



**THE ASSOCIATION FOR OVERSEAS TECHNICAL SCHOLARSHIP[AOTS]**

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**January 2009**

**Program Outline**

**&**

**Participation Requirements**

**of**

**The Program for Business Innovation by Information Technology**

**[BIIT]**

**9 – 22 July 2009**

## 1. BACKGROUND OF THE PROGRAM:

AOTS - the Association for Overseas Technical Scholarship - is a non-profit association run with Japanese government subsidies from the Ministry of Economy, Trade and Industry (METI). Since its establishment in 1959, AOTS has been conducting various technical and management training programs in Japan for the people of developing countries and other regions. The total number of participants in past AOTS training programs amounts to almost 143,000 from about 170 developing countries and regions. These former participants are playing very important roles in industry and contributing greatly to the economic development of their respective countries.

At the request of former participants of AOTS training programs as well as the industrial and business circles in developing countries, and to meet the needs for human resource development in Japanese affiliated companies, AOTS has been organizing various training programs.

The Program for Business Innovation by Information Technology (BIIT) is designed as one of AOTS's flagship courses for all the developing countries to learn business management/administration techniques and their underlying ways of thinking which are characteristics of Japanese companies. It also aims to show how to use information technology (IT) for improving the efficiency and effectiveness of corporate management and create higher value added businesses.

## 2. COUNTRY AND NUMBER OF PARTICIPANTS:

25 participants from developing countries

## 3. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, middle to senior managers, executives or owners of a company that wishes to use IT effectively for business development and managerial innovation.  
(Participants are required to have an e-mail address to submit pre-course assignments.)
- (2) Participants should be between 25 and 60 years of age.
- (3) Participants should be university graduates and/or have equivalent professional experience.
- (4) Participants should have a sufficient working knowledge of English.
- (5) Participants should be healthy enough to undergo an intensive training program in Japan.
- (6) Participants should be residing in above mentioned countries.
- (7) Participants should not be students or armed forces personnel.
- (8) AOTS ex-participants who have recently been awarded an AOTS Scholarship and participated in an AOTS training program in Japan are not entitled to apply for any program which starts within six months (183 days) after they have returned home from Japan.

Notes:

- (1) In the case of Japanese companies and/or companies that have Japanese capital, persons who are engaged in the duties described in the participation requirements are able to participate in this program without regard to their positions.
- (2) Family members are not allowed to accompany the participants to Japan.
- (3) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional programs, and shall leave Japan and return to their home country soon after the completion of the program.
- (4) The Guarantee Letter, which is one of the invitation documents to be issued by AOTS, shall be used only for the purpose of obtaining a training visa and shall not be used for any other purposes, such as participants' business.
- (5) The number of participants for the same host company or from the same sending company may be limited if there are more applicants than AOTS can accept.

## 4. APPLICATION PROCEDURE:

Applicants should apply to AOTS by submitting the following documents to reach AOTS Head Office **by no later than 21 March 2009**.

**The application procedures from overseas countries and those from host companies in Japan are different.**

**[Application from overseas countries]**

- (1) AOTS Training Application Form, Applicant's Personal Record and Medical Check Sheet (AOTS official form)
- (2) 2 copies of a photo (4 cm x 3 cm) (Please write down the applicant's name of the back)
- (3) Brochure of the applicant's company/organization
- (4) Photocopy of a passport, an election card, a driver's license or any other identification document issued by a public organization in the applicant's country containing, in Roman letters, the applicant's name in full, a photo of the applicant and his/her date of birth
- (5) Pre-Training Report
- (6) Overseas Travel Insurance Consent Form
- (7) About the handling of Personal Information Concerning Trainees (AOTS official form)  
The applicant himself or herself is required to submit a form bearing his or her own signature. Either in the absence of agreement, or non-submittance, course participation will not be granted.
- (8) Enquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises)

AOTS official form is available. **Please click here.**

[http://www.aots.or.jp/eng/t\\_prg\\_j/management/application/procedure.html](http://www.aots.or.jp/eng/t_prg_j/management/application/procedure.html)

**[Application from host companies in Japan]**

Please refer to the following page.

