents, motives Session 4 Leadership styles Session 5 "Wheel of Life" to plan your WLB Session 6 Build good working relationship Session 7 Interim Feedback Session 8 Skit Project Presentation Session 9 Business Communication for Managers Session 10 Elevator Pitch Session 11 Impromptu Speech Session 12 Introduction to Business Model You Session 13 Business Model You Presentation 1 Session 14 Business Model You Presentation 2</p> | | | |
| <p>3. Registration Requirements</p> <p>It is necessary to use oral and written English the whole class through.</p> | | | |
| <p>4. Course Preparations</p> <p>Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.</p> | | | |
| <p>5. Textbook (s)</p> <p>There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.</p> | | | |
| <p>6. Reference Book (s)</p> <p>Harvard Business Review Manager's Handbook: The 17 Skills Leaders Need to Stand Out, HBR Handbooks (2017).</p> | | | |
| <p>7. How to provide Feedback to assignments</p> <p>Feedbacks of the other activities and exercises will be either handed out or returned by Oh-o! Meiji.</p> | | | |
| <p>8. Assessment</p> <p>Active participation in class discussions and activities: 60% Skit Project: 20% Individual presentations: 20%</p> | | | |
| <p>9. Others</p> <p>"There is no greater thing you can do with your life and your work than follow your passions – in a way that serves the world and you." – Richard Branson</p> | | | |

| 科目ナンバー：(BA)ACC291E | | | |
|--|---------|------------------|-------|
| Basic Accounting A | | NAKASHIMA MASUMI | |
| 2016年度以前入学者 Basic Accounting | | | |
| Credits: 2 | Year: 1 | Spring Semester | Izumi |
| 1. Course Outline and Objectives <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> Students can 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. | | | |
| 2. Course Content <ol style="list-style-type: none"> 1. Introduction: Accounting in Action [Media-based class (Real-time delivery type)] 2. The Recording Process[Face-to-face class] 3. Adjusting the Accounts[Face-to-face class] 4. Completing the Accounting Cycle[Face-to-face class] 5. Database Learning [Media-based class (Real-time delivery type)] 6. Accounting for Merchandising Operations[Face-to-face class] 7. Mid-Term Exam [Media-based class (Real-time delivery type)] 8. Inventories[Face-to-face class] 9. Accounting for Information Systems[Face-to-face class] 10. Fraud, Internal Controls, and Cash[Face-to-face class] 11. Accounting for Receivables[Face-to-face class] 12. Plant Assets, Natural Resources, and Intangible Assets[Face-to-face class] 13. Review [Media-based class (Real-time delivery type)] 14. Final Exam [Media-based class (Real-time delivery type)] | | | |
| 3. Registration Requirements N/A | | | |
| 4. Course Preparations The students should read each of the assigned chapter prior to class. | | | |
| 5. Textbook (s) Jerry J. Weygandt, Paul D. Kimmel, Donald E. Kieso Accounting Principles 15edition, International Student Version Wiley 2024 eBook is available through library website(Maruzen eBook Library) | | | |
| 6. Reference Book (s) | | | |
| 7. How to provide Feedback to assignments Assignments are conducted in class as part of active learning, so feedback are given in class or via email at a later date. | | | |
| 8. Assessment Class Contribution 15% Assignments 15% Midterm Exam 30% Final Exam 40% | | | |
| 9. Others 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! | | | |

| 科目ナンバー：(BA)ACC291E | | | |
|--|---------|------------------|-------|
| Basic Accounting B | | NAKASHIMA MASUMI | |
| Credits: 2 | Year: 1 | Fall Semester | Izumi |
| 1. Course Outline and Objectives <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> Students can 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. | | | |
| 2. Course Content <ol style="list-style-type: none"> 1. Introduction [Media-based class (Real-time delivery type)] 2. Current Liabilities and Payroll Accounting[Face-to-face class] 3. Corporations: Organization and Capital Stock Transactions [Face-to-face class] 4. Corporations: Dividends, Retained Earnings, and Income Reporting [Face-to-face class] 5. Data Learning [Media-based class (Real-time delivery type)] 6. Long-Term Liabilities [Face-to-face class] 7. Mid-Term Exam [Media-based class (Real-time delivery type)] 8. Investments [Face-to-face class] 9. Statement of Cash Flows [Face-to-face class] 10. Managerial Accounting[Face-to-face class] 11. Financial Statement Analysis 1 [Face-to-face class] 12. Financial Statement Analysis 2 [Face-to-face class] 13. Review [Media-based class (Real-time delivery type)] 14. Final Exam [Media-based class (Real-time delivery type)] | | | |
| 3. Registration Requirements N/A | | | |
| 4. Course Preparations The students should read each of the assigned chapter prior to class. | | | |
| 5. Textbook (s) Jerry J. Weygandt, Paul D. Kimmel, Donald E. Kieso Accounting Principles 15th ed, International Student Version Wiley 2024 eBook is available through library website(Maruzen eBook Library) | | | |
| 6. Reference Book (s) | | | |
| 7. How to provide Feedback to assignments Assignments are conducted in class as part of active learning, so feedback are given in class or via email at a later date. | | | |
| 8. Assessment Class Contribution 15% Assignments 15% Midterm Exam 30% Final Exam 40% | | | |
| 9. Others 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! | | | |

