

## 2021 COURSE / LECTURE INFORMATION (TERA)

### 5 Reasons to Choose Our School

- ① Our curriculum specialized in short-term course.  
Our curriculum is customized for a short-term course. It is not a part of a 1 or 2 year long-term course.
- ② Excellent teachers  
Experienced teachers support your study.
- ③ In the morning, we have many practical and useful lessons.  
Our lessons are not just classroom studies. You can learn more practical skills through hands-on training.
- ④ In the afternoon, we support your job hunting  
We offer Job Placement Support lectures, and support you for getting a Status of Residence.
- ⑤ Our course is not just a higher level of Japanese language course.  
Our course focuses on business and job hunting. The contents of the course are more practical and useful.

### Business Japanese Course

These courses are designed for JLPT N2 or above. You can learn a wide range of practical Japanese, which focused on business conversations, cover from basic honorifics, pronunciation, business documents to advanced conversations, documents, and business manners you will need in your work.

【Lesson Outline】 4 lessons a day (Curriculums are subject to change.)

Lesson	Details
Business Conversation	Learn request, proposal, offer, permission, based on face to face communication.
Business Documents	Learn how to read and write normal business documents.
Presentation	Learn the effective skills for introduction and suggestion type of presentation.
Phone Conversation	Learn how to talk on phone in a business manner.
Business Manners	Learn basic manners as a business person such as appearance, greeting, and expressions.

### Job Placement Support Lecture

More and more Japanese companies are trying to recruit employees regardless of nationalities. This lecture covers the way of job-hunting foreigners should be aware of if they want to be hired by Japanese companies in Japan or overseas.

【Lesson Outline】 2 lessons a day (Curriculums are subject to change.)

Lesson	Details
Job Hunting Measures	Learn how to do the job hunting in Japan such as writing a resume, manners of having interviews.
Industry Research	Learn different industries and find the growing markets.
Reading Economic Newspapers	Learn how to read articles effectively from economic newspapers.

### Elective Lecture

These lectures are conducted separately from the above courses and lectures, which can give you different aspects of Business Japanese and Job Placement. Please confirm our website for more details.

【Lesson Outline】 2 lessons a day (Curriculums are subject to change.)

Lesson	Details
BJT Preparation	Learn how to prepare BJT test by analyzing the questions and give guidance based on mock tests.
Business Culture	Learn how to understand and solve cross cultural incidents and problems in a company.
Company Research	Learn about various companies in Japan through visiting them and learning their histories.

【Company Visits】 Students can practice what you learn from other lessons through visiting companies in Company Research.

Nissin Foods Holdings Co., Ltd.	Ezaki Glico Co., Ltd.	Itoki Corporation
The Asahi Shimbun Company	Zojirushi Corporation	Kiku-Masamune Sake Brewing Co., Ltd
Obayashi Corporation	Mizuno Corporation	NHK
Asahi Breweries, Ltd.	Kewpie Corporation	Panasonic Corporation

## 2021 ADMISSION INFORMATION (TERA)

【Course / Lecture Outline】 (Minimum number of students is 5. A Course/Lecture may not run if the number is lower.)

Course / Lecture	Time	Lesson Hour	Lessons Per Day	Days	Japanese Level
Business Japanese Course	09 : 00—12 : 20	45 mins.	4 lessons	Mon. -Fri.	Approx. N2 or above
Job Placement Support Lecture	13 : 00—14 : 35		2 lessons	Tue. Wed. Thu.	

【Period】

Course / Lecture	Term	Period	Term Breaks
Business Japanese Course	April	2021/04/05 - 06/18	05/03 - 05/07
	July	2021/07/05 - 09/17	08/09 - 08/13
	October	2021/10/04 - 12/17	11/01 - 11/05
	January	2022/01/11 - 03/18	---
Job Placement Support Lecture	April	2021/04/07 - 06/08	05/03 - 05/07
	July	2021/07/07 - 09/07	08/09 - 08/13
	October	2021/10/06 - 12/07	11/01 - 11/05
	January	2022/01/12 - 03/08	---

【Tuition Fees】

Course / Lecture	Admission	Lesson	Miscellaneous	Total
Business Japanese Course	¥25,000	¥200,000	¥15,000	¥240,000
Job Placement Support Lecture	¥15,000	¥50,000	¥10,000	¥75,000

\*1 "Half" of Job Placement Support Lecture lesson fee is exempted for the students taking Business Japanese Course.

\*2 Miscellaneous fee includes textbooks, tests, company visits (transportation fee), facilities, and certificates.

\*3 Withdrawing from the courses before their commencement, only lesson fee is refundable. Admission and Miscellaneous fee is not refundable. After their commencement, no tuition fee is refunded for any reason.

\*4 When sending fees to our bank account, overseas transfer fee should be included. If the fee is deducted, it will be collected after the student's arrival.

【Bank Information】

☆ For payment via bank

銀行名	りそな銀行	BANK NAME	RESONA BANK, LTD
支店名	生野支店	BRANCH NAME	IKUNO BRANCH
店番	122	BRANCH NO.	122
口座番号	0212326	ACCOUT NO.	0212326
口座名	株式会社セイコー	ACCOUNT NAME	SEIKO Co. Ltd.
銀行住所	大阪市生野区中川 6-9-18	BANK ADDRESS	6-9-18 NAKAGAWA IKUNO-KU OSAKA JAPAN
銀行電話番号	06-6751-1250	BANK PHONE NO.	06-6751-1250
SWIFT CODE	DIWAJPJT	SWIFT CODE	DIWAJPJT

☆ For payment via credit card or online

You can transfer the tuition fees by Flywire online, but the students should afford the transfer fee as well. Please confirm our website for more details.

【Application Documents / Guide】

1. Application Form
2. Copy of Passport or Resident Card

【Others】

- ① A certificate is issued at the end of a course, based on school records (D or above) and attendances (85% or above). No certificate will be issued for lectures.
- ② You cannot apply for "Student" Status of Resident from our school.
- ③ Transportation discount is not eligible for the courses and lectures above.