Course Co-ordinator: Shigeru Sato
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Consultation hours: Monday and Wednesday 9:00 – 11:00

JAPN 6001 Business Japanese
Course Outline

Semester
Trimester 1 – 2009

Unit Weighting
10

Brief Course Description
This course is designed for MBA students with no knowledge of Japanese. It provides students with knowledge of basic conversational Japanese in a business setting.

Contact Hours
Three Hours per Week for the Full Term

Learning Materials/Texts
To be prepared by the lecturer

Course Objectives
Course Outline Issued and Correct as at: Week 1, Trimester 1 - 2009

CTS Download Date: 28 January 2009
1. To develop listening and speaking skills in the Japanese language as related to business and commerce.
2. To develop specific and interactive Japanese language skills through exposure to simulated business meetings.
3. To acquire an elementary introduction to Japanese business protocols.
4. To develop the capacity to think critically and organize time effectively through carrying out particular set tasks in a foreign-language business setting.

**Course Content**

Basic conversational Japanese in a business setting
Hiragana and katakana

**Assessment Items**

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<tr>
<td>Quiz - Class</td>
<td>6 Weekly tests 40%</td>
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<tr>
<td>Quiz - Class</td>
<td>2 In-Semester Tests 60%</td>
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**Assumed Knowledge**

None

------------------------------------------- End of CTS Entry -------------------------------------------

**Online Tutorial Registration:**

Students are required to enrol in the Lecture and a specific Tutorial time for this course via the Online Registration system. Refer - [http://studinfo1.newcastle.edu.au/rego/stud_choose_login.cfm](http://studinfo1.newcastle.edu.au/rego/stud_choose_login.cfm)

NB: Registrations close at the end of week 2 of semester.

**Studentmail and Blackboard:** Refer - [www.blackboard.newcastle.edu.au/](http://www.blackboard.newcastle.edu.au/)

This course uses Blackboard and studentmail to contact students, so you are advised to keep your email accounts within the quota to ensure you receive essential messages. To receive an expedited response to queries, post questions on the Blackboard discussion forum if there is one, or if emailing staff directly use the course code in the subject line of your email. Students are advised to check their studentmail and the course Blackboard site on a weekly basis.

**Important Additional Information**

Details about the following topics are available on your course Blackboard site (where relevant). Refer - [www.blackboard.newcastle.edu.au/](http://www.blackboard.newcastle.edu.au/)

- Written Assignment Presentation and Submission Details
- Online copy submission to Turnitin
- Penalties for Late Assignments
- Special Circumstances
- No Assignment Re-submission
- Re-marks & Moderations
- Return of Assignments
- Preferred Referencing Style
- Student Representatives
- Student Communication
- Essential Online Information for Students