[Making a reservation for the Management Training Course](#)

AOTS official form is available. **Please click here.**

<http://www.aots.or.jp/jp/documents/kokunai/index.html>

The application documents will be forwarded to the AOTS Screening Committee, which will meet on 14 May 2009, for official approval of participation. Those who have successfully passed the screening process will be notified when they receive the invitation documents.

Notes: If the number of participants is less than 13 as of 21 March 2009, AOTS may postpone or cancel this program.

**5. OUTLINE OF THE PROGRAM:**

**-OBJECTIVE**

The objective of the course is to show how to use information technology (IT) to improve the efficiency and effectiveness of corporate management and create higher value added businesses

**-KEY BENEFITS**

- (1) To deepen participants' understanding of the strategic use of IT in business, and
- (2) To help participants to establish new management practices using IT effectively.

**-DURATION**

9 – 22 July 2009 (2 weeks)

**-CONTENTS**

*First Step*

Before the course starts, participants will be given an assignment on e-business case study to acquire the basic idea and be ready for discussions. At the beginning of the course, participants will discuss on the topic given in groups and prepare for presentations held on the following day. Experienced lecturer will make comments

on the discussions and presentations which lead to deeper understandings on e-business.

### *Second Step*

Participants will learn about the possibilities and the actual conditions of practical IT use in companies, and the preconditions required to introduce it to their companies through lectures, case studies and company visits.

### *Third Step*

To conclude the course, participants will focus on the strategic application of IT in developing businesses. They will exchange their opinions and experiences during group discussions and present the results as a final report.

The features of this program are:

#### *1) Introduction of e-business*

The course will focus on the practical side of e-business and introduce some case studies. Some e-business entrepreneurs will be invited as speakers to share their experiences.

#### *2) Company visits*

Visits and a three-day study tour will help participants observe actual e-business activities in Japanese companies and enable them to exchange views with Japanese executives and managers on e-business.

A typical daily schedule consists of a 3-hour morning session and a 3-hour afternoon session. Some evening sessions may also be organized after dinner.

Please refer to the Tentative Schedule.

## -LANGUAGE

All lectures, discussions and company visits will be conducted in English or Japanese with translation into English. In principle, the program documents and training materials will be prepared in English.

## -PROGRAM COORDINATOR

Prof. Tatsuyuki NEGORO

Chief-Director, Research Institute of Information Technology and Management

Professor, Information System & Management School of Commerce and Graduate School of Commerce, Waseda University

President, the Japan Society for Management Information

Graduating from Kyoto University, Prof. Negoro received M.B.A. from the Graduate School of Business Administration of Keio University. After working at a steel manufacturing company, he became a visiting researcher at Hull University in the U.K., and then took up a teaching position Bunkyo University. At the same time, he is actively offering his guidance to corporate managers to promote IT management.

## -TRAINING LOCATION AND ACCOMMODATION

The program will be held at the following AOTS Training Center.

### **AOTS Tokyo Kenshu Center (TKC) <To Be Determined>**

<http://www.aots.or.jp/eng/about/center/tkc.html>

30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan

Tel: 81-3-3888-8231 (Reception) Fax: 81-3-3888-0763

## 6. APPLICATION PROCEDURES & FINANCIAL ARRANGEMENTS:

### **Please click here**

Application from host companies in Japan: [Application Procedures](#) [Financial Arrangements](#)

Application from overseas countries: [Application Procedures](#) [Financial Arrangements](#)

## 7. HANDLING OF PERSONALLY IDENTIFIABLE INFORMATION

AOTS handles personally identifiable information we have obtained from the applicant as follows:

(1) Administrator of Personally Identifiable Information: General Manager, General Affairs Division,  
The Association for Overseas Technical Scholarship (AOTS)

Department in charge: General Affairs Department, General Affairs Div., AOTS

Tel: 81-3-3888-8211 e-mail: [kojinjoho@aots.or.jp](mailto:kojinjoho@aots.or.jp)

(2) Use of Personally Identifiable Information

Personally identifiable information provided by the participant will only be used for the screening of the participants and the implementation of the training program. It will not be used for any other purposes or beyond the scope required by laws and regulations of Japan.

