



**Year at Otaru University of Commerce**

**YOUUC PROGRAM**

**SYLLABUS**

September 2020—August 2021



# **YOUUC Program**

# YOUC Program Overview

September 2020 – August 2021

The YOUC Program is designed for international students who wish to study in Japan using English. This program offers an opportunity to study economics, marketing and a range of business topics with a special emphasis on Japan and Asia-Pacific and Japanese language as well as other liberal arts subjects. Most classes in the YOUC Program are small, with no more than 30 students at most, providing opportunities for classroom interaction.

## **Eligibility**

Students with the following qualifications are eligible to apply for the YOUC program.

- A student who is currently enrolled in a university or an equivalent educational institution
- A student who intends to return to the home country after finishing the YOUC program and complete the course at the home institution

### NOTE:

An applicant loses his/her eligibility to enroll in or attend the YOUC program when he or she loses a student status at the home institution.



### Academic period

In principle, the YOUC Program is a one-year program from September to August. Except for subjects held in breaks, ordinary courses are held in the Fall, Winter, Spring or Summer quarter.

### Official academic semester/Quarter:

(Fall Semester)

*Fall Quarter:* September – December

*Winter Quarter:* December – March

(Spring Semester)

*Spring Quarter:* April-June

*Summer Quarter:* June - August

\*Intensive Beginning Japanese course starts in the early – middle of September

## **Fields of study**

The YOUC Program is designed for economics and business students in their junior year when the program commences. The program primarily focuses on economics and business related subjects.

## **Registration requirements**

In order to complete the YOUC program, students must register and earn 30 credits in total including 10 credits from core subjects in a year. A certificate of completion will be issued to students who fulfill the above requirement. Japanese language classes can be counted as core subjects up to four credits.

Students must register classes with at least 10 hours classroom commitment per week regarding residential status.

## **Prerequisites**

Sufficient proficiency in English, elementary knowledge of economics, business, first year calculus, and university level writing skills are required to enroll in the YOUC Program. Some YOUC classes require the use of the internet and the World Wide Web. Students in the YOUC Program are expected to have well-developed computer skills and be able to use computers to write papers, search for research material, prepare presentations, etc.

## **Language Requirements**

All lectures are conducted in English and require English language proficiency (TOEFL score PBT 550 or iBT 80 is recommended) and no prior knowledge of Japanese is required. Even though the YOUC Program is not a program for language training, it provides a good opportunity to acquire Japanese proficiency. The students who already have good Japanese skills can attend regular classes offered in Japanese.

## **Credit transfer**

Credits at the YOUC Program can be transferred via the UCTS (University Credit Transfer Scheme) as agreed by UMAP (University Mobility in Asia and the Pacific). The UCTS points of credits obtained at Otaru University of Commerce are as follows:

Courses except language courses Otaru University of Commerce	UCTS	Language Courses Otaru University of Commerce	UCTS
1 credit	1 UCTS points	2 credits	4 UCTS points
2 credits	2 UCTS points	3 credits	6 UCTS points
3 credits	3 UCTS points	4 credits	8 UCTS points
4 credits	4 UCTS points		

## **Arrival and Mandatory Orientation**

New YOUC students must arrive in Otaru no later than **September 16 Wednesday, 2020**. The mandatory orientation for students will be held on **September 25 Friday, 2020**. Placement tests for Japanese courses and other necessary procedures will be conducted during the above period.

\* Head-start Intensive Beginning Japanese course starts in the early - middle of September. For details of this course, please refer to the course description. The schedule will be available after your admission.



## **Tuition**

The following table lists educational institutions that have exchange agreement with Otaru University of Commerce. Students in good academic standing nominated from these institutions can apply for the YOUC program with tuition fee waiver.

Region	Universities and Colleges
Asia	Chungnam National University (Korea)
	Dongbei University of Finance and Economics (China)
	Lanzhou University (China)
	Vietnam National University Ho Chi Minh City International University (Vietnam)
	University of Malaya (Malaysia)
	Hong Kong Baptist University (Hong Kong)
	National Taipei University of Business (Taiwan)
Europe	Far Eastern Federal University (Russia)
	Vienna University of Economics and Business (Austria)
	University of Bayreuth (Germany)
	Berlin School of Economics and Law (Germany)
	Aix-Marseille University (France)

