

**2023**

**School of Business Administration**

# SYLLABUS

**MEIJI UNIVERSITY**

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## 2023 Academic Year Schedule

Spring Semester		April 1 (Sat.)	~	September 19 (Tue.)
Entrance Ceremony		April 7 (Fri.)		
Orientation		April 1 (Sat.)	~	April 7 (Fri.)
Course Terms		April 8 (Sat.)	~	July 21 (Fri.)
	First Half Intensive Course (S1) *	April 8 (Sat.)	~	June 2 (Fri.)
	Second Half Intensive Course (S2) *	June 3 (Sat.)	~	July 21 (Fri.)
Temporary Closure (No Classes)		May 1 (Mon.)	.	May 2 (Tue.)
Classes Held on the Holiday (1)		July 17 (Mon.)		[Marine Day]
Make-Up Classes (1)	*Held on Periods Available on Saturdays	May 13 (Sat.)	.	May 20 (Sat.)
Make-Up Classes (2)	*Held on Periods Available on Saturdays	July 1 (Sat.)	.	July 8 (Sat.)
Final Examinations	*Include the Days in Reserve	July 22 (Sat.)	~	July 31 (Mon.)
Summer Break		August 1 (Tue.)	~	September 19 (Tue.)
Fall Graduation Ceremony		September 19 (Tue.)		
Fall Semester		September 20 (Wed.)	~	March 31 (Sun.)
Fall Entrance Ceremony		September 19 (Tue.)		
Orientation		September 15 (Fri.)		
Course Terms		September 20 (Wed.)	~	January 23 (Tue.)
	First Half Intensive Course (F1) *	September 20 (Wed.)	~	November 14 (Tue.)
	Second Half Intensive Course (F2) *	November 15 (Wed.)	~	January 23 (Tue.)
Classes Held on the Holiday (1)		September 23 (Sat.)		[Autumnal Equinox Day]

Classes Held on the Holiday (2)		October 9 (Mon.)	[Sports Day]
Make-Up Classes (1)	*Held on Periods Available on Saturdays	October 21 (Sat.)	October 28 (Sat.)
Make-Up Classes (2)	*All Day, Only Make-Up Classes will be Held	January 19 (Fri.)	
Make-Up Classes (3)	*All Day, Only Make-Up Classes will be Held	January 23 (Tue.)	
University Festival Week	*No Classes During This Period	November 1 (Wed.)	~ November 7 (Tue.)
Meiji Festival ("Meidaisai")		November 3 (Fri.)	~ November 5 (Sun.)
Ikuta Meiji Festival ("Ikumeisai")		November 3 (Fri.)	~ November 5 (Sun.)
University Foundation Memorial Holiday		November 1 (Wed.)	
Temporary Closure (No Classes)		January 13 (Sat.)	
Winter Break		December 25 (Mon.)	~ January 7 (Sun.)
University Foundation Day		January 17 (Wed.)	
Final Examinations	*Include the Days in Reserve	January 24 (Wed.)	~ February 3 (Sat.)
Spring Break		February 4 (Sun.)	~ March 31 (Sun.)
Graduation Ceremony		March 26 (Tue.)	

\*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.

# 2023 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	30	
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)

Second Half Intensive Course (S2)

## 【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	27	28
	29	30	31				
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	29		
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						

First Half Intensive Course (S1)

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 (Include the Reserve Days)
-  University Festival Week

\*No classes at all the campuses

The Number of Classes

14 14 14 14 14 14

-  Temporary Closure (No Classes)
-  Make-Up Classes (Held on Periods Available on Saturdays)
-  All Day, Only Make-Up Classes are held (Only in Fall Semester)

Meidaisai: November 3 (Fri.)~5 (Sun.)

Ikumeisai: November 3 (Fri.)~5 (Sun.)

## Timetable

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

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

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

## List of Courses 2023

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]	Tue	4	2	GREAT
Izumi	Global Issues A [Wash Ian]	Global Issues B [Wash Ian]	Thu	3	2	GREAT
Izumi	Global Issues A [Moreau]	Global Issues B [Moreau]	Fri	3	2	GREAT
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 [Moreau]	Liberal Arts Seminar in Foreign Languages B [Moreau]	Tue	4	2	GREAT
Izumi	Liberal Arts Seminar in Foreign Languages A [Duplice John]	Liberal Arts Seminar in Foreign Languages B [Duplice John]	Tue	5	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	1	2	
Izumi	TOEFL Reading [Yamataka]	TOEFL Speaking [Yamataka]	Fri	1	1	
Izumi	TOEFL Listening [Duplice John]		Thu	4	1	
Izumi		TOEFL Writing [Kiernan]	Thu	2	1	
Izumi	TOEFL Preparation A [Yamashita]	TOEFL Preparation B [Yamashita]	Tue	2	1	
Izumi	English Exams A [Kiernan]	English Exams B [Kiernan]	Wed	3	1	
Izumi	Genres of Writing [Kiernan]		Wed	4	1	
Izumi		Speech and Debate [Moreau]	Tue	3	1	
Izumi	Fundamentals of Management A [Ishizuka]	Fundamentals of Management B [Ishizuka]	Tue	5	2	
Izumi	Strategic Business Communication A [Kaneko]	Strategic Business Communication B [Kaneko]	Wed	2	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 2023

Language of Tuition : ENGLISH

Campus	Subject [Lecturer]		Day	Period	Credit	Note
	Spring Semester	Fall Semester				
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	Transcultural Business Communication A [Kaneko]		Fri	3	2	
Surugadai		Japanese Economy [Nagano]	Thu	5	2	
Surugadai	Corporate Social Responsibility [Taka]		Tue	1	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 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 [DASSANAYAKE]	International Management B [DASSANAYAKE]	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 [Omura]	Management Accounting B [Omura]	-	-	2	
Surugadai		Introduction to Public Management [Kikuchi]	Wed	4	2	
Surugadai	Social Impact Investment [Tsukamoto]		Thu	4	2	
Surugadai		International Development [Takayanagi]	Thu	3	2	
Nakano	Tourism Management A [Sato]	Tourism Management B [Sato]	Wed	3	2	

GREAT(Global Resources English Applied Track):Special Curriculum



Timetable 2023 Spring Semester

◆ Izumi Campus  
● Nakano Campus

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
<b>1st period</b> (9:00~10:40)	◆ Liberal Arts Seminar in Foreign Languages C Edamura / 2credits	Corporate Social Responsibility Taka / 2credits	◆ Liberal Arts Seminar in Foreign Languages A Kiernan / 2credits		◆ Liberal Arts Seminar in Foreign Languages C Nagai / 2credits	
			Business Presentation A Lindskoog / 2credits		◆ TOEFL Reading Yamataka / 1credit	
					Innovation Strategy in Japan A Kondo / 2credits	
	Lecturer/Credit					
<b>2nd period</b> (10:50~12:30)	◆ Liberal Arts Seminar in Foreign Languages A Berninger / 2credits	◆ Global Issues A Berninger / 2credits	◆ Liberal Arts Seminar in Foreign Languages A Kiernan / 2credits	◆ Strategic Business Communication A Miyata / 2credits	◆ Basic Accounting A Nakashima / 2credits	
		◆ TOEFL Preparation A Yamashita / 1credits	◆ Strategic Business Communication A Kaneko / 2credits	Special Lectures on Business Management C Nagai / 2credits	Business Presentation A Vaughan / 2credits	
		Transcultural Management A Nagai / 2credits	Business Presentation A Lindskoog / 2credits			
	Lecturer/Credit					
<b>3rd period</b> (13:30~15:10)	International Management A DASSANAYAKE / 2credits	Core Subjects Seminar C Nagai / 2credits	◆ English Exams A Kiernan / 1credits	◆ Global Issues A Wash Ian / 2credits	◆ Global Issues A Moreu / 2credits	
			● Tourism Management A Sato / 2credits		Transcultural Business Communication A Kaneko / 2credits	
					Financial Accounting A Nakashima / 2credits	
	Lecturer/Credit					
<b>4th period</b> (15:20~17:00)		◆ Global Issues A Duplice John / 2credits	◆ Genres of Writing Kiernan / 1credits	◆ TOEFL Listening Duplice John / 1credit	◆ Liberal Arts Seminar in Foreign Languages A Moreau / 2credits	
		◆ Liberal Arts Seminar in Foreign Languages A Moreau / 2credits	Contents Business A Nakatani / 2credits	Internet Business A Takahashi / 2credits		
				Strategic Marketing A Matsuura / 2credits		
	Lecturer/Credit			Social Impact Investment Tsukamoto / 2credits		
<b>5th period</b> (17:10~18:50)	Business Presentation A Azéez / 2credits	◆ Liberal Arts Seminar in Foreign Languages A Duplice John / 2credits		◆ Strategic Business Communication A Lindskoog / 2credits	Comparative Business Management A Kim / 2credits	
		◆ Fundamentals of Management A Ishizuka / 2credits				
Lecturer/Credit						
<b>6th period</b> (19:00~20:40)						
Lecturer/Credit						
<b>On-Demand</b>	Management Accounting A					
Lecturer/Credit	Omura / 2credits					

Please make double check on our intranet, Oh-o! Meiji.

Timetable 2023 Fall Semester

◆ Izumi Campus  
● Nakano Campus

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
<b>1st period (9:00~10:40)</b>	◆ Liberal Arts Seminar in Foreign Languages D Edamura / 2credits		◆ Liberal Arts Seminar in Foreign Languages B Kiernan / 2credits		◆ Liberal Arts Seminar in Foreign Languages D Nagai / 2credits	
			Business Presentation B Lindskoog / 2credits		◆ TOEFL Speaking Yamatata / 1credit	
					Innovation Strategy in Japan B Kondo / 2credits	
	Lecturer/Credit					
<b>2nd period (10:50~12:30)</b>	◆ Liberal Arts Seminar in Foreign Languages B Berninger / 2credits	◆ Global Issues B Berninger / 2credits	◆ Liberal Arts Seminar in Foreign Languages B Kiernan / 2credits	◆ TOEFL Writing Kiernan / 1credits	◆ Basic Accounting B Nakashima / 2credits	
		◆ TOEFL Preparation B Yamashita / 1credits	◆ Strategic Business Communication B Kaneko / 2credits	◆ Strategic Business Communication B Miyata / 2credits	Business Presentation B Vaughan / 2credits	
		Transcultural Management B Nagai / 2credits	Business Presentation B Lindskoog / 2credits	Special Lectures on Business Management D Nagai / 2credits		
	Lecturer/Credit					
<b>3rd period (13:30~15:10)</b>	International Management B DASSANAYAKE / 2credits	◆ Speech and Debate Moreau / 1credits	◆ English Exams B Kiernan / 1credits	◆ Global Issues B Wash Ian / 2credits	◆ Global Issues B Moreau / 2credits	
		Core Subjects Seminar D Nagai / 2credits	● Tourism Management B Sato / 2credits	International Development Takayanagi / 2credits	Financial Accounting B Nakashima / 2credits	
	Lecturer/Credit					
<b>4th period (15:20~17:00)</b>		◆ Global Issues B Duplice John / 2credits	Contents Business B Nakatani / 2credits	Strategic Marketing B Matsuura / 2credits	◆ Liberal Arts Seminar in Foreign Languages B Moreau / 2credits	
	Lecturer/Credit	◆ Liberal Arts Seminar in Foreign Languages B Moreau / 2credits	Introduction to Public Management Kikuchi / 2credits	Internet Business B Takahashi / 2credits		
<b>5th period (17:10~18:50)</b>	Business Presentation B Azeez / 2credits	◆ Liberal Arts Seminar in Foreign Languages B Duplice John / 2credits		◆ Strategic Business Communication B Lindskoog / 2credits	Comparative Business Management B Kim / 2credits	
		◆ Fundamentals of Management B Ishizuka / 2credits		Japanese Economy Nagano / 2credits		
	Lecturer/Credit					
<b>6th period (19:00~20:40)</b>						
Lecturer/Credit						
<b>On-Demand</b>	Management Accounting B Omura / 2credits					
Lecturer/Credit						

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
<b>1. Course Outline and Objectives</b> 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			
<b>2. Course Content</b> 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			
<b>3. Registration Requirements</b> Be able to discuss issues in English			
<b>4. Course Preparations</b> Students will read textbook articles. Students will do vocabulary exercises. Students will make a summary of some readings. Students will prepare for two presentations.			
<b>5. Textbook (s)</b> Active Skills for Reading 4 by Neil J. Anderson (Heinle Cengage Learning/ National Geographic)			
<b>6. Reference Book (s)</b> Have a good English English or Japanese English dictionary (including electronic dictionary).			
<b>7. How to provide Feedback to assignments</b> Teacher will provide feedback to students in class.			
<b>8. Assessment</b> 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%)			
<b>9. Others</b> 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
<b>1. Course Outline and Objectives</b> 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			
<b>2. Course Content</b> 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			
<b>3. Registration Requirements</b> Be able to discuss issues in English.			
<b>4. Course Preparations</b> Students will read textbook articles. Students will do vocabulary exercises. Students will make a summary of some readings. Students will prepare for two presentations.			
<b>5. Textbook (s)</b> Active Skills for Reading 4 by Neil J. Anderson (Heinle Cengage Learning/ National Geographic)			
<b>6. Reference Book (s)</b> Have a good English English or Japanese English dictionary (including electronic dictionary).			
<b>7. How to provide Feedback to assignments</b> Teacher will provide feedback to students in class.			
<b>8. Assessment</b> 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%)			
<b>9. Others</b> 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
<b>1. Course Outline and Objectives</b> 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"> <li>• understand the major functions of international organizations</li> <li>• gain knowledge of how these organizations work with nations and affect the world</li> <li>• take part in discussions on global issues</li> </ul>			
<b>2. Course Content</b> 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 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 : Group Presentations Week 14 : Course Review+Exam			
<b>3. Registration Requirements</b> 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.			
<b>4. Course Preparations</b> Please have a good learner dictionary—this may be either electronic or paper-based.			
<b>5. Textbook (s)</b> None			
<b>6. Reference Book (s)</b> Handouts, the Internet, O-oh Meiji! system			
<b>7. How to provide Feedback to assignments</b> The final exam will be held on the last day of classes. All papers will be submitted on Oh-o! Meiji system.			
<b>8. Assessment</b> 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))			
<b>9. Others</b> 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
<b>1. Course Outline and Objectives</b> 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"> <li>• understand the major functions of trade and commerce in the world</li> <li>• gain knowledge of how trade affects nations and the world</li> <li>• take part in discussions on global issues</li> </ul>			
<b>2. Course Content</b> 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 group project Week 13 : Group Presentations Week 14 : Course Review+Exam			
<b>3. Registration Requirements</b> 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			
<b>4. Course Preparations</b> 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.			
<b>5. Textbook (s)</b> none			
<b>6. Reference Book (s)</b> Handouts, the Internet, O-oh Meiji! system			
<b>7. How to provide Feedback to assignments</b> 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.			
<b>8. Assessment</b> 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))			
<b>9. Others</b> 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
<b>1. Course Outline and Objectives</b> <summary> In this course we will focus on researching and critically understanding the 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 research issues such as poverty, gender issues, health, education, human rights, environmental issues, as well as issues connected to labor. Students will research and share information about various issues in class discussions, and will give short presentations based on the information that they have researched. <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 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 researching, and critical thinking skills.			
<b>2. Course Content</b> 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 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. Sharing project information. Working on outlines and PowerPoints Week 12. Individual presentations and discussions Week 13. Individual presentations and discussions Week 14. a. Final Test                                  b. Course Wrap-up			
<b>3. Registration Requirements</b> 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.			
<b>4. Course Preparations</b> 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 A4 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.			
<b>5. Textbook (s)</b> 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.			
<b>6. Reference Book (s)</b> None			
<b>7. How to provide Feedback to assignments</b> 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.			
<b>8. Assessment</b> Class Participation, discussions, reflection writing    20% Project #1 research notes and presentation    25% Project #2 research notes and presentation    25% Midterm test    15% Final test    15%			
<b>9. Others</b> None			

科目ナンバー：(BA)SOC191E			
Global Issues B 【GREAT】			MOREAU, ROBERT
Credits: 2	Year: 1	Fall Semester	Izumi
<b>1. Course Outline and Objectives</b> <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. <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 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 researching, and critical thinking skills.			
<b>2. Course Content</b> 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. Sharing project information. Working on outlines and PowerPoints Week 12. Individual presentations and discussions Week 13. Individual presentations and discussions Week 14. a. Final Test                                  b. Course Wrap-up			
<b>3. Registration Requirements</b> 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.			
<b>4. Course Preparations</b> 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 A4 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.			
<b>5. Textbook (s)</b> 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.			
<b>6. Reference Book (s)</b> None			
<b>7. How to provide Feedback to assignments</b> 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.			
<b>8. Assessment</b> Class Participation, discussions, reflection writing    20% Project #1 research notes and presentation    25% Project #2 research notes and presentation    25% Midterm test    15% Final test    15%			
<b>9. Others</b> None			



科目ナンバー：(BA)SOC191E			
Global Issues A 【GREAT】			WASH, IAN
Credits: 2	Year: 1	Spring Semester	Izumi
<b>1. Course Outline and Objectives</b> <b>Course outline</b> 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. <b>Learning objectives</b> 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.			
<b>2. Course Content</b> 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			
<b>3. Registration Requirements</b> To be confirmed			
<b>4. Course Preparations</b> <b>Overview of activities</b> <ul style="list-style-type: none"> <li>• Reading assignments using authentic texts</li> <li>• Multi-media listening activities using authentic broadcasts</li> <li>• Summarising and reporting in oral and written forms</li> <li>• Mini-presentations</li> <li>• Group discussions</li> <li>• Fluency-building</li> <li>• Collaborative learning tasks</li> </ul>			
<b>5. Textbook (s)</b> No textbook			
<b>6. Reference Book (s)</b> No textbook			
<b>7. How to provide Feedback to assignments</b> On lecture slides			
<b>8. Assessment</b> <ul style="list-style-type: none"> <li>• Active participation: 30%</li> <li>• Classwork and homework (mini-presentations, discussions, reflection papers, etc) : 40%</li> <li>• Student article share worksheets: 30%</li> </ul>			
<b>9. Others</b> [b]Homework policy[/b] 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
<b>1. Course Outline and Objectives</b> <b>Course outline</b> 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. <b>Learning objectives</b> 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.			
<b>2. Course Content</b> 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			
<b>3. Registration Requirements</b> To be confirmed			
<b>4. Course Preparations</b> <b>Overview of activities</b> <ul style="list-style-type: none"> <li>• Reading assignments using authentic texts</li> <li>• Multi-media listening activities using authentic broadcasts</li> <li>• Summarising and reporting in oral and written forms</li> <li>• Mini-presentations</li> <li>• Group discussions</li> <li>• Fluency-building</li> <li>• Collaborative learning tasks</li> </ul>			
<b>5. Textbook (s)</b> No textbook			
<b>6. Reference Book (s)</b> No textbook			
<b>7. How to provide Feedback to assignments</b> On lecture slides			
<b>8. Assessment</b> <ul style="list-style-type: none"> <li>• Active participation: 30%</li> <li>• Classwork and homework (e.g. mini-presentations, discussions, reflection papers) : 40%</li> <li>• Student article share worksheets: 30%</li> </ul>			
<b>9. Others</b> [b]Homework policy[/b] 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)IND112E																	
Liberal Arts Seminar in Foreign Languages A																	
KIERNAN, PATRICK・DUPLICE, JOHN・MOREAU, ROBERT・BERNINGER, GEROGE																	
Credits: 2	Year: 1	Spring Semester	Izumi														
<b>1. Course Outline and Objectives</b> 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.																	
<b>2. Course Content</b> Week1 Introduction, Part A Self-efficacy: Managing your Success as a Student, Chapter 1 Success as a student: Take charge of your success Week2 Chapter 1 Success as a student Week3 Chapter 2 Gaining the most from your course: Engage, Enjoy, Excel Week4 Chapter 2 Gaining the most from your course: Engage, Enjoy, Excel Week5 Chapter 3 Employability and preparing for your future Week6 Chapter 3 Employability and preparing for your future Week7 Chapter 4 Successful study: Intelligence, strategy and personalized learning Week8 Mid-term listening test, Chapter 4 Successful study: Intelligence, strategy and personalized learning Week9 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																	
<b>3. Registration Requirements</b> 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。)																	
<b>4. Course Preparations</b> 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.																	
<b>5. Textbook (s)</b> The Study Skills Handbook, 5th edition, by Stella Cottrell, macmillan study skills																	
<b>6. Reference Book (s)</b> 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.																	
<b>7. How to provide Feedback to assignments</b> Feedback will be given through grades or comments, or both.																	
<b>8. Assessment</b> <table border="0"> <tr> <td>Attendance &amp; Class participation</td> <td>20</td> </tr> <tr> <td>CV &amp; Personal Statement</td> <td>15</td> </tr> <tr> <td>MSBA English lecture note-taking &amp; response</td> <td>10</td> </tr> <tr> <td>Individual presentation</td> <td>15</td> </tr> <tr> <td>Mid-term listening test</td> <td>15</td> </tr> <tr> <td>Final test (incl. listening test)</td> <td>25</td> </tr> <tr> <td></td> <td>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
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<b>9. Others</b>																	

