

<b>Course Title</b> <b>科目名</b>	<b>Business Japanese A</b> <b>ビジネス日本語 A</b>	<b>Instructor</b> <b>担当者</b>	<b>JO, Yasue</b> <b>城 保江</b>
Semester 学期	<b>Fall</b>	Credits 単 位	<b>2</b>
Course Level 履修年次	<b>N/A</b>	hrs/wks 時間数/週	<b>2</b>
<p><b>【Course Objectives and Focus: 授業の到達目標及びテーマ】</b>  This course is designed to learn how to deal with real-life situations that people encounter while job-hunting or working in Japan with fun.  The aims of this course are to:  - acquire the ability to understand and operate Japanese and appropriately deal with business issues.  - acquire communicative competence demanded for business in Japan.</p>			
<p><b>【Course Summary: 授業の概要】</b>  The students will have opportunity to:  -brush up “Keigo”.  -learn practical and effective business Japanese through activities such as project work with Japanese students. (for example; The students are divided into several groups include Japanese students. The group work together and make simulated company or shop. Each group will set up some business scene and discuss about what is appropriate Japanese expression, what is effective communication in Japan.)</p>			
<p><b>【 Preparatory Work: 準備学習等についての具体的な指示】</b>  Student’s high motivation and active participation is essential.</p>			
<p><b>【 Content: 各回ごとの授業内容】</b></p>			
Day 1	Course introduction, Why do you want to study business Japanese?		
Day 2	Brush up “Keigo”(1)		
Day 3	Brush up “Keigo”(2)		
Day 4	Make groups with Japanese students. Team-building game.		
Day 5	Build simulated company or shop. Making plan of study.		
Day 6	Job-hunting(1)		
Day 7	Job-hunting(2)		
Day 8	Job-interview(1)		
Day 9	Job-interview(2)		
Day 10	Simulated business activity1-1		
Day 11	Simulated business activity1-2		
Day 12	Simulated business activity2-1		
Day 13	Simulated business activity2-1		
Day 14	Simulated business activity3-1		
Day 15	Simulated business activity3-2		
<p><b>【Textbooks, Course Materials: テキスト・参考書等】</b>  The textbook will be announced in class. &amp; Handouts.</p>			
<p><b>【Grading Criteria: 成績評価の方法】 Tentative</b>  Class participation 40%, Quizzes 20%, Assignments 20%, Final Exam 20%</p>			
<p><b>【Note: 履修上の注意】</b>  This course is based on group activity. Thus regular attendance is absolutely necessary.  Each absence without a valid excuse will reduce by 10 points the full score assigned for this entire course. If you are absent three times without notice, you will lose the right to attend the class.</p>			