	University of Sheffield (United Kingdom)
	University of Burgos (Spain)
	Bifröst University (Iceland)
	Oulu University of Applied Science (Finland)
	ICHEC Brussels Management School (Belgium)
North America	Oglethorpe University (United States)
	University of South Dakota (United States)
	Western Michigan University (United States)
	Lesley University (United States)
Oceania	University of Otago (New Zealand)
	University of Wollongong (Australia)

## **Scholarship**

The Japan Students Services Organization (JASSO) offers scholarships for the international students, in order to promote mutual understanding and friendship between countries. JASSO provides the following financial aid to qualified students:

**Stipend: 80,000 yen per month (number of payment varies according to the budget and length of stay).**

**Availability of the JASSO scholarship will be directly announced to your study abroad officer (s) after your official admission. Please consult with your home office.**

## **IMPORTANT NOTE:**

JASSO scholarship may not be granted to all the students who apply for YOUC. Please consult with the coordinator at your institution about the allocation.

The above condition is as of March 2020 and is subject to change.

## **Application procedure**

To apply for the YOUC Program, students must fill out the YOUC Program application form. An applicant must also send certified copies (either in English or Japanese) of the transcript issued by his/her home institution. For other materials, please refer to the check-list on the application form. All application material should be sent to the International Office of Otaru University of Commerce through the study abroad office of the applicant's home institution. All application materials have to be received by the International Office of Otaru University of Commerce no later than **April 10, 2020 for 2020 September intake / October 10, 2020 for 2021 March intake**. For further information, please contact the study abroad office at your home institution or the International Office of Otaru University of Commerce directly.

**Center for Global Strategy, Global Education Division,**

**Otaru University of Commerce (International Office)**

Address: 3-5-21, Midori, Otaru, Hokkaido 047-8501, Japan

Tel: +81-134-27-5262/5263 Fax: +81-134-27-5264

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# Subject List

Offered courses are subject to change. Will update the list when applicable.

Japanese language subjects are counted as optional subject credits toward completion.

*Up to four credits* of Japanese language courses can be counted in as core subject credits.

A semester is 15 weeks and a quarter is of 7.5 weeks period.

## Fall Semester “Fall Quarter” and “Winter Quarter”

### Fall Quarter (September - December)

Core subjects	Credits	Hours	Page
Business Economics I	2	2	9
Introduction to Empirical Studies	2	2	9
Asia-Pacific Economic Cooperation	2	-	10
Introduction to Japanese Management	2	2	14

### Winter Quarter (December - March)

Core subjects	Credits	Hours*	Page
Glocal Field Work II	2		19
Optional subjects	Credits	Hours*	Page
Exercise and Sports IIc (Skiing: Intensive course)	1	1	20

### Fall Semester (September - March)

Core subjects	Credits	Hours*	Page
Introduction to Glocal Management	2	1	15
Glocal Seminar I	2	1	6
Glocal Seminar III	2	1	6
Glocal Seminar IV (Only for the students who have completed “Glocal Seminar III”)	2	1	6
Research Paper (Co-registered with Glocal Seminar IV)	2	1	6
Glocal Internship I	1 or 2	-	6
Glocal Internship II	1 or 2	-	6

Optional subjects	Credits	Hours*	Page
Business English II	2	1	16
Comparative Studies of Culture	2	1	16
Introduction to English Linguistics I	2	1	18
Special Lecture on English Linguistics II	2	1	19

Japanese language subjects	Credits	Hours*	Page
Elementary Japanese	4	4	36
Intermediate Japanese I	3	3	36
Advanced Japanese II	2	2	36
Practicum in Language Teaching	1	1	36

## Spring Semester “Spring Quarter” and “Summer Quarter”

### Spring Quarter (April - June)

Core subjects	Credits	Hours*	Page
Business Economics II	2	2	25
The Japanese Economy	2	2	25
Marketing Strategy in Asia and Pacific	2	2	26
Japanese Companies in Global Business	2	2	27

### Summer Quarter (June - August)

Core subjects	Credits	Hours*	Page
Glocal Field Work I	2		28
Glocal Internship I	1 or 2	-	6
Glocal Internship II	1 or 2	-	6

### Spring Semester (April - August)

Core subjects	Credits	Hours*	Page
Glocal Seminar II	2	1	6
Glocal Seminar III	2	1	6
Glocal Seminar IV (Only for the students who have completed “Glocal Seminar III”)	2	1	6
Research Paper (Co-registered with Glocal Seminar IV)	2	1	6

Optional subjects	Credits	Hours*	Page
Comparative Studies of Culture II	2	2	29
Special Lecture on English Linguistics I	2	2	30
Introduction to English Linguistics I	2	2	31