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																
<b>1. Course Outline and Objectives</b> 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.																			
<b>2. Course Content</b> Week1 Introduction, Part B Academic, People, and Task Management Skills, Chapter 18 Memory Week2 After-summer listening test, Chapter 18 Memory Week3 Chapter 8 Working with others: Collaborative study Week4 Chapter 8 Working with others: Collaborative study Week5 Chapter 9 Developing cultural competence: Learning in diverse and international contexts Week6 Chapter 9 Developing cultural competence: Learning in diverse and international contexts Week7 Chapter 10 Effective reading and note-making Week8 Mid-term test, Chapter 10 Effective reading and note-making Week9 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																			
<b>3. Registration Requirements</b> 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。)																			
<b>4. Course Preparations</b> 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.																			
<b>5. Textbook (s)</b> The Study Skills Handbook, 5th edition, by Stella Cottrell, macmillan study skills																			
<b>6. Reference Book (s)</b> 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.																			
<b>7. How to provide Feedback to assignments</b> Feedback will be given through grades or comments, or both.																			
<b>8. Assessment</b> <table border="0"> <tr> <td>After-summer listening test</td> <td>10</td> </tr> <tr> <td>Attendance &amp; Class participation</td> <td>10</td> </tr> <tr> <td>MSBA English lecture summary &amp; response</td> <td>10</td> </tr> <tr> <td>1st year-Portfolio</td> <td>20</td> </tr> <tr> <td>Group presentation</td> <td>10</td> </tr> <tr> <td>Mid-term test (incl. listening test)</td> <td>20</td> </tr> <tr> <td>Final test (incl. listening test)</td> <td>20</td> </tr> <tr> <td></td> <td>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																		
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Group presentation	10																		
Mid-term test (incl. listening test)	20																		
Final test (incl. listening test)	20																		
	100																		
<b>9. Others</b>																			

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</p> <p>THEME: What's The Good Thing To Do?</p> <p>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</p> <p>Week1 Introduction to the Course  Week2 Personal Stories with Relatives and Friends I  Week3 Personal Stories with Relatives and Friends II  Week4 Personal Stories with Relatives and Friends III  Week5 Personal Stories within Communities I  Week6 Personal Stories within Communities II  Week7 Personal Stories within Communities III  Week8 Stories of the Current Politics I  Week9 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</p> <p>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</p> <p>Students will be asked to pre-read the materials that the presenters provided in Oh-o! Meiji.</p>			
<p>5. Textbook (s)</p> <p>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</p> <p>Feedback for reaction papers will be provided in sessions.</p>			
<p>8. Assessment</p> <p>Attendance &amp; 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</p> <p>THEME: Introduction to Philosophy</p> <p>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</p> <p>Week1 Introduction to the Course  Week2 Apology and Crito (Plato)  Week3 Republic I (Plato)  Week4 Republic II (Plato)  Week5 Nicomachean Ethics I (Aristotle)  Week6 Nicomachean Ethics II (Aristotle)  Week7 Discourse on the Method (Descartes)  Week8 Meditations (Descartes)  Week9 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</p> <p>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</p> <p>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)</p> <p>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</p> <p>Feedback for reaction papers will be provided in sessions.</p>			
<p>8. Assessment</p> <p>Attendance &amp; 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
<b>1. Course Outline and Objectives</b> THEME : Basic Seminar Course Description This course is designed for the freshman (1st year student) to learn how to learn in college, especially in relationship with the future career development. It aims to develop the knowledge and skills to find, collect and analyze the information resources for the future career design. Style of class management for this course is "active learning" which means "learning by doing". It is necessary to involve actively in class discussions, group activities and projects. Each student will give an individual presentation of introducing the company "ME" as the final product for this course. Objectives of the Course *Learn how to learn *Gain the competence for collecting, analyzing, and presenting data. *Start designing the future career from the beginning!			
<b>2. Course Content</b> Session 1: Knowing yourself and the career fits to you *What and how should you learn in college? *College is the place to develop your assets for future career. *Don't be decided your future by the others but design it by yourself! *Knowing yourself is the first step to open the gate for the bright future. Session 2: Develop your network *Knowing others to develop a chance for the collaboration. *Teamwork=Collaboration + Empowerment + Commitment *Design your team Logo" and promotion" poster. Session 3: Presentation of the team poster *What are the characteristics of the members and sales points of the team? *Who are the celebrities who possess the same personality type as your team members? *Each team gives a 7 min. team presentation. Session 4: Let's start thinking about your career *What is the career and what is that for? *Watch the video talking about one's career development. Session 5: Search the type of careers matched with your personality *Holland's Six basic type of personality (RIASEC) *Assess your RIASEC type *Discuss the results with the people who possess the same type as yours. Session 6: Presentation by RIASEC teams *Type of jobs that your team members are commonly interested in. *Career planning to catch a star. *Each team gives a 7 min. team presentation. Session 7: "Knowing about the MU's educational resources" *Search for the MU's educational resources that help to develop your career. *Organize the research findings by "mandarant". Session 8: Individual consultation Progress of individual progress will be reviewed by individual consultation. Session 9: Presentation of mandart Each RIASEC team will give a 7 min. presentation to introduce the research finding on MU's educational resources. Session 10: Study your role model Research the factors that nurtured and developed your role model by searching personal stories using online library resources. Session 11: Design your company "ME" Using self-management tools, assess your potentiality and design you as a president of your company "ME" Session 12: Guest Speaker A working business professional will be invited to class and having a special talk on how to design a successful career life. (Lecturer, TBA & date could be switched by the speaker's schedule) Session 13 Presentation by company presidents "ME" 5 min. presentation to introduce the vision, activities and goals of the company "ME" by each president (student). Session 14 Presentation by company presidents "ME" (continued)			
<b>3. Registration Requirements</b> It is necessary to use oral and written English the whole class through. TOEFLiBT score 60 or above level is necessary to successfully take this course.			
<b>4. Course Preparations</b> Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.			
<b>5. Textbook (s)</b> There is no textbook for this course. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.			
<b>6. Reference Book (s)</b> Useful references for sessions will be introduced in class.			
<b>7. How to provide Feedback to assignments</b> First half of the academic progress will be reviewed at the feedback session at the 8th session. Feedbacks of the other activities and exercises will be either handed out or returned by Oh-o! Meiji.			
<b>8. Assessment</b> Active participation in class discussions and activities: 50% Team presentations: 30% Individual presentation: 20%			
<b>9. Others</b> 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.			

科目ナンバー：(BA)IND112E			
Liberal Arts Seminar in Foreign Languages D		NAGAI HIROHISA	
Credits: 2	Year: 1	Fall Semester	Izumi
<b>1. Course Outline and Objectives</b> THEME : Personal Development Course Description This course is designed for those who realize that being employable is a serious topic and ready to learn all they can about themselves and others. It is divided into four parts. First, provide success strategies for improving your personal and professional skills. Second, address the skills for communicating clearly and collaboratively with coworkers, supervisors, and customers. Third, work with team members using critical-thinking and decision-making skills. Finally, manage change, develop leadership skills and moving ahead in your career. Objectives of the Course 1. Study what are and how to handle the business issues in the real world. 2. Develop professional competency to manage human relationship. 3. Gain impromptus skills in speech, discussion, actions in business.			
<b>2. Course Content</b> Session 1 Introduction: How to study this course to develop you as the professional. Session 2 Self-Esteem: Learn your special talent and value to achieve your personal goals effectively. Session 3 Self-Improvement: Plan self-involvement in 3 steps, a. Develop a vision, b. Analyze the resources, c. Design the channels to achieve goals. Session 4 Positive Attitude: Develop positive attitudes in 3 steps, a. Identify basic attitude, b. Resolve the obstacles, c. Use the self-image. Session 5 Show and tell to demonstrate your appealing points. Session 6 Thinking Skills: Critical thinking skills allow to analyze the problem logically and creatively to brings the sound solution plans. Session 7 Communication strategy: Think about communication channels and the medium of messages to effectively transmit the information between sender and receive. Session 8 Getting Your Message Across: Address the appropriate questions and exchange information effectively with your counterpart. Session 9 Conflict Management: Analyze the type of conflict and think about the positive approach to solve the problem effectively and productively. Session 10 Role play: Demonstrate the solution plans for critical incidents in human relations. Small group will play a skit to show how to solve the problem in the scenario. Session 11 Meeting Essentials: Identify key partners, contexts and contents of the meeting to achieve the productive meeting. Session 12 Working with Others: What you want to demonstrate to others to develop corporative and enthusiastic atmosphere in the team. Session 13 Self-Management: Self-discipline and willpower to manage stress and improve performance. Session 14 Team Skit: Create an original scenario to demonstrate how to design "personal development"			
<b>3. Registration Requirements</b> It is necessary to use oral and written English the whole class through. TOEFLiBT score 60 or above is required to take this course.			
<b>4. Course Preparations</b> Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.			
<b>5. Textbook (s)</b> There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.			
<b>6. Reference Book (s)</b> Rogers, A. (2022) Human Behavior in the Social Environment: Perspectives on Development and the Life Course, Routledge, pp. 1-520.			
<b>7. How to provide Feedback to assignments</b> Academic achievements will be reviewed by the reflection papers. Feedbacks of the other activities and exercises will be either handed out or returned by Oh-o! Meiji.			
<b>8. Assessment</b> Active participation in class discussions and activities: 50% Reflection Papers: 30% Team Skit: 20%			
<b>9. Others</b> This course is based on active learning and students are necessary to proactively participate in class discussion and activities (Show & Tell, Role Play, Skit Play).			

科目ナンバー：(BA)LAN111E			
TOEFL Reading		YAMATAKA MIWA	
Credits: 1	Year: 1	Spring Semester	Izumi
<b>1. Course Outline and Objectives</b> Course Outline: The TOEFL Reading course is designed for students to become engaged in various reading passages and reading comprehension questions covering a variety of academic subjects ranging from art to science. (The TOEFL iBT test is designed for students who want to pursue undergraduate or graduate study in English-speaking universities. However, the course is open to any student interested in learning and improving the English language skills necessary to succeed in an academic setting across the world.) Course Objectives: To become well equipped with the nature of TOEFL reading tasks and enhance confidence in reading comprehension skills.			
<b>2. Course Content</b> 第1回：Introduction to TOEFL Reading (part 1)【対面授業】 第2回：TOEFL Question Types (part 1)【対面授業】 第3回：TOEFL Question Types (part 2)【対面授業】 第4回：Reading: Practice Test 1 (passage A)【対面授業】 第5回：Reading: Practice Test 1 (passage B)【対面授業】 第6回：Reading: Practice Test 2 (passage A)【対面授業】 第7回：Reading: Practice Test 2 (passage B)【対面授業】 第8回：Reading: Practice Test 3 (passage A)【メディア授業 (リアルタイム型)】 第9回：Reading: Practice Test 3 (passage B)【メディア授業 (リアルタイム型)】 第10回：Reading: Practice Test 4 (passage A)【メディア授業 (リアルタイム型)】 第11回：Reading: Practice Test 4 (passage B)【メディア授業 (リアルタイム型)】 第12回：Reading from an external source (passage A)【メディア授業 (リアルタイム型)】 第13回：Reading from an external source (passage B)【メディア授業 (リアルタイム型)】 第14回：aのみ：Class Review【メディア授業 (リアルタイム型)】			
<b>3. Registration Requirements</b> This is a blended learning course, allowing both in-person and online interaction (i.e., live classes with Zoom). 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 システムを通じて、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。 ※最終Zoomリアルタイム型授業のみ、50分となる。 ※なお、リアルタイム型授業では、出席確認は授業中に行い、読解問題に取り組みながら、その解き方の解説を中心に、実施する。 ※履修条件として、ネット接続環境が継続的に安定した、自宅か、キャンパスの指定された教室で、ノートパソコン、或いは、タブレットを使用すること。スマホのみでの受講は、Zoom操作が限定されるため、推奨しない。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。 Oh-o! Meiji クラスウェブの、ディスカッション機能や、クラス用SNSグループ (期間限定)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。			
<b>4. Course Preparations</b> You should bring your textbook and a notebook, as well as all the relevant class worksheets (PDF) uploaded regularly onto Oh-o! Meiji to class. Online assignments will be uploaded onto Oh-o! Meiji to check your reading comprehension skills.			
<b>5. Textbook (s)</b> The Official Guide to the TOEFL Test, Sixth Edition, McGraw-Hill (ETS) (ISBN: 978-1260470352)			
<b>6. Reference Book (s)</b> Supplementary class worksheets (PDF) will be uploaded onto Oh-o! Meiji during the course.			
<b>7. How to provide Feedback to assignments</b> Individual feedback will be provided to all the students through Oh-o! Meiji.			
<b>8. Assessment</b> Your final result depends on the following two factors: 1) The quality of your involvement in the class activities (=50%) 2) The quality of your online assignments (=50%) The course also covers the following other grading and attendance policies: ※ There will be no exams. ※ You will automatically fail the course if you miss three classes without providing proper documentation to support your absence. ※ You must submit all assignments to pass the course. ※ You will be marked absent (once) if you are late to class three times. ※ You will be marked absent if you fail to bring your textbook to class. ※ You should not participate in Zoom live-streaming classes while commuting to campus or taking public transport. ※ Any disruptive behaviour in class, including no participation in class activities, will result in you getting marked absent. 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。 ※公欠、病欠の申請には、証明する書類を提出することが必要である。 ※合計3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。 ※単位を取得するためには、全ての課題を提出する必要がある。 ※遅刻は合計3回で、欠席1回扱いとなる。 ※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。 ※教材無しの授業参加や、授業貢献度が著しく低い場合も、欠席と見なす。			
<b>9. Others</b> Message to class: This course will provide a solid foundation to students who are interested in TOEFL and will allow them to gradually get familiar with TOEFL Reading from all directions. However, it will not be suitable for those who prefer fast-paced learning.			

科目ナンバー：(BA)LAN111E			
TOEFL Listening		DUPLICE, JOHN	
Credits: 1	Year: 1	Spring Semester	Izumi
<b>1. Course Outline and Objectives</b> This TOEFL listening course is designed for students to become trained in typical listening tasks on a variety of topics that draw on campus-based situations, and a variety of academic subjects ranging from art to science (based on university lectures). We will use TOEFL practice tests and other materials in class to build listening strategies. Students will be required to do out-of-class listening tasks, as well as maintain a listening log/vocabulary notebook. <objectives> To become well equipped with the nature of TOEFL listening tasks and to enhance English listening proficiency. In addition, students will develop their academic vocabulary			
<b>2. Course Content</b> Week 1. Introduction to the course and TOEFL Listening Section, practice pre-test Week 2. Preparations and strategies for TOEFL Listening Section Week 3. Listening Question Type 1: Comprehension questions (gist, content, detail) Week 4. Listening Question Type 1: Comprehension questions (gist, content, detail) Week 5. Listening Question Type 2: Pragmatic questions (function, attitude) Week 6. Listening Question Type 3: Connecting information questions Week 7. Mid-term test Week 8. Review of question types, and practice Week 9. Listening Practice Test 1 / Class review Week 10. Listening Practice Test 2 / Class review Week 11. Listening Practice Test 3 / Class review Week 12. Listening Practice Test 4 / Class review Week 13. Student review on learning Week 14. a. Final Test b. Course wrap-up			
<b>3. Registration Requirements</b> The TOEIC level necessary for registering for this course is around 600.			
<b>4. Course Preparations</b> Each week, students will do short reading and listening assignments in English. Students will share summaries of the listening and reading texts they have looked at with other students in the class. Students will also be able to develop their vocabulary through doing these homework assignments. Students may also be required to do some TOEFL test questions as part of their outside-of-class test preparation.			
<b>5. Textbook (s)</b> A notebook for vocabulary and note taking. Educational Testing Service. (2020). Official Guide to the TOEFL iBT Test, Sixth Edition (Official Guide to the TOEFL Test) (6th ed.). McGraw-Hill Education. ISBN: 978-1260470352			
<b>6. Reference Book (s)</b> Educational Testing Service. (2020). Official Guide to the TOEFL iBT Test, Sixth Edition (Official Guide to the TOEFL Test) (6th ed.). McGraw-Hill Education. ISBN: 978-1260470352			
<b>7. How to provide Feedback to assignments</b> The final exam will be held on the last day of class.			
<b>8. Assessment</b> Participation in, and quality of performance in assigned class activities 30% Outside of class activities, listening and vocabulary logs 30% Midterm test 20% Final test 20%			
<b>9. Others</b> The TOEFL iBT test is designed for students who want to pursue undergraduate or graduate study in English-speaking universities. However, the course is open to any student who is interested to learn and improve the English language skills necessary to succeed in an academic setting across the world. There will be weekly opportunities to participate actively in pair or group work to build confidence in speaking skills.			

科目ナンバー：(BA)LAN111E			
TOEFL Speaking		YAMATAKA MIWA	
Credits: 1	Year: 1	Fall Semester	Izumi
<b>1. Course Outline and Objectives</b> 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. (The TOEFL iBT test is designed for students who want to pursue undergraduate or graduate study in English-speaking universities. However, the course is open to any student interested in learning and improving the English language skills necessary to succeed in an academic setting across the world.) Course Objectives: To become well equipped with the nature of TOEFL speaking tasks and to enhance English speaking proficiency.			
<b>2. Course Content</b> 第1回：aのみ：Introduction to TOEFL Speaking【メディア授業（リアルタイム型）】 第2回：TOEFL Question 1: The Independent Task (Part 1)【メディア授業（リアルタイム型）】 第3回：TOEFL Question 1: The Independent Task (Part 2)【メディア授業（リアルタイム型）】 第4回：TOEFL Question 2: The Integrated Tasks (Part 1)【対面授業】 第5回：TOEFL Question 2: The Integrated Tasks (Part 2)【対面授業】 第6回：TOEFL Question 3: General/Specific (Part 1)【対面授業】 第7回：TOEFL Question 3: General/Specific (Part 2)【対面授業】 第8回：TOEFL Question 4: Summary (Part 1)【対面授業】 第9回：TOEFL Question 4: Summary (Part 2)【対面授業】 第10回：Tackling Speaking Practice Test 1【対面授業】 第11回：Tackling Speaking Practice Test 2【メディア授業（リアルタイム型）】 第12回：Tackling Speaking Practice Test 3【メディア授業（リアルタイム型）】 第13回：Tackling Speaking Practice Test 4【メディア授業（リアルタイム型）】 第14回：Class Review【メディア授業（リアルタイム型）】			
<b>3. Registration Requirements</b> This is a blended learning course, allowing both in-person and online interaction (i.e., live classes with Zoom.) 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 システムを通じて、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。 ※初回Zoomリアルタイム型授業のみ、50分となる。 ※なお、リアルタイム型授業では、出席確認は授業中に行い、読解問題に取り組みながら、その解き方の解説を中心に、実施する。 ※履修条件として、ネット接続環境が継続的に安定した、自宅か、キャンパスの指定された教室で、ノートパソコン、或いは、タブレットを使用すること。スマホのみでの受講は、Zoom操作が限定されるため、推奨しない。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。 Oh-o! Meiji クラスウェブの、ディスカッション機能や、クラス用SNSグループ（期間限定）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。			
<b>4. Course Preparations</b> You should bring your textbook and a notebook, as well as all the relevant class worksheets (PDF) uploaded regularly onto Oh-o! Meiji to class. Assignments will be uploaded onto Oh-o! Meiji. You will then present in class.			
<b>5. Textbook (s)</b> The Official Guide to the TOEFL Test, Sixth Edition, McGraw-Hill (ETS) (ISBN: 978-1260470352)			
<b>6. Reference Book (s)</b> Supplementary class worksheets (PDF) will be uploaded onto Oh-o! Meiji during the course.			
<b>7. How to provide Feedback to assignments</b> Individual feedback will be provided verbally to all the students during class.			
<b>8. Assessment</b> Your final result depends on the following two factors: 1) The quality of your involvement in the class activities (=50%) 2) The quality of your class presentation assignments (=50%) The course also covers the following other grading and attendance policies: ※ There will be no exams. ※ You will automatically fail the course if you miss three classes without providing proper documentation to support your absence. ※ You must submit all assignments to pass the course. ※ You will be marked absent (once) if you are late to class three times. ※ You will be marked absent if you fail to bring your textbook to class. ※ You should not participate in Zoom live-streaming classes while commuting to campus or taking public transport. ※ Any disruptive behaviour in class, including no participation in class activities, will result in you getting marked absent. 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。 ※公欠、病欠の申請には、証明する書類を提出することが必要である。 ※合計3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。 ※単位を取得するためには、全ての課題を提出する必要がある。 ※遅刻は合計3回で、欠席1回扱いとなる。 ※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。 ※教材無しの授業参加や、授業貢献度が著しく低い場合も、欠席と見なす。			
<b>9. Others</b> Message to class: This course will provide a solid foundation to students who are interested in TOEFL and will allow them to gradually get familiar with TOEFL Speaking from all directions. However, it will not be suitable for those who prefer fast-paced learning.			