| 科目ナンバー：(BA)ACC331E | | | |
|---|---------|-----------------|------------------|
| Financial Accounting A | | | NAKASHIMA MASUMI |
| Credits: 2 | Year: 3 | Spring Semester | Surugadai |
| <p>1. Course Outline and Objectives</p> <p><Outline></p> <p>This course provides a comprehensive knowledge of financial accounting and reporting. For each topic covered, the theory and technical details of the U.S. Generally Accepted Accounting Principles (GAAP) are presented and after that, we discuss the differences between the U.S. GAAP and the International Financial reporting (IFRS). This course also provides the knowledges for analyzing a firm's financial performance by the financial statements information.</p> <p><Objectives></p> <p>The objectives are to enable students to develop: to acquire an in-depth understanding of financial accounting and reporting as accounting profession, and to obtain the knowledge for evaluating a firm's performance.</p> | | | |
| <p>2. Course Content</p> <ol style="list-style-type: none"> 1. Introduction: Financial Accounting and Accounting Standards [Media-based class (Real-time delivery type)] 2. Conceptual Framework for Financial Reporting [Face-to-face class] 3. The Accounting Information System[Face-to-face class] 4. Income Statement and Related Information[Face-to-face class] 5. Database Learning [Media-based class (Real-time delivery type)] 6. Balance Sheet and Statement of Cash Flows [Face-to-face class] 7. Mid-Term Exam [Media-based class (Real-time delivery type)] 8. Cash and Receivables [Face-to-face class] 9. Valuation of Inventories: A Cost-Basis Approach [Face-to-face class] 10. Inventories: Additional Valuation Issues[Face-to-face class] 11. Acquisition and Disposition of Property, Plant, and Equipment [Face-to-face class] 12. Depreciation, Impairments, and Depletion [Face-to-face class] 13. Review [Media-based class (Real-time delivery type)] 14. Final Exam [Media-based class (Real-time delivery type)] | | | |
| <p>3. Registration Requirements</p> <p>※「履修のための英語要件」の基準点を満たさない場合、本科目の履修はできません。</p> <p>Students who do not meet the English requirement for this course (at least TOEIC 550) cannot take this course.</p> | | | |
| <p>4. Course Preparations</p> <p>Please read the chapter before each class.</p> | | | |
| <p>5. Textbook (s)</p> <p>Donald E. Kieso, Jerry J. Weygandt, Terry D. Warfield. Intermediate Accounting, 18th Edition, ISBN: 978-1-119-77889-9, eBook is available through library website(Maruzen eBook Library), 2022.</p> | | | |
| <p>6. Reference Book (s)</p> | | | |
| <p>7. How to provide Feedback to assignments</p> <p>Assignments are conducted in class as part of active learning, so feedback are given in class or via email at a later date.</p> | | | |
| <p>8. Assessment</p> <p>Class Contribution 15%</p> <p>Assignments 15%</p> <p>Mid-term Exam 30%</p> <p>Final Exam 40%</p> | | | |
| <p>9. Others</p> | | | |

| 科目ナンバー：(BA)ACC331E | | | |
|---|---------|---------------|------------------|
| Financial Accounting B | | | NAKASHIMA MASUMI |
| Credits: 2 | Year: 3 | Fall Semester | Surugadai |
| <p>1. Course Outline and Objectives</p> <p><Outline></p> <p>This course extends a comprehensive knowledge of financial accounting to intermediate topics. For each topic covered, the differences in the theory and concepts of the U.S.GAAP and IFRS should be discussed. This course also provides the theory of accounting fraud and the basic knowledge of forensic accounting. This course also provides a comprehensive framework for business analysis and valuation by using financial statement information. Students can learn not only the concepts and principles for evaluating a firm's financial performance and predicting its future economic condition but also tools for the financial statements analysis. Topics are covered: Strategy Analysis, Accounting Analysis, Financial Analysis, and Prospective Analysis.</p> <p><Objectives></p> <p>The objectives are to enable students to develop: to acquire intermediate level of knowledges in financial accounting and reporting, to obtain the skills for interpreting financial information, and to understand the basic principles of fundamental analysis and to obtain skills and techniques to analyze the financial statements and determine the fundamental value.</p> | | | |
| <p>2. Course Content</p> <ol style="list-style-type: none"> 1. Intangible Assets [Media-based class (Real-time delivery type)] 2. Current Liabilities and Contingencies [Face-to-face class] 3. Long-Term Liabilities [Face-to-face class] 4. Stockholders' Equity [Face-to-face class] 5. Data Learning [Media-based class (Real-time delivery type)] 6. Revenue Recognition [Face-to-face class] 7. Mid-Term Exam [Media-based class (Real-time delivery type)] 8. Accounting for Income Taxes [Face-to-face class] 9. Accounting for Pensions and Postretirement Benefits [Face-to-face class] 10. Accounting for Leases [Face-to-face class] 11. Statement of Cash Flows [Face-to-face class] 12. Full Disclosure in Financial Reporting [Face-to-face class] 13. Review [Media-based class (Real-time delivery type)] 14. Final exam [Media-based class (Real-time delivery type)] | | | |
| <p>3. Registration Requirements</p> <p>※「履修のための英語要件」の基準点を満たさない場合、本科目の履修はできません。</p> <p>Students who do not meet the English requirement for this course (at least TOEIC 550) cannot take this course.</p> | | | |
| <p>4. Course Preparations</p> <p>The students should read each of the assigned chapter prior to class.</p> | | | |
| <p>5. Textbook (s)</p> <p>Donald E. Kieso, Jerry J. Weygandt, Terry D. Warfield. Intermediate Accounting, 18th Edition, ISBN: 978-1-119-77889-9 February 2022. eBook is available through library website(Maruzen eBook Library)</p> | | | |
| <p>6. Reference Book (s)</p> | | | |
| <p>7. How to provide Feedback to assignments</p> <p>Assignments are conducted in class as part of active learning, so feedback are given in class or via email at a later date.</p> | | | |
| <p>8. Assessment</p> <p>Class Contribution 15%</p> <p>Assignments 15%</p> <p>Midterm Exam 30%</p> <p>Final Exam 40%</p> | | | |
| <p>9. Others</p> | | | |

