

# Advanced Business B

2022 , A1A2

Level	: Advanced
Skill	: Other
Period	: 2022/ 10/ 03 - 2023/ 01/ 30
Hour	: 13:00 - 14:45 Tuesday
Classroom	: online
Objectives	: To acquire the knowledge and business skills necessary to understand Japanese organizations and get a job.
Prerequisite	: Completion of Intermediate 3 course(s), or JLPT N1 equivalent, Master 1st • second year, Doctor second year • 3rd year, Exchange Student, USTEP * Students whose main campus is not Hongo Campus
Textbook	: Original materials
Evaluation	: Class activities 15%, Assignments 45%, Presentation 20%, Final exam 20% • Course will be completed if all the following requirements have been met; 1) Have attended more than 70% of classes 2) Have completed final exam and/or final assignment • Letter grades for the entire course will be assigned as follows: A:100-80% B:79-65% C:64-50% F:49-0% • Makeup exams for mid-term and final exams can be scheduled ONLY in the one week period after the exam date. Makeup exams will only be worth 80% of the possible score that can be attained through regular exams. No makeups will be offered for other quizzes.
Notes	: 1. Credits: (courses may also be taken as noncredit courses) UTAS code: Graduate3799-951-2, UndergraduateFEN-JL4r55L1 2. A course completion certificate will be given to students who wish to receive one and who receive a letter grade of C or higher. 3. Course schedules are based on the academic calendar of School of Engineering. 4. Missing more than 30 minutes of each class is considered as an absence. Arriving to class late or leaving class early 3 times will be regarded as one absence. 5. The attendance of the first week will not be counted since it is an orientation week. 6. Class contents and classrooms are subject to change. * [Important] Please attend the first class of each registered course to receive an orientation and take a level check test. ZOOM ID:870 4554 7683
Instructors	: 佐野 理恵 SANO Rie nihongo@jlcse.t.u-tokyo.ac.jp Tel:03-5841-8826

No.	Date	Day	Lesson
1	10/ 4	Tue	Orientation, Self-introductions.
2	10/ 11	Tue	Understanding the process to get jobs
3	10/ 18	Tue	How to write entry sheet 1 * Assignments
4	10/ 25	Tue	How to write entry sheet 2 * Assignments
5	11/ 1	Tue	How to write entry sheet 3
6	11/ 8	Tue	* Presentation 1 * Mid-term Exam
7	11/ 15	Tue	* Presentation 2 * Mid-term Exam
8	11/ 22	Tue	Lecture Cancelled
9	11/ 29	Tue	How to write entry sheet 4 * Assignments
10	12/ 6	Tue	Hearing the advice from your seniors
11	12/ 13	Tue	Interview lesson 1
12	12/ 20	Tue	Interview lesson 2

13	12/ 27	Tue	Interview lesson 3
14	1/ 3	Tue	Holiday
15	1/ 10	Tue	Pre-Employment Preparation/Business Keigo
16	1/ 17	Tue	Lecture Cancelled
17	1/ 24	Tue	Business Mail/report Final Exam