

Temple University, Japan Campus (TUJ)

Continuing Education Program

Fall 2021 | Course Schedule

September – December



Welcome to Continuing Education at TUJ!

TUJ Continuing Education is open to anyone wishing to develop skills for personal and professional advancement. Both online and on-campus courses are taught in English and held on evenings and weekends to accommodate the schedules of working individuals. There are three semesters, with courses starting in January (spring), May (summer), and September (fall).

Fall 2021

Application Begins	July 12, 2021
Early Bird Discount Deadline	July 31, 2021
Information Sessions	August 14, 2021 (Japanese) August 21, 2021 (English)
English Level Check	August 14 and 26, 2021
Application Deadline	September 6, 2021
Withdrawal Deadline	September 11, 2021
Semester Starts	September 13, 2021
Semester Ends	December 4, 2021

- Please note that some courses have different start and end dates from the normal schedule.
- Registrations submitted after the deadline will be accepted on a space availability basis.
- Please note that the course schedules are subject to change and are only meant as a guide to classes offered at the time of printing.
- Students are advised to check our website (<https://www.tuj.ac.jp/cont-ed>) or call our office for the latest and most up-to-date information

Information Session and English Level Check

Before every semester, we hold information sessions where you can learn about our courses. You can also take a free English Level Check that can help you choose the right courses.

Information Session

Come join our online information sessions to learn all about TUJ Continuing Education. You can find out about the courses and consult with our staff.
August 14, 2021 (Japanese)
August 21, 2021 (English)

Register to attend at: www.tuj.ac.jp/cont-ed/about/form-info-session

English Level Check

If you are planning on taking the English Language or Focus on Specific Language Skills courses or if you'd like to check your English proficiency before applying for the other courses, we recommend that you take the English Level Check first. It is free, and you will have a chance to learn about the program as well.

Sign up here: www.tuj.ac.jp/cont-ed/about/form-english-placement-tokyo

Application Procedure

TUJ Continuing Education has a new online course catalog and registration site!

1. Find and register for a course

Browse the online catalog of courses and workshops at <https://cont-ed.tuj.ac.jp/search>. During the registration period, add courses you want to take to your cart. We accept applications on a first-come, first-served basis. We recommend that you apply as early as possible. Your seat will only be reserved upon confirmation of payment.

2. Confirm the information on your AAI (Application Acknowledgment and Invoice) form

You will receive an AAI form by email within three business days.

3. Pay the entrance fee (first time only) and your tuition

After receiving your AAI form, please submit your payment prior to the designated deadline. We accept credit card (VISA or MasterCard) or bank transfer. Please follow the instruction on the AAI form. Please note that students are responsible for paying any bank charges.

TUJ Bank Account Information

Bank: Mizuho Bank, Azabu Branch (531)

Account Number: 8014690 (Futsu)

Recipient*: TUJCONTEDEUTEMPLE

*Recipient's name in Katakana: コンテイテンブル

Starting Your Course

The first day of classes is announced on each course detail page on our website. Room assignments will be posted when you arrive at TUJ on the first day. All on-campus courses are held at the TUJ campus in Sangen-jaya, Setagaya-ku, unless otherwise specified. You will also receive the information by email approximately one week before classes start.

Textbooks

Please purchase your textbooks after you receive the course confirmation. Students should communicate with the bookstore directly for returns, exchanges, or refunds.

Tuition and Fees

Fees vary according to the type of course and the number of class hours. Please consult our course schedules for the fees applicable to specific courses.

One-Time Entrance Fee

There is a one-time entrance fee of ¥10,980 (tax included) for new students. Workshops and seminars do not require payment of the entrance fee.

Textbook Fees

Textbook and/or material fees are separate from the tuition fees. These fees vary by course, but usually range from ¥2,000 to ¥8,000.

Tuition Discount Opportunities

Early-Bird Discount

As a Continuing Education student, you are entitled to a discount for every course you register for and pay for by the Early-Bird discount deadline.

"Friends of TUJ" Discount Program

We offer a special discount program called "Friends of TUJ" to employees at corporations and organizations that register with us. Employees at the corporations and organizations enrolled in this discount program will receive a 15% tuition discount for any course, workshop, or seminar in our Continuing Education program. There is no cost for an organization to register for the discount program.