| 科目ナンバー：(BA)ACC346E | | | |
|--|---------|-----------------|-----------|
| Management Accounting A (M) | | OMURA AKIHIRO | |
| Credits: 2 | Year: 3 | Spring Semester | Surugadai |
| 1. Course Outline and Objectives Managerial accounting provides information to managers for use within the organization. It helps managers perform three vital activities – planning, controlling and decision making. Planning involves establishing goals and specifying how to achieve them. Controlling involves gathering feedback to ensure that the plan is being properly executed or modified as circumstances change. Decision making involves selecting a course of action from competing alternatives. Management Accounting A and B introduce the building blocks of management accounting. This includes managerial applications of technical and behavioral aspects of managerial accounting for budget planning, sensitivity analysis, performance management. Taking this course offers students an opportunity to develop their analytical skills and to learn essential management tools for the above-mentioned activities. Management Accounting A focuses on understanding the basic difference between financial and management accounting and the cost. | | | |
| 2. Course Content Session 1 Course Introduction and Overview of Management Accounting A 1.1 [Media-based class (On-demand type)] Session 2 Overview of Management Accounting A 1.2 [Media-based class (On-demand type)] Session 3 Overview of Management Accounting A 1.3 [Media-based class (On-demand type)] Session 4 Overview of Management Accounting A 1.4 [Media-based class (On-demand type)] Session 5 Cost Term and Concept A 2.1 [Media-based class (On-demand type)] Session 6 Cost Term and Concept A 2.2 [Media-based class (On-demand type)] Session 7 Cost Term and Concept A 2.3 [Media-based class (On-demand type)] Session 8 Cost Term and Concept A 2.4 [Media-based class (On-demand type)] Session 9 Cost Behavior, cost drivers and cost estimation A 3.1 [Media-based class (On-demand type)] Session 10 Cost Behavior, cost drivers and cost estimation A 3.2 [Media-based class (On-demand type)] Session 11 Cost Behavior, cost drivers and cost estimation A 3.3 [Media-based class (On-demand type)] Session 12 Cost Behavior, cost drivers and cost estimation A 3.4 [Media-based class (On-demand type)] Session 13 Cost Behavior, cost drivers and cost estimation A 3.5 [Media-based class (On-demand type)] Session 14 Revision [Media-based class (On-demand type)] | | | |
| 3. Registration Requirements Registration Requirement: Students are required to have completed foundation level Financial Accounting courses. The pre-recorded lecture videos will become available before Friday of the relevant week. | | | |
| 4. Course Preparations Pre-recorded lectures and the lecture slides are available for this course. They will become available via the course website. Students are expected to go through those materials during the relevant week. The sample solutions for the workshop questions will also become available so students are strongly encouraged to attempt those questions. In addition, students are welcome to make queries to the lecturer via email (akihiro_omura@meiji.ac.jp). | | | |
| 5. Textbook (s) NA. | | | |
| 6. Reference Book (s) Journal articles, Management Accounting: Information for Creating and Managing Value (ISBN: 0070997608) | | | |
| 7. How to provide Feedback to assignments By email and other online tools. | | | |
| 8. Assessment Weekly assessment piece/s (50%) and exam/s (50%). Detailed information on the assessment pieces and the exam will be provided by the lecturer on the first week of the semester. | | | |
| 9. Others NA | | | |

| 科目ナンバー：(BA)ACC346E | | | |
|---|---------|---------------|-----------|
| Management Accounting B (M) | | OMURA AKIHIRO | |
| Credits: 2 | Year: 3 | Fall Semester | Surugadai |
| 1. Course Outline and Objectives Managerial accounting provides information to managers for use within the organization. It helps managers perform three vital activities – planning, controlling and decision making. Planning involves establishing goals and specifying how to achieve them. Controlling involves gathering feedback to ensure that the plan is being properly executed or modified as circumstances change. Decision making involves selecting a course of action from competing alternatives. Management Accounting A and B introduce the building blocks of management accounting. This includes managerial applications of technical and behavioral aspects of managerial accounting for budget planning, sensitivity analysis, performance management. Taking this course offers students an opportunity to develop their analytical skills and to learn essential management tools for the above-mentioned activities. Management Accounting B introduces budgeting to students. | | | |
| 2. Course Content Session 1 Course Introduction and Reviewing Management Accounting A Session 2 Job Order Costing and Process Costing B 1.1 [Media-based class (On-demand type)] Session 3 Job Order Costing and Process Costing B 1.1 [Media-based class (On-demand type)] Session 4 Job Order Costing and Process Costing B 1.1 [Media-based class (On-demand type)] Session 5 Job Order Costing and Process Costing B 1.1 [Media-based class (On-demand type)] Session 6 Operating Budget B 2.1 [Media-based class (On-demand type)] Session 7 Operating Budget B 2.2 [Media-based class (On-demand type)] Session 8 Operating Budget B 2.3 [Media-based class (On-demand type)] Session 9 Operating Budget B 2.4 [Media-based class (On-demand type)] Session 10 Flexible Budget and Variance Analysis B 3.1 [Media-based class (On-demand type)] Session 11 Flexible Budget and Variance Analysis B 3.2 [Media-based class (On-demand type)] Session 12 Flexible Budget and Variance Analysis B 3.3 [Media-based class (On-demand type)] Session 13 Flexible Budget and Variance Analysis B 3.4 [Media-based class (On-demand type)] Session 14 Revision [Media-based class (On-demand type)] | | | |
| 3. Registration Requirements Registration Requirement: Students are required to have completed foundation courses for Financial Accounting and knowledge that has been acquired in Management Accounting A. The pre-recorded lecture videos will become available before Friday of the relevant week. | | | |
| 4. Course Preparations Pre-recorded lectures and the lecture slides are available for this course. They will become available via the course website. Students are expected to go through those materials during the relevant week. The sample solutions for the workshop questions will also become available so students are strongly encouraged to attempt those questions. In addition, students are welcome to make queries to the lecturer via email (akihiro_omura@meiji.ac.jp). | | | |
| 5. Textbook (s) NA. | | | |
| 6. Reference Book (s) Journal articles, Management Accounting: Information for Creating and Managing Value (ISBN: 0070997608) | | | |
| 7. How to provide Feedback to assignments By email and other online tools. | | | |
| 8. Assessment Weekly assessment piece/s (50%) and exam/s (50%). Detailed information on the assessment pieces and the exam will be provided by the lecturer on the first week of the semester. | | | |
| 9. Others NA | | | |

| 科目ナンバー：(BA)MAN271E | | | |
|---|---------|-----------------|-----------|
| Introduction to Public Management | | KIKUCHI MASAO | |
| Credits: 2 | Year: 3 | Spring Semester | Surugadai |
| <p>1. Course Outline and Objectives</p> <p><Outline></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><Objectives></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><Message for International Exchange Students></p> <p>Your active participation in the class, and interaction with Meiji students are highly appreciated.</p> | | | |
| <p>2. Course Content</p> <p>Week 1 : Course Introduction</p> <p>Week 2 : Understanding Public Management and Governance</p> <p>Week 3 : Models of Public Administration and Management</p> <p>Week 4 : Models of Central Local Relations</p> <p>Week 5 : Public Participation and Involvement</p> <p>Week 6 : Financial Management in Public Sector Organizations</p> <p>Week 7 : Marketing and Quality Management in Public Sector</p> <p>Week 8 : Group Work: Team Building</p> <p>Week 9 : Group Work and Mentoring</p> <p>Week 10 : Group Work and Mentoring</p> <p>Week 11 : Group Work and Mentoring</p> <p>Week 12 : Group Work and Mentoring</p> <p>Week 13 : Group Work Presentation</p> <p>Week 14 : Group Work Presentation and Overview of the Course</p> <p>*Course contents and class order may change.</p> | | | |
| <p>3. Registration Requirements</p> <p>※本科目の履修に必要な英語力の目安は、TOEIC 500程度である。 The TOEIC level necessary for registering for this course is <u>around 500</u>.</p> | | | |
| <p>4. Course Preparations</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>5. Textbook (s)</p> <p>There is no required text book.</p> | | | |
| <p>6. Reference Book (s)</p> <p>List of books and papers for references for further learning will be provided in the classes.</p> | | | |
| <p>7. How to provide Feedback to assignments</p> <p>Feedback from the instructor is given in the group working motoring sessions, and in the presentation QA session.</p> | | | |
| <p>8. Assessment</p> <p>Active Class Participation: 30%, Group Work Presentation:30%, Term Paper: 40%</p> | | | |
| <p>9. Others</p> | | | |