科目ナンバー：(BA)LAN111E			
TOEFL Writing		KIERNAN, PATRICK	
Credits: 1	Year: 1	Fall Semester	Izumi
<b>1. Course Outline and Objectives</b> This course will focus on how to write effective essays for academic tests such as TOEFL. These essays are short but must be clear and logically structured and written in a limited time without access to reference materials. It is therefore a specialised genre of writing that needs practice to become confident and effective and able to obtain high marks for this section of the test. As, such understanding and practicing writing this kind of paper is essential for anyone looking to improve their test scores for this section of the test. As current TOEFL writing tasks involve other skills such as listening and reading these will also be practiced in this course in a way that should help strengthen abilities for these parts of the course too. Although the aim of this course is to develop writing and specifically improving TOEFL test scores in the writing section, the class will be taught in English in an interactive way to help prepare participants for the environment of universities overseas. This is done because it is assumed that many students taking this course may be taking the TOEFL test in order to study abroad. However, specific plans to study abroad are not a requirement for this course and students wishing to develop their English writing or challenge a test such as TOEFL or IELTS for the first time are welcome to take this course.			
<b>2. Course Content</b> The course will consist of brief introductions introducing the focus for each lesson, practice writing, peer evaluation and discussion. The approach draws on Wong and Preston's TIPS system outlined in their textbook "Winning TOEFL Essays The Right Way" which will be the main textbook for this course. The overall plan for focal theme for classes will therefore be as listed below, though each class will include writing practice. Week 1) Introduction Week 2) TOEFL scoring and the methodology Week 3-4) Full-scoring TOEFL Phrases Week 5-6) Full-scoring sentence structures Week 7) Review and MT test. Week 8-9) Thematic vocabulary Week 10-11) Idioms Week 12-13) Student writing Week 14) Review and final test			
<b>3. Registration Requirements</b> This course is an elective that can be taken as part of the GREAT program but open to any students who are interested in improving their writing or test-taking skills, especially those planning to take TOEFL or IELTS. All students should be comfortable taking a class taught in English.			
<b>4. Course Preparations</b> Students should preview and review the content of all classes and will also be given other assignments to complete at home during the course.			
<b>5. Textbook (s)</b> Wong and Preston (2017) Winning TOEFL Essays The Right Way. CreateSpace Independent Publishing Platform.			
<b>6. Reference Book (s)</b> Practice tests available online at: <a href="https://www.ets.org/pdfs/toefl/toefl-ibt-writing-practice-sets.pdf">https://www.ets.org/pdfs/toefl/toefl-ibt-writing-practice-sets.pdf</a> Other resources will be shared through Oh-o! Meiji during the course			
<b>7. How to provide Feedback to assignments</b> 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.			
<b>8. Assessment</b> 40% Participation and classwork 20% Assignments 20% MT Test 20% Final Test			
<b>9. Others</b> 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><b>1. Course Outline and Objectives</b>            TOEFL Preparation A introduces students to the TOEFL iBT exam and its different sections. The purpose of this course is to help students learn about the TOEFL test and to understand how to prepare for the test. To this end, students practice the language skills they need to do well on the different sections of the test and be introduced to some different strategies to help them with the test questions. A particular emphasis of this course will be showing students what practice they can do on their own time to improve their TOEFL test scores. One of the aspects of this will be how they can use online resources to improve their knowledge of academic vocabulary—which is essential for success on the test. TOEFL Preparation A looks at the reading and listening sections of the TOEFL exam.</p>			
<p><b>2. Course Content</b>            Week 1: Introduction to TOEFL            Week 2: The Reading Section of TOEFL, Words for TOEFL: Academic World List            Week 3: Different Reading Skills, Words for TOEFL: Greek/Roman Roots            Week 4: TOEFL Reading Question Types, Words for TOEFL: Subject-Specific Lists            Week 5: Vocabulary Questions and Detail Questions            Week 6: Other Questions Types            Week 7: Other Question Types            Week 8: The Listening Section of TOEFL            Week 9: How we listen in English            Week 10: Note-taking skills and practice            Week 11: TOEFL Listening Question Types            Week 12: Listening &amp; Note-taking Practice            Week 13: Words for TOEFL: Academic Words            Week 14: Course Review+Exam</p>			
<p><b>3. Registration Requirements</b>            『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 680) cannot register.</p>			
<p><b>4. Course Preparations</b>            Please have a good learner dictionary. This may be either electronic or paper-based.</p>			
<p><b>5. Textbook (s)</b>            Direct to TOEFL iBT by Lin Lougheed (Macmillan)</p>			
<p><b>6. Reference Book (s)</b>            Handouts, the Internet, O-oh Meiji! system</p>			
<p><b>7. How to provide Feedback to assignments</b>            Feedback will be given through grades or comments, or both.</p>			
<p><b>8. Assessment</b>            Class participation and attendance: 30%            Homework/Quizzes: 20%            Final examination: 50%</p>			
<p><b>9. Others</b>            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><b>1. Course Outline and Objectives</b>            TOEFL Preparation B introduces students to the TOEFL iBT exam and its different sections. This course aims to help students learn about the TOEFL test and understand how to prepare for the test. To this end, students practice the language skills they need to do well in the different test sections and be introduced to different strategies to help them with the test questions. A particular emphasis of this course will be showing students what practice they can do on their own time to improve their TOEFL test scores. One of the aspects of this will be how they can use online resources to improve their knowledge of academic vocabulary—which is essential for success on the test. TOEFL Preparation B looks at the speaking and writing sections of the TOEFL exam.</p>			
<p><b>2. Course Content</b>            Week 1: Introduction to TOEFL. Review of Reading/Listening Sections            Week 2: The Speaking Section of TOEFL, Words for TOEFL: Academic World List            Week 3: Questions 1 and 2 Speaking practice            Week 4: Questions 3 and 4 Speaking practice            Week 5: Questions 5 and 6 Speaking practice            Week 6: Sounding natural in English            Week 7: Applying notetaking to Speaking Questions            Week 8: The Writing Section of TOEFL            Week 9: Structuring Answers            Week 10: Use of transition phrases            Week 11: Supporting your ideas            Week 12: Writing Practice            Week 13: Speaking and Writing Practice            Week 14: Course Review+Exam</p>			
<p><b>3. Registration Requirements</b>            『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 680) cannot register.</p>			
<p><b>4. Course Preparations</b>            Please have a good learner dictionary. This may be either electronic or paper-based.</p>			
<p><b>5. Textbook (s)</b>            Direct to TOEFL iBT by Lin Lougheed (Macmillan)</p>			
<p><b>6. Reference Book (s)</b>            Handouts, the Internet, O-oh Meiji! system</p>			
<p><b>7. How to provide Feedback to assignments</b>            Feedback will be given through grades or comments, or both.</p>			
<p><b>8. Assessment</b>            Class participation and attendance: 30%            Homework/Quizzes: 20%            Final examination: 50%</p>			
<p><b>9. Others</b>            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
<b>1. Course Outline and Objectives</b>			
<p>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 IELTS practice tests but this will be used in conjunction with the TOEFL material such as that found in the TOEFL test guide listed as a reference below. 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 through English. The class will therefore be taught in English with these overall aims in terms of English communication in mind too. In order to do this each week will focus on specific examples from the tests, strategies and/or target vocabulary or other English content. By the end of the course students should have both a familiarity with IELTS and TOEFL as well as how to prepare for them effectively.</p> <p>This course, English Exams A, will focus primarily on the listening and reading sections of the tests. English Exams B, is a course with similar aims available in the Fall, will focus primarily on the speaking and writing sections of the course.</p>			
<b>2. Course Content</b>			
<p>This course will work through the different kinds of listening and reading questions in IELTS and TOEFL following the structure of the tests themselves. The aim will be to cover the listening and reading sections of the five IELTS test plus other relevant materials over the course of the semester.</p> <p>Week 1-2 Introduction and general test preparation strategies  Week 3-5 Practice Test 1  Week 6-8 Practice Test 2  Week 9 Timed practice test.  Week 10-11 Practice Test 3  Week 11-12 Practice Test 4*  Week 14 Final Timed practice test  *The specific structure of classes may vary according to the textbook used.</p>			
<b>3. Registration Requirements</b>			
<p>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.</p>			
<b>4. Course Preparations</b>			
<p>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.</p>			
<b>5. Textbook (s)</b>			
<p>To be announced during the first class. The required textbook will be used for both this class and the Fall class Exam English B.</p>			
<b>6. Reference Book (s)</b>			
<p>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.</p> <p>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</p>			
<b>7. How to provide Feedback to assignments</b>			
<p>Feedback on assignments will be given during class or through Oh-o! Meiji.</p>			
<b>8. Assessment</b>			
<p>40% Participation and classwork  20% Assignments  20% MT Test  20% Final Test</p>			
<b>9. Others</b>			
<p>Do your best and keep practicing so that you can get the best possible score when you take IELTS TOEFL or other academic tests.</p>			

科目ナンバー：(BA)LAN111E			
English Exams B			KIERNAN, PATRICK
Credits: 1	Year: 1	Fall Semester	Izumi
<b>1. Course Outline and Objectives</b>			
<p>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 IELTS practice tests but this will be used in conjunction with the TOEFL material such as that found in the TOEFL test guide listed as a reference below. 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 through English. The class will therefore be taught in English with these overall aims in terms of English communication in mind too. In order to do this each week will focus on specific examples from the tests, strategies and/or target vocabulary or other English content. By the end of the course students should have both a familiarity with IELTS and TOEFL as well as how to prepare for them effectively.</p> <p>This course, English Exams B, will focus primarily on the speaking and writing sections of the tests. English Exams A, is a course with similar aims available in the Spring semester, will focus primarily on the speaking and writing sections of the course.</p>			
<b>2. Course Content</b>			
<p>This course will work through the different kinds of speaking and writing questions in IELTS and TOEFL following the structure of the tests themselves. The aim will be to cover the listening and reading sections of the five IELTS test plus other relevant materials over the course of the semester.</p> <p>Week 1-2 Introduction and general test preparation strategies  Week 3-5 Practice Test 1  Week 6-8 Practice Test 2  Week 9 Timed practice test.  Week 10-11 Practice Test 3  Week 11-12 Practice Test 4*  Week 14 Final Timed practice test  *The specific structure of classes may vary according to the textbook used.</p>			
<b>3. Registration Requirements</b>			
<p>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.</p>			
<b>4. Course Preparations</b>			
<p>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.</p>			
<b>5. Textbook (s)</b>			
<p>To be announced during the first class. The required textbook will be used for both this class and the Spring class Exam English A.</p>			
<b>6. Reference Book (s)</b>			
<p>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.</p> <p>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</p>			
<b>7. How to provide Feedback to assignments</b>			
<p>Feedback on assignments will be given during class or through Oh-o! Meiji.</p>			
<b>8. Assessment</b>			
<p>40% Participation and classwork  20% Assignments  20% MT Test  20% Final Test</p>			
<b>9. Others</b>			
<p>Do your best and keep practicing so that you can get the best possible score when you take IELTS TOEFL or other academic tests.</p>			

科目ナンバー：(BA)LAN111E			
Genres of Writing			KIERNAN, PATRICK
Credits: 1	Year: 1	Spring Semester	Izumi
<b>1. Course Outline and Objectives</b> In the face of globalization, practical use of English is becoming increasingly important particularly in business. While academic writing has long been the focus of English writing courses at university (as befitting an academic institution), a range of very different writing tasks are required in the workplace such as writing email, business proposals, or reports, preparing promotional materials, or participating in social media. Each of these different kinds of writing requires a slightly different use of language reflecting the different purpose of the communication and the relationship between the writer and reader. These different kinds of writing are referred to as different "genres" of writing. The purpose of this course is to become familiar with a range of common writing tasks in business through reading examples, discovering the key features, and producing written examples of the genre. At the same time, this course is intended to raise awareness of the ways in which different genres of writing differ and why so that when encountering new genres of writing in the future these too can be learned and imitated. Although the course will focus on writing, the course will be conducted to provide opportunities for speaking, listening, and reading in English as well as the main focus on writing. At the end of this course, participants should be able to: <ol style="list-style-type: none"> <li>1. write business and personal emails, business reports, and other genres of writing covered in the course</li> <li>2. understand the concept of genre, and how written genres vary and why</li> <li>3. apply the analysis of genre to recognise features in other genres not covered in the course</li> </ol>			
<b>2. Course Content</b> <ol style="list-style-type: none"> <li>1. Course introduction and overview: What is genre writing and why is it important?</li> <li>2. Comparing a business and casual email</li> <li>3. Writing business email</li> <li>4. Writing casual messages and texting</li> <li>5. Job applications and CVs</li> <li>6. Review and mid-term test</li> <li>7. Magazine opinion columns</li> <li>8. Personal blogs and social media</li> <li>9. Professional blogs and social media</li> <li>10. Business proposals</li> <li>11. Business reports</li> <li>12. Professional reviews</li> <li>13. Customer reviews</li> <li>14. Review and final test</li> </ol>			
<b>3. Registration Requirements</b> Students should be comfortable with taking a class taught in English and using Word to write assignments. English requirement : TOEIC 600~			
<b>4. Course Preparations</b> 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.			
<b>5. Textbook (s)</b> All materials for this class will be provided in class and posted on Oh-o! Meiji.			
<b>6. Reference Book (s)</b> All reference materials for this class will be provided during class and made available on Oh-o! Meiji.			
<b>7. How to provide Feedback to assignments</b> Assignments will be posted on Oh-o! Meiji and students will submit assignments and receive feedback through Oh-o! Meiji.			
<b>8. Assessment</b> Writing assignments 40% Classwork and participation 30% Mid-term review test 10% Final Test 20%			
<b>9. Others</b> 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
<b>1. Course Outline and Objectives</b> <summary> In this course students will learn basic debating skills such as constructing effective arguments, refutations, and rebuttals. We will cover ways of effectively organizing speeches and debates. Students will prepare and deliver an informative speech, as well as a persuasive speech. 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.			
<b>2. Course Content</b> <ol style="list-style-type: none"> <li>Week 1. Introduction to the class, general concepts on public speaking, impromptu speeches</li> <li>Week 2. Impromptu speeches, informative speech, general concepts and preparation</li> <li>Week 3. Informative speeches, preparation and practice</li> <li>Week 4. Informative speech presentations and peer review</li> <li>Week 5. Informative speech presentations and peer review, introduction to persuasive speech</li> <li>Week 6. Persuasive speech general ideas and preparation</li> <li>Week 7. Persuasive Speech preparation and practice</li> <li>Week 8. Persuasive speech presentations and peer review</li> <li>Week 9. Persuasive speech presentations and peer review, introduction to debate</li> <li>Week 10. Debate: general structure and introduction speeches</li> <li>Week 11. Debate: refutations</li> <li>Week 12. Debate: conclusions and practice</li> <li>Week 13. Final debate and peer review</li> <li>Week 14. a. Final debates and peer review                      b. Class wrap-up</li> </ol>			
<b>3. Registration Requirements</b> The TOEIC level necessary for registering for this course is around 600.			
<b>4. Course Preparations</b> 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.			
<b>5. Textbook (s)</b> 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.			
<b>6. Reference Book (s)</b> None			
<b>7. How to provide Feedback to assignments</b> 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.			
<b>8. Assessment</b> 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.			
<b>9. Others</b> None			

科目ナンバー：(BA)MAN391E			
Business Presentation A		LINDSKOOG, ALLEN	
Credits: 2	Year: 3	Spring Semester	Surugadai
<p><b>1. Course Outline and Objectives</b></p> <p>This course is designed to focus on the analysis and discussion of current international business practices, issues and conflicts throughout the world, for example technological advancements and the impact on the world economy, the cause of poverty and corruption in business or any other issue you would like to focus on related to business.</p> <p>During the course you will have an opportunity to work on two research projects and present them to your classmates. Throughout the course you will be asked to do in-depth research, which can be done using the internet, through field work, surveys and interviews. Additionally, through the use of pair work and small group discussions you will be able to explore in details your specific issue.</p> <p>After the completion of your preparation you will then you will be asked to give initial presentations in small groups to both demonstrate your knowledge of the topic as well as to inform your listeners of the issue. And finally we will implement presentation style in which you will do an overall presentation in both an informative and engaging manner.</p>			
<p><b>2. Course Content</b></p> <p>Class 1. Introductions (course and personal)            Class 2. How to present and preparation process            Class 3. Choosing a topic of interest and brainstorming            Class 4. Researching, interviews and surveys            Class 5. In class small group discussion on your topic            Class 6. Notetaking (summarizing and paraphrasing)            Class 7. In class discussion on the topic, research and notes            Class 8. Writing a speaking outline and presentation preparation            Class 9. In-class informal presentation practice            Class 10. Presentation style introduction            Class 11. Presentation style practice            Class 12. Post-presentation Q and A (Question and Answer) introduction and practice            Class 13. In-class formal presentation            Class 14. Semester class survey and semester reflection</p>			
<p><b>3. Registration Requirements</b></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。また、本科目は受講人数に制限があり、履修に際しては事前登録が必要となるので、「経営学部履修の手引き」を参照すること。</p> <p>Students who do not meet the English requirement (TOEIC 500) cannot take this course. Note that there is a limit of the number of students per class. To register for this class, refer to Rishuno Tebiki.</p>			
<p><b>4. Course Preparations</b></p> <ul style="list-style-type: none"> <li>Attend 80% or more of the classes and arrive on time.</li> <li>Prepare outside of class each week 1 - 3 hours.</li> <li>Participate actively in class each week.</li> <li>Help each other with English and other activities in class.</li> <li>Complete all assignments on time.</li> <li>Prepare and present (2) formal presentations per semester</li> </ul>			
<p><b>5. Textbook (s)</b></p> <p>Dynamic Presentations / Mark Powell / Cambridge.</p>			
<p><b>6. Reference Book (s)</b></p>			
<p><b>7. How to provide Feedback to assignments</b></p>			
<p><b>8. Assessment</b></p> <p>Attendance: 15%            In class participation: 15%            Weekly activities: 10%            Mid-term and final: 20%            (2) presentation: 40%</p>			
<p><b>9. Others</b></p> <p>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.</p> <p>A website link for our class blog site will be given out the first day of class.</p>			

科目ナンバー：(BA)MAN391E			
Business Presentation B		LINDSKOOG, ALLEN	
Credits: 2	Year: 3	Fall Semester	Surugadai
<p><b>1. Course Outline and Objectives</b></p> <p>This course is designed to focus on the analysis and discussion of current international business practices, issues and conflicts throughout the world, for example the technological advancement and its impact on the world economy, the cause of poverty and corruption in business or any other issue you would like to focus on related to business.</p> <p>During the course you will have an opportunity to work on two research projects and present them to your classmates. Throughout the course you will be asked to do in-depth research, which can be done using the internet, through field work, surveys and interviews. Additionally, through the use of pair work and small group discussions you will be able to explore in details your specific issue.</p> <p>After the completion of your preparation you will then you will be asked to give initial presentations in small groups to both demonstrate your knowledge of the topic as well as to inform your listeners of the issue. And finally we will implement presentation style in which you will do an overall presentation in both an informative and engaging manner.</p>			
<p><b>2. Course Content</b></p> <p>Class 1. Introductions (course and personal)            Class 2. How to present and preparation process            Class 3. Choosing a topic of interest and brainstorming            Class 4. Researching, interviews and surveys            Class 5. In class small group discussion on your topic            Class 6. Notetaking (summarizing and paraphrasing)            Class 7. In class discussion on the topic, research and notes            Class 8. Writing a speaking outline and presentation preparation            Class 9. In-class informal presentation practice            Class 10. Presentation style introduction            Class 11. Presentation style practice            Class 12. Post-presentation Q and A (Question and Answer) introduction and practice            Class 13. In-class formal presentation            Class 14. Semester class survey and semester reflection</p>			
<p><b>3. Registration Requirements</b></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。また、本科目は受講人数に制限があり、履修に際しては事前登録が必要となるので、「経営学部履修の手引き」を参照すること。</p> <p>Students who do not meet the English requirement (TOEIC 500) cannot take this course. Note that there is a limit of the number of students per class. To register for this class, refer to Rishuno Tebiki.</p>			
<p><b>4. Course Preparations</b></p> <ul style="list-style-type: none"> <li>Attend 80% or more of the classes and arrive on time.</li> <li>Prepare outside of class each week 1 - 3 hours.</li> <li>Participate actively in class each week.</li> <li>Help each other with English and other activities in class.</li> <li>Complete all assignments on time.</li> <li>Prepare and present (2) formal presentations per semester</li> </ul>			
<p><b>5. Textbook (s)</b></p> <p>Dynamic Presentations / Mark Powell / Cambridge.</p>			
<p><b>6. Reference Book (s)</b></p>			
<p><b>7. How to provide Feedback to assignments</b></p>			
<p><b>8. Assessment</b></p> <p>Attendance: 15%            In class participation: 15%            Weekly activities: 10%            Mid-term and final: 20%            (1) presentation: 40%</p>			
<p><b>9. Others</b></p> <p>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.</p> <p>A website link for our class blog site will be given out the first day of class.</p>			