Temple University Student, Alumni and Parent Discount

As part of our commitment to the lifelong learning of our students, all individuals who are currently enrolled in or have graduated from a TUJ degree program may receive 20% off all tuition and fees for any Continuing Education course or workshop. This offer is also extended to parents of currently enrolled undergraduate students at TUJ.

Refer-A-Friend Campaign

Please refer a friend or colleague who has never taken a course at the Continuing Education program. Each of you will receive a 3500-yen discount on your next Continuing Education course.

Note: The usage of multiple discounts is not allowed, except the refer-a-friend campaign.

テンブル大学ジャパンキャンパス 生涯教育プログラムへようこそ

テンブル大学ジャパンキャンパス (TUJ) 生涯教育プログラムは、幅広い分野において公開講座を提供する、単位取得を目的としないプログラムです。授業は全て英語で、社会人にも受講しやすい夜間や週末に行われます。コースは、春学期 (1月)、夏学期 (5月)、秋学期 (9月) の3回開講されます。今学期、キャンパスとオンラインにて講座を提供しています。約30%の講座がオンラインで行われ、どこからでもアクセスができます。コースタイトルをご覧ください、キャンパスとオンラインのどちらで提供されているかご確認ください。

2021年秋学期

申込開始日	2021年 7月12日
早期お申し込み割引締め切り日	2021年 7月31日
プログラム説明会	2021年 8月14日 (日本語) 2021年 8月21日 (英語)
英語レベルチェックテスト	2021年 8月14日、26日
申込締め切り	2021年 9月6日
申込キャンセル最終日	2021年 9月11日
学期開始日	2021年 9月13日
学期終了日	2021年 12月4日

- ・ コースによっては、授業開始・終了日が通常と異なる場合があります。詳しくはホームページをご覧ください。
- ・ 締め切りを過ぎてからのお申込みは、定員に空きのある場合にのみ受け付けます。
- ・ 各コースの残席については電話にてお問い合わせください。
- ・ コーススケジュール一覧および最新情報は、生涯教育プログラムのウェブサイトをご覧ください (https://www.tuj.ac.jp/cont-ed)

プログラム説明会と英語レベルチェック

各学期の申し込み時期に合わせて、プログラム説明会を実施しています。また、レベルに合ったコース選択ができるよう、無料の英語レベルチェックも実施していますのでぜひご利用ください。

プログラム説明会

プログラム説明会では、プログラムやコースの説明だけでなく、受講相談なども設けられています。ズームでのオンライン説明会となります。ぜひご参加ください。(参加は任意です)
2021年 8月14日 (日本語)
2021年 8月21日 (英語)

生涯教育プログラムウェブサイトのオンラインフォームからお申込みください。

www.tuj.ac.jp/cont-ed/about/form-info-session

英語レベルチェック

英語・語学関連コースを受講予定の方には、無料の英語レベルチェックを受けることをお勧めしています。当日はプログラムに関する説明も行います。(参加は任意です)

www.tuj.ac.jp/cont-ed/about/form-english-placement-tokyo

受講申し込み方法

テンブル大学ジャパンキャンパス(TUJ)生涯教育プログラムのオンラインコースカタログとオンライン受講お申込みサイトが新しくなりました!

1. 受講お申込み

オンラインカタログでコース、ワークショップの情報を確認します。(https://cont-ed.tuj.ac.jp/search) 受講したいコースをカートに入れます。受講のお申し込み受け付けは、先着順とさせていただきます。また、講座は定員になり次第締め切らせていただきますので、お早めにお申し込みください。受講料お支払いの確認をもって受講の席の確保をさせていただきます。

2. 『お申し込み確認書』を受け取る

受講お申込み後、通常3営業日以内にE-mailで『お申し込み確認書 (Application Acknowledgement and Invoice form)』をお送りします。

3. 入学金 (初回のみ) と受講料を支払う

『お申し込み確認書』に記載されている授業料をご確認の上、クレジットカード (VISAまたはMasterCard) または銀行振り込みにてお支払いください。お振り込みの際は、必ず振込依頼人として受講される方のお名前の前にStudent IDをご入力ください。なお、振込手数料はご自身の負担となります。

支店: みずほ銀行麻布支店(531)

口座番号: 普通口座8014690

受取人(※): TUJCONTEDUテンブル

※カタカナの場合は「コンティテンブル」とご入力ください。

受講開始日

ウェブサイトの各コース詳細ページにて講座の受講開始日をご確認ください。受講生には、授業初日の1週間前を目安に教室番号をご案内します。受講開始日に指定の教室にお越しください。