| 科目ナンバー：(BA)MAN371E | | | |
|---|---------|-----------------|--------|
| Tourism Management A | | SATO IKU | |
| Credits: 2 | Year: 2 | Spring Semester | Nakano |
| <p>1. Course Outline and Objectives</p> <p>Tourism is a sizable global industry and complex activity which involves various actors and stakeholders. Also, Tourism is one of the most familiar tools to understand diverse culture and social system of a country and to foster global cross-cultural communications between different countries and regions.</p> <p>In the first half of the course, I will provide you an overview of tourism in the world and in Japan. It includes basic concepts, policies, history and key trends etc. The latter half focuses on the issues of tourism management at global, regional and local levels and examines a subject "the role of tourism and dilemma caused by tourism". By the end of this course, students will have broadly understood the critical issues in tourism management today at various scales.</p> | | | |
| <p>2. Course Content</p> <p>Week 1 : Introduction</p> <p>Week 2 : History of tourism in the world</p> <p>Week 3 : History of tourism in Japan</p> <p>Week 4 : Understanding tourism in the world (1) : The role of UNWTO and global tourism today</p> <p>Week 5 : Understanding tourism in the world (2) : UNESCO World Heritage and Tourism</p> <p>Week 6 : Understanding tourism in Japan (1) : Tourism policies and issues</p> <p>Week 7 : Understanding tourism in Japan (2) : Tourism resources -1</p> <p>Week 8 : Understanding tourism in Japan (3) : Tourism resources -2</p> <p>Week 9 : Understanding tourism in Japan (4) : Tourism resources -3</p> <p>Week 10 : The role of tourism and dilemma (1) : Economic issues</p> <p>Week 11 : The role of tourism and dilemma (2) : Environmental issues</p> <p>Week 12 : The role of tourism and dilemma (3) : Social issues</p> <p>Week 13 : The role of tourism and dilemma (4) : Cultural issues</p> <p>Week 14 : Course review & summary</p> | | | |
| <p>3. Registration Requirements</p> <p>As Tourism Management A & B are closely related, it is highly recommended to take both courses as possible.</p> <p>Basic information of the course requirements will be explained in the first class.</p> <p>If absent 5 times or more, you receive a FAIL grade except for documented emergencies. If absent due to documented emergencies, you must contact in advance to the class and then submit the document.</p> <p>If late 3 times, it will be counted as 1 absence.</p> <p>No required TOEFL scores but students are required to study tourism-related vocabularies and technical terms in prior or after class by themselves. Occasionally, short video clips / DVDs in Japanese will be used after explaining the outline in English.</p> | | | |
| <p>4. Course Preparations</p> <p>This course covers a wide range of topics. Students are required to read reference books individually to foster better understanding.</p> | | | |
| <p>5. Textbook (s)</p> <p>No required textbook. (Hand-outs will be uploaded as needed.)</p> | | | |
| <p>6. Reference Book (s)</p> <p>To be introduced in the classes</p> | | | |
| <p>7. How to provide Feedback to assignments</p> <p>At the beginning of the class, some students' comments will be shared to summarize the previous lecture and give feedback.</p> | | | |
| <p>8. Assessment</p> <p>Participation and Reaction papers: 50%</p> <p>Final test: 50%</p> <p>*If absent 5 times or more, you are not allowed to take the final test (you receive F grade). If late 3 times, it will be counted as 1 absence.</p> | | | |
| <p>9. Others</p> <p>The schedule and plan are subject to change due to class size, progress or other factors.</p> | | | |

| 科目ナンバー：(BA)MAN371E | | | |
|--|---------|---------------|----------|
| Tourism Management B | | | SATO IKU |
| Credits: 2 | Year: 2 | Fall Semester | Nakano |
| 1. Course Outline and Objectives This course looks tourism management from two main perspectives; Tourism business management and Tourism destination management. By the end of this course, students will have understood the various mechanisms and actors in tourism business and destination management and how destinations can maximize benefits and minimize negative impacts by managing tourism appropriately in cooperation with tourism stakeholders. Each lecture will provide various concrete examples in Japan and in the world as well. Distinctiveness and common features in Japanese tourism management systems are occasionally discussed in comparison with other countries or regions. | | | |
| 2. Course Content Week 1 : Introduction Week 2 : Tourism business management (1) : Travel industry in the world Week 3 : Tourism business management (2) : Travel industry in Japan Week 4 : Tourism business management (3) : Airline industry in the world Week 5 : Tourism business management (4) : Airline industry in Japan Week 6 : Tourism business management (5) : Airline industry in Japan Week 7 : Tourism business management (6) : Hotel industry in the world Week 8 : Tourism business management (7) : Hotel industry in Japan Week 9 : Tourism destination management (1) : Management to improve destination competitiveness Week 10 : Tourism destination management (2) : Cases in the world and in Japan Week 11 : Tourism destination management (3) : Management to improve destination sustainability Week 12 : Tourism destination management (4) : Cases in the world Week 13 : Tourism destination management (5) : Cases in Japan Week 14 : Course summary & review | | | |
| 3. Registration Requirements As Tourism Management A & B are closely related, it is highly recommended to take both courses as possible. Basic information of the course requirements will be explained in the first class. If absent 5 times or more, you receive a FAIL grade except for documented emergencies. If absent due to documented emergencies, you must contact in advance to the class and then submit the document. If late 3 times, it will be counted as 1 absence. No required TOEFL scores but students are required to study tourism-related vocabularies and technical terms in prior or after class by themselves. Occasionally, short video clips / DVDs in Japanese will be used after explaining the outline in English. | | | |
| 4. Course Preparations This course covers a wide range of topics. Students are required to read reference books individually to foster better understanding. | | | |
| 5. Textbook (s) No required textbook. (Hand-outs will be uploaded as needed.) | | | |
| 6. Reference Book (s) To be introduced in the classes | | | |
| 7. How to provide Feedback to assignments At the beginning of the class, some students' comments will be shared to summarize the previous lecture and give feedback. | | | |
| 8. Assessment Participation and Reaction papers: 50% Final test : 50% *If absent 5 times or more, you are not allowed to take the final test (you receive F grade). If late 3 times, it will be counted as 1 absence. | | | |
| 9. Others The schedule and plan are subject to change due to class size, progress or other factors. | | | |