Japanese language subjects	Credits	Hours*	Page
Intermediate Japanese	3	3	39-
Advanced Japanese I	2	2	39-
Comparative Studies of Japanese Culture	2	2	39-



Practicum in Language Teaching	1	1	39-
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### **Glocal Seminar I / II/ III / IV / Research Paper**

Course	Description
Glocal Seminar I	The course is designed to provide students with intensive instruction on learning styles and strategies that result in academic success in English. This course is offered to YOUC Students and Japanese freshmen who would like to study abroad in the future and develop their English Language skills thorough the course. YOUC Students or Japanese students at the sophomore level or above are expected to facilitate the class activities such as discussions.
Glocal Seminar II	
Glocal Seminar III	Glocal Seminar III & IV is a seminar style course for YOUC students. You can choose one seminar for one semester from the below list and learn a specific field.
Glocal Seminar IV	Students are expected to register for “Glocal Seminar III” in their first semester and “Glocal Seminar IV” in their second semester. Research Paper is an optional course for students who would like to learn basic knowledge for writing an effective research paper on the topic covered in the Glocal Seminar IV. Thus, Research Paper students must be registered with Glocal Seminar IV.
Research Paper	If you are enrolled for only one semester, you can register Glocal Seminar III only.

#### **Glocal Seminar III & IV**

Core subjects	Credits	Hours*	Page
Seminar in Japanese Etiquette --Understanding Japanese Behavioral Patterns, Language and Culture in the Business Context	2	1	33
Seminar for Quantitative Research Methods	2	1	35
Seminar in International Economic Law	2	1	36
Tourism marketing & field research project	2	1	37
Seminar in Sociology	2	1	37
Seminar on Language Teaching	2	1	38

For more information, please refer to the syllabus.

### **Glocal Internship I / II**

To deepen student understanding of the working condition in local areas (Otaru, Shiribeshi, Hokkaido) and various problems of regional society in Japan, we offer some internship opportunities for exchange students. The choices of internship vary each year. Please refer to the below list of past internships.

If you are interested in the Glocal Internship, please attend the orientation session. The date will be announced to you later. (Registration is not required for this course.)

- English Camp at Yubari
- Assistance Teaching English to Children at an After School Day Care Center in Otaru
- Snow Shoveling Service for Senior Citizens in Otaru

# Daily Life

# After your arrival

A tutor will be arranged to meet you when your flight arrives at the New Chitose Airport (CTS). He or she will meet you at the exit right after the baggage claim in order to accompany you to the University. Your tutor will take you to Otaru city and help you settle down.

Following are some useful information and the procedures that you will go through upon your arrival.

## 1. To Hokkaido

Otaru University of Commerce is located in Otaru city, Hokkaido Japan. Please arrange to have your flight arrive at New Chitose Airport (CTS).

Please arrange your flight to arrive in Otaru on the following suggested dates.

Students with Intensive Japanese Course: September 1, 2

Students without Intensive Japanese Course: September 14-16

\*Note: September 21, 22 are the National Holiday and the university is CLOSED.

## 2. To Otaru City

A designated tutor (for YOUC students, we assign tutors) from OUC will meet you at the airport. He/She will come along with you to Otaru City by train (via JR = Japan Railways Hokkaido, approx. 80 minutes, 1,910 JPY). Once you arrive at Otaru station you can take either a bus or a taxi (bus: 220 JPY, taxi: approx. 800 JPY) to Otaru University of Commerce.

(Note: Fares are subject to change)



## 3. Visit the International Office:

Your tutor will take you to the International office upon your arrival.

- Please bring your passport and residence card (if it is issued at the airport) for photocopies.
- You will be given the key for your room in the International House. Your tutor will take you to the House.
- You will be given your private mail-box for notices from the office. Your tutor will show you the location of your mail-box.

## 4. Necessary paper works

### (1) Move-in notification

Foreign nationals in Japan must complete applications for Move-in notification at the municipal office of the area in which they live. Any changes of their status should be reported immediately. The following documents are required for registration:

1. Move-in notification form. (prepared in the International Office)
2. Passport.
3. Residence card (if it is issued at the airport).

### (2) National Health Insurance

All international students who will stay in Japan for 3 months or over are required to register for National Health Insurance. For most of our students the insurance premium is around 1,500 - 1,600 yen per month (the insurance premium depends on the income levels earned in Japan). The insurance covers 70 percent of most ordinary medical costs. Students incurring major medical expenses because of hospitalization may be further eligible for a refund or loan from National Health Insurance to cover the excess amount.

