J APN6001 - Business Japanese
Course Outline

Course Co-ordinator: Graham Squires
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Consultation hours: Tuesday 9-11

Semester Trimester 1 - 2006
Unit Weighting 10
Teaching Methods Lecture/Seminar

Course Overview
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 Lecture for 3 Hours per Week for the Full Term
Learning Materials/Texts Available in class

Course Objectives
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
Areas that will be treated form a hierarchy of increasing complexity and include:
Understanding Japanese computer related terms; Familiarization with the appropriate Japanese vocabulary for office equipment and protocols; Knowledge of Japanese job descriptions; Making and changing hotel and restaurant reservations; Knowledge of basic conversational Japanese, including greetings in a business setting.

Assessment Items 8 weekly tests 40%
2 In-semester tests 60%

Assumed Knowledge None
**Studentmail and Blackboard:** [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.

**Penalties for Late Assignments**

Assignments submitted after the due date, without an approved extension of time will be penalised by the **reduction of 5% of the possible maximum mark** for the assessment item for each day or part day that the item is late. Weekends count as one day in determining the penalty. Assessment items submitted **more than ten days** after the due date will be awarded **zero marks**.

**Special Consideration/Extension of Time Applications**

Students wishing to apply for Special Consideration or Extension of Time should obtain the appropriate form from the Student HUBS.

**No Assignment Re-submission**

Students who have failed an assignment are not permitted to revise and resubmit it in this course. However, students are always welcome to contact their Tutor, Lecturer or Course Coordinator to make a consultation time to receive individual feedback on their assignments.

**Remarks**

Students can request to have their work re-marked by the Course Coordinator or Discipline Convenor (or their delegate); three outcomes are possible: the same grade, a lower grade, or a higher grade being awarded. Students may also appeal against their final result for a course. Please consult the University policy at: [www.newcastle.edu.au/policy/academic/adm_prog/procedures_appeals_finalresult.pdf](http://www.newcastle.edu.au/policy/academic/adm_prog/procedures_appeals_finalresult.pdf)

**Return of Assignments**

Where possible, assignments will be marked within 3 weeks and returned to students in class. At the end of semester, students can collect assignments from the Student HUBS during office hours.

**Student Representatives**

We are very interested in your feedback and suggestions for improvement. Student Representatives are the channel of communication between students and the School Board. Contact details of Student Representatives can be found on the School website.

**Student Communication**

Students should discuss any course related matters with their Tutor, Lecturer, or Course Coordinator in the first instance and then the relevant Discipline or Program Convenor. If this proves unsatisfactory, they should then contact the Head of School if required. Contact details can be found on the School website.
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