

Skyline College

Official Course Outline

Date: July 2007

1. TITLE:

JAPN 115- Basic Business Japanese

3 units. Three lecture hours and one lab hour by arrangement per week

Prerequisite: None

2. COURSE CLASSIFICATION:

Credit course applicable to the Associate Degree

3. COURSE DESCRIPTIONS:

Catalog Description:

Three lecture hours and one lab hour by arrangement per week. Prerequisite: None

Designed to help students learn Japanese for business purposes. Students will acquire relevant vocabulary, phrases and expressions, and will improve listening comprehension. The learner, regardless of language level in Japanese, will become familiar with questions and responses commonly heard in Japanese business contexts. Transfer credit: CSU.

Schedule of Classes Description:

Prerequisite: None. A course designed to help students learn Japanese for business purposes. The learner, regardless of language level in Japanese will become familiar with questions and responses commonly heard in Japanese business contexts. Plus one hour/week by arrangement. Transfer: CSU.

4. COURSE JUSTIFICATION:

This course is designed to meet G. E. requirements in the Humanities for the A.A. degree and for transfer to the CSU. Transfer credit: CSU.

5. STUDENT LEARNING OUTCOMES (SLO'S):

After successfully completing the course JAPN 115, the students will be able to:

- Speak clearly regarding business needs, applying specific business vocabulary in Japanese and sentence structure capable of being understood by the business listener.
- Comment on simple, basic business topics and activities, using typical business questions and answers.
- Express pleasantries, social graces and invitations.
- Present his/her company products.
- Improve his/her Japanese pronunciation.

6. SPECIFIC INSTRUCTIONAL OBJECTIVES:

- Start to build and strengthen students' foundation in aspects of business Japanese.
- Begin building oral proficiency based upon correctness
- Start to develop proficiency in producing statements in business Japanese and translating them, to drill the business vocabulary
- Dramatize small dialogues and real-life business situations
- Discuss cultural aspects and differences between typical American and Japanese business transactions.

7. COURSE CONTENT:

- Study of business Japanese and its basic aspects and tenses in spoken language
- Acquisition of a clear pronunciation.
- Acquisition of a basic and usual business Japanese vocabulary.
- Acquisition of the basic principles of grammar and performance in speaking and pronunciation.
- Beginning of the development of basic oral communication skills in business Japanese.
- Exposure to various elements of many cultural aspects within the Japanese-speaking business world.

8. REPRESENTATIVE METHODS OF INSTRUCTION:

Methods of instruction include:

- Lecture presentation.
- Reading and interpretation of written material and in-class exercises, including discussion using that material.
- Oral repetition to refine pronunciation.
- Listening comprehension with tapes and DVDs.
- In-class translation drills.
- Speech presentation, pair and group work.
- Business Contract presentation and cultural discussions.

9. ASSIGNMENTS:

Typical assignments:

- I. Listening, practicing and creating oral and written statements and questions regarding basic needs in business Japanese.

- II. Speaking:
 - a. Role-playing in pairs or small groups.
 - b. Interview the instructor and other classmates in Japanese.
 - c. Oral exercises with a partner and also the teacher.

- III. Reading comprehension
 - a. Read sentences.
 - b. Answer questions about typical business transactions.
 - c. Translate statements.

- IV. Writing
 - a. Write a contract using business Japanese.
 - b. Practice conversations orally and in writing in the form of dialogues.
 - c. Write words based on information given in class by the instructor or induced by videos.
 - d. Take business vocabulary quizzes.
 - e. Write characters and dialogues with a partner.

- V. Cultural Immersion

10. EVALUATION OF STUDENT PERFORMANCE:

Grade option

- Students will be required to speak in public and form sentences in a basic level of business Japanese so that they are able to communicate basic elementary ideas of their own.

- Students will take oral and written quizzes about presenting products and writing contracts
- Students will take dictations
- Students will make one oral presentation on an aspect of the Japanese business culture
- Students will write short compositions, interpreting passages on Japanese culture.
- A mid-term exam may be given and a final is required.
- Translation exercises and small dialogue writing exercises will also be assigned to evaluate students' critical thinking.

11. RECOMMENDED or REQUIRED TEXT(S):

The texts are periodically changed based on Japanese instructors' evaluation of the texts presented at the time. Presently the following is used:

Young, Nancy. Basic Business Japanese. Kodansha International Limited,
(latest edition). ISBN 4-77001772-3