科目ナンバー：(BA)MAN391E			
Business Presentation A 【Advanced】			AZEEZ, HAKEEM
Credits: 2	Year: 3	Spring Semester	Surugadai
<b>1. Course Outline and Objectives</b> Course goals: This course focuses on honing learners business presentation skills using real-world examples of business practices from major corporations. By the end of this course, learners will be able to: Plan presentations being mindful of their audiences' needs Create clear-cut objectives for the presentation Assess factors to construct presentations to deliver key ideas Keep audience attention to have an enhanced introduction with attention-grabber techniques Develop efficient slides, visual aids, and handouts. Skill objectives – By the end of this course, learners will be expected to be able to: demonstrate inspired presentation skills create and deliver effective presentations communicate confidently and competently with all types of audiences explore the optimum use of voice and gesture to create a lasting impression as well as a variety of presentation styles, ranging from a formal speech to a casual meeting or contentious conversation			
<b>2. Course Content</b> Week 1: Introduction Course orientation. Discussion Activities: What makes a presentation good or bad? Week 2: Building a Brand 1. Discussion activities on building a brand strategies. 2. Group activities on building original brands. Week 3: Building a Brand 1. Group presentations. 2. Questions and Feed back session. Week 4: Product Marketing 1. Finding Channels. 2. Discuss marketing options. 3. Group activities on product marketing. Week 5: Product Marketing 1. Group presentations. 2. Questions and Feed back session. Week 6: Product Procurement 1. Discuss ordering goods and product order. 2. Confirming product delivery and asking for advice. 3. Group activities on product procurement. Week 7: Product Procurement 1. Presentations. 2. Questions and Feed back session. Week 8: Mid Semester Quiz Mini-Presentation (Topic to be decided later) Week 9: Sales Presentation 1. Discuss sales meetings 2. Reporting results 3. Group activities on Sales presentation. Week 10: Sales Presentation 1. Group presentations. 2. Questions and Feed back session. Week 11: Business Goals 1. Discussing market surveys. 2. Examining market survey results. 3. Group activities on Market surveys. Week 12: Business Goals 1. Group presentations. 2. Questions and Feed back session. Week 13: Final Test Final In-class Presentation Week 14: Feedback and Review 1. Semester Review Activities. 2. Semester Feed back session.			
<b>3. Registration Requirements</b> As decided by the faculty.			
<b>4. Course Preparations</b> There will be group or individual presentations every two weeks. Students are expected to prepare very well for these.			
<b>5. Textbook (s)</b> WORK ADVANTAGE 3 by Joseph Henley (Published by Cengage Learning)			
<b>6. Reference Book (s)</b> WORK ADVANTAGE 3 by Joseph Henley (Published by Cengage Learning)			
<b>7. How to provide Feedback to assignments</b> Feedbacks are provided after every activity on group and individual basis.			
<b>8. Assessment</b> - Participation and Attendance: 20% - Assignments: 20% - Quizzes/Tests: 30% - Final exam: 30% - Total 100%			
<b>9. Others</b>			

科目ナンバー：(BA)MAN391E			
Business Presentation B 【Advanced】			AZEEZ, HAKEEM
Credits: 2	Year: 3	Fall Semester	Surugadai
<b>1. Course Outline and Objectives</b> Course goals: This course focuses on honing learners business presentation skills using real-world examples of business practices from major corporations. By the end of this course, learners will be able to: Plan presentations being mindful of their audiences' needs Create clear-cut objectives for the presentation Assess factors to construct presentations to deliver key ideas Keep audience attention to have an enhanced introduction with attention-grabber techniques Develop efficient slides, visual aids, and handouts. Skill objectives – By the end of this course, learners will be expected to be able to: demonstrate inspired presentation skills create and deliver effective presentations communicate confidently and competently with all types of audiences explore the optimum use of voice and gesture to create a lasting impression as well as a variety of presentation styles, ranging from a formal speech to a casual meeting or contentious conversation			
<b>2. Course Content</b> Week 1: Analyze different video presentations. 1. Watch a TED video. 2. Analyze and Discuss the video. 3. Feedback Session on the video. Week 2: Company Basics 1. Discuss various local and international corporate structures. 2. Discuss corporate restructuring. 3. Group activities on corporate structures. Week 3: Company Basics 1. Group presentations. 2. Questions and Feed back session. Week 4: Company Performance 1. Discuss alternative sources of revenue. 2. Discuss ways of improving profits. 3. Group activities on company performance. Week 5: Company Performance 1. Group presentations. 2. Questions and Feed back session. Week 6: Business Ethics 1. Discuss Corporate Social Responsibility. 2. What are different CSR objectives? 3. Group activities on CSR. Week 7: Business Ethics 1. Group presentations. 2. Questions and Feed back session. Week 8: Mid Semester Quiz Mini-Presentation (Topic to be decided later) Week 9: Company Location 1. Discuss Location of a business. 2. Relocation Issues. 3. Group activities on company location. Week 10: Company Location 1. Group presentations. 2. Questions and Feed back session. Week 11: Corporate Spirit 1. Discuss various local and international company cultures. 2. Team-building activities. 3. Group activities on corporate spirit. Week 12: Corporate Spirit 1. Group presentations. 2. Questions and Feed back session. Week 13: Final Test Final In-class Presentation Week 14: Feedback and Review 1. Semester Review Activities. 2. Semester Feed back session.			
<b>3. Registration Requirements</b> As stipulated by the faculty.			
<b>4. Course Preparations</b> There will be group or individual presentations every two weeks. Students are expected to prepare properly for these.			
<b>5. Textbook (s)</b> WORK ADVANTAGE 3 by Joseph Henley (Published by Cengage Learning)			
<b>6. Reference Book (s)</b> WORK ADVANTAGE 3 by Joseph Henley (Published by Cengage Learning)			
<b>7. How to provide Feedback to assignments</b> Feedbacks are provided after every activity on group and individual basis.			
<b>8. Assessment</b> - Participation and Attendance: 20% - Assignments: 20% - Quizzes/Tests: 30% - Final exam: 30% - Total 100%			
<b>9. Others</b>			



科目ナンバー：(BA)MAN391E			
Business Presentation A 【Advanced】			VAUGHAN, ROBERT
Credits: 2	Year: 3	Spring Semester	Surugadai
<b>1. Course Outline and Objectives</b> This course is a business presentation course designed to develop communication skills in English. This course will develop students' preparation and performance of presentations. Students will learn what they need to put into presentations and what should be left out of presentations. Students will be exposed to a range of dynamic presentation techniques and will have chances to try these techniques in class. Course Goals: Students will be able to: Prepare presentations. Effectively open and close presentations. Employ a smooth structure in presentations. Develop voice power. Create and use effective visual aids. Present facts and figures. Develop appropriate body language in presentations.			
<b>2. Course Content</b> Week 1. Preparing to present (45 minutes) Module 1A (Opening and closing) Week 2. Student Presentations from Module part 1A; Feedback and analysis. Module part 1B (Opening and closing) Week 3. Students give presentations from Module part 1B; Feedback and analysis Module part 2A (Smooth structure) Week 4. Students give presentations from Module part 2A; Feedback and analysis. Module part 2B (Smooth structure) Week 5. Students give presentations from Module part 2B; Feedback and analysis. Module part 3A (Voice power) Week 6. Students give presentations from Module part 3A; Feedback and analysis. Module part 3B (Voice power) Week 7. Mid-term Student Presentations Week 8. Students give presentations from Module part 3B; Feedback and analysis. Module part 4A (Visual aids) Week 9. Students give presentations from Module part 4A; Feedback and analysis. Module part 4B (Visual aids) Week 10. Students give presentations from Module part 4B; Feedback and analysis. Module part 5A (Facts and figures) Week 11. Students give presentations from Module part 5A; Feedback and analysis. Module part 5B (Facts and figures) Week 12. Students give presentations from Module part 5B; Feedback and analysis. Module part 6A (Body language) Week 13. Students give presentations from Module part 6A; Feedback and analysis. Preparation for final presentations. Week 14. Final Student Presentations			
<b>3. Registration Requirements</b> Students who do not meet the English requirement (TOEIC 500) cannot take this course. Note that there is a limit of the number of students per class. To register for this class, refer to Rishuno Tebiki.			
<b>4. Course Preparations</b> Students are expected to prepare presentations ahead of each class. Students are expected to incorporate skills studied in previous classes in their presentations			
<b>5. Textbook (s)</b> Textbook-- Dynamic Presentations Student's Book with Audio CDs, by Mark Powell, Cambridge University Press (ISBN 9780521150040).			
<b>6. Reference Book (s)</b> None.			
<b>7. How to provide Feedback to assignments</b> Feedback and grading of the midterm and final presentations will be provided in writing. Feedback and grading on weekly short presentations will be provided in class and in writing.			
<b>8. Assessment</b> Active Participation in class activities 20% Mid-term Presentation 20% Weekly short presentations 40% Final Presentation 20%			
<b>9. Others</b>			

科目ナンバー：(BA)MAN391E			
Business Presentation B 【Advanced】			VAUGHAN, ROBERT
Credits: 2	Year: 3	Fall Semester	Surugadai
<b>1. Course Outline and Objectives</b> Course Outline This course is a business presentation course designed to develop communication skills in English. This course will develop students' preparation and performance of presentations. Students will learn what they need to put into presentations and what should be left out of presentations. Students will be exposed to a range of dynamic presentation techniques and will have chances to try these techniques in class. Course Goals: Students will be able to: Build rapport. Effectively use various impact techniques in presentations (rhetorical questions, repetition of sounds, groups of three plus one, repetition of words, contrasts and opposites) . Effectively use storytelling techniques in presentations. Conduct Question & Answer sessions. Develop appropriate body language in presentations.			
<b>2. Course Content</b> Week 1. Preparing to present (45 minutes) Module 7A (Rapport building) Week 2. Student Presentations from Module part 7A; Feedback and analysis. Module part 7B (Rapport building) Week 3. Students give presentations from Module part 7B; Feedback and analysis Module part 8A (Impact techniques) Week 4. Students give presentations from Module part 8A; Feedback and analysis. Module part 8B (Impact techniques) Week 5. Students give presentations from Module part 8B; Feedback and analysis. Module part 8C (Impact techniques) Week 6. Students give presentations from Module part 8C; Feedback and analysis. Module part 8D (Impact techniques) Week 7. Mid-term Student Presentations Week 8. Students give presentations from Module part 8D; Feedback and analysis. Module part 9A (Storytelling) Week 9. Students give presentations from Module part 9A; Feedback and analysis. Module part 9B ((Storytelling) Week 10. Students give presentations from Module part 9B; Feedback and analysis. Module part 10A (Q&A sessions) Week 11. Students give presentations from Module part 10A; Feedback and analysis. Module part 10B (Q&A sessions) Week 12. Students give presentations from Module part 10B; Feedback and analysis. Module part 6B (Body language) Week 13. Students give presentations based on part 16B; Feedback and analysis. Preparation for final presentations. Week 14. Final Student Presentations			
<b>3. Registration Requirements</b> ※「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。また、本科目は受講人数に制限があり、履修に際しては事前登録が必要となるので、「経営学部履修の手引き」を参照すること。 Students who do not meet the English requirement (TOEIC 500) cannot take this course. Note that there is a limit of the number of students per class. To register for this class, refer to Rishuno Tebiki.			
<b>4. Course Preparations</b> Students are expected to prepare presentations ahead of each class. Students are expected to incorporate skills studied in previous classes in their presentations			
<b>5. Textbook (s)</b> 5. Textbook-- Dynamic Presentations Student's Book with Audio CDs, by Mark Powell, Cambridge University Press (ISBN 9780521150040).			
<b>6. Reference Book (s)</b> None.			
<b>7. How to provide Feedback to assignments</b> Feedback and grading of the midterm and final presentations will be provided in writing. Feedback and grading on weekly short presentations will be provided in class and in writing.			
<b>8. Assessment</b> Active Participation in class activities 20% Mid-term Presentation 20% Weekly short presentations 40% Final Presentation 20%			
<b>9. Others</b>			

科目ナンバー：(BA)MAN291E			
Fundamentals of Management A		ISHIZUKA FUMIKI	
Credits: 2	Year: 2	Spring Semester	Izumi
<b>1. Course Outline and Objectives</b> Course Outline: The Course is a general introduction to Management. Using an English textbook popular in undergraduate business programs of universities in the USA, the course aims at understanding the basic concepts and approaches in Management, such as the business-mindset, ownership or issues of corporate governance, management roles, production, and employee motivation. Course facilitator (lecturer) envisages face to face (in-person) interactions for delivering this course as much as possible. Nevertheless, all learning partners are advised to check regularly with Oh-o! Meiji system about changes that the university will introduce to delivering instructions that are applicable to all schools and graduate schools across the university. The course is offered mainly to students in the business program who successfully completed the Introduction to Management A/B in Japanese. Lectures are provided in English. Team presentations held by participants and following group discussions concerning the topics featured in textbook are scheduled in each lecture. Team presentations (25 minutes) and group discussions (20 minutes) would be held 2 times in each lecture. Students from other programs/departments than the business administration faculty are recommended to finish reading Keieigaku eno Tobira (『経営学への扉』) by the time when the class starts. 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 ready for future global business activity through interactions between participants.			
<b>2. Course Content</b> 1st Week Course Introduction & Assignment of Presentation 2nd Week Developing a Business Mindset① 3rd Week Developing a Business Mindset② 4th Week Economics, Money and Banking 5th Week The Global Marketplace 6th Week Business Ethics and Corporate Social Responsibility 7th Week Forms of Ownership 8th Week Entrepreneurship and Small-Business Ownership 9th Week Management Roles, Functions and Skills 10th Week Organization and Teamwork 11th Week Production systems① 12th Week Production systems② 13th Week Employee Motivation① 14th Week Employee Motivation②			
<b>3. Registration Requirements</b> Minimum TOEIC score: around 730 Students who wish to enroll in this course must attend the first class on course introduction/guidance.			
<b>4. Course Preparations</b> All the participants are required to read the designated part of textbook 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 two or three weeks (according to the number of enrolled participants). Discussion agendas in each lecture are to be elaborated by presenter-group in advance.			
<b>5. Textbook (s)</b> Courtland L. Bovee, John V. Thill (2020) Business in Action, Global Edition, Pearson Education Limited; 9th edition.			
<b>6. Reference Book (s)</b> References are instructed, if necessary.			
<b>7. How to provide Feedback to assignments</b>			
<b>8. Assessment</b> Commitment and contribution to the class (including team presentations and interactions in the following group discussions) : 50 %. Mini Research Paper: 50 %.			
<b>9. Others</b>			

科目ナンバー：(BA)MAN291E			
Fundamentals of Management B		ISHIZUKA FUMIKI	
Credits: 2	Year: 2	Fall Semester	Izumi
<b>1. Course Outline and Objectives</b> Course Outline: The Course is a general introduction to Management. Using an English textbook popular in undergraduate business programs of universities in the USA, the course aims at understanding the basic concepts and approaches in Management, such as the Human Resource Management, Marketing, Product Management, Customer Communications, Accounting and Financial Management. Course facilitator (lecturer) envisages face to face (in-person) interactions for delivering this course as much as possible. Nevertheless, all learning partners are advised to check regularly with Oh-o! Meiji system about changes that the university will introduce to delivering instructions that are applicable to all schools and graduate schools across the university. The course is offered mainly to students in the business program who successfully completed the General Management (経営総論) in Japanese during the spring semester of the freshman year. Lectures are provided in English. Team presentations held by participants themselves and following group discussions concerning the topics featured in textbook are scheduled in each lecture. Team presentations (25 minutes) and group discussions (20 minutes) would be held 2 times in each lecture. 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 ready for future global business activity through interactions between participants.			
<b>2. Course Content</b> 1st Week Course Introduction & Assignment of Presentation 2nd Week Human Resource Management① 3rd Week Human Resource Management② 4th Week The Art and Science of Marketing① 5th Week The Art and Science of Marketing② 6th Week Product Management and Pricing Strategies① 7th Week Product Management and Pricing Strategies② 8th Week Customer Communication and Product Distribution① 9th Week Customer Communication and Product Distribution② 10th Week Financial Information and Accounting Concepts① 11th Week Financial Information and Accounting Concepts② 12th Financial Management and Financial Markets① 13th Financial Management and Financial Markets② 14th Business law in the USA			
<b>3. Registration Requirements</b> Minimum TOEIC score: around 730 Students who wish to enroll in this course must attend the first class on course introduction/guidance.			
<b>4. Course Preparations</b> All the participants are required to read the designated part of textbook 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 two or three weeks (according to the number of enrolled participants). Discussion agendas in each lecture are to be elaborated by presenter-group in advance.			
<b>5. Textbook (s)</b> Courtland L. Bovee, John V. Thill (2020) Business in Action, Global Edition, Pearson Education Limited; 9th edition.			
<b>6. Reference Book (s)</b> References are instructed, if necessary.			
<b>7. How to provide Feedback to assignments</b>			
<b>8. Assessment</b> Commitment and contribution to the class (including group discussions) : 50 %. Mini Research Paper: 50 %.			
<b>9. Others</b>			

科目ナンバー：(BA)MAN291E			
Transcultural Business Communication A			KANEKO ATSUKO
Credits: 2	Year: 2	Spring Semester	Surugadai
<p><b>1. Course Outline and Objectives</b></p> <p>Given the globalization of business and increasing diversity within the workforce of many industries and organizations, more and more managers and professionals are required to work effectively across borders and cultures. This course offers opportunities to practice skills as well as a broad view of theories, models, and ideas on global strategic positioning, cross-cultural understanding, and management.</p> <p>Course objectives:</p> <ol style="list-style-type: none"> <li>1. To develop an understanding of how to work with people from different cultural backgrounds.</li> <li>2. To develop an awareness of how to incorporate ethical principles, personal and organizational values, and socially responsible practices in global management.</li> <li>3. To develop collaborative, cooperative, and open study skills.</li> </ol>			
<p><b>2. Course Content</b></p> <p>Week 1 Preparing to communicate across cultures; Developing intercultural skills: Describing culture</p> <p>Week 2 Developing intercultural skills: Flexible thinking model</p> <p>Week 3 Managing first meetings: Handling first meetings with new professional contacts</p> <p>Week 4 Managing first meetings: Building relationships with a range of small talk styles</p> <p>Week 5 Communicating effectively: Communicating messages sensitively</p> <p>Week 6 Communicating effectively: Interacting across cultures</p> <p>Week 7 Student presentation (1)</p> <p>Week 8 Managing international meetings: Outlining a decision-making process</p> <p>Week 9 Managing international meetings: Managing different types of communicators</p> <p>Week 10 Becoming a better listener: Clarifying messages</p> <p>Week 11 Becoming a better listener: Analysing why we listen to other people</p> <p>Week 12 Presenting across cultures: Customizing presentations to different international audiences</p> <p>Week 13 Presenting across cultures: Analyzing the dynamics of the Q &amp; A phase of a presentation</p> <p>Week 14 Student presentations (2)</p>			
<p><b>3. Registration Requirements</b></p> <p>※「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。</p> <p>Students who do not meet the English requirement for this course (TOEIC 730, TOEFL ITP 500, TOEFL iBT 64, or IELTS 5.5) cannot take this course.</p>			
<p><b>4. Course Preparations</b></p> <p>Students are expected to preview the book, prepare response to questions for class discussion. Students submit activity reports based on preview and class discussion every week. Quizzes are designed to help students understand the concepts introduced in the book.</p>			
<p><b>5. Textbook (s)</b></p> <p>Bob Dignen. (2011). Communicating Across Cultures. Cambridge University Press</p>			
<p><b>6. Reference Book (s)</b></p> <p>H. Deresky. International Management: Managing Across Borders and Cultures. 9th edition, Global Edition. Pearson.</p>			
<p><b>7. How to provide Feedback to assignments</b></p> <p>Provide feedback through Oh-o! Meiji (LMS) discussions as well as in-class discussions.</p>			
<p><b>8. Assessment</b></p> <p>Final Grade Policy: Project presentations (2) 40%; Quizzes 30 %; assignments 20 %; class participation 10%.</p> <p>If more than three (3) classes are missed within a 14-week course, then the student fails. Three (3) late = One (1) absence</p>			
<p><b>9. Others</b></p> <p>Classroom language is English.</p>			

