

Required skill achievement level
.....Can understand general concept and capable to apply to work
.....Can understand details and capable to apply to work in higher level
.....Can execute and put to practical use
(;Requisite, ;Selective according to requirement) Copyrights:Accreditation Council for Practical Abilities

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				レベル0	Level 1 (One or Two Years Experiences)									Level 2 (Three or Five Years Experiences)								
					General	Planning	Personnel /Labor/ Human Resource Development	Legal/General Affairs/ Public Relations	Accounting/ Financial	Marketing / Business Operation	Production Management	Physical Distribution	International Business	Sales	Planning	Personnel / Labor	Education / Human Resource Development	Legal/General Affairs/ Public Relations	Accounting/ Financial	Marketing / Business Operation	Production Management	Physical Distribution
Business Area	Skill Category	Skill Sub-Category	Skill Items																			
Personal Basic Skills	Personal Skills	Basic Social Ability	Directive Action																			
			Thinking																			
			Team Work																			
		Communication	Documentation																			
			Presentation																			
			Interview																			
			Adaptability to Circumstances																			
		Leadership	Leadership																			
			Promotion of Members																			
			Team Management																			
		Negotiation	Negotiation																			
		Management	Management Method and Theory																			
Business Basic Skill	Conduct Guideline	Business Basic	Mannar																			
			Business Mind																			
			Business Rule																			
		Corporate Organization	Understanding of Corporate																			
			Conduct in the Organization																			
			Corporate Ethics and Compliance																			
		Corpotate Social Responsibility	Understanding of CSR																			
			Ideal Corporate Image																			
			CSR through Business																			
	Use of IT	Fundamentals of Using IT	Mechanizm Understanding																			
			Rules of How-to-use																			
		Business Tool	Business Processing																			
			Graphics																			
			Communication																			
			Network Tool																			
		Using IT Equipmeents	Personal Computer																			
			Mobile and Peripheral Equipments																			
			Network																			
	Information Management	Collecting Information	Information Sources																			
			Collection Skills																			
		Information Analysis	Theoretical Analysis																			
			Statistical Analysis Method																			
			Statistical Analysis Method																			
		Use of Information	Skills of Using Information																			
			Rules of Using Information																			
Management Planning	Management Planning	Management Planning Basic	Concept of management Planning																			
			Management Planning																			
			Finance Basic																			
		Management Planning: Practice	Management Planning																			
			Management Strategy/Innovation																			
			Organization Management																			
			Management Control Tool																			
			Management Analysis Tool																			
			Financial Analysis Tool																			
		Personnel/ Labor/ Human Resources	Personnel	Personnel Basic	Personnel Basic																	
					Wages/ Social Insurance: Basic																	
				Parsonnel: Practice	Personnel System and Operation																	
Human Resourse Planning																						
Recruitment/ Employment																						
Labor	Labor: Basic		Labor Basic																			
			Labor Relations																			
	Labor: Practice		Office Management																			
			Safety and Sanitary																			
			Welfare																			
			Labor Environment Improvement																			
Human Resources	Human Resources: Basic		Human Resources Basic																			
	Human Resources: Practice		Moral Improvement																			
			Carrier Development																			
Legal/ General Affairs/ Public Relations	Legal	Legal: Basic	Corporate Law Basic																			
			Corporate Organization Law																			
			Corporate Management Law																			
			Corporate Dealing: Basic Knowledge																			
			Corporate Dealing Law																			
			Corporate Activity Law																			
			Conflict Processing/Prevention Law																			
			International Legal Issue																			
			Legal: Practice	Legal Risk Management																		
				Corporation Related Law																		
				Corporation Restructuring Law																		
				Labor Law																		
				Tax Law																		
				Intellectual Property Law																		
		Individual Information Protection Law																				
		Contract and Colleteral Management																				
		Real Estate Law																				
		Operation Law																				
		Manufacturing Law																				
		Credit Collection and Conflict Processing																				
		International Law																				
		General Affairs	General Affairs: Basic	General Affairs Basic																		
				Stock Affairs and In-house Regulation Management Basic																		
				Risk Management Basic																		
				OutsideMeasure: Basic																		
				In-house Management Basic																		
			Communication Management																			
	General Affairs: Practice	General Affairs Operation																				
		Stock Affairs and In-house Regulation Management																				
		Risk Management																				
		Outside Measure																				
		In-house Management																				

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Business Area	Skill Category	Skill Sub-Category	Skill Items																					
			In-house Facility Management																					