| 科目ナンバー：(BA)MAN391E | | | |
|---|---------|-----|------------------|
| Business for Social Impact | | | TSUKAMOTO ICHIRO |
| 2単位 | Year: 3 | 春学期 | 駿河台キャンパス |
| 1. Course Outline and Objectives This course deals with potential and challenges of generation of social impact and profit at the same time with using hybrid business model which social enterprises employ typically. Actually, in recent years, under rapid growing sustainable and impact investing market globally, interest in social value-oriented entrepreneurs such as social enterprises and B-Corporations has been radically increased among social impact-seeking investors (social investors or impact investors). In addition, public private partnerships and collaborative governances with the aim of creating social and public value have attracted world-wide interest increasingly, in which social enterprises tend to play vital roles as service providers. For this reason, through this course, students will learn theories, cases and business models with focusing on social entrepreneurship, social impact, value creation, collaborative governance, impact measurement and impact-weighted accounts. This course will help students to design and propose alternative solutions for addressing social problems with using hybrid business model, social value and co-creation perspective and collaborative governance including public-private partnership. <Learning Objectives> The goals of this course are for students to be able to (1) understand socioeconomic and environmental contexts and rationale of current growing "business for social impact" such as social enterprises and B-Corps (2) understand key concepts, theories and business models of social entrepreneurship, social Enterprise and B-Corp (3) understand key concepts and theories of social impact, value creation, co-creation and impact measurement (4) understand the potential and challenges of hybrid business model seeking social impact and profit at the same time with using multi-stakeholders' partnership | | | |
| 2. Course Content <Schedule> [1] Orientation/ Outline of the course [2] Overview of emergence of impact entrepreneurship and impact capitalism [3] Theories of social impact and social value creation with using business methods [4] Theories of co-creation, public value creation and collaborative governance [5] Theories of social entrepreneurship, social enterprise and B-Corp [6] The potential and challenges of business models of generating social impact and profit at the same time [7] Case study of social impact seeking business model in the policy sector of employment [8] Case study of social impact seeking business model in the policy sector of education [9] Case study of social impact seeking business model in the policy sector of healthcare [10] Case study of social impact seeking business model in the policy sector of local regeneration [11] Case study of social impact seeking business model in the policy sector of international development [12] Case study of social impact seeking business model in the policy sector of environmental conservation [13] Measuring and valuing social impact [14] Alternative approaches to accounting both social and economic value in integrated way-the potential and challenges of Impact-weighted Accounts | | | |
| 3. Registration Requirements Students are required to submit topic reports which are posed as assignments by an instructor. In addition to the assignments, students are expected to actively join the discussion during the class. | | | |
| 4. Course Preparations Before an each lesson, students are expected to look through the teaching material uploaded in advance. Following the lesson, students will need to review lesson content and to further extend observations using materials that have been distributed via Oh-o! Meiji. | | | |
| 5. Textbook (s) In this course, the specific textbook will not be used. Instead, in every lessons, teaching materials will be uploaded on the Oh-o! Meiji's Classweb in advance, in the morning of the lesson date at the latest. | | | |
| 6. Reference Book (s) In this course, in every lessons, useful publications, statistics and websites will be shown within the references of the material. Following publications are also useful to you although you don't need to purchase them. Cohen, R.(2020) Reshaping Capitalism to Drive Real Change: IMPACT. London: Ebury Press. Dees,J.G., Emerson, J. and Economy, P.(2001) <i>Enterprising Nonprofits</i> . New York: John Wiley & Sons,INC. Honeyman,R.and Jana, T.(2014) <i>The B Corp Handbook</i> . Oakland: BK. Kerlin,J.A.(ed).(2009) <i>Social Enterprise Global Comparison</i> . Medford: Tuft University Press. | | | |
| 7. How to provide Feedback to assignments The comments on the assignments are delivered to students who submit them via Oh-o! Meiji. | | | |
| 8. Assessment <Methods of Evaluation and Grading Criteria> In this course, five topic reports will be posed as assignments every two weeks. -five topic reports (more than 500 words per report), weighted 20% each-100% in total Evaluation will be based on following criteria. (20-16 points) -Very clear understanding of the topic which was taught -Observes data correctly, and provides an analytic description of it -Expression own opinions logically, developing what has been taught in class. (15-11 points) -Clear understanding of the topic which was taught. -Observes data correctly, and provides an accurate description of it -Express own opinions, based on what has been taught in class. (10- 6 points) -Insufficient understanding of the topic which was taught -Observes most data, and provides a reasonable description of it -Provides a relevant summary of what has been taught in class (5- 1 points) -Very poor understanding of the topic which was taught -Observes some data, and provides a reasonable description of it -Describe some of what has been taught in class | | | |
| 9. Others | | | |

