

Department	International College of Liberal Arts		
Semester	Fall 2023	Year Offered (Odd/Even/Every Year)	Every Year
Course Number	FNDN491		
Course Title	Career Design 3		
Prerequisites	FNDN490 Career Design 2 AND Japanese Native OR N2 proficiency * This course will be conducted in Japanese. 授業は日本語で行われます。		
Course Instructor	源島 福己	Year Available (Grade Level)	3
Subject Area	Foundation Courses	Number of Credits	1
Class Style	Seminar	Class Methods	Face to face

(NOTE 1) Class Methods are subject to change

(NOTE 2) Depending on the class size and the capacity of the facility, we may not be able to accommodate all students who wish to register for the course"

Course Description	This course is the final part of the three-step career education in iCLA and aiming to prepare practically for the job hunting in Japan. Therefore students are required to have enough Japanese language skill desirably N1 level to follow the class. The main contents of this course is to focus on how effectively obtain informal job offer (Naitei) from the Japanese companies or any other types of social organization in Japan before they graduate from iCLA. It contains programs such as counseling, lecture, group discussion, and presentation. To identify a company suited for you after analyzing several listed companies financially, drafting entry sheets and practicing job interview will follow. All these works together will enable you to express yourself adequately with confidence when you will have a job interview.
Class plan based on course evaluation from previous academic year	To encourage and energize students' discussion after the lecture in the class.
Course related to the instructor's practical experience (Summary of experience)	Subjects: <ul style="list-style-type: none"> • Japanese language and culture at Nagasaki University • Career Design at AIU, Nagasaki University and iCLA • Human Resource Management system of the Japanese company at AIU, Nagasaki University and iCLA • Arabic language, Islam and Arabic culture at AIU, Nagasaki University and iCLA Work Experience: <ul style="list-style-type: none"> • 29 years' service for the Sumitomo Mitsui Bank • 2 years in London, 5 years in NY and 4 years in Sydney • 3 years' service for JICA (previous name was OECF) • 17 years' service for 3 Japanese universities including iCLA
Learning Goals	1. Students will start exploring the world of work today. 2. Students will be able to identify their personal profile and participate in the job hunting. 3. Students will be able to express what kind of job they want to get. 4. Students will challenge internship after completing this course. 5. Students will be able to write Entry Sheet in a timely, proper manner and fashion. 6. Students will be able to prepare job interview with confidence.

iCLA Diploma Policy	DP1/DP2/DP3/DP4
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iCLA Diploma Policy

(DP1) To Value Knowledge – Having high oral and written communication skills to be able to both comprehend and transfer knowledge

(DP2) To Be Able to Adapt to a Changing World – Having critical, creative, problem-solving, intercultural skills, global and independent mindset to adopt to a changing world

(DP3) To Believe in Collaboration – Having a disposition to work effectively and inclusively in teams

(DP4) To Act from a Sense of Personal and Social Responsibility – Having good ethical and moral values to make positive impacts in the world

Active Learning Methods	<ul style="list-style-type: none"> • Discussion • Assignment Report • Presentation • Career Counseling
Use of ICT in Class	See VIDEO of the Job Interview.
Use of ICT outside Class	None
Expected study hours outside class	Preparation and review hours: 45
Feedback Methods	Assignment reports will be corrected and returned on UNIPA.

Grading Criteria		
Grading Methods	Grading Weights	Grading Content
Class attendance and learning attitude	10%	Full attendance and proactive participation
Drafting an Entry Sheet	20%	Good organization and logical thinking based on actual experience
Job interview practice	30%	Express with confidence
Presentation of the corporate analysis	30%	Detailed examination of the company based on financial data
Career counseling	10%	Express with confidence

Required Textbook(s)	<ul style="list-style-type: none"> ・ 「2021 就職白書」 リクルートキャリア 「2021 Shusyoku Hakusyo」, Recruit Career ・ 「2024 就職四季報」 東洋経済新報社、 「2024 Kaisya Shikihou」, Toyo keizai Shinpousya ・ 「2024 SPI」
Other Reading Materials/URL	To be announced
Plagiarism Policy	Plagiarism is the dishonest presentation of the work of others as if it were one's own. Duplicate submission is also treated as plagiarism. Depending on nature of plagiarism you may fail the assignment or the course. Repeated act of plagiarism will be reported to the University which may apply additional penalties.
Other Additional Notes	To have a better grade, be regular in the course, be active and attentive in the class. Delayed submission of assigned report will not be accepted.