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Business Area	Skill Category	Skill Sub-Category	Skill Items																			
	Public Relations	Public Relations: Basic	In-house Public Relations: Basic																			
			Outside Public Relations: Basic																			
			International Public Relations: Basic																			
		Public Relations: Practice	Inhouse Public Relations																			
			House Media Operation																			
			Public Relations Strategies																			
			Emergency Public Relations																			
			Investor Public Relations (IR)																			
			Regional/Social Public Relations																			
			Trade Customer Public Relations																			
			Outside Media Use																			
	Advertisement	Advertisement: Basic	Advertisement: Basic																			
Advertisement Production: Basic																						
Advertisement: Practice		Advertisement Planning and Management																				
		Advertisement Expression and Production																				
Accounting/ Financial	Accounting	Accounting: Basic	Book Keeping																			
			Settlement of Accounts																			
			Financial Statements: Basic																			
			Costing: Basic																			
			Receipts and Expenses																			
		Accounting: Practice	Writing of Financial Statements																			
			Costing																			
			Accounting Principle/ Commercial Code Accounting																			
			Financial Commodity Law Accounting																			
			Corporate Related Tax Affairs																			
			Consolidation of Accounts																			
			International Accounting																			
			Environment Accounting																			
	Financial	FinancialBasic	Financial: Basic																			
			Fund Management																			
			Fund Raising/Operation: Basic																			
		Financial: Practice	Fund Raising/Operation Strategies																			
			Fund Raising/Operation Means																			
			Budgetary Management																			
			Financial Statement Analysis																			
Corporate Estimation																						
Marketing/Business	Marketing	Marketing: Basic	Marketing Strategy: Basic																			
			Market Investigation/Purchaser Activity: Basic																			
			Marketing Policy: Basic																			
			Wholesale/Retail Marketing: Basic																			
		Marketing: Practice	Marketing Strategies																			
			Market Investigation/Purchaser Activity																			
			Product/Price Strategies																			
			Marketing Distribution Channel Strategies																			
			Sales Promotion																			
			Market Planning																			
			Wholesale/Retail Marketing																			
			Tele-Marketing																			
Brand Marketing																						
Web Marketing																						
Area Marketing																						
Mobile Marketing																						
Business Operation	Business Operation: Basic	Business Operation: Basic																				
		Business Operation: Practice	Customers Management																			
	Business Operation: Practice	Business Operation Management																				
		Business Operation Affairs																				
		Customer Negotiation																				
Business Operation Law																						
Production Management	Production System Management	Production System Management: Basic	Production System Planning and Operation																			
		Production System Management: Practice	Production System																			
			Production Planning (Process Type/Assembling Type)																			
			Production Plan (Process Type)																			
			Process Management A (Planning)																			
			Process Management B (Operation)																			
			Work Management																			
			Design Management																			
			Factory Planning																			
	Material/Equipment/Safety Management	Material/Equipment/Safety Management: Basic	Flow Improvement of Personnel and Object																			
			Equipment Safety: Basic																			
			Safety and Sanitation Management: Basic																			
			Environment Management: Basic																			
		Material/Equipment/Safety Management: Practice	Work Improvement																			
			Transport/Distribution Management																			
			Material Management																			
Quality/ Delivery Date Management	Quality/Delivery Date/Cost Management: Basic	Quality Management:: Basic																				
		Delivery Date Management: Basic																				
		Cost Management: Basic																				
	Quality/Delivery Date/Cost Management: Practice	Quality Management																				
		Delivery Date Management																				
		Cost Management																				
Physical Distribution	Physical Distribution Management	Physical Distribution Management: Basic	Physical Distribution Management General: Basic																			
		Physical Distribution Management: Practice	Stock Physical Distributionサービス・コスト管理Basic																			
			Physical DistributionManagement 倉庫・在庫管理サービス																			
	Packing/Loading and Unloading/Storage	Packing/Loading and Unloading/Storage: Basic	Inventory Control																			
			Physical Distributionサービス・在庫管理																			
		Packing/Loading and Unloading/Storage: Practice	Packing/Loading and Unloading/Storage: Basic																			
		Packing																				
	Loading and Unloading/Storage																					
	Transportation	Transportation: Basic	Transportation: Basic																			
			Transportation																			
Transportation: Practice		Transportation																				

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International Business	Physical Distribution	Physical Distribution Information System: Basic	Physical Distribution Information System: Basic																				
			Physical Distribution Information System																				
	International Business Management	International Business Management: Basic	International Business																				
			International Marketing: Basic																				
			International Production/Sourcing																				
			International Human																				
			International Finance/Accounting: Basic																				
			International Tax Affair: Basic																				
			International Law: Basic																				
			International Business Operation:																				
		International Business Management: Practice	International Business																				
			International Marketing																				
			International Production/Sourcing																				
			International Human																				
			International Finance																				
			International Tax Affair																				
	Trade	Trade: Basic	Trade Business: Basic																				
			Trade: Practice																				
			Export Business																				
			Import Business																				
International Technology Management	International Technology Management: Basic	International Project Business																					
		International Technology Management: Basic																					
		Technology Trade/Transfer																					
		International Research and Intellectual Property Management																					
Sales	Distribution	Retail Business: Practice	Retail Business																				
			Mail-order Sales																				
	Service Trade	Service Trade: Practice	Over-the-Counter Service																				
			Over-the-Telephone Service																				
			Related Business																				

Domain] Business/Management and Language

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