### (3) Student Insurance (Gakkensai + Futai Gakuso A pprox. 15,000 JPY for 12 months)

In addition to the Japanese National Health insurance, we have to ask the students to purchase the Student Insurance consisting of "Gakkensai" and "Futai Gakuso." Gakkensai applies to your liability such as during your ski class if you injure someone else and to cover the additional medical fees above the National Health insurance coverage. Futai Gakuso covers any liabilities in your daily life activities as well as injuries on yourself. In a worse case such as death, this insurance will cover all the logistical costs to deliver your body back to your home

country and the travel expenses for your family.

**(4) Open Your Bank Account (Ginko Kouza)**

In order to open an account, you need:

A: “Certificate of Residence” (see “1. Residence Card” on P3)

B: A copy of “Acceptance Letter” from OUC

C: A Signet (HANKO)

**5. Other important issues**

**(1)Part-time job (Out-of-status activities)**

International students with a college student status visa are prohibited to work in Japan. However, a limited job to compensate academic and living expenses may be allowed as long as you obtain permission from the Immigration Bureau and the job does not interfere with academic studies. You can apply for permission at the Narita, Haneda, Chubu, Kansai, New Chitose, Hiroshima and Fukuoka airport or at Immigration Bureau in Sapporo with your residence card.

**(2)Traveling outside Japan**

When traveling outside of Japan during the term of your Japanese visa, students are required to notify the International Office. If you leave Japan temporarily with your residence card, you do not need to apply for a reentry permit at the Immigration Bureau before leaving.

# International House

The International House, an apartment (flat) type dormitory for researchers and international students at Otaru University of Commerce, is located on campus of the university in the southwest of Otaru city, two kilometers up a steep hill from Otaru station. The address of the International House is: 4-4-15 Midori, Otaru, Hokkaido, 047-0034, Japan

## 1. Eligibility of residence

The following persons are eligible for residence in the International House:

1. International students attending OUC, and their spouse and children.
2. International researchers engaging in research at OUC for more than one month and their spouse and children.
3. Other persons approved by the house master.

## 2. Expenses to be paid by residents

### 1. Boarding fee or user's fee

- (1) Residents holding the title of international student must pay a boarding fee and residents holding the title of researcher must pay a user's fee as stipulated by the Ordinance of the Ministry of Education, Culture, Sports, Science and Technology.
- (2) The boarding fee and user's fee shall be paid monthly deducted from the resident's bank account.

Boarding fee (international students)

Type of room	Boarding fee (monthly)
Single room	¥ 6,400
Double room	¥ 12,900

### 2. Lighting and heating expenses, water charges

- (1) A resident must pay electricity, gas and water charges for his/her own living space directly to related companies. Payment is measured by separate meters attached to each room.
- (2) A resident is responsible for any payments which originate from a contract made by him/herself. Telephone is included in this example.

### 3. Security money deposit

A resident must pay the security money deposit before he/she starts dwelling in the International House as listed below. When a resident vacates his/her room, he/she must pay cleaning fees. The cleaning fee is deducted from the security money deposit.

Type of room	Security money deposit
Single room	¥ 40,000
Double room	¥ 70,000

### **3. Facilities**

There are single and double rooms in the International House. Students with family members accompanying them may apply for a double room. Each room is equipped with a kitchen, a unit bath and the following facilities:

#### **Single room**

bed, quilt, mattress, mattress pad, desk, chair, desk lamp, book shelf, refrigerator, wardrobe, gas range, gas water heater, gas heater, intercom, Monitor Display, DVD player and dehumidifier

#### **(2)Double room**

bed, quilt, mattress, mattress pad, desk, chair, desk lamp, book shelf, refrigerator, wardrobe, washing machine, vacuum cleaner, dining table, two dining chairs, cupboard, gas range, gas water heater, gas heater, intercom, Monitor Display, DVD player and dehumidifier

There is a common room for the residents in the house. Coin-operated washers and dryers are available in the laundry room for single room residents.

### **4. NO SMOKING and NO ALCOHOL POLICY**

SMOKING and ALCOHOL beverages are NOT ALLOWED in the International House at any time.

Otaru University of Commerce is 100% Alcohol FREE on its campus including university residence at any time.