(NOTE 3) Class schedule is subject to change

Class Schedule	
Class Number	Content
Class 1	ORIENTATION (1) Course overview (2) Job market situation for the graduating student in Japan (3) Job hunting schedule for the university students (4) Meaning of "Shusyoku-naitei" (5) Influence of turning down job offers (6) "Syusyoku-naitei" and career development (7) English ability in TOEIC and internship experience to get a job offer
Class 2	HOW TO MAKE A NOTEBOOK FOR THE JOB HUNTING (1) Notebook for the job hunting (2) Important points to note (ex. Self-analysis, Corporate analysis, Schedule management) (3) Why is it so important? (4) What you should take note in the company presentation, internship and job interview (5) How to use it (6) How to write E-mail to a company if you have any questions
Class 3	SELF-ANALYSIS (1) What is your personality? (2) VPI (3) Strength and weakness of your personality (4) Self evaluation (5) Evaluation by others (6) Describe yourself with ex. flower, animal or color (7) Practice self-introduction Assignment Report No.1 Self-introduction
Class 4	CRITERIA FOR CHOOSING A COMPANY (1) Why does company ask your criteria for choosing a company? (2) Merits of deciding your own criteria (3) How many criteria do you need? (4) Focus on deciding three important points of choosing a company (5) How to list company (Big +MSE) (6) B to B and B to C (8) Check salary and other fringe benefits to be provided.

Class 5	<p>HOW TO USE "SHUSYOKU SHIKIHO" AND LIST NAMES OF THE COMPANY YOU ARE INTERESTED IN</p> <ol style="list-style-type: none"> (1) How to use " Shusyoku Shikiho" (2) Checking points (recruiting schedule, opportunity to work overseas, past employment data from each university, themes for E/S in the past, internship, popularity ranking etc (3) Is the only large and the prestigious company your job-hunting target? (4) List names of the company you are interested in working (5) Add small to medium sized enterprise (MSE) in your list
Class 6	<p>CORPORATE MISSION AND COMPANY</p> <ol style="list-style-type: none"> (1) What is the corporate mission? (2) Why is it so important? (3) Examples of corporate mission (4) Why do you need to understand and sympathize it? (5) When and how can you emphasize your sympathy? <p>Assignment Report No. 2 The company in the I "Shusyoku Shikiho" that I want to work for</p>
Class 7	<p>POINTS OF DRAFTING AN ENTRY SHEET FOR THE COMPANY</p> <ol style="list-style-type: none"> (1) Difference between English resume and Entry Sheet (2) How to write an Entry Sheet (3) Points to focus (4) Keep a copy of your Entry Sheet after submission (5) How to use the copy of your Entry Sheet in the job interview
Class 8	<p>CORPORATE ANALYSIS-1</p> <ol style="list-style-type: none"> (1) What are the financial reports? (2) BS and PL (3) Financial indicators to check
Class 9	<p>CORPORATE ANALYSIS-2</p> <ol style="list-style-type: none"> (1) What are the financial reports? (2) BS and PL (3) Financial indicators to check
Class 10	<p>CORPORATE ANALYSIS-3</p> <p>Practice corporate analysis</p>
Class 11	<p>HOW TO HAVE A JOB INTERVIEW-1</p> <ol style="list-style-type: none"> (1) See VIDEO of the job interview (2) Individual and group job interview (3) What and how to express yourself effectively in ES and job interview
Class 12	<p>HOW TO HAVE A JOB INTERVIEW-2</p> <ol style="list-style-type: none"> (1) See VIDEO of the job interview (2) Individual and group job interview (3) What and how to express yourself effectively in ES and job interview

Class 13	PRESENTATION OF COPORATE ANALYSIS (1) Analysis of the company that I want to work for
Class 14	PRACTICE JOB INTERVIEW-1 (1) See DVD of the job interview Assignment Report No.3 Drafting ES for the company that I want to work for
Class 15	COURSE EVALUATION AND PRACTICE JOB INTERVIEW-2 (1) Course evaluation (2) Job interview