科目ナンバー：(BA)MAN291E			
Strategic Business Communication A		KANEKO ATSUKO	
Credits: 2	Year: 2	Spring Semester	Izumi
<b>1. Course Outline and Objectives</b> Successful leaders are highly effective communicators. This course develops an understanding of the theory of human communication so that a student can apply it in the organizational setting. The course content will include principles of relationship-building such as personal credibility, emotional intelligence and listening and their application to productive business communication. It involves developing and enhancing your competencies in collaborating in teams, writing effective business messages, developing influential messages, and speaking and presenting in workplace settings. Learning Objectives: - Understand and build credibility as a communicator - Learn and apply the theory and principles of interpersonal business communication - Understand and describe characteristics of cultural intelligence, its importance for global business leaders, and approaches to developing it - Develop and deliver compelling messages - Develop critical thinking, collaboration, and productivity in work relationships			
<b>2. Course Content</b> Week 1 Introduction; Establishing Credibility: Competence, Caring, Character (Chapter 1) Week 2 Interpersonal Communication and Emotional Intelligence (Chapter 2) : Miscommunication and Active Listening Week 3 EQ (Self-Awareness, Self-Management, Empathy, Relationship Management) and Maintaining Civility Week 4 Team Communication and Difficult Conversations (Chapter 3) Week 5 Managing Meetings: Active Listening workshop Week 6 Student presentations (1) EQ/Team Communication (2.20/ 2.21/ 2.23/ 3.6/ 3.7/ 3.8/ 3.9/ 3.11) Week 7 Global Communication and Diversity: Developing Cultural Intelligence (Chapter 4) Week 8 Intercultural Communication Workshop (A) Week 9 Creating Effective Business Messages (Chapter 5): AIM (Audience Analysis, Information Gathering, Message Development) planning process and proposals (5.13, 5.14) Week 10 Applying positive and other-oriented tones Week 11 Improving Readability with Style and Design (Chapter 6) Week 12 Email and other Traditional Tools for Business Communication (Chapter 7) Week 13 Social Media for Business Communication (Chapter 8) Week 14 Student presentations (2)			
<b>3. Registration Requirements</b> ※「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.			
<b>4. Course Preparations</b> Students are expected to preview the book, respond to questions for discussion, prepare for quizzes, and develop reports. Students submit activity reports based on preview and class discussion every week. Quizzes are designed to help students understand the concepts introduced in the book.			
<b>5. Textbook (s)</b> Peter Cardon (2020) . Business Communication: Developing Leaders for a Networked World 4th Edition McGraw-Hill			
<b>6. Reference Book (s)</b>			
<b>7. How to provide Feedback to assignments</b> Provide feedback through Oh-o! Meiji (LMS) discussions as well as in-class discussions.			
<b>8. Assessment</b> Reports and presentations (2) 30%; quizzes 30%; homework 30%; contribution to class: 10% Attendance: If students miss more than 3 of the 14 classes, they will not receive credits. 3 late arrivals equal 1 absence.			
<b>9. Others</b>			

科目ナンバー：(BA)MAN291E			
Strategic Business Communication B		KANEKO ATSUKO	
Credits: 2	Year: 2	Fall Semester	Izumi
<b>1. Course Outline and Objectives</b> Successful leaders are highly effective communicators. This course develops an understanding of the theory of business communication so that a student can apply it in the organizational setting. It involves developing and enhancing your competencies in collaborating in teams, writing effective business messages, developing influential reports, choosing appropriate communication channels, and speaking and presenting in workplace settings. Learning Objectives: Understand and build credibility as a communicator Learn and apply the theory and principles of business communication Develop and deliver compelling reports and/or presentations Develop critical thinking, collaboration, and productivity in work relationships			
<b>2. Course Content</b> Week 1 Introduction; Revisiting Credibility and AIM planning process Week 2 Global Communication and Diversity: Intercultural Communication Workshop (B) Week 3 Routine Business Messages (Chapter 9) Week 4 Persuasive Messages (Chapter 10) Week 5 Bad-News Messages (Chapter 11) Week 6 Student presentations (1) Week 7 Research and Business Proposals (Chapter 12) Creating Simple Survey Questions Week 8 Research and Business Proposals (Chapter 12) Creating Effective Charts Week 9 Research and Business Proposals (Chapter 12) Conduct Library Search Week 10 Completing Business Proposals (Chapter 13) Week 11 Planning a presentation (Chapter 14) Week 12 Delivering a presentation (Chapter 15) Week 13 Employment communication (Chapter 16) Week 14 Student presentations (2) (15.7 Better Horizons Credit Union Marketing Initiative, 15.8 Promoting Better Horizons Credit Union, 15.9 The Hope Walkathon, 15.10 Changes at Marble Home Makeovers)			
<b>3. Registration Requirements</b> ※「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.			
<b>4. Course Preparations</b> Students are expected to preview the book, respond to questions for discussion, prepare for quizzes, and develop reports. Students submit activity reports based on preview and class discussion every time they attend. Quizzes are designed to help students understand the concepts introduced in the book.			
<b>5. Textbook (s)</b> Peter Cardon (2020). Business Communication: Developing Leaders for a Networked World 4th Edition McGraw-Hill ISBN 978-1-260-57135-6			
<b>6. Reference Book (s)</b>			
<b>7. How to provide Feedback to assignments</b> Provide feedback through Oh-o! Meiji (LMS) discussions as well as in-class discussions.			
<b>8. Assessment</b> Reports and presentations (2) 30%; quizzes 30%; homework 30%; contribution to class: 10% Attendance: If students miss more than 3 of the 14 classes, they will not receive credits. 3 late arrivals equal 1 absence.			
<b>9. Others</b>			

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>Week1. Introduction</p> <p>Week2. What is Strategic Communication and why is it important? The Nature of Communication</p> <p>Week3. Communicating in and beyond Organizations</p> <p>Week4. Communication in a Diverse Society</p> <p>Week5. Cultural Differences in International Business</p> <p>Week6. Cultural Awareness</p> <p>Week7. Strategic Case</p> <p>Week8. Listening strategies</p> <p>Week9. 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>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>Week1 Introduction, Review of Spring Semester</p> <p>Week2 Communicating in Teams</p> <p>Week3 Effective Meetings</p> <p>Week3 Virtual Meetings</p> <p>Week4 Conducting Meetings</p> <p>Week5 Case</p> <p>Week6 Case</p> <p>Week7 Strategic Presentations</p> <p>Week8 Types of Presentations</p> <p>Week9 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>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
<b>1. Course Outline and Objectives</b> 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.			
<b>2. Course Content</b> 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?)			
<b>3. Registration Requirements</b> ※「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.			
<b>4. Course Preparations</b> 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.			
<b>5. Textbook (s)</b> Communicating at Work - Business Communication: Developing Leaders for a Networked World, 3rd edition / McGraw Hill Peter Cardon / McGraw-Hill /			
<b>6. Reference Book (s)</b> 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.			
<b>7. How to provide Feedback to assignments</b>			
<b>8. Assessment</b> • In-class participation 25% • (2) presentations - 50% • homework 25%			
<b>9. Others</b> 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
<b>1. Course Outline and Objectives</b> 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.			
<b>2. Course Content</b> 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?)			
<b>3. Registration Requirements</b> ※「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.			
<b>4. Course Preparations</b> 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.			
<b>5. Textbook (s)</b> Communicating at Work - Business Communication: Developing Leaders for a Networked World, 3rd edition / McGraw Hill Peter Cardon / McGraw-Hill /			
<b>6. Reference Book (s)</b> 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.			
<b>7. How to provide Feedback to assignments</b>			
<b>8. Assessment</b> • In-class participation 25% • (2) presentations - 50% • homework 25%			
<b>9. Others</b> 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
<b>1. Course Outline and Objectives</b> <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.			
<b>2. Course Content</b> (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			
<b>3. Registration Requirements</b> The TOEIC level necessary for registering for this course is around 600.			
<b>4. Course Preparations</b> 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.			
<b>5. Textbook (s)</b> None specified.			
<b>6. Reference Book (s)</b> 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.			
<b>7. How to provide Feedback to assignments</b> Basically, general comments on reaction papers will be published weekly on Oh-oi Meiji system.			
<b>8. Assessment</b> Contribution to the Class (10%) ; Assignments (20%) ; Midterm Essay (30%) ; Final Essay (40%)			
<b>9. Others</b> 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
<b>1. Course Outline and Objectives</b> <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."			
<b>2. Course Content</b> 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) Disclosure-related Lecture 10 CSR Movement (1a) Environment Lecture 11 CSR Movement (1b) Environment Lecture 12 CSR Movement (1c) Environment Lecture 13 CSR Movement (2a) Society (Human Rights and Labor) Lecture 14 CSR Movement (2b) Society (Corruption)			
<b>3. Registration Requirements</b> Students are expected to raise questions actively. It is desirable to have knowledge of Corporation Law, Finance, and Accounting.			
<b>4. Course Preparations</b> Read the materials to be distributed in advance Review the content of the lecture			
<b>5. Textbook (s)</b> None. Materials are distributed.			
<b>6. Reference Book (s)</b> None			
<b>7. How to provide Feedback to assignments</b> Students will submit a short report on each lecture. In their reports, students may raise questions. Feedback on those questions will be given in the following class.			
<b>8. Assessment</b> The evaluation is made by summing up the following two scores. Final exam (50 points) and commitment to this class (50 points).			
<b>9. Others</b>			

科目ナンバー：(BA)MAN391E			
Internet Business A			TAKAHASHI TORU
Credits: 2	Year: 3	Spring Semester	Surugadai
<b>1. Course Outline and Objectives</b> <Outline> With the emergence of advanced digital technology and big data, our society has undergone a big transformation. Today it is an indispensable requirement for all businessperson to understand the structure of internet business. In this course, an instructor with extensive work experience in the global media division of an advertising company will provide an overview of the business conducted on the internet. The course will give students a better understanding of the history and developments of internet business, with discussions covering cutting-edge topics and case studies. The students will have the opportunity to understand and discuss businesses which leverage the internet, as well as develop English communication skills. <a href="https://commons.i.muc.meiji.jp/em/63c743f02c200">https://commons.i.muc.meiji.jp/em/63c743f02c200</a> <Objectives> Students will gain a basic understanding of internet business in general, as well as knowledge of how new business models work. Students will also be accustomed to a practical English-speaking environment to develop the communication skills needed for future global business leaders.			
<b>2. Course Content</b> 1. Introduction - War for Talent in the Global Market 2. History of Internet Business 3. Business Model by Internet 4. Internet and Traditional Media 5. Web 2.0 - Long Tail Principle 6. Internet Advertising - Evolution of Ad Technology 7. Internet Advertising - Attribution Analysis 8. Big Data and Marketing 9. Internet Business and M&A - Web 3.0 10. Evolution of Social Media 11. Evolution of Video Streaming 12. Mobile Centric - Evolution of Internet Device 13. Latest Trend of Internet Business 14. Course Review- How to Transform Yourself for Your Career Development			
<b>3. Registration Requirements</b> ※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.			
<b>4. Course Preparations</b> Students are required to download the 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.			
<b>5. Textbook (s)</b> The lecture slide PDF files will be able to be downloaded for each topic.			
<b>6. Reference Book (s)</b> To be notified in class.			
<b>7. How to provide Feedback to assignments</b> In addition to distribution through "Oh-o! Meiji", one on one meeting (online / offline) will be held for those who wish.			
<b>8. Assessment</b> Contribution to class (including questionnaire responses after each class) 60% Final report 40%			
<b>9. Others</b> * 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 ※ 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
<b>1. Course Outline and Objectives</b> <Outline> Continuing from the previous semester, this course introduces the latest issues related to the internet business by an instructor with extensive work experience in the global media department of an advertising company. The instructor will explain case studies of internet business companies that are driving the global economy in recent years, their business models, and the challenges for the future. Students will have the opportunity to discuss the management and marketing of internet businesses and develop their practical English skills as a business person. <a href="https://commons.i.muc.meiji.jp/em/63c743f02c200">https://commons.i.muc.meiji.jp/em/63c743f02c200</a> <Objectives> Students will gain a basic understanding of internet business in general, as well as knowledge of how new business models work. Students will also be accustomed to a practical English-speaking environment to develop the communication skills needed for future global business leaders.			
<b>2. Course Content</b> 1. Introduction - Analytical Method of Case Studies 2. Omni-Channel Marketing 3. Electronic Commerce 4. Electronic Payment / Virtual Currency 5. Artificial Intelligence 6. [Case Study] Google 7. [Case Study] Apple 8. [Case Study] Facebook (Meta) 9. [Case Study] Amazon 10. [Case Study] Next GAFA - Baidu, Alibaba, Tencent, Huawei 11. Cyber Security 12. Ethics & Law of Internet Business 13. Future of Internet Business / Metaverse 14. Course Review - How to Transform Yourself for Your Career Development			
<b>3. Registration Requirements</b> ※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.			
<b>4. Course Preparations</b> Students are required to download the 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.			
<b>5. Textbook (s)</b> The lecture slide PDF files will be able to be downloaded for each topic.			
<b>6. Reference Book (s)</b> To be notified in class.			
<b>7. How to provide Feedback to assignments</b> In addition to distribution through "Oh-o! Meiji", one on one meeting (online / offline) will be held for those who wish.			
<b>8. Assessment</b> Contribution to class (including questionnaire responses after each class) 60% Final report 40%			
<b>9. Others</b> * 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 ※ 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.			



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>&lt;Outline&gt; 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>&lt;Objectives&gt; 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"> <li>1 Introduction</li> <li>2 Development of content: History repeats</li> <li>3 Creating business icons for content</li> <li>4 Technology driven content</li> <li>5 The power of Anime: Case study in Vietnam</li> <li>6 Adopting content in different counties: K-pop and J-pop</li> <li>7 Implicit or Explicit (1) Japanese culture or Western Culture</li> <li>8 Implicit or Explicit (2) Negotiating with global clients</li> <li>9 Creating content for joint-marketing: Case of Dentsu</li> <li>10 Adoptive Content Theory: Utilizing multiple media</li> <li>11 Copyright and content business</li> <li>12 Digital platformer: iTunes</li> <li>13 Digital platformer: YouTube</li> <li>14 Review: Content business and digital technologies</li> </ol>			
<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 700~</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"> <li>• Global Leadership: Case Studies of Business Leaders in Japan. by Nakatani.Y and Smithers. R. Kinseido.</li> <li>• Using web-based materials and handouts</li> </ul>			
<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>8. Assessment</p> <p>Class contribution for discussion and assignments: 60%. Final report:40%</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>&lt;Outline&gt; 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>&lt;Objectives&gt; 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"> <li>1 Introduction</li> <li>2 Digital platformers: FaceBook and Instagram</li> <li>3 Digital platformer: Twitter</li> <li>4 Cutting-edge content and technology from U.S.</li> <li>5 Content for sports marketing: Morinaga case</li> <li>6 Adaptive content theory 1: Coca-Cola case</li> <li>7 Adaptive content theory 2: MIJI case</li> <li>8 Adaptive content theory 3: Shiseido</li> <li>9 Customer-oriented content</li> <li>10 Japanese traditional culture for new content</li> <li>11 Content for Counter Innovator's Dilemma</li> <li>12 CSR and content business</li> <li>13 Future content with SDGs</li> <li>14 Review: Developing your content business</li> </ol>			
<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 700~</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. &amp; Smithers, R. Seibido.</p> <ul style="list-style-type: none"> <li>• Using web-based materials and handouts</li> </ul>			
<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>8. Assessment</p> <p>Class contribution for discussion and assignments: 60%. Final report:40%</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
<b>1. Course Outline and Objectives</b> 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 is composed of the following five steps. Step 1: Define the "Problem" (What is the key issue should be investigated?) Step 2: "Plan" the project (How should the research be conducted?) Step 3: Collect "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: Draw out "Conclusions" (Summarize the research findings.) Self-managed team will conduct a mini survey of which research topic is based on the members' research interest. This action learning allows to experience the research project using the PPDAC cycle. <b>Objectives of the Course</b> 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.			
<b>2. Course Content</b> Session 1 Introduction: What is research? (PPDAC) Session 2 <Problem> Identify the research topic. Session 3 <Plan> Design a blueprint to proceed the research (Grouping members into teams) Session 4 Writing "Research Proposal" to sell plan effectively. Session 5 "Literature Review" to back up the plan. Session 5 "Research Model" to integrate key components. Session 6 <Data> Methods to collect data scientifically. Session 7 How to use SPSS for statistical data analysis. Session 8 Interim presentation for team project Session 9 Quantitative Analysis 1: Descriptive statistics. Compare means (t-test, ANOVA) Session 10 Quantitative Analysis 2: Correlation, Regression Session 11 Qualitative Analysis: Text Mining to analyze sentences and interview data. Session 12 <Conclusion> Summarize the result and communicate. Session 13 Consultation Session 14 Final Team Presentation			
<b>3. Registration Requirements</b> Language of instruction for this course is English. TOEFLiBT score 60 or above is required to successfully complete the course.			
<b>4. Course Preparations</b> Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.			
<b>5. Textbook (s)</b> There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.			
<b>6. Reference Book (s)</b> Creswell J.W. (2018) Research Design: Qualitative, Quantitative, and Mixed Methods Approaches, Sage Publishing, pp.1-275.			
<b>7. How to provide Feedback to assignments</b> Activities and exercises will be reviewed and returned either handed out in class or on Oh-o! Meiji.			
<b>8. Assessment</b> Active participation in class discussions and activities (including peer evaluation): 50% Interim Team Presentation (team): 20% Final Team Presentation (team): 30%			
<b>9. Others</b> Research methods is the process through which the organizational performance is improved by gathering and analyzing relevant data. This course is ideal for those who are aiming managerial position in organization in the future to make decisions regarding the business activities.			