テキストについて

テキストの詳細は、オフィスよりご案内いたします。各自、オンラインまたは書店などでお買い求めください。(返品、交換、返金などについては、直接購入先にお問い合わせください。)

受講料と諸費用

受講料はコースによって異なります。コーススケジュール一覧をご参照ください。

入学金 (初回のみ)

初めて受講される方のみ、入学金10,980円 (税込) が必要となります。1日または2日間のセミナー・ワークショップのみを受講される方は、入学金は不要です。

テキスト・教材費

テキスト・教材費は受講料に含まれておりません。別途ご購入いただく講座もありますので、あらかじめご了承ください。テキスト・教材費にかかる費用は、受講されるコースによって異なりますが、通常2,000円から8,000円程度です。

受講費・入学金 (初回のみ) 割引制度について

早期お申し込み割引

指定の期間内にお申込みとお支払いを完了された場合、受講料が割引となります。

「Friends of TUJ」特別割引

「Friend of TUJ」特別割引プログラムに参加いただいた企業、団体・組織に勤務されている方は、コース、ワークショップ、セミナーの受講料が15%割引となります。ご登録には費用は一切かかりません。

テンブル大学在学学生、卒業生ならびに学部生の保護者割引

本校学生の生涯学習に向けた取り組みの一環となる割引制度です。テンブル大学学位取得プログラムの在学学生また卒業生は、生涯教育プログラムの全コースならびにワークショップについて、受講料と入学金の20%割引を受けることができます。この割引制度は、テンブル大学に現在在籍している学部生の保護者にも適用されます。

お友達紹介キャンペーン

テンブル大学ジャパンキャンパス生涯教育プログラムのコースをまだ受講したことがない、お友達やご親戚をご紹介ください。お友達、ご紹介者ともに、生涯教育プログラム受講料から3,500円の割引が受けられます。

注記: 割引制度の併用はできませんのでご了承ください。

Fall 2021 | Course Schedule

Language Development Courses

English

- General English Courses

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
General English Course - High Beginner	GEC201	O	40	20	Thurs,Tue	19:10-21:00	9/14/2021	11/25/2021	63999
General English Course - High Beginner	GEC202		40	10	Sat	9:00-12:50	9/18/2021	11/20/2021	63999
General English Course - Lower Intermediate	GEC301	O	40	20	Thurs,Tue	19:10-21:00	9/14/2021	11/25/2021	63999
General English Course - Lower Intermediate	GEC302		40	10	Sat	9:00-12:50	9/18/2021	11/20/2021	63999
General English Course - Intermediate	GEC401	O	40	20	Thurs,Tue	19:10-21:00	9/14/2021	11/25/2021	63999
General English Course - Intermediate	GEC402		40	10	Sat	9:00-12:50	9/18/2021	11/20/2021	63999
General English Course - High Intermediate	GEC501	O	40	20	Thurs,Tue	19:10-21:00	9/14/2021	11/25/2021	63999
General English Course - High Intermediate	GEC502		40	10	Sat	9:00-12:50	9/18/2021	11/20/2021	63999
General English Course - Advanced	GEC601	O	40	20	Thurs,Tue	19:10-21:00	9/14/2021	11/25/2021	63999
General English Course - Advanced	GEC602		40	10	Sat	9:00-12:50	9/18/2021	11/20/2021	63999

- Reading and Writing

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
English Writing for General Purposes	GEW101	O	20	10	Sat	9:00-10:50	9/18/2021	11/20/2021	51999
Writing Basics	WBA101	O	20	10	Sat	11:00-12:50	9/18/2021	11/20/2021	51999
Effective Business Writing	BWT101	O	20	10	Sat	11:00-12:50	9/18/2021	11/20/2021	51999
Creative Writing:Telling the Story	ICW102	O	20	10	Thurs	19:10-21:00	9/16/2021	11/25/2021	51999