| | | | |
|---|---------|-----------------|-----------|
| 科目ナンバー：(BA)MAN371E | | | |
| International Development | | TAKAYANAGI AKIO | |
| Credits: 2 | Year: 3 | Fall Semester | Surugadai |
| 1. Course Outline and Objectives Course Summary This course focuses on issues around international development and development cooperation with the Sustainable Development Goals (SDGs) in mind. First, we will quickly overview the history of international development theories. Then, we will examine various issues in international development with the SDGs in mind. Finally, we will look into international development cooperation by different actors, governments, NGOs/civil society organizations, and partnership between different actors. As the number of students taking this course is not expected to be large compared to the parallel course taught in Japanese, this course will emphasize in-class discussion, IN ENGLISH. Goals - To deepen understandings on SDGs. - To understand the current challenges in different international development agenda and international development cooperation - To enhance students' capacity to discuss global issues, especially those related to SDGs, in English | | | |
| 2. Course Content Session 1 : Introduction Session 2 : Understanding sustainable development and SDG s Session 3 A quick overview of international development theories since the end of the WW II Session 4 : Poverty and Hunger Session 5 : Quality Education Session 6 : Health Session 7 : Gender and Development Session 8 : Climate crisis and international development Session 9 : Official Development Assistance (ODA):: Global trends Session 10: Japan's program Session 11: Roles of NGOs/CSOs in international development Session 12: Redefining the roles of Northern and International NGOs/CSOs Session 13: "Partnership" between governments and CSOs in international development cooperation Session 14: The future of development cooperation | | | |
| 3. Registration Requirements - Students are required to actively participate in discussions. - 日本人学生が受講者の2/3以上だった場合は、英語と日本語の概念の違いなどを日本語で説明する時間を設けることもあります。 | | | |
| 4. Course Preparations - To read the relevant chapters of the Sustainable Development Goals Report 2023 (listed as a reference below) and other resources. - To access websites of UN agencies, OECD-DAC and other organizations working on international development | | | |
| 5. Textbook (s) No textbook | | | |
| 6. Reference Book (s) Sustainable Development Goals Report 2024, To be published by the UN in July 2024 Introduction to International Development, P. Haslm et al. eds. (Oxford Univ. Press, 2021) | | | |
| 7. How to provide Feedback to assignments - In the final session, students are required to do oral presentation on outline of the final essay. | | | |
| 8. Assessment - Final Essay 75%, In-class participation: 25% | | | |
| 9. Others 期末レポートは英語・日本語どちらで提出してもよい。 Students can write their final essay either in English or Japanese. | | | |

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

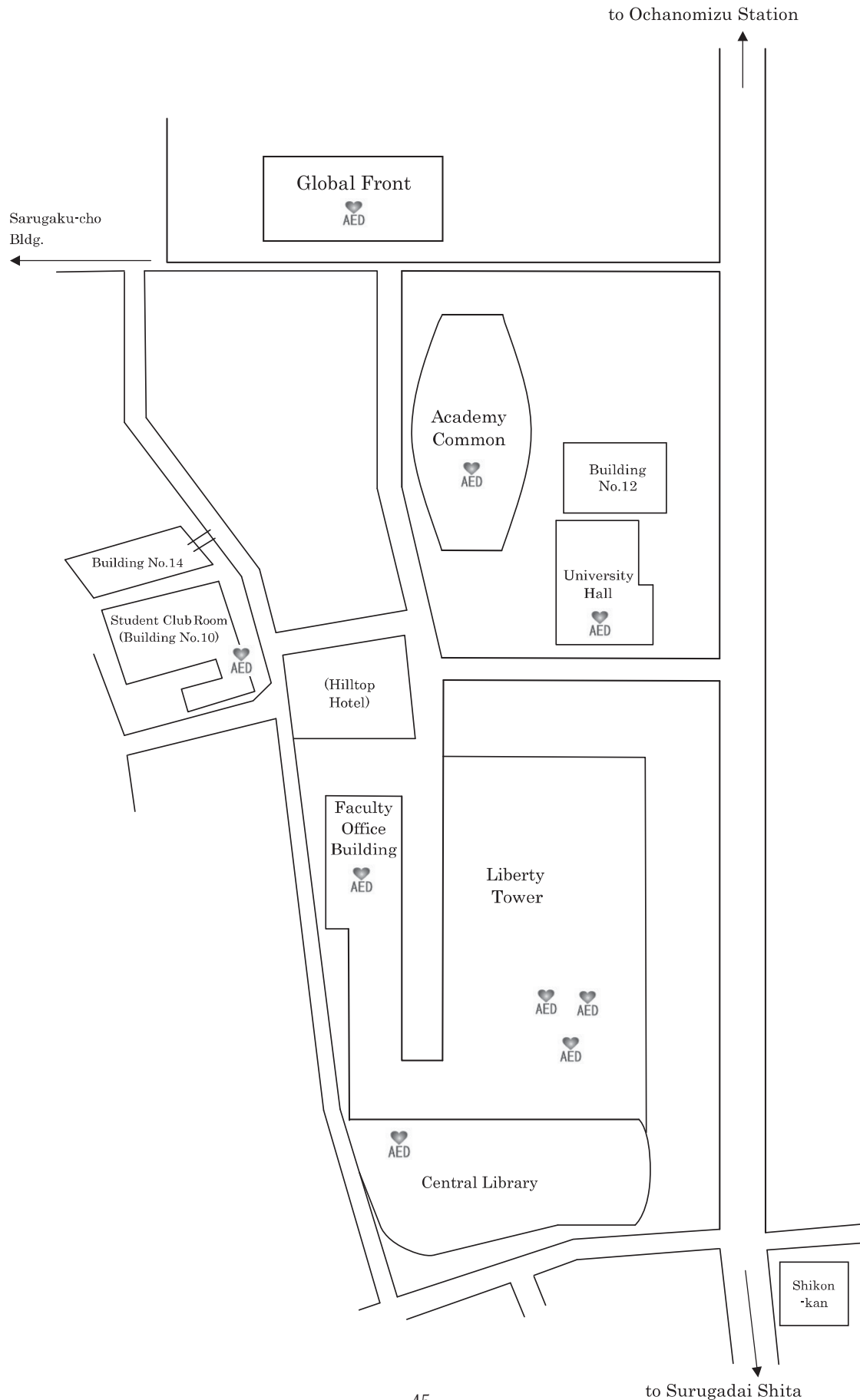
| Course Classification | Teaching Hours | Self-study hours | Total Required Study hours for 1 unit |
|---|-------------------|-------------------|---------------------------------------|
| Lectures/seminars | 15 hours/semester | 30 hours/semester | 45 hours/semester |
| Laboratory work, field studies, 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.