科目ナンバー：(BA)MAN292E			
Core Subjects Seminar D			NAGAI HIROHISA
Credits: 2	Year: 1	Fall Semester	Izumi
<b>1. Course Outline and Objectives</b> THEME : Global Business Case Study <b>Course Description</b> 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 students to develop advanced business knowledge as well as decision making skills. 10 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) and 3. Class Discussion (In-Class). Two team presentations, one for comparisons of two team on the same case and, the other for independent case is scheduled. Film cases will be also used to analyze the case visually. Reflection papers will be assigned every week to summarize the outputs of leaning through the class discussions. <b>Team Presentation (Case Analysis)</b> Class will be divided into teams and analyze a short case using theories and contents studies in the lectures. Case analysis is composed of four steps. a. Identify key issue, b. analyze the causes of the issue, c. Propose solution plans, d. Make a decision as a manager. <b>Objectives of the Course</b> Understand the global business issues around the world. Develop professional skills for analyzing, planning and decision making in business. Improve organizational communication skills through class discussion, team presentation and managing Q&A.			
<b>2. Course Content</b> Session 1: Introduction: What is case method and how to learn with cases? Session 2: Experience case method with a sample case. Session 3: "Play Its Safe at Home, or Take A Risk Abroad?" (2.5pages) Summary of the case: A U.S. lease-to-own chain considers whether to test its business in Mexico. Discussion Question: Should CEO's, the lease-to-own store chain expand to Mexico? Session 4: "The Unmanageable Star Performer" (2.5pages) Summary of the case: The regional head of business contemplates the best way to handle the hotheaded but highly effective leader of the India office. Discussion Question: How to control Star Performer who is never satisfied? Session 5: "Pull the Plug on a Project with an Uncertain Future?" (3pages) Summary of the case: How to deal with a new project development in overseas under the global pandemic lockdown situation? Discussion Question: Should Alex push the project forward or take the deal? Session 6: Movie Day The true story film "Pursuit of Happiness" (not "Happiness") was inspired by events in the life of Mr. Christopher Gardner, who was once homeless and became a wealthy stockbroker in the U.S., as well as a proud father. Discussion Question: What influenced Mr. Chris's attitude toward work and family? Read "The Stories We Tell: films like 'Pursuit of Happiness'." <a href="https://is.gd/fg6Vyc">https://is.gd/fg6Vyc</a> Session 7: Team Presentation I (Two teams analyze the same case independently, give presentations separately and discuss the solution plans together in class.) "From Regional Star to Global Leader" (3.5pages) Summary of the case: Yang Jianguo was promoted from country manager for China to global head of product development at a staid French perfume maker. How to shed some biases and win over his Western, tradition-bound colleagues-while still breathing new life into an aging product line? Discussion Question: Can Jianguo make the tradition? Session 8: Team Presentation II (Two teams analyze the same case, give presentations separately and discuss the solution plans in class.) "Can Knockoffs Knock Out Your Business?" (3.5pages) Summary of the case: Counterfeiting of Ruffin product is one the rise. The company's CEO is obsessed with putting a stop to it. How far should go? Discussion Question: How far should Bill take his campaign against counterfeiting? Session 9: "The Coach Who Got Poached" (3.5pages) Summary of the case: Jared Gordon, the president of the Industrial Division of Compunext Corporation developed excellent people one by one-then watched in frustration as other division stole them away. Discussion Question: What's causing Jared's problem, and how can he solve it? Session 10: "Can Knockoffs Knock Out Your Business?" (3.5pages) Summary of the case: Counterfeiting of Ruffin product is one the rise. The company's CEO is obsessed with putting a stop to it. How far should go? Discussion Question: How far should Bill take his campaign against counterfeiting? Session 11: "It's My Turn" (3pages) Summary of the case: Husband-and-wife entrepreneurs fight over who should stay home with the kids. Discussion Question: Should wife and husband trade roles of housework? Session 12: Should a Female Director "Tone It Down"? (2pages) Summary: How Sarah, a newly appointed board behave among male dominated board members? Discussion Question: How could Sarah change the mindset of CEO to better the situation? Session 13 Team Presentation III "Eliminate the Middle Man?" (4.5pages) Summary of the case: Consumer electronics giant USTech outsources to a Taiwanese manufacture, which in turn farms out much of the work to its factory in China. If USTech removed the middleman, would it cut cost-or cut its own throat? Discussion Question: What should USTech's sourcing strategy be? Session 14 Team Presentation IV "The Very Model of a Modern Senior Manager" (4.5pages) Summary of the case: Should all executives be cut from the same cloth? The head of HR thinks so-her's already creating a competency model for the			
<b>3. Registration Requirements</b> It is mandatory to use oral and written English the whole class through. TOEFLiBT score 70 or above is required to take this course.			
<b>4. Course Preparations</b> Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.			
<b>5. Textbook (s)</b> There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.			
<b>6. Reference Book (s)</b> Ellet W. (2018) The Case Study Handbook, Revised Edition: A Student's Guide, Harvard Business Review Press.			
<b>7. How to provide Feedback to assignments</b> Feedbacks of the other activities and exercises will be either handed out or returned by Oh-o! Meiji.			
<b>8. Assessment</b> Active participation in class discussions and activities: 50% Team presentation (30% x 2 times): 60%			
<b>9. Others</b> Individual preparation for classes by reading and analyzing the cases is 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
<b>1. Course Outline and Objectives</b> <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.			
<b>2. Course Content</b> 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 I 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.			
<b>3. Registration Requirements</b> Entry time limit 15 minutes after opening lecture. Each class will have assignments related to the course content.			
<b>4. Course Preparations</b> 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.			
<b>5. Textbook (s)</b> Handout data is delivered from "Oh-o! Meiji" website.			
<b>6. Reference Book (s)</b> Kikkawa, T. (2019) Inobeshon no Rekishi [History of Innovation] Tokyo: Yuhikaku.			
<b>7. How to provide Feedback to assignments</b> Feedback will be provided at the next class.			
<b>8. Assessment</b> The evaluation will be based on the assignments conducted each time (50%) and the confirmation test conducted at the end of the term (50%).			
<b>9. Others</b> 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
<b>1. Course Outline and Objectives</b> <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.			
<b>2. Course Content</b> 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 Industry1: New Market Development Part 5: Innovation in the Beauty Industry2: New Market Development Part 6: Innovation in the Construction Equipment Industry1: Global Strategy Part 7: Innovation in the Construction Equipment Industry2: Global Strategy Part 8: Innovation in the Retail Industry1: Creating an E-Commerce Business Part 9: Innovation in the Retail Industry2: 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.			
<b>3. Registration Requirements</b> Entry time limit 15 minutes after opening lecture. Each class will have assignments related to the course content.			
<b>4. Course Preparations</b> 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.			
<b>5. Textbook (s)</b> Handout data is delivered from "Oh-o! Meiji" website.			
<b>6. Reference Book (s)</b> References will be introduced in each class according to the content.			
<b>7. How to provide Feedback to assignments</b> Feedback will be provided at the next class.			
<b>8. Assessment</b> The evaluation will be based on the assignments conducted each time (50%) and the confirmation test conducted at the end of the term (50%).			
<b>9. Others</b> 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
<b>1. Course Outline and Objectives</b> <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。			
<b>2. Course Content</b> 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			
<b>3. Registration Requirements</b> Course preparations: This course will be interactive, so active participation is required.			
<b>4. Course Preparations</b> 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.			
<b>5. Textbook (s)</b> None. Handouts are given every time.			
<b>6. Reference Book (s)</b> 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)			
<b>7. How to provide Feedback to assignments</b>			
<b>8. Assessment</b> 30% group discussion, 30% case study presentation, 40% individual report			
<b>9. Others</b>			

科目ナンバー：(BA)CMM311E			
Strategic Marketing B		MATSUURA YOSHITAKA	
Credits: 2	Year: 3	Fall Semester	Surugadai
<b>1. Course Outline and Objectives</b> <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。			
<b>2. Course Content</b> 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			
<b>3. Registration Requirements</b> Course preparations: This course will be interactive, so active participation is required.			
<b>4. Course Preparations</b> 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.			
<b>5. Textbook (s)</b> None. Handouts are given every time.			
<b>6. Reference Book (s)</b> 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)			
<b>7. How to provide Feedback to assignments</b>			
<b>8. Assessment</b> 30% group discussion, 30% case study presentation, 40% individual report			
<b>9. Others</b>			



科目ナンバー：(BA)MAN361E			
International Management A 【Joint course by the depts. of Business Administration and Accounting】		DASSANAYAKE, MUDIYANSELAGE	
Credits: 2	Year: 3	Fall Semester	Surugadai
<b>1. Course Outline and Objectives</b>			
<p>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 these host countries.</p> <p>This course is designed in such a way to provide learning partners (students) with a platform to be knowledgeable of fundamentals (basics) of international management with special reference to national differences and the broader environment of international business. At the end of this course, learning partners will be able to:</p> <ol style="list-style-type: none"> <li>know the uniqueness of managing MNEs when it is compared with the case of home-grown companies (operating in a single country)</li> <li>understand basic concepts, principles, and theories of managing business in international context</li> <li>apply these concepts, principles, and theories to analyze various routine and non-routine issues of managing international business.</li> </ol> <p>Learning and teaching methods of this course include largely lectures and interactive discussions. Learning partners from other schools as well as foreign exchange students (inbound) are also cordially welcome to take this course.</p> <p>The course facilitator (lecturer) envisages employing face-to-face (in-person) interactions as the instruction type for delivering this course. Nevertheless, there is a high possibility of using Zoom Video-conferencing technology in the case of holding the Guest Speaking Session by a practicing manager from the industry.</p>			
<b>2. Course Content</b>			
<p>第1回：Multinational enterprises (MNEs), international management (IM), and international managers</p> <p>第2回：Globalization: Lens for understanding the rationale and significance of IM</p> <p>第3回：Environmental context of MNEs 1</p> <p>第4回：Environmental context of MNEs 2</p> <p>第5回：Culture, differences in culture, and managing across cultures 1</p> <p>第6回：Culture, differences in culture, and managing across cultures 2</p> <p>第7回：Ethics, corporate social responsibility, and sustainability (with environmental, social, and governance [ESG] framework) 1</p> <p>第8回：Ethics, corporate social responsibility, and sustainability (with environmental, social, and governance [ESG] framework) 2</p> <p>第9回：Foreign direct investment (FDI) 1</p> <p>第10回：Foreign direct investment (FDI) 2</p> <p>第11回：Guest speaking (most likely online) by a practicing manager from the industry (<i>tentative</i>) or lecture (<i>alternative</i>)</p> <p>第12回：Regional economic integration 1</p> <p>第13回：Regional economic integration 2</p> <p>第14回：Reflections and course wrap up</p>			
<b>3. Registration Requirements</b>			
<p>There is no pre-requisite course/s for International Management A.</p> <p>This course will be delivered in English. It offers learning partners opportunities for improving continuously and confidently their communication skills (speaking, reading, listening, and writing) in English.</p> <p>The Test of English for International Communication (TOEIC) level necessary for registering for this course is around 680 points.</p>			
<b>4. Course Preparations</b>			
<p>A survey on learning needs of potential learning partners of this course will be conducted using Google Forms, one week prior to starting classroom meetings. The link to join this will be posted on the Class Web of Oh-o! Meiji system, so they can respond freely to survey questions within two weeks.</p> <p>Active participation and engagement in classroom meetings are vital for learning partners to derive maximum benefits from taking this course.</p> <p>They 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.</p>			
<b>5. Textbook (s)</b>			
<p>Hill, C. W. L. (2021). <i>International business: Competing in the global marketplace</i> (13th ed.) . McGraw-Hill Education.</p> <p>Learning partners 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.</p>			
<b>6. Reference Book (s)</b>			
<p>Adekola, A., &amp; Sergi, B. S. (2016). <i>Global business management: A cross-cultural perspective</i>. Routledge.</p> <p>American Psychological Association. (2020). <i>Publication manual of the American Psychological Association</i> (7th ed.). <a href="https://doi.org/10.1037/0000165-000">https://doi.org/10.1037/0000165-000</a></p> <p>Luthans, F., &amp; Doh, J. P. (2018). <i>International management: Culture, strategy, and behavior</i> (10th ed.). McGraw-Hill Education.</p> <p>Learning partners 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:</p> <p>Business magazines: Fortune, Forbes, The Economist</p>			
<b>7. How to provide Feedback to assignments</b>			
<p>In general, learning partners will be provided with post quiz constructive feedback during the classroom meetings. This is in addition to viewing correct answers by themselves after the submission period for each quiz.</p> <p>As the take-home written assignment concerns, each learning partner will be provided with similar kind of feedback through the Class Web after marking the assignment.</p> <p>Furthermore, all learning partners are welcome to contact the course facilitator by using either "Discussions" platform on the Class Web or email for raising their concerns of learning international management.</p>			
<b>8. Assessment</b>			
<p>Course assessment comprises three components:</p> <ol style="list-style-type: none"> <li>Seven quizzes - 70%</li> <li>Take-home written assignment - 20% (the word limit will be 300-400 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]).</li> <li>Participation and engagement in classroom meetings - 10% (all learning partners are inspired to maintain an excellent record of class attendance, so they can interact in person with the course facilitator for benefiting significantly from classroom meetings).</li> </ol> <p>No final written examination at the end of the semester.</p>			
<b>9. Others</b>			
<p>Let us study together International Management in a joyous learning environment whilst engaging with social networking with learning partners from various countries across the globe.</p> <p>You are also 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.</p> <p>This course facilitator is reachable at <a href="mailto:msamand62@meiji.ac.jp">msamand62@meiji.ac.jp</a></p>			

科目ナンバー：(BA)MAN361E			
International Management B 【Joint course by the depts. of Business Administration and Accounting】		DASSANAYAKE, MUDIYANSELAGE	
Credits: 2	Year: 3	Fall Semester	Surugadai
<b>1. Course Outline and Objectives</b>			
<p>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 social, cultural, environmental, legal, political, and geopolitical factors in these host countries.</p> <p>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 management, and global human resource management. At the end of this course, learning partners (students) will be able to:</p> <ol style="list-style-type: none"> <li>explain why MNEs need to be unique and sensitive in managing their business in various host countries</li> <li>understand basic concepts, principles, and theories of managing business in international context</li> <li>apply these concepts, principles, and theories to analyze various routine and non-routine issues of managing international business</li> <li>identify some key considerations of planning to pursue a managerial career in MNEs or entrepreneurial career in international context.</li> </ol> <p>Learning and teaching methods of this course include largely lectures and interactive discussions. Learning partners from other schools as well as foreign exchange students (inbound) are also cordially welcome to take this course.</p> <p>The course facilitator (lecturer) envisages employing face-to-face (in-person) interactions as the instruction type for delivering this course. Nevertheless, there is a high possibility of using Zoom Video-conferencing technology for holding the Guest Speaking Session by a practicing manager from the industry.</p>			
<b>2. Course Content</b>			
<p>第1回：Multinational enterprises (MNEs), international management (IM), and international managers</p> <p>第2回：Globalization: Lens for understanding the rationale and significance of IM</p> <p>第3回：Environmental context of MNEs</p> <p>第4回：Differences in culture and their implications for international management</p> <p>第5回：Ethics, corporate social responsibility, and sustainability (with environmental, social, and governance [ESG] framework)</p> <p>第6回：The strategy of international business (only selected topics will be covered)</p> <p>第7回：The organization of international business (only selected topics will be covered)</p> <p>第8回：Global production (operations) and supply chain management 1 (only selected topics will be covered)</p> <p>第9回：Global production (operations) and supply chain management 2 (only selected topics will be covered)</p> <p>第10回：Global marketing and business analytics 1 (only selected topics will be covered)</p> <p>第11回：Global marketing and business analytics 2 (only selected topics will be covered)</p> <p>第12回：Guest speaking (most likely online) by a practicing manager from the industry (<i>tentative</i>) or lecture (<i>alternative</i>)</p> <p>第13回：Global human resource management (only selected topics will be covered)</p> <p>第14回：Reflections and course wrap up</p>			
<b>3. Registration Requirements</b>			
<p>There is no pre-requisite course/s for International Management B. Nevertheless, learning partners are advised to be knowledgeable of what is covered in International Management A as its scope entails fundamentals of the subject.</p> <p>This course will be delivered in English. It offers learning partners opportunities for improving continuously and confidently their communication skills (speaking, reading, listening, and writing) in English.</p> <p>The Test of English for International Communication (TOEIC) level necessary for registering for this course is around 680 points.</p>			
<b>4. Course Preparations</b>			
<p>A survey on learning needs of potential learning partners of this course will be conducted using Google Forms, one week prior to starting classroom meetings. The link to join this will be posted on the Class Web of Oh-o! Meiji System, so they can respond freely to survey questions within two weeks.</p> <p>Active participation and engagement in classroom meetings are vital for learning partners to derive maximum benefits from taking this course.</p> <p>They 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.</p>			
<b>5. Textbook (s)</b>			
<p>Hill, C. W. L. (2021). <i>International business: Competing in the global marketplace</i> (13th ed.) . McGraw-Hill Education.</p> <p>Learning partners 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.</p>			
<b>6. Reference Book (s)</b>			
<p>Adekola, A., &amp; Sergi, B. S. (2016). <i>Global business management: A cross-cultural perspective</i>. Routledge.</p> <p>American Psychological Association. (2020). <i>Publication manual of the American Psychological Association</i> (7th ed.). <a href="https://doi.org/10.1037/0000165-000">https://doi.org/10.1037/0000165-000</a></p> <p>Buckley, P. J. (2014). <i>The multinational enterprise and the emergence of the global factory</i>. PALGRAVE MACMILLAN.</p> <p>Luthans, F., &amp; Doh, J. P. (2018). <i>International management: Culture, strategy, and behavior</i> (10th ed.). McGraw-Hill Education.</p> <p>Learning partners 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:</p> <p>Business magazines: Fortune, Forbes, The Economist</p>			
<b>7. How to provide Feedback to assignments</b>			
<p>In general, learning partners will be provided with post quiz constructive feedback during the classroom meetings. This is in addition to viewing correct answers by themselves after the submission period for each quiz.</p> <p>As the take-home written assignment concerns, each learning partner will be provided with similar kind of feedback through the Class Web after marking the assignment.</p> <p>Furthermore, all learning partners are welcome to contact the course facilitator by using either "Discussions" platform on the Class Web or email for raising their concerns of learning international management.</p>			
<b>8. Assessment</b>			
<p>Course assessment comprises three components:</p> <ol style="list-style-type: none"> <li>Six quizzes - 60%</li> <li>Take-home written assignment - 30% (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]).</li> <li>Participation and engagement in classroom meetings - 10% (all learning partners are inspired to maintain an excellent record of class attendance, so they can interact in person with the course facilitator for benefiting fully from classroom meetings).</li> </ol> <p>No final written examination at the end of the semester.</p>			
<b>9. Others</b>			
<p>Let us study together International Management in a joyous learning environment whilst engaging with social networking with learning partners from various countries across the globe.</p> <p>You are also 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.</p> <p>This course facilitator is reachable at <a href="mailto:msamand62@meiji.ac.jp">msamand62@meiji.ac.jp</a></p>			

科目ナンバー：(BA)MAN321E			
Comparative Business Management A			KIM SOYEON
Credits: 2	Year: 3	Spring Semester	Surugadai
<b>1. Course Outline and Objectives</b> 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			
<b>2. Course Content</b> 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.			
<b>3. Registration Requirements</b> 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			
<b>4. Course Preparations</b> Students are recommended to read the chapter and reading materials assigned before class and also summarize what they learned after class.			
<b>5. Textbook (s)</b> Thomas, D.C., and Peterson, M. F. (2017) Cross-Cultural Management: Essential Concepts (4th ed), Sage. ISBN:1506387527			
<b>6. Reference Book (s)</b> Erin Meyer (2016) The Culture Map: Decoding How People Think, Lead, and Get Things Done Across Cultures, Public Affairs. ISBN: 9781610392761			
<b>7. How to provide Feedback to assignments</b> Feedback will be provided in class for all the assignments and in-class activities.			
<b>8. Assessment</b> Attendance, participation, and in-class activities: 40 % Report: 20 % Final presentation: 40%			
<b>9. Others</b> The instructor reserves the right to make changes to the syllabus during the course. If any changes are made, they will be announced in advance.			

科目ナンバー：(BA)MAN321E			
Comparative Business Management B			KIM SOYEON
Credits: 2	Year: 3	Fall Semester	Surugadai
<b>1. Course Outline and Objectives</b> 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			
<b>2. Course Content</b> 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			
<b>3. Registration Requirements</b> 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.			
<b>4. Course Preparations</b> Students are recommended to read the reading materials assigned before class and should be ready to join the class discussion.			
<b>5. Textbook (s)</b> Reading materials will be distributed in class.			
<b>6. Reference Book (s)</b> Thomas, D.C., and Peterson, M. F. (2017) Cross-Cultural Management: Essential Concepts (4th ed), Sage. ISBN:1506387527			
<b>7. How to provide Feedback to assignments</b> Feedback will be provided in class for all the assignments and in-class activities.			
<b>8. Assessment</b> Attendance and participation: 50 % Final-term project: 50%			
<b>9. Others</b> The instructor reserves the right to make changes to the syllabus during the course. If any changes are made, they will be announced in advance.			

科目ナンバー：(BA)MAN321E			
Transcultural Management A		NAGAI HIROHISA	
Credits: 2	Year: 3	Spring Semester	Surugadai
<b>1. Course Outline and Objectives</b> 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. Team Presentation (Case Analysis) Class will be divided into teams and analyze a short case using theories and contents studies in the lectures. Case analysis is composed of four steps, a. Identify key issue, b. analyze the causes of the issue, c. Propose solution plans, d. Make a decision as a manager. Individual Presentation (Speech) Each student will make an individual presentation to introduce the personal career planning to become the future global manager based on the course contents. Objectives of the Course 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.			
<b>2. Course Content</b> Session 1 Introduction: Global Business and Transcultural Management Session 2 Role of the Global Managers Session 3 What It Is Culture and Where It Comes From? (Grouping members into teams) Session 4 Cultural Context (Edward T. Hall) Session 5 Cultural Dimensions (Greet Hofstede) Session 6 Business Cultures in the Western World Session 7 Business Cultures in Asia, Africa and the Middle East Session 8 Feedback session to review the progress Session 9 Team presentation (Case Analysis) Session 10 The Global Manager as Decision Maker Session 11 The Global Manager as Negotiator Session 12 The Global Manager as Leader Session 13 Expatriate Management: So, You're Going to Abroad Session 14 Individual presentation: My Career Plan to be a Global Manager *Guest Speaker: Dr. Yi Zhu, Instructor, Lancaster University, U.K Dr. Zhu is a Business anthropologist study the cross-cultural issues from qualitative approach. (Date TBA)			
<b>3. Registration Requirements</b> It is required to use oral and written English the whole class through. TOEFLiBT score 65 or above is requested to take this course.			
<b>4. Course Preparations</b> Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.			
<b>5. Textbook (s)</b> There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.			
<b>6. Reference Book (s)</b> oways, M-J, Price R. (2019) understanding Cross-Cultural Management, Pearson pp. 1-513.			
<b>7. How to provide Feedback to assignments</b> First half of the academic progress will be reviewed at the feedback session at the 8th session. Feedbacks of the other activities and exercises will be either handed out or returned by Oh-o! Meiji.			
<b>8. Assessment</b> Active participation in class discussions and activities: 50% Team presentation: 30% Individual presentation: 20%			
<b>9. Others</b> Practice makes perfect. Enjoy your time of trial and error in classroom.			