- Speaking and Listening

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Speak Naturally - Speed, Fluency and Rhythm	SPN101	O	20	8	Mon	19:10-21:30	9/13/2021	11/8/2021	49999
Public Speaking for Professionals	PSP101		20	8	Tue	19:10-21:30	9/14/2021	11/2/2021	49999
Pronunciation / Rapid Listening Skills	PRL101	O	20	8	Wed	18:10-20:30	9/15/2021	11/10/2021	49999
Cross-cultural Communication Topics	CCT101	O	20	10	Thurs	17:10-19:00	9/16/2021	11/25/2021	49999
Business English Simulation	BES101-S	O	20	10	Sat	9:00-10:50	9/18/2021	11/20/2021	49999
Business Meetings and Presentation Skills	BPS101	O	30	12	Sat	11:00-13:20	9/18/2021	12/4/2021	59999
Listening to and Discussing News	LDN101		20	10	Sat	13:30-15:20	9/18/2021	11/20/2021	49999
English through Music (5 Weeks)	ETM101		10	5	Sat	15:30-17:20	10/23/2021	11/20/2021	24999

- Test Preparation

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Basic English Grammar	GRA101		20	10	Wed	19:10-21:00	9/15/2021	11/24/2021	49999
IELTS-Focus on Writing	IELT-W	O	20	8	Thurs	19:10-21:30	9/16/2021	11/11/2021	49999

Japanese

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Useful Japanese Conversation B	JSL101		25	10	Sat	9:00-11:20	9/18/2021	11/20/2021	54999
Advanced Beginner Japanese Language Course	JSL200	O	25	10	Sat	9:00-11:20	9/18/2021	11/20/2021	54999
Lower Intermediate Japanese Language Course	JSL201	O	25	10	Sat	12:00-14:20	9/18/2021	11/20/2021	54999
Intermediate Grammar and Speaking	JSL218	O	20	10	Sat	15:00-16:50	9/18/2021	11/20/2021	43999
Preparation for the Nihongo Nouryoku Shiken-N2	JSL205	O	20	10	Wed	19:10-21:00	9/15/2021	11/24/2021	43999

World Languages

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Introductory Korean	KOR101	O	20	10	Mon	19:40-21:30	9/13/2021	11/22/2021	43999

► For the full list of TUJ Continuing Education Courses, please visit: cont-ed.tuj.ac.jp

Professional Development

Accounting, Investment and Finance

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Financial Accounting INTENSIVE - Introductory	BFA102	O	30	10	Sat	10:00-12:50	9/18/2021	11/20/2021	89999
Accounting and Financial Analysis for Non-Accountants	AFA101	O	20	10	Sat	11:00-12:50	9/18/2021	11/20/2021	59999
Enterprise Risk Management	PRM101	O	20	10	Sat	13:30-15:20	9/18/2021	11/20/2021	59999
Corporate Finance	CFI101		20	10	Sat	15:30-17:50	9/18/2021	11/20/2021	59999

Data Analytics and Programming

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Basic Statistics	DTA102	O	20	10	Wed	19:10-21:00	9/15/2021	11/24/2021	59999
Excel Tools and Techniques	EXL201	O	20	10	Wed	19:10-21:00	9/15/2021	11/24/2021	59999
AWS Academy Cloud Foundations	AWS101	O	20	10	Sat	13:30-15:20	9/18/2021	11/20/2021	59999
Python and R Basic (5 Weeks)	PYR101		10	5	Sat	15:00-16:50	9/18/2021	10/16/2021	29999

Design

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Introduction to Digital Photography and Editing	DPE101		20	10	Tue	19:10-21:00	9/14/2021	11/16/2021	45999
Colors for Interiors	IID102		20	10	Wed	19:10-21:00	9/15/2021	11/24/2021	45999

Education

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Facilitating Learning Online (FLO) - Fundamentals (5 Weeks)	EDU103	O	10	5	Tue	19:10-20:00	9/14/2021	10/12/2021	24999
Language Course Design and Assessment	TEJL-4	O	42	12	Sat	14:30-17:50	9/18/2021	12/4/2021	89999

General Business and Management

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Business Negotiation	NEG101	O	20	10	Tue	19:10-21:00	9/14/2021	11/16/2021	59999
International Business Management	BUS200	O	20	10	Thurs	19:10-21:00	9/16/2021	11/25/2021	59999
Principles of Business Management	BUS101	O	20	10	Sat	9:00-10:50	9/18/2021	11/20/2021	59999

Human Resources

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Human Resources Management	HRM101	O	20	8	Tue	19:10-21:30	9/14/2021	11/2/2021	59999
Performance Management & Appraisal	PMA101	O	20	8	Wed	19:10-21:30	9/15/2021	11/10/2021	59999
Conflict Resolution and Transformation	CRT101	O	20	8	Wed	19:10-21:30	9/15/2021	11/10/2021	59999
Japanese Labor/Employment Law	JLL101		20	8	Thurs	19:10-21:30	9/16/2021	11/11/2021	59999