For AOTS's privacy policy, please visit <http://www.aots.or.jp/eng/privacypolicy.html>

## 8. FURTHER INFORMATION

### AOTS HEAD OFFICE

Mr. Kazuhiro Ichiura, Manager Scholarship Processing Department Scholarship Administration Division	30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan Tel: 81-3-3888-8214 Fax: 81-3-3888-8242 e-mail: <a href="mailto:shouhei@aots.or.jp">shouhei@aots.or.jp</a>
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### AOTS OVERSEAS OFFICES /

<p>1. AOTS Bangkok Office / (General Manager) Mr. Mikiharu Taniguchi 14th Fl. SSP Tower 3, 88 Silom Rd., Suriyawong, Bangruk, Bangkok 10500 Tel: 66-2-238-5233~4, 268-0784 Fax:66-2-634-1200 E-mail: <a href="mailto:aots@loxinfo.co.th">aots@loxinfo.co.th</a></p>	<p>2. AOTS Beijing Office / (General Manager) Mr. Hiroyuki Tanaka Beijing Fortune Bldg. Rm.703, 5-hao, Dong-Sanhuan Bei-lu, Chaoyang-qu, Beijing 100004 Tel: 86-10-6590-8265, 8266 Fax:86-10-6590-8267 E-mail: <a href="mailto:info@aotsbj.org.cn">info@aotsbj.org.cn</a></p>
<p>3. AOTS Jakarta Office / (General Manager) Mr. Hironori Suzuki 6th Floor, Summitmas I, Jalan Jend.Sudirman, Kav.61-62, Jakarta 12190 Tel: 62-21-522-6776~7 Fax:62-21-522-6661 E-mail: <a href="mailto:aotsjkt@aots.or.id">aotsjkt@aots.or.id</a></p>	<p>4. AOTS Kuala Lumpur Office / (General Manager) Mr. Masami Kodaira 52A, Jalan SS22/25, Damansara Jaya 47400 Petaling Jaya, Selangor Darul Ehsan Tel: 60-3-77267273, 77267276 Fax:60-3-77267269 E-mail: <a href="mailto:info@aotskl.com">info@aotskl.com</a></p>
<p>5. AOTS Manila Office / (General Manager) Mr. Osamu Yoshioka 18F Pacific Star Building, Sen.G.Puyat Ave.cor.Makati Ave., Makati City 1200 Tel: 63-2-856-1690~1 Fax:63-2-856-1692 E-mail: <a href="mailto:aots@pltdsl.net">aots@pltdsl.net</a></p>	<p>6. AOTS New Delhi Office / (General Manager) Mr. Yasumi Suzuki Flat No.1307, 13th Flr., Gopaldas Bhawan, 28 Barakhamba Road, New Delhi 110001 Tel: 91-11-23704122 Fax:91-11-23704123 E-mail: <a href="mailto:contact@aotsindia.com">contact@aotsindia.com</a></p>
<p>7. AOTS Hanoi Office / (General Manager) Mr. Hitoshi Kondo 6F-04, Prime Center, 53 Quang Trung Street, Hai Ba Trung District, Hanoi Tel: 84-4-3945-4995 Fax: 84-4-3945-4996 E-mail: <a href="mailto:info@aots.com.vn">info@aots.com.vn</a> <a href="mailto:h-kondo@aots.com.vn">h-kondo@aots.com.vn</a></p>	