科目ナンバー：(BA)MAN321E			
Transcultural Management B		NAGAI HIROHISA	
Credits: 2	Year: 3	Fall Semester	Surugadai
<b>1. Course Outline and Objectives</b> 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 at least one international businessperson who has working experience in Japan, or one Japanese businessperson who has working experience in at least one foreign county (the target person has to be arranged by the team.) Project will be conducted based on the following 3 steps. 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 team's solution plans to the issue. Two presentations are scheduled. Week 9: Interim presentation to report the preparations for the project. Week14: Final presentation followed by Q&A. Objectives of the Course 1. Understand practical managerial skills required for global managers. 2. Learn how to conduct interview survey. 3. Experience a process of team building through the team project.			
<b>2. Course Content</b> Session 1 Introduction: Abilities Required for Global Managers Session 2 Global Mindset: Understand the differences and complexities among various cultures Session 3 Global Competency: Ability to achieve goals effectively (Grouping members into teams) Session 4 Single-loop learning vs. Double-loop learning for solving cross-cultural issues Session 5 Global Leadership Simulation Session 6 Interview Method: How to conduct a successful interview survey Session 7 Active Listening: Key techniques to receive complete message from speaker. Session 8 Feedback session to review the progress Session 9 Interim Presentation for Team Project Session 10 Building Trust and Rapport with International Coworkers Session 11 Managing Group Dynamics of Transcultural Team Session 12 Coaching to Grow People in Diversified Team Session 13 Global Leadership Assessment (Case Simulation) Session 14 Final Presentation for Team Project			
<b>3. Registration Requirements</b> Taking Transcultural Management (A) prior to (B) is the recommended sequence. It is required to use oral and written English entire class period. TOEFLiBT score 65 or above is requested to take this course.			
<b>4. Course Preparations</b> Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.			
<b>5. Textbook (s)</b> There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.			
<b>6. Reference Book (s)</b> Thomas D.C. and Inkson J.H. (2022) Cross-Cultural Management: An Introduction, Sage Publications, Inc. pp. 1-288.			
<b>7. How to provide Feedback to assignments</b> First half of the academic progress will be reviewed at the feedback session at the 8th session. Feedbacks of the other activities and exercises will be either handed out or returned by Oh-o! Meiji.			
<b>8. Assessment</b> Active Participation in Class Discussion: 60% Interim Presentation: 10% Final Presentation:30%			
<b>9. Others</b> Practice makes perfect. Enjoy your time of trial and error in classroom.			



科目ナンバー：(BA)MAN991E			
Special Lectures on Business Management C		NAGAI HIROHISA	
Credits: 2	Year: 3	Spring Semester	Surugadai
<p><b>1. Course Outline and Objectives</b></p> <p>THEME Organizational Behavior to Manage People Organizational Behavior (OB) is a field of study that investigate the dynamics of interactions among individuals, groups, and structure within the organization. The purpose of this course is to learn the essential knowledge in OB to bring about the benefits for both individual (e.g., job satisfaction, performance) and organization (e.g., efficiency, productivity) as the future global leader. In-class short essay (weekly basis) related to the topic of day will be assigned at the beginning of the class. Purpose of it is to bring about the personal memories to be used as the resources for the discussion. Other active learning methods such as self-assessment activities, group simulation and the other media analysis will be implemented to foster the action-based learning. Objectives of the Course</p> <ol style="list-style-type: none"> <li>1. Learn the essential theories in organizational behavior.</li> <li>2. Develop practical knowledge and skills to be used as the future managers.</li> <li>3. Improve interpersonal and communication skills in organization.</li> </ol>			
<p><b>2. Course Content</b></p> <p>Session 1 Introduction: What is Organizational Behavior ? Session 2 Basics of Individual Behavior Session 3 Attitude and Job Satisfaction (Grouping members into teams) Session 4 Emotion and Mood Session 5 Personality and Values Session 6 Individual Decision Making Session 7 Motivation Session 8 Group Behavior Session 9 Work Teams Session 10 Communication Session 11 Stress Management Session 12 Leadership Session 13 Power and Politics Session 14 Organizational Culture and Change</p>			
<p><b>3. Registration Requirements</b></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><b>4. Course Preparations</b></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><b>5. Textbook (s)</b></p> <p>There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.</p>			
<p><b>6. Reference Book (s)</b></p> <p>Robbins, S., Judge T. A. (2021) Essentials of Organizational Behaviour, Global Edition, Pearson Education Limited, pp. 1-440.</p>			
<p><b>7. How to provide Feedback to assignments</b></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><b>8. Assessment</b></p> <p>In-class short essay (weekly basis): 40% Active participation in class discussions: 60%</p>			
<p><b>9. Others</b></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><b>1. Course Outline and Objectives</b></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. Individuals will discover one's strength as well as challenges to be a competent manager through various active learning activities including a skit project. Team Presentation (Skit Project) Drama method is one of the popular active-learning tools employed to enhance student' communication skills in business education in the U.S. In this course, student teams will create own scenario about the HR issue and its solution plans and perform it in the class. Individual Presentation (Career Planning) Each student will make an individual presentation to introduce the personal career plan as a future global manager based on the course contents. Objectives of the Course Develop practical knowledge and skills for solving problems required for professional managers. It also aims to develop the self-confidence in working with the people coming from different backgrounds. The overall objective of this course is to help students to improve the employability whatever the area of industry and type of job.</p>			
<p><b>2. Course Content</b></p> <p>Session 1 Introduction: My vision as a professional manager Session 2 RIASEC (personality) type to plan your future career Session 3 Career Anchor to identify your ability, talents, motives Session 4 Leadership style Session 5 Moving motivators Session 6 “Wheel of Life” to plan your career and life balance Session 7 Build good working relationship Session 8 Interim Feedback Session Session 9 Skit Project Presentation Session 10 Communication Tools for Managers Session 11 Active listening Session 12 Career Coaching Session 13 Business Model You Session 14 Individual Presentation: Design your Business Model</p>			
<p><b>3. Registration Requirements</b></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><b>4. Course Preparations</b></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><b>5. Textbook (s)</b></p> <p>There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.</p>			
<p><b>6. Reference Book (s)</b></p> <p>Harvard Business Review Manager's Handbook: The 17 Skills Leaders Need to Stand Out, HBR Handbooks (2017).</p>			
<p><b>7. How to provide Feedback to assignments</b></p> <p>First half of the academic progress will be reviewed at the feedback session at the 8th session. Feedbacks of the other activities and exercises will be either handed out or returned by Oh-o! Meiji.</p>			
<p><b>8. Assessment</b></p> <p>Active participation in class discussions and activities: 50% Skit Project: 30% Individual presentation: 20%</p>			
<p><b>9. Others</b></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
Credits: 2	Year: 1	Spring Semester	Izumi
<b>1. Course Outline and Objectives</b> <Outline> This course provides an introduction to the concepts and principles underlining financial accounting and reporting in English. The course covers fundamental financial accounting such as accounting cycles, adjusting entries, inventories, asset valuation, current liabilities, long-term liabilities, and the preparation and an analysis of financial statements. <Objectives> 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.			
<b>2. Course Content</b> <ol style="list-style-type: none"> <li>1. Introduction: Accounting in Action (Real-time Delivery Type (synchronous interactive type))</li> <li>2. The Recording Process</li> <li>3. Adjusting the Accounts</li> <li>4. Completing the Accounting Cycle</li> <li>5. Database Learning (Real-time Delivery Type (synchronous interactive type))</li> <li>6. Accounting for Merchandising Operations</li> <li>7. Mid-Term Exam (Real-time Delivery Type (synchronous interactive type))</li> <li>8. Inventories</li> <li>9. Accounting for Information Systems</li> <li>10. Fraud, Internal Controls, and Cash</li> <li>11. Accounting for Receivables</li> <li>12. Plant Assets, Natural Resources, and Intangible Assets</li> <li>13. Review (Real-time Delivery Type (synchronous interactive type))</li> <li>14. Final Exam (Real-time Delivery Type (synchronous interactive type))</li> </ol>			
<b>3. Registration Requirements</b> N/A			
<b>4. Course Preparations</b> The students should read each of the assigned chapter prior to class.			
<b>5. Textbook (s)</b> Jerry J. Weygandt, Paul D. Kimmel, Donald E. Kieso Accounting Principles 13edition, International Student Version Wiley 2018 eBook is available through library website (Maruzen eBook Library)			
<b>6. Reference Book (s)</b>			
<b>7. How to provide Feedback to assignments</b> Assignments are conducted in class as part of active learning, so feedback are given in class or via email at a later date.			
<b>8. Assessment</b> Class Contribution 15% Assignments 15% Midterm Exam 30% Final Exam 40%			
<b>9. Others</b> Accounting is referred as the language of business. Therefore, the students who want to pursue a career in business should obtain the knowledge of accounting and develop a skill and techniques for basic accounting. But, it is very important to enjoy the study of accounting always through the process. Let's enjoy BASIC ACCOUNTING together!			

科目ナンバー：(BA)ACC291E			
Basic Accounting B			NAKASHIMA MASUMI
Credits: 2	Year: 1	Fall Semester	Izumi
<b>1. Course Outline and Objectives</b> <Outline> This course provides an introduction to the concepts and principles underlining financial accounting and reporting in English. The course covers fundamental financial accounting such as Stockholder's Equity, Earnings Per Share and Share-Based Payment, Investments, Revenue Recognition and the analysis of financial statements. <Objectives> 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.			
<b>2. Course Content</b> <ol style="list-style-type: none"> <li>1. Introduction (Real-time Delivery Type (synchronous interactive type))</li> <li>2. Current Liabilities and Payroll Accounting</li> <li>3. Corporations: Organization and Capital Stock Transactions</li> <li>4. Corporations: Dividends, Retained Earnings, and Income Reporting</li> <li>5. Data Learning (Real-time Delivery Type (synchronous interactive type))</li> <li>6. Long-Term Liabilities</li> <li>7. Mid-Term Exam (Real-time Delivery Type (synchronous interactive type))</li> <li>8. Investments</li> <li>9. Statement of Cash Flows</li> <li>10. Managerial Accounting</li> <li>11. Financial Statement Analysis 1</li> <li>12. Financial Statement Analysis 2</li> <li>13. Review (Real-time Delivery Type (synchronous interactive type))</li> <li>14. Final Exam (Real-time Delivery Type (synchronous interactive type))</li> </ol>			
<b>3. Registration Requirements</b> N/A			
<b>4. Course Preparations</b> The students should read each of the assigned chapter prior to class.			
<b>5. Textbook (s)</b> Jerry J. Weygandt, Paul D. Kimmel, Donald E. Kieso Accounting Principles 13th ed, International Student Version Wiley 2018 eBook is available through library website (Maruzen eBook Library)			
<b>6. Reference Book (s)</b>			
<b>7. How to provide Feedback to assignments</b> Assignments are conducted in class as part of active learning, so feedback are given in class or via email at a later date.			
<b>8. Assessment</b> Class Contribution 15% Assignments 15% Midterm Exam 30% Final Exam 40%			
<b>9. Others</b> Accounting is referred as the language of business. Therefore, the students who want to pursue a career in business should obtain the knowledge of accounting and develop a skill and techniques for basic accounting. But, it is very important to enjoy the study of accounting always through the process. Let's enjoy BASIC ACCOUNTING together!			

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>&lt;Outline&gt;</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>&lt;Objectives&gt;</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"> <li>1. Introduction: Financial Accounting and Accounting Standards (Real-time Delivery Type (synchronous interactive type))</li> <li>2. Conceptual Framework for Financial Reporting</li> <li>3. The Accounting Information System</li> <li>4. Income Statement and Related Information</li> <li>5. Database Learning (Real-time Delivery Type (synchronous interactive type))</li> <li>6. Balance Sheet and Statement of Cash Flows</li> <li>7. Mid-Term Exam (Real-time Delivery Type (synchronous interactive type))</li> <li>8. Cash and Receivables</li> <li>9. Valuation of Inventories: A Cost-Basis Approach</li> <li>10. Inventories: Additional Valuation Issues</li> <li>11. Acquisition and Disposition of Property, Plant, and Equipment</li> <li>12. Depreciation, Impairments, and Depletion</li> <li>13. Review (Real-time Delivery Type (synchronous interactive type))</li> <li>14. Final Exam (Real-time Delivery Type (synchronous interactive type))</li> </ol>			
<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, 17th Edition, 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>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>&lt;Outline&gt;</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>&lt;Objectives&gt;</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"> <li>1. Intangible Assets (Real-time Delivery Type (synchronous interactive type))</li> <li>2. Current Liabilities and Contingencies</li> <li>3. Long-Term Liabilities</li> <li>4. Stockholders' Equity</li> <li>5. Data Learning (Real-time Delivery Type (synchronous interactive type))</li> <li>6. Revenue Recognition</li> <li>7. Mid-Term Exam (Real-time Delivery Type (synchronous interactive type))</li> <li>8. Accounting for Income Taxes</li> <li>9. Accounting for Pensions and Postretirement Benefits</li> <li>10. Accounting for Leases</li> <li>11. Statement of Cash Flows</li> <li>12. Full Disclosure in Financial Reporting</li> <li>13. Review (Real-time Delivery Type (synchronous interactive type))</li> <li>14. Final exam (Real-time Delivery Type (synchronous interactive type))</li> </ol>			
<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, 17th Edition. ISBN: 978-1-119-50368-2 February 2019. 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	
<b>1. Course Outline and Objectives</b>			
<p>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.</p> <p>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.</p>			
<b>2. Course Content</b>			
<p>Session 1 Course Introduction and Overview of Management Accounting A1.1 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 2 Overview of Management Accounting A1.2 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 3 Overview of Management Accounting A1.3 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 4 Overview of Management Accounting A1.4 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 5 Cost Term and Concept A2.1 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 6 Cost Term and Concept A2.2 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 7 Cost Term and Concept A2.3 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 8 Cost Term and Concept A2.4 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 9 Cost Behavior, cost drivers and cost estimation A3.1 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 10 Cost Behavior, cost drivers and cost estimation A3.2 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 11 Cost Behavior, cost drivers and cost estimation A3.3 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 12 Cost Behavior, cost drivers and cost estimation A3.4 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 13 Cost Behavior, cost drivers and cost estimation A3.5 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 14 Revision (On-demand; Pre-recorded lecture)</p>			
<b>3. Registration Requirements</b>			
Registration Requirement: Students are required to have completed foundation level Financial Accounting courses.			
<b>4. Course Preparations</b>			
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).			
<b>5. Textbook (s)</b>			
NA.			
<b>6. Reference Book (s)</b>			
Journal articles, Management Accounting: Information for Creating and Managing Value (ISBN: 0070997608)			
<b>7. How to provide Feedback to assignments</b>			
By email and other online tools.			
<b>8. Assessment</b>			
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.			
<b>9. Others</b>			
NA			

科目ナンバー：(BA)ACC346E			
Management Accounting B (M)		OMURA AKIHIRO	
Credits: 2	Year: 3	Fall Semester	
<b>1. Course Outline and Objectives</b>			
<p>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.</p> <p>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.</p>			
<b>2. Course Content</b>			
<p>Session 1 Course Introduction and Reviewing Management Accounting A</p> <p>Session 2 Job Order Costing and Process Costing B1.1 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 3 Job Order Costing and Process Costing B1.1 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 4 Job Order Costing and Process Costing B1.1 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 5 Job Order Costing and Process Costing B1.1 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 6 Operating Budget B2.1 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 7 Operating Budget B2.2 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 8 Operating Budget B2.3 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 9 Operating Budget B2.4 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 10 Flexible Budget and Variance Analysis B3.1 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 11 Flexible Budget and Variance Analysis B3.2 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 12 Flexible Budget and Variance Analysis B3.3 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 13 Flexible Budget and Variance Analysis B3.4 (On-demand; Pre-recorded lecture and in-class assessments)</p> <p>Session 14 Revision (On-demand; Pre-recorded lecture)</p>			
<b>3. Registration Requirements</b>			
Registration Requirement: Students are required to have completed foundation courses for Financial Accounting and knowledge that has been acquired in Management Accounting A.			
<b>4. Course Preparations</b>			
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).			
<b>5. Textbook (s)</b>			
NA.			
<b>6. Reference Book (s)</b>			
Journal articles, Management Accounting: Information for Creating and Managing Value (ISBN: 0070997608)			
<b>7. How to provide Feedback to assignments</b>			
By email and other online tools.			
<b>8. Assessment</b>			
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.			
<b>9. Others</b>			
NA			

科目ナンバー：(BA)MAN271E			
Introduction to Public Management		KIKUCHI MASAO	
Credits: 2	Year: 3	Spring Semester	Surugadai
<b>1. Course Outline and Objectives</b> <Outline> 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. <Objectives> 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. <Message for International Exchange Students> Your active participation in the class, and interaction with Meiji students are highly appreciated.			
<b>2. Course Content</b> Week 1 : Course Introduction Week 2 : Understanding Public Management and Governance Week 3 : Models of Public Administration and Management Week 4 : Models of Central Local Relations Week 5 : Public Participation and Involvement Week 6 : Financial Management in Public Sector Organizations Week 7 : Marketing and Quality Management in Public Sector Week 8 : Group Work: Team Building Week 9 : Group Work and Mentoring Week 10 : Group Work and Mentoring Week 11 : Group Work and Mentoring Week 12 : Group Work and Mentoring Week 13 : Group Work Presentation Week 14 : Group Work Presentation and Overview of the Course *Course contents and class order may change.			
<b>3. Registration Requirements</b> ※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> .			
<b>4. Course Preparations</b> Students are required to make group presentations out of the classes. Active participation both in and out of classes is highly encouraged.			
<b>5. Textbook (s)</b> There is no required text book.			
<b>6. Reference Book (s)</b> List of books and papers for references for further learning will be provided in the classes.			
<b>7. How to provide Feedback to assignments</b> Feedback from the instructor is given in the group working motoring sessions, and in the presentation QA session.			
<b>8. Assessment</b> Active Class Participation: 30%, Group Work Presentation:30%, Term Paper: 40%			
<b>9. Others</b>			

科目ナンバー：(BA)MAN391E			
Social Impact Investment		TSUKAMOTO ICHIRO	
Credits: 2	Year: 3	Spring Semester	Surugadai
<b>1. Course Outline and Objectives</b> <Course Purpose> This course focuses on social impact investments as one form of sustainable investments. Through this course students will learn about theories, cases and business models regarding social impact investments which have been developing worldwide. Understanding impact investing will help students to design and propose alternative solutions for addressing social problems with using private capital and public-private partnership. <Learning Objectives> The goals of this course are for students to be able to (1) understand socioeconomic and environmental backgrounds and current social impact of social impact investing, (2) understand typical framework, key concepts and theories of social impact investing including social impact bonds (SIBs), (3) analyze potential and challenges of social impact investing as means of resolving social problems, (4) talk about alternative solutions for social problems with using social impact investing and partnership framework.			
<b>2. Course Content</b> <Schedule> (1) Orientation/ Outline of the course (2) Overview of sustainable and impact investing (3) Overview of social impact investments and understanding key concepts and theories (4) Overview of international movement of social impact investments (5) Introduction to Green Bonds and case studies (6) Introduction to Social Bonds and case studies (7) Introduction to Social Impact Bonds (8) Social Impact Bonds and outcome-based commissioning (9) Case studies on social impact bonds in the field of children and the youth support (10) Case studies on social impact bonds in the field of criminal justice (11) Case studies on social impact bonds in the field of homelessness (12) Case studies on social impact bonds in the field of healthcare. (13) Case studies on development impact bonds (DIBs) in the field of international Development (14) Impact evaluation and social impact investments			
<b>3. Registration Requirements</b>			
<b>4. Course Preparations</b> Through this course, except an introduction, summary of content of an each lecture is uploaded at Oh-! Meiji in advance. Students are all expected to look through it as a preparation for the lecture. After an each lecture, students are all expected to review the essence and key concepts which were taught in the lecture.			
<b>5. Textbook (s)</b>			
<b>6. Reference Book (s)</b> GSIA (2019) Sustainable Investor Poll on TCFD Implementation <a href="http://www.gsi-alliance.org/wp-content/uploads/2019/12/Global-Sustainable-Investment-Alliance-TCFD-Poll.pdf">http://www.gsi-alliance.org/wp-content/uploads/2019/12/Global-Sustainable-Investment-Alliance-TCFD-Poll.pdf</a> GIIN (2020) THE STATE OF IMPACT MEASUREMENT AND MANAGEMENT PRACTICE, 2nd ed. <a href="https://theigiin.org/assets/GIIN_State%20of%20Impact%20Measurement%20and%20Management%20Practice_Second%20Edition.pdf">https://theigiin.org/assets/GIIN_State%20of%20Impact%20Measurement%20and%20Management%20Practice_Second%20Edition.pdf</a> Morgan Stanley (2019) Investing with Impact -Creating Economic, Social and Environmental Value <a href="https://www.morganstanley.com/auth/content/dam/msdotcom/en/assets/pdfs/articles/investing-with-impact-brochure.pdf">https://www.morganstanley.com/auth/content/dam/msdotcom/en/assets/pdfs/articles/investing-with-impact-brochure.pdf</a> Tsukamoto, I and C.H. Sin. (2019) Political contexts and inter-organizational relations in SIBs — Comparative study on SIBs in Japan and the UK. Presented at IRSPM Annual Conference 2019, Victoria University of Wellington <a href="http://inpms.jp/wp-content/uploads/2019/07/SIBsTsukamotoSin-full-paper-IRSPM-2019-conference-final-version16042019.pdf">http://inpms.jp/wp-content/uploads/2019/07/SIBsTsukamotoSin-full-paper-IRSPM-2019-conference-final-version16042019.pdf</a> Wooldridge,R., N. Stanworth, and J. Ronicle. (2019) A study into the challenges and benefits of the Social Impact Bond commissioning process in the UK - Final Report <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/844190/A_study_into_the_challenges_and_benefits_of_the_SIB_commissioning_process_Final_Report.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/844190/A_study_into_the_challenges_and_benefits_of_the_SIB_commissioning_process_Final_Report.pdf</a>			
<b>7. How to provide Feedback to assignments</b>			
<b>8. Assessment</b> This course will be composed of four topics -impact investing (02-04), overview of social impact bonds (05-07), case studies (08-11), impact evaluation and improvement of SIBs (12-14). In the end of each topic lecture, topic report should be uploaded to Oh-! Meiji within a week after the scheduled lesson date. - four topic reports (more than 120 words per report), weighted 20% each - 80% - 10 answers to specific questions posed at each lesson (10 lessons). \u000027a1Brief answer (around 30 to 50 words will be okay.), weighted 2% each-20%			
<b>9. Others</b>			