Campus Map and Classroom Information

1. Surugadai Campus

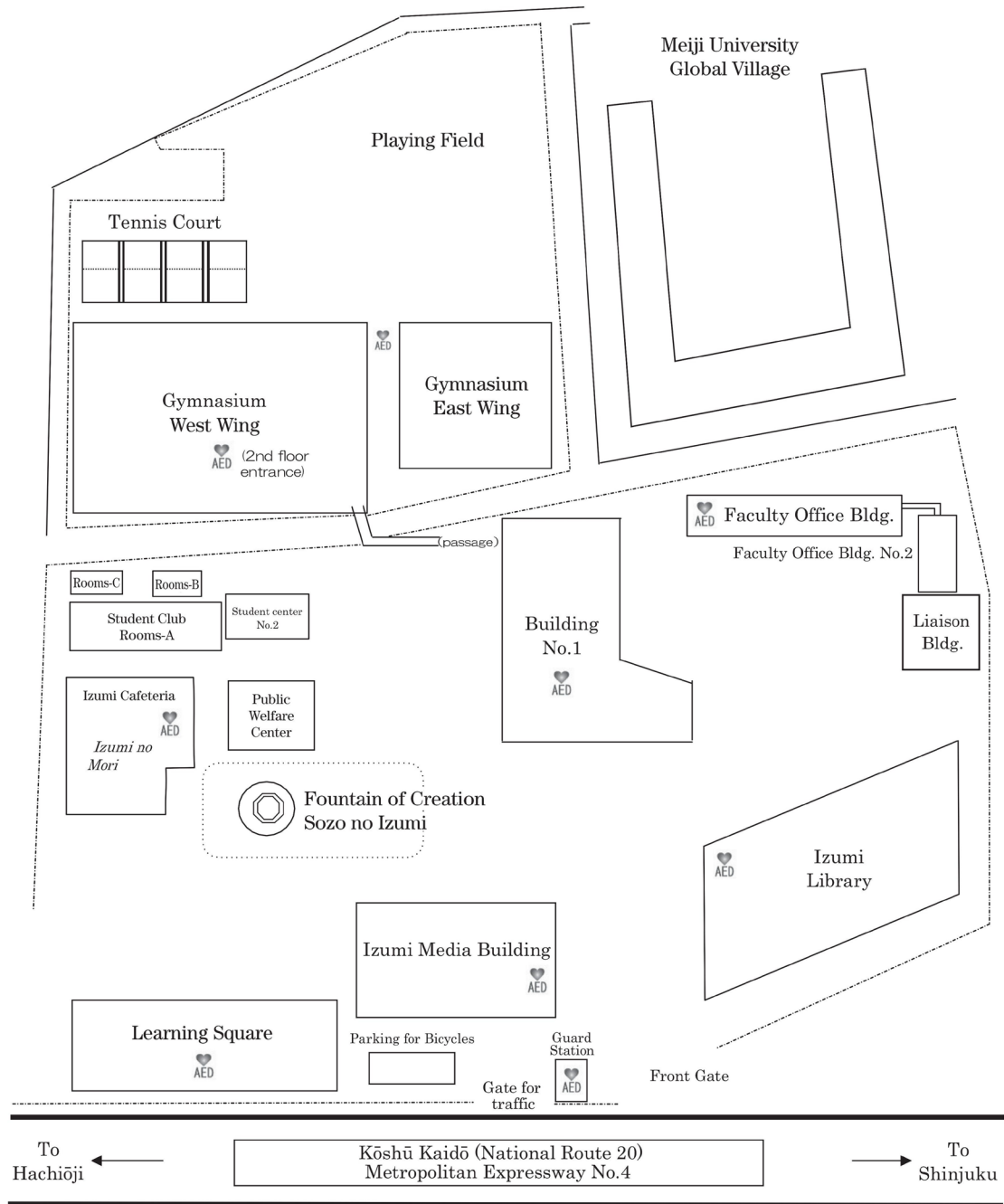


Surugadai Campus Classroom Information List

| 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 | 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 | Yoshiroza Entrance, Information Square Lounge Ivy, Lounge Purple, 1021, 1022 | | 5F | Graduate School Office, Lecturers' Common 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 | |
| | | | | 7F | Conference Room C3, Conference Room C4 | |
| | 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 | | 10F | 410A-410E, 410N, 410P, 410F | |
| | | | | 11F | 411A-411K | |
| | 5F | Academic Affairs Office School of Business Administration Office School of Information and Communication Office Liberty Tower No. 2 and No. 3 Conference Rooms | | 12F | 412A-412H | |
| | | | | 13F | 413A-413G | |
| | 6F | 1061-1065 Liberty Tower No. 4 and No. 5 Conference Rooms | | 14F | 414A-414K | |
| | | | | 15F | 415A-415L | |
| | 7F | 1071-1076 | | 16F | Meiji Institute for Global Affairs (MIGA) | |
| | 8F | 1081-1089 | | 17F | GLOBAL LOUNGE, Conference Room C5, Conference Room C6 | |
| | 9F | 1091-1098 | | University Hall | 1F | Student Orientation Center |
| | 10F | 1101-1108 | | | 2F | Employment Career Support Center, Health Clinic Students Counseling Office |
| | 11F | 1111-1118 | 3F | | Campus Harassment Consultation Room, Teaching Staff Union Teaching Staff Hall, Conference Room 1, Conference Room 2 | |
| | 12F | 1121-1128 | 4F | | Finance Office, Property and Facilities Office | |
| | 13F | 1131-1138 | 6F | | Personnel Office, Health Insurance Association | |
| | 14F | 1141-1148 | 8F | | Conference Room 3, Conference Room 4 | |
| | 15F | 1151-1158 | Building No.12 | | 3F | System Planning Office |
| | 16F | 1161-1168 | | | 4F | Building 12 Faculty Waiting Room, 2041 Media Seminar Room |
| 17F | Students Dining Room (Sky Lounge Akatsuki) | 5F | | | 2052 Media Room, 2053 Media Room, 2054 New Education Laboratory | |
| 19F | Certification Courses Office | 6F | | | 2061, 2062, 2063 Media Room, 2064 Media Room | |
| 21F | 1211-1214 | 7F | | | Media Library, Terminal Room for Teaching Staff Support Desk, Media Support Office | |
| 23F | Tatsuo Kishimoto Memorial Hall, Saloon San, Kozou Miyagi Memorial Hall, Misao Yashiro Memorial Hall | 8F | | Media Study Room 1, Media Study Room 2 | | |
| | | 9F | | 2091, 2093 Media Seminar Room, 2094 Media Room Media Support Conference Room | | |
| Academy common | B2 | Museum | | 10F | 2101-2103 | |
| | B1 | Museum, University History Exhibit Room Aku Yu Memorial Hall | | 11F | Ubiquitous Education Promotion Office, Studio, Edit Room 2121, 2122 CALL Room, 2123 Media Room, 2124 Media Room | |
| | 2F | A1-A6 Conference Rooms | | 12F | Library Management Office | |
| | 3F | Academy Hall | 1F | Library Management Office | | |
| | 6F | | 2F | Consultation room | | |
| | 7F | Center for Clinical Psychology | 3F | Inspection Office, Venue Rental Reception | | |
| | 8F | 308A-308G, A7 Conference Room, A8 Conference Room | 4F | Office of Faculty Office Building | | |
| | 9F | 309A-309J, A9 Conference Room | Faculty Office Building | 1F | National Examination Support Office (Legal Institute Office) (Accounting Institute Office) | |
| | 10F | Professional Graduate School Office Faculty Waiting Room 310A-310L | | 2F | National Examination Support Office (Administration Institute Office) | |
| | | | | 3/4F | National Examination Support Office | |
| | 11F | Community Relations Office 311A-311J | Sarugaku-cyo Bldg. No.1 | 3F | History / Geography Collaborative Training Room Archaeology Practice Room, Geography Practice Room | |
| Sarugaku-cyo Bldg. No.2 | Sarugaku-cyo Bldg. No.3 | 4F | | Psychosociology Practice Room | | |
| | | 1F | Personal Study Room and Office | | | |
| Sarugaku-cyo Bldg. No.3 | Sarugaku-cyo Bldg. No.3 | 2F | Personal Study Room | | | |