**Tentative Schedule**  
of  
**The Program for Business Innovation by Information Technology [BIIT]**

9 – 22 July 2009 AOTS Tokyo Kenshu Center <To be determined>

Date	Morning Session	Afternoon Session
8 July (Wed.)	(Arrival in Japan)	
9 (Thu.)	Opening Ceremony Orientation	LECTURE: Information Technology (IT) and Business Strategies GROUP DISCUSSION: Summing up of pre-course assignments
10 (Fri.)	CASE STUDY: E-commerce	LECTURE: Use of IT for Efficient Corporate Management - Production information system
11 (Sat.)	Day off	
12 (Sun.)	Day off	
13 (Mon.)	LECTURE: Theory of Building an Information System	LECTURE: Business Using the Internet -B to B (business to business trading)
14 (Tue.)	LECTURE: Practical Examples of IT Utilization in Japanese Small and Medium-sized Companies -1	LECTURE: Practical Examples of IT Utilization in Japanese Small and Medium-sized Companies - 2
15 (Wed.)	STUDY TOUR	COMPANY VISIT: Use of IT at a Japanese Company
16 (Thu.)		COMPANY VISIT: Use of IT in the Service Industry COMPANY VISIT: E-Business in Japan
17 (Fri.)		COMPANY VISIT: Use of IT at a Japanese Manufacturing Company
18 (Sat.)	Day off	
19 (Sun.)	Day off	
20 (Mon.)	LECTURE: Mobile Business -B to C (business to customer trading )	COMPANY VISIT: E-marketing Company
21 (Tue.)	CASE STUDY: A Company in the Electronics Industry	
22 (Wed.)	Final Report Presentation	Evaluation of the Program Closing Ceremony
23 (Thu.)	(Departure from Japan)	

## Remarks:

- (1) The above schedule is subject to change for the convenience of lecturers and cooperating companies, or for other unavoidable reasons.
- (2) Several group discussion sessions may be arranged in the evening.
- (3) Although Saturday and Sunday are days off in general, lectures may be scheduled if deemed necessary.

## PRE-TRAINING REPORT

- The Program for Business Innovation by Information Technology-  
[BIIT]

Please fill in the following items by using a personal computer or similar equipment, or by handwriting in block letters in English. AOTS would duplicate and distribute it to lecturers and other participants as a reference material for the group discussions and presentations held during the program. This report may be used for modification of the curriculum.

1. Your name																																									
2. Your country																																									
3. Your e-mail address	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																								
4. Name of your organization																																									
5. Outline of your organization  (Please give a brief description or outline of your company/organization. In addition, please also attach a brochure of your company/organization if available)																																									
6. Your position and name of your department  (preferably by attaching an organizational chart indicating your position)																																									
7. Your duties in detail																																									
8. Present problems and future plans of using Internet technology  *If you are not using Internet	(Present problems)																																								

<p>technology currently, please write down your future plans only.</p>	<p>(Future Plans)</p>			
<p>9. Your expectations for the program</p>				
<p>10. Please indicate the level of knowledge and experience of IT by checking the appropriate boxes. *The following questionnaire is not used as a criterion for the selection of participants but to adjust the program to the knowledge of participants.</p>	<p><b>a:</b> You can explain what it is to others or you have applied it in your work. <b>b:</b> You know what it is, or you have learned it at college/university or by yourself. <b>c:</b> You do not know it well or you have never heard of it.</p>			
	<p>a.</p>	<p>b.</p>	<p>c.</p>	
<p>1. B to B</p>				
<p>2. B to C</p>				
<p>3. Knowledge Management</p>				
<p>4. Supply Chain Management</p>				
<p>5. Customer Relationship Management</p>				
<p>6. Enterprise Resource Planning</p>				
<p>7. 3D CAD</p>				
<p>8. Security of Network</p>				
<p>9. Infrastructure of Network</p>				
<p>10. Business Patent Model</p>				
<p>11. Business Process Re-engineering</p>				<p>Comments:</p>