Leadership

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Management Agility and Responsiveness	BUS301		20	10	Tue	19:40-21:30	9/14/2021	11/16/2021	59999

Legal Studies

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Introduction to American Law	IAL101	O	20	8	Wed	19:10-21:30	9/15/2021	11/10/2021	59999
Introduction to Paralegal Studies	IPS101	O	20	10	Sat	11:00-12:50	9/18/2021	11/20/2021	59999
Legal English	LLE101	O	20	10	Sat	9:00-10:50	9/18/2021	11/20/2021	59999
Legal Translation Skills	LTS101	O	20	10	Sat	13:30-15:20	9/18/2021	11/20/2021	59999

Fall 2021 | Course Schedule

Marketing and Communications

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
PR and Media Relations	MER101	O	20	8	Sat	19:10-21:30	9/18/2021	11/6/2021	59999
Brands and Branding	BRB101	O	20	8	Tue	19:10-21:30	9/14/2021	11/2/2021	59999
Digital Marketing Strategies	SMS101		20	10	Thurs	19:10-21:00	9/16/2021	11/25/2021	59999

Project Management

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Introduction to Project Management	BPM101	O	23	10	Sat	11:10-13:20	9/18/2021	11/20/2021	68999
PMP Examination Preparation	BPM105	O	23	10	Sat	14:00-16:10	9/18/2021	11/20/2021	68999

Psychology and Social Sciences

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Cognitive Psychology: Understanding the Human Mind	PSY107	O	20	8	Mon	19:10-21:30	9/13/2021	11/8/2021	49999
Gender and Social Development	GEN101	O	10	5	Tue	19:10-21:00	9/14/2021	10/12/2021	24999
The Psychology of Judgment and Decision-Making	PJD101	O	20	8	Wed	19:10-21:30	9/15/2021	11/10/2021	49999
Basic Counseling Skills	BCS101	O	20	8E147	Sat	11:00-13:20	9/18/2021	11/6/2021	49999
Understanding the Foundations of Language	UFL101	O	20	10	Sat	11:00-12:50	9/18/2021	11/20/2021	49999

Translation and Interpretation

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Intermediate Japanese Translation Skills	JSL501	O	20	8	Mon	19:10-21:30	9/13/2021	11/8/2021	59999
Business Translation Skills (5 Weeks)	BTS101	O	10	5	Thurs	19:10-21:00	9/16/2021	10/21/2021	29999
Technical and Scientific Translation (5 Weeks)	TTS101	O	10	5	Thurs	19:10-21:00	10/28/2021	11/25/2021	29999
Legal Translation Skills	LTS101	O	20	10	Sat	13:30-15:20	9/18/2021	11/20/2021	59999
Basic Interpretation Skills	BIS101	O	20	10	Sat	15:30-17:20	9/18/2021	11/20/2021	59999
Interpreting Business Speeches and Presentations	BIS204	O	20	10	Sat	13:00-14:50	9/18/2021	11/20/2021	59999

Personal Interest Courses

Health and Wellbeing

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
The Human Body: Mobility, Movement and Pain Manage	HTP102	O	20	10	Wed	19:10-21:00	9/15/2021	11/24/2021	49999

Japanese Culture

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Leading Exceptional Tours in Japan	IUV101	O	20	10	Sat	13:30-15:20	9/18/2021	11/20/2021	45999
Introduction to the World of Japanese Sake (5 weeks)	SAK101		10	5	Thurs	19:10-21:00	9/16/2021	10/21/2021	22999
World of Japanese Art	WJA101		20	8	Sat	10:00-12:20	9/18/2021	11/6/2021	45999

Psychology and Social Sciences

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Cognitive Psychology: Understanding the Human Mind	PSY107	O	20	8	Mon	19:10-21:30	9/13/2021	11/8/2021	49999
Gender and Social Development	GEN101	O	10	5	Tue	19:10-21:00	9/14/2021	10/12/2021	24999
The Psychology of Judgment and Decision-Making	PJD101	O	20	8	Wed	19:10-21:30	9/14/2021	11/2/2021	49999
Basic Counseling Skills	BCS101	O	20	8	Sat	11:00-13:20	9/18/2021	11/6/2021	49999
Understanding the Foundations of Language	UFL101	O	20	10	Sat	11:00-12:50	9/18/2021	11/20/2021	49999