| | Locations | Floor |
|---------------|--|-------|
| AED Locations | Liberty Tower (inside Sports Promotion Office) | 3F |
| | Liberty Tower (next to Liberty Hall) | 1F |
| | Liberty Tower (Sports Hall Entrance) | B3F |
| | Liberty Tower (outside of cafeteria) | 17F |
| | Reference Area, Central Library, Liberty Tower | 1F |
| | University Hall | 1F |
| | Entrance Hall, Academy Common | 1F |
| | Guard Station, Faculty Office Building | 1F |
| | Building No. 10 | 3F |
| | Guard Station, Global Front | 1F |

2. Izumi Campus



| | | |
|---------------|---|----|
| AED locations | Guard Station | - |
| | Gymnasium West Wing | 2F |
| | Passage between Gymnasium East Wing and West Wing | 1F |
| | Building No. 1 | 1F |
| | Learning Square | 1F |
| | Izumi Media Building | 1F |
| | Izumi Library | 1F |
| | Izumi Cafeteria (Izumi no Mori) | 1F |
| | Faculty Office Bldg. | 1F |

Izumi Campus Classroom Information List

| Bldg | Floor | Room etc. | Bldg | Floor | Room etc. | |
|-----------------|---|--|---|---|--|--|
| Building No. 1 | B1F | 001-004, 006 Classroom, 007, 008, Natural Science Experiment Preparation Room, Experiment Theater | Liaison Building | 1F | L1-L3, L5, L6 | |
| | | Izumi Volunteer Center | | 2F | National Examination Guidance Office Legal / Accounting / Administration | |
| | | Graduate School Students Joint Research Room | | | Institute Self-Schooling Room, Seminar Room, Lecture Room, Discussion Room Faculty Waiting Room | |
| | 1F | Izumi Academic Affairs Office | Gymnasium | West Wing | 1F | Pool, Sports Room B (Kendo Hall) Sports Room C (Judo Hall) Climbing wall Sumo Hall, Weight Lifting Hall |
| | | School of Law Office, School of Commerce Office School of Political Science and Economics Office School of Arts and Letters Office | | | | 2F |
| | | School of Business Administration Office School of Information and Communication Office Graduate School Office | | | 3F | |
| | | Certification Courses Office (Izumi Branch Office) Izumi Student Support Office Izumi Campus Office | | | 4F | Running Road |
| | | International Student Office (Student Support, Study Abroad) | | Outside | Golf Practice Range | |
| | | Employment Career Support Center | | 3F | Meijium Lounge | |
| | | International Lounge | | 2F | Meeting Room A/B | |
| | 2F | 202-206, 208-214 | Faculty Office Building, Faculty Office Building No. 2 | 1F | Office of Faculty Office Bldg. Faculty Waiting Room Research Promotion and Intellectual Property Office (Izumi Branch) Inspection Room Conference Room 1-4 | |
| | | Students Counseling Room, Health Clinic Izumi Graduate School Student Common Room | | | 2F | Private laboratory |
| | | 3F | | | 301-317 | 3F |
| 4F | | 401-415 | | Izumi Library | 1F | Izumi Library Office Reference Counter Library Hall Salon Information Literacy Room |
| 5F | 501-513 | 2F | Reading Seat Communication Lounge Reading room | | | |
| 6F | No. 1 Conference Room, No. 2 Conference Room Teaching Staff Hall | | 3F | | | Reading Seat AV Booth |
| | | Izumi Media Building | 1F | Media Library (M101) Izumi Support Desk Izumi Media Support Office (M102) Terminal Room for Teaching Staff (M103) Faculty Waiting Room (M105) | | 2F |
| 2F | Media Laboratory (M201) CALL Classroom (M202) CALL Study Room (M203) Media Study Room (M204) | | | | | |
| | 3F | | | M301-M306 | 3F | Reading Seat AV Booth |
| 4F | M401-M406 M407-M409 (Media Classroom) M410 (Call room) M411-M414 (Media Classroom) | | Reading Seat | | | |
| | 5F | | M501-M518, Lounge | Reading Seat | | |
| | 6F | | M601-M618 | Reading Seat | | |
| Learning Square | 7F | | M701-M720 | 4F | Reading Seat | |
| | 1F | LS101, GB1-1 | Reading Seat | | | |
| | 2F | LS201-206, GB2-1- 2-3, 2F Agora | 3F | | Reading Seat | |
| | | LS301-LS306, GB3-1 - 3-4 | | | Reading Seat | |
| | 3F | Izumi Learning Support Space (Izumi Leaning Support Corner) | 4F | | Reading Seat | |
| | 4F | LS401-LS408, 4F Agora, Faculty Waiting Room | | | Reading Seat | |
| | 5F | LS501-LS506, GB5-1 | 6F | | Reading Seat | |
| 6F | LS601-LS607, GB6-1 | Reading Seat | | | | |
| 7F | LS701-LS706, GB7-1, 7-2 | 7F | Reading Seat | | | |
| | | | Reading Seat | | | |

※GB: Group classroom

Agora: Lounge area that can be reserved