科目ナンバー：(BA)MAN371E			
Tourism Management A			SATO IKU
Credits: 2	Year: 2	Spring Semester	Nakano
<b>1. Course Outline and Objectives</b> 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. 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.			
<b>2. Course Content</b> Week 1 : Introduction Week 2 : History of tourism in the world Week 3 : History of tourism in Japan Week 4 : Understanding tourism in the world (1) : The role of UNWTO and global tourism today Week 5 : Understanding tourism in the world (2) : UNESCO World Heritage and Tourism Week 6 : Understanding tourism in Japan (1) : Tourism policies and issues Week 7 : Understanding tourism in Japan (2) : Tourism resources -1 Week 8 : Understanding tourism in Japan (3) : Tourism resources -2 Week 9 : Understanding tourism in Japan (4) : Tourism resources -3 Week 10 : The role of tourism and dilemma (1) : Economic issues Week 11 : The role of tourism and dilemma (2) : Environmental issues Week 12 : The role of tourism and dilemma (3) : Social issues Week 13 : The role of tourism and dilemma (4) : Cultural issues Week 14 : Course review & summary			
<b>3. Registration Requirements</b> 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 you are late 3 times, it will be counted as 1 absence. * If you absent 4 times or more, you receive a FAIL grade except for documented emergencies. * "Reaction paper" (on which you are required to write short comments) is required in every lecture (except for week1, introduction) *No required TOEFL scores but students are required to study tourism-related vocabularies and technical terms in prior or after class by themselves. * This course is basically instructed by lecturing. * This course is conducted in English. Occasionally, short video clips / DVDs in Japanese will be used after explaining the outline. * If you absent due to documented emergencies, contact in advance to the class and then submit the document.			
<b>4. Course Preparations</b> This course covers a wide range of topics. Students are required to read reference books individually to foster better understanding.			
<b>5. Textbook (s)</b> No required textbook. (Hand-outs will be distributed as needed.)			
<b>6. Reference Book (s)</b> To be introduced in the classes			
<b>7. How to provide Feedback to assignments</b> At the beginning of the class, some students' comments will be shared to summarize the previous lecture and give feedback.			
<b>8. Assessment</b> Participation and Reaction paper (40%), Final test (60%) *If you absent 4 times or more, you are not allowed to take the final test. (If you are late 3 times, it will be counted as 1 absence.)			
<b>9. Others</b>			

科目ナンバー：(BA)MAN371E			
Tourism Management B			SATO IKU
Credits: 2	Year: 2	Fall Semester	Nakano
<b>1. Course Outline and Objectives</b> 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.			
<b>2. Course Content</b> 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) : Hotel industry in the world Week 7 : Tourism business management (6) : Hotel industry in Japan Week 8 : Tourism destination management (1) : Management to improve destination competitiveness Week 9 : Tourism destination management (2) : Cases in the World Week 10 : Tourism destination management (3) : Cases in Japan Week 11 : Tourism destination management (4) : Management to improve destination sustainability Week 12 : Tourism destination management (5) : Cases in the world Week 13 : Tourism destination management (6) : Cases in Japan Week 14 : Course summary & review			
<b>3. Registration Requirements</b> 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 you are late 3 times, it will be counted as 1 absence. * If you absent 4 times or more, you receive a FAIL grade except for documented emergencies. * "Reaction paper" (on which you are required to write short comments) is required in every lecture (except for week1, introduction). *No required TOEFL scores but students are required to study tourism-related vocabularies and technical terms in prior or after class by themselves. * This course is basically instructed by lecturing. * This course is conducted in English. Occasionally, Short video clips / DVDs in Japanese will be used after explaining the outline. * If you absent due to documented emergencies, contact in advance to the class and then submit the document.			
<b>4. Course Preparations</b> This course covers a wide range of topics. Students are required to read reference books individually to foster better understanding.			
<b>5. Textbook (s)</b> No required textbook. (Hand-outs will be distributed as needed.)			
<b>6. Reference Book (s)</b> To be introduced in the classes			
<b>7. How to provide Feedback to assignments</b> At the beginning of the class, some students' comments will be shared to summarize the previous lecture and give feedback.			
<b>8. Assessment</b> Participation and Reaction paper (40%) , Final test (60%) *If you absent 4 times or more, you are not allowed to take the final test. (If you are late 3 times, it will be counted as 1 absence.)			
<b>9. Others</b>			

科目ナンバー：(BA)MAN371E			
International Development		TAKAYANAGI AKIO	
Credits: 2	Year: 3	Fall Semester	Surugadai
<b>1. Course Outline and Objectives</b> 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			
<b>2. Course Content</b> Session 1: Introduction Session 2: A quick overview of international development theories since the end of the WW II Session 3: What are SDGs? Session 4: Poverty and Hunger Session 5: Quality Education Session 6: Health Session 7: Gender and Development Session 8: Urbanization in the Global South Session 9: Climate crisis and international development Session 10: Development, peace and governance Session 11: Official Development Assistance (ODA) : Global trends and Japan's aid policy Session 12: Roles of NGOs/CSOs in international development Session 13: "Partnership" between governments and CSOs in international development cooperation Session 14: Students' presentation on the final essay			
<b>3. Registration Requirements</b> - 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。			
<b>4. Course Preparations</b> - 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			
<b>5. Textbook (s)</b> No textbook			
<b>6. Reference Book (s)</b> Sustainable Development Goals Report 2023, To be published by the UN in July 2023. Introduction to International Development, P. Haslm et al. eds. (Oxford Univ. Press, 2021)			
<b>7. How to provide Feedback to assignments</b> - In the final session, students are required to do oral presentation on outline of the final essay.			
<b>8. Assessment</b> - Final Essay 75%, In-class participation: 25%			
<b>9. Others</b> 期末レポートは英語・日本語どちらで提出してもよいが、最終回での期末レポートのプレゼンは必ず英語で行ってください。 Students can write their final essay either in English or Japanese, but the presentation on the essay in the final report must be in English. As I am not a faculty-member, I will inform the students how I can be reached in the first session.			

## 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

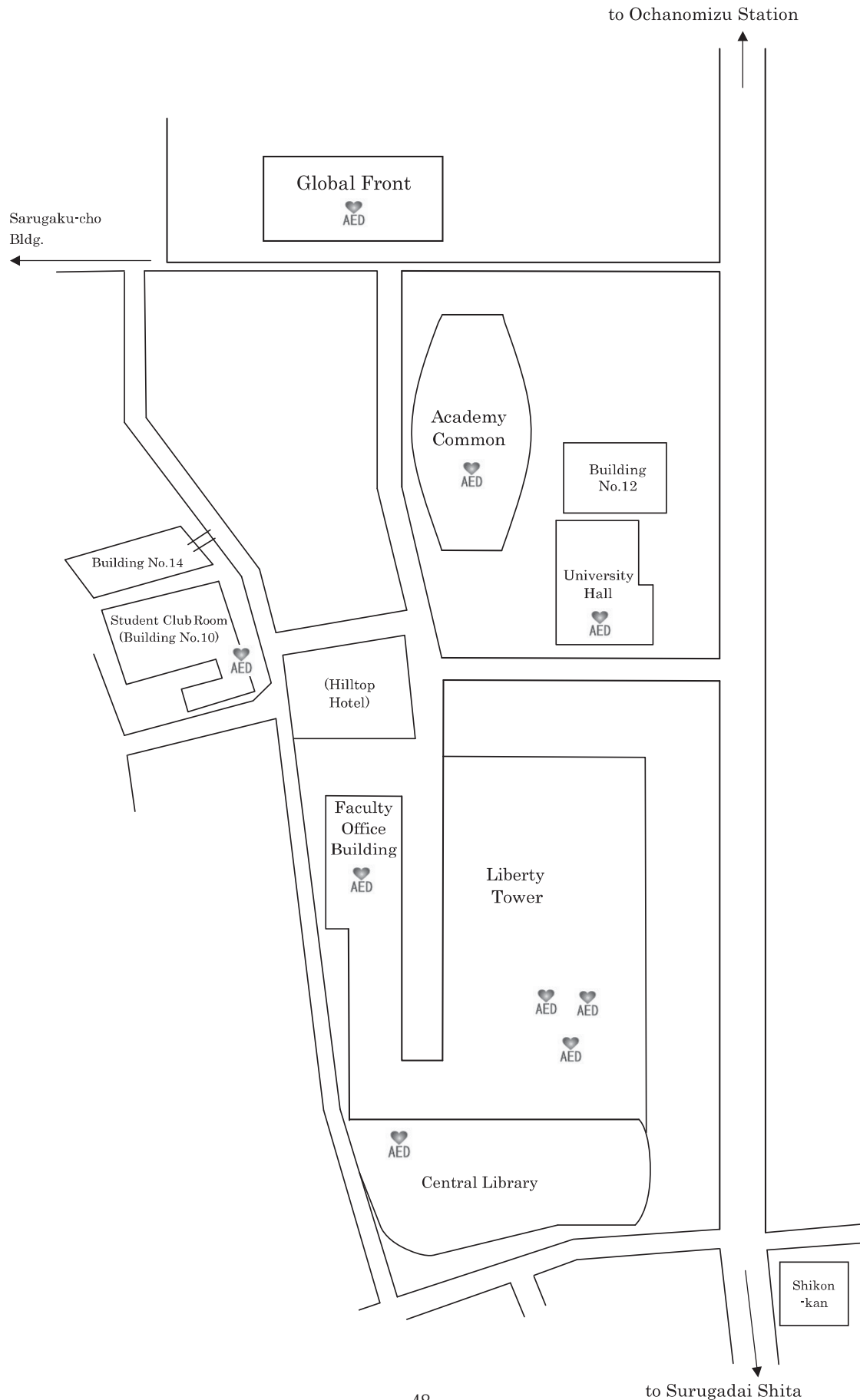


## Guidelines for Taking Final Exams

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

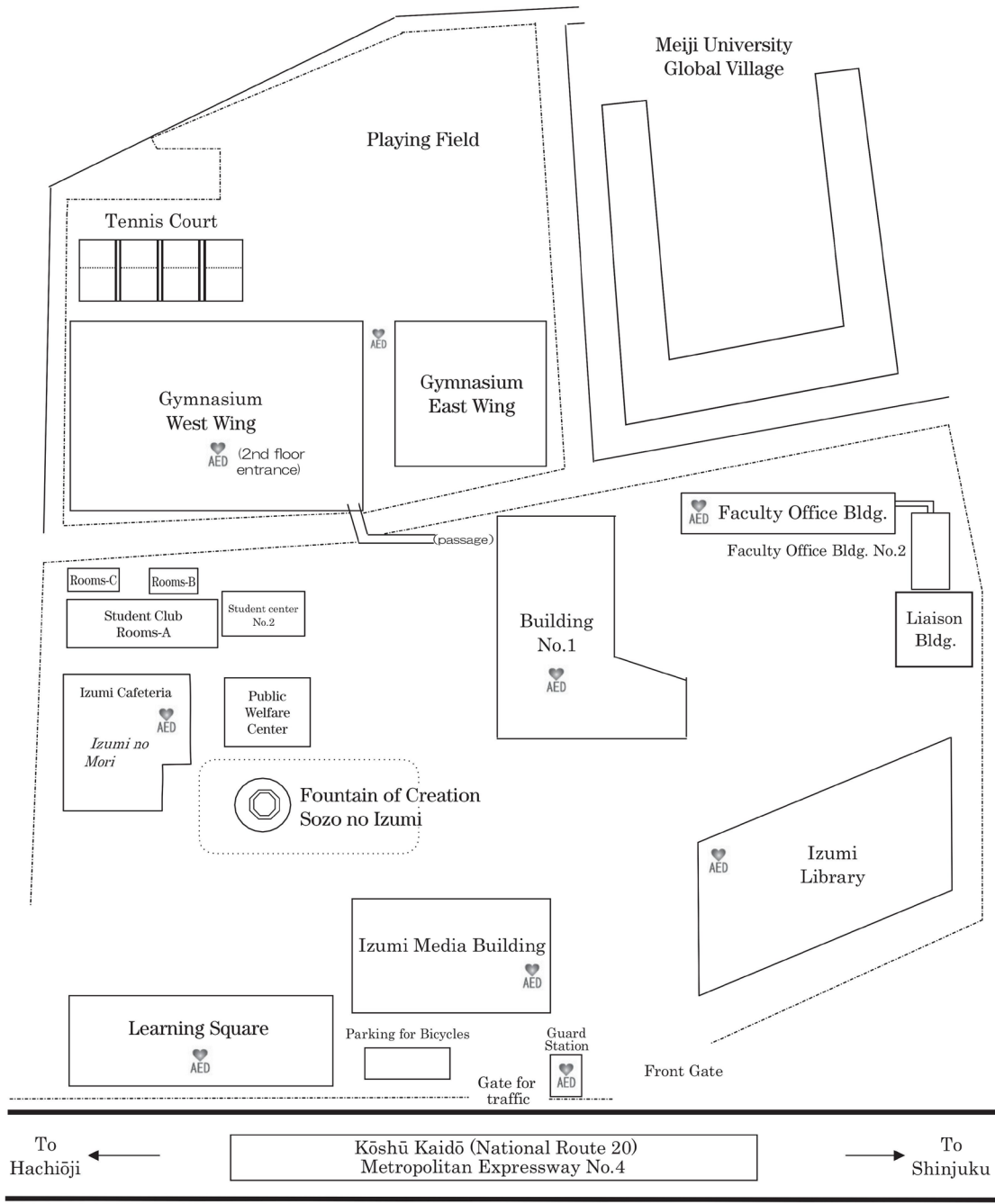


## Surugadai Campus Classroom Information List

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	Sports Room		2F	International Collaboration Office, International Student Office 4021, INTERNATIONAL LOUNGE		
		Gymnasium Teaching Staff Room (1), Lady's Changing Room		3F	MEDIA LOUNGE, Seminar Room 403 (A-N), 4031		
	B1	1001		4F	Seminar Room 404 (A-S)		
	1F	Meidai Avenue Entrance, Lounge Marronnier		5F	Graduate School Office, Lecturers' Common Room		
		1011-1013 (Liberty Hall)		6F	Conference Room C1, Conference Room C2		
	2F	Central Library (~B 3F)		7F	Research Promotion and Intellectual Property Office		
		Yoshiroza Entrance, Information Square Lounge Ivy, Lounge Purple, 1021, 1022		10F	Conference Room C3, Conference Room C4		
	3F	1031, 1032, Faculty Waiting Room, Automatic Certification Issuing Machine Corner, Student Support Office, Sports Promotion Office, Surugadai Volunteer Center		11F	410A-410E, 410N, 410P, 410F		
		4F		School of Law Office, School of Commerce Office	12F	411A-411K	
	School of Political Science and Economics Office			13F	412A-412H		
	School of Arts and Letters Office	14F		413A-413G			
	Liberty Tower No.1 Conference Room	15F		414A-414K			
	5F	Academic Affairs Office		16F	415A-415L		
		School of Business Administration Office		17F	Meiji Institute for Global Affairs (MIGA)		
	School of Information and Communication Office	University Hall		1F	Student Orientation Center		
	Liberty Tower No. 2 and No. 3 Conference Rooms			2F	Employment Career Support Center, Health Clinic		
	6F			1061-1065	3F	Students Counseling Office	
				Liberty Tower No. 4 and No. 5 Conference Rooms	3F	Campus Harassment Consultation Room, Teaching Staff Union	
	7F			1071-1076	4F	Teaching Staff Hall, Conference Room 1, Conference Room 2	
	8F			1081-1089	4F	Finance Office, Property and Facilities Office	
	9F			1091-1098	6F	Personnel Office, Health Insurance Association	
	10F			1101-1108	8F	Conference Room 3, Conference Room 4	
11F	1111-1118			Building No.12		3F	System Planning Office
12F	1121-1128					4F	Building 12 Faculty Waiting Room, 2041 Media Seminar Room
13F	1131-1138					5F	2052 Media Room, 2053 Media Room, 2054 New Education Laboratory
14F	1141-1148					6F	2061, 2062, 2063 Media Room, 2064 Media Room
15F	1151-1158					7F	Media Library, Terminal Room for Teaching Staff
16F	1161-1168					8F	Support Desk, Media Support Office
17F	Students Dining Room (Sky Lounge Akatsuki)					8F	Media Study Room 1, Media Study Room 2
19F	Certification Courses Office					9F	2091, 2093 Media Seminar Room, 2094 Media Room
21F	1211-1214					10F	Media Support Conference Room
23F	Tatsuo Kishimoto Memorial Hall, Saloon San,	10F	2101-2103				
	Kozou Miyagi Memorial Hall, Misao Yashiro Memorial Hall	11F	Ubiquitous Education Promotion Office, Studio, Edit Room				
Academy common	B2	Museum	Faculty Office Building	1F	Library Management Office		
	B1	Museum, University History Exhibit Room		2F	Consultation room		
		Aku Yu Memorial Hall		3F	Inspection Office, Venue Rental Reception		
	2F	A1-A6 Conference Rooms		4F	Office of Faculty Office Building		
	3F	Academy Hall	Surugaku-cyo Bldg. No.1	1F	National Examination Support Office (Legal Institute Office) (Accounting Institute Office)		
	6F			2F	National Examination Support Office (Administration Institute Office)		
	7F	Center for Clinical Psychology		3/4F	National Examination Support Office		
	8F	308A-308G, A7 Conference Room, A8 Conference Room	Surugaku-cyo Bldg. No.2	3F	History / Geography Collaborative Training Room		
	9F	309A-309J, A9 Conference Room		4F	Archaeology Practice Room, Geography Practice Room		
	10F	Professional Graduate School Office	Surugaku-cyo Bldg. No.3	4F	Psychosociology Practice Room		
		Faculty Waiting Room		1F	Personal Study Room and Office		
310A-310L		2F		Personal Study Room			
11F	Community Relations Office 311A-311J						

	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		East Wing	1,3,4F		Reading Seat AV Booth
		Outside				Sports Room 11, 31-33, 41, 42
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)	Izumi Library	2F	Reading Seat Communication Lounge Reading room	
		2F			Media Laboratory (M201) CALL Classroom (M202) CALL Study Room (M203) Media Study Room (M204)	3F
	3F			M301-M306	4F	
		4F		M401-M406 M407-M409 (Media Classroom) M410 (Call room) M411-M414 (Media Classroom)		5F
	5F			M501-M518, Lounge	6F	
		6F		M601-M618		7F
	Learning Square			1F	LS101, GB1-1	
		2F		LS201-206, GB2-1-2-3, 2F Agora	3F	LS301-LS306, GB3-1-3-4
LS301-LS306, GB3-1-3-4			Izumi Learning Support Space (Izumi Leaning Support Corner)			
4F		LS401-LS408, 4F Agora, Faculty Waiting Room	5F	LS501-LS506, GB5-1		
5F		LS501-LS506, GB5-1		6F	LS601-LS607, GB6-1	
6F		LS601-LS607, GB6-1	7F		LS701-LS706, GB7-1, 7-2	
7F		LS701-LS706, GB7-1, 7-2				

※GB: Group classroom

Agora: Lounge area that can be reserved