# Daily Life in Otaru

## 1. Living costs

Estimated living costs per month for the students living in the international house are as follows:

International House	6,400 yen
Food Expenses	18,000 yen – 25,000 yen
Books	5,000 yen – 10,000 yen
Utility	8,000 yen – 15,000 yen
National Health Insurance (mandatory)	1,600 yen
Other expenses	10,000 yen – 20,000 yen
Total	49,000 yen – 78,000 yen

## 2. Transportation

There is a bus service from Otaru station to the university. To reach the university, take the route 19 bus from Otaru station and get off at the terminal. The university is only across the road from the bus stop. The fare is 220 yen and it is common for all bus routes in the city center. Frequency of the bus service is about once every thirty minutes for most of the day and every ten minutes in the morning. The discount bus card can be purchased from the bus driver or at the window of the station terminal.

It is also possible to walk from the station or the city center to the university, and it takes around twenty minutes. However, since the university is located at the top of the mountain, many students who commute from the outside of Otaru take a taxi to go to the university in the morning, and walk when they go home in the evening. Usually, students share a taxi from the station. Even if students cannot find their friends at the taxi stop, it is a tradition to share with other students who are also waiting. They only need to prepare small changes beforehand. The fare is between 800 and 900 yen.

## 3. City life

The city center is walking distance from Otaru station. The city center is a long strip area between the station and the canal. There is a shopping mall that goes from the west to the east, which leads to Hanazono area. To the north in direction of the canal and the sea, there is a shopping area frequented by tourists famous for glassware and music boxes.

For a bigger shopping or concerts, students probably want to go to Sapporo, the biggest city in Hokkaido. There are two alternatives to go to Sapporo station. One is to take JR (Japan Railway) train (one-way fare: 750 yen) or to take a highway bus. The rapid train services (normally two services per hour) take you to Sapporo in thirty two minutes, and normal services take about fifty minutes. Trains are generally more punctual especially in the winter. Although the highway bus fare is slightly cheaper (one-way fare: 620 yen), it takes about one hour or more depending on the road condition. Highway bus discount cards are also available.

(Note: Fares are subject to change)



# **YOUUC Program FAQ**



## **YOUC Program frequently asked questions**

Q. Do I need a Visa to enter Japan even if Japan does not require a Visa for visitors from my country?

A. Yes, you **MUST** apply for a Student Visa prior to entering Japan

Q. How much cash should I bring with me?

A. Students usually need about 120,000 Japanese Yen in cash until the time that they are able to establish a Japanese bank account and receive money wires from their home countries. Please do not expect to rely on a credit card or debit card. Credit cards cannot be used to pay for University related fees and there are few establishments in Otaru that will accept an international credit card. All of the banks in Otaru are regional banks so international debit cards and credit cards cannot be used at local ATM machines.

Estimate of minimum living cost for the first two weeks are approximately:

Transportation (from New Chitose Airport to Otaru): 3,000 yen

Security money deposit for your room: 40,000 yen

Rent for September: 6,400 yen

Food: 15,000 yen

Daily necessities and miscellaneous goods: 15,000 yen

Here is list of approximate fees and prices for your information:

Soft drink (500ml): 150 yen

Milk (1L): 200 yen

Bread (1 loaf): 200 yen

Lunch at OUC: 500 yen

Movie: 1,800 yen

Dinner out: 3,500 yen

Q. Can I be certain that there will be a room available for me at the International House?

A. Yes, all YOUC program students are eligible to live in the International House.

Q. How will I know my room number?

A. The International Office will give you the room information before you come to Japan and a key to the room upon your arrival.

Q. How far is the dormitory (International House) from the university?

A. The International House is on campus and it only takes within 5 minutes to walk to the main lecture building.

Q. Will I have free internet access in my room in the International House?

A. Yes, you can use Free Wi-Fi access there.

Q. Should I learn Japanese before coming?

A. We recommend that you study Japanese before coming if possible. There are quite a few students who understand and speak English at the university, but with the exception of the information counter at the airport, most people whom you will encounter at shops, businesses, and restaurants do not speak fluent English.

Many doctors at large hospitals are able to communicate in English and the names of train stations and other transportation information are also available in English.

If you have never studied Japanese you are eligible to sign up for the Intensive Beginning Japanese Course which starts in the middle of September.

Q. If I have very strong Japanese language skills may I enroll in courses that are taught in Japanese?

A. Yes, with permission from the instructor of the course, you are eligible to enroll in most of the same courses offered to Japanese students.

Please note that you may not attend language courses where the subject is language instruction of your native language. However, you may be eligible to take "Practicum in Language Teaching" where the subject matter is "teaching" your native language. More information will be available at the YOUC program orientation.