The Arts

Course Title	Course Code	Online	Hours	Sessions	Days	Times	Start Date	End Date	Course Fee
Introduction to Digital Photography and Editing	DPE101		20	10	Tue	19:10-21:00	9/14/2021	11/16/2021	45999
Colors for Interiors	IID102		20	10	Wed	19:10-21:00	9/15/2021	11/24/2021	45999
Creative Writing: Telling the Story	ICW102	O	20	10	Thurs	19:10-21:00	9/16/2021	11/25/2021	51999
World of Japanese Art	WJA101		20	8	Sat	13:00-15:20	9/18/2021	11/6/2021	45999

One and Two-Day Workshops

Course Title	Course Code	Hours	Sessions	Days	Times	Date	Course Fee
Stock Valuation using Excel	FOI201-WS	6	1	Sat	10:00-16:30	12/4/2021	17999
Grammar for Translators (One-day Workshop)	GFT101-WS	6	1	Sat	10:00-16:30	12/4/2021	17999
Exploring the World of Craft Beer (One-day Workshop)	BER101-WS	6	1	Sat	10:00-16:30	12/4/2021	17999
Coaching Skills for Managers, Team Leaders, and Self (One-day Workshop)	COA101-WS	6	1	Sat	10:00-16:30	12/4/2021	17999
The Power of Positive Psychology (One-day Workshop)	PSY104-WS	6	1	Sat	10:00-16:30	12/4/2021	17999
Effective Messaging and Communication (One-day Workshop)	SCM101-WS	6	1	Sat	10:00-16:30	12/4/2021	17999
Becoming an Effective Manager (One-day Workshop)	BEM101-WS	6	1	Sun	10:00-16:30	12/5/2021	17999
Building or renovating a residential property in Japan (One-day Workshop)	BLD102-WS	6	1	Sun	10:00-16:30	12/5/2021	17999
Revenue Management (One-day Seminar)	RMN101-WS	6	1	Sun	10:00-16:30	12/5/2021	17999
Introduction to Real Estate Investment Principles (Two-day Workshop)	REI102-WS	12	2	Sat/ Sun	10:00-16:30	12/4-5/21	35999
Project Management Practical Applications (Two-day Workshop)	BPM103-WS	12	2	Sat/ Sun	10:00-16:30	12/4-5/21	35999

Certificate Programs

TUJ Continuing Education offers certificate programs in various fields. These certificates offer proof of concentrated study and your competitiveness. In less than a year, earn a credential to help you reach the next step—whether it's advancing to senior management, starting a business, or pursuing a new career. TUJ certificates fit your life, with flexible options for evening, weekend, and online formats. Featuring subjects ranging from business, finance, marketing and leadership, our certificates prepare you with the skills you need to set yourself apart from your professional peers.

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Information regarding the number of CEUs required to complete a certificate may be found on our website: www.tuj.ac.jp/cont-ed/certificate

- **Accounting and Finance** | 11 CEUs
- **Basic Interpretation Skills** | 11 CEUs
- **Basic Translation Skills** | 10 CEUs
- **Executive Office Administration** | 10 CEUs
- **Human Resources Management** | 12 CEUs
- **Industrial-Organizational (I-O) Psychology** | 12 CEUs
- **Interior Design** | 6 CEUs
- **International Business Communication** | 12 CEUs
- **International Business Management** | 12 CEUs
- **IT Proficiencies: Business Computing** | 8 CEUs
- **IT Proficiencies: Computer Graphics and Web Design** | 8 CEUs
- **Leadership Skills** | 10 CEUs
- **Legal Assistant Studies** | 10 CEUs
- **Marketing and Communications** | 10.6 CEUs
- **Management Fundamentals** | 12 CEUs
- **Project Management** | 5.8 CEUs
- **Teaching English to Japanese Learners** | 12.6 CEUs

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View all available courses at: www.tuj.ac.jp/cont-ed/mindedge

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Hours | 受付時間

Monday to Thursday: 11:30 to 19:00
Saturdays: 8:30 to 15:00
(Closed on Fridays, Sundays, and Japanese Holidays)
月曜日 - 木曜日: 11:30 - 19:00
土曜日: 8:30 - 15:00
(金・日・祝日休み)