

**ASSUMPTION UNIVERSITY**  
**THEODORE MARIA SCHOOL OF ARTS**  
**DEPARTMENT OF BUSINESS JAPANESE**  
**Course Outline 1/2025**

Course No.:	JA3702 Business Japanese I																																		
Credit:	3																																		
Status:	Major Requirement																																		
Prerequisites:	JA2702 Japanese III and JA2704 Basic Reading and Writing II																																		
Lecturers:	A. Motomi Uehara (SM348)																																		
Course Description:	Integrated skills of listening, speaking, reading, and writing in business contexts.																																		
Objectives:	This course aims to enable students to: <div><div>1.</div><div>Identify information from spoken or written Japanese to complete tasks which relate to business;</div></div> <div><div>2.</div><div>Provide necessary information to carry out tasks in acceptable manners in Japanese business contexts;</div></div> <div><div>3.</div><div>Apply cultural knowledge to make communication with Japanese smooth and fluent in business contexts.</div></div> <div><div>4.</div><div>Recognize moral and ethical characters.</div></div>																																		
Course Learning Outcomes:	This course learning outcomes are: <div><div>1.</div><div>Apply information from spoken or written Japanese to complete tasks which relate to business.</div></div> <div><div>2.</div><div>Adapt necessary information to carry out tasks in acceptable manners in Japanese business context.</div></div> <div><div>3.</div><div>Apply cultural knowledge to make communication with Japanese smooth and fluent in business contexts.</div></div> <div><div>4.</div><div>Recognize moral and ethical characters.</div></div>																																		
Teaching-Learning Activities:	<div><div>1.</div><div>Lecture</div></div> <div><div>2.</div><div>Discussion with presentation</div></div> <div><div>3.</div><div>Writing notes and e-mails</div></div>																																		
Course Requirements:	<div><div>1.</div><div>80% of class attendance is required. (Maximum absence = 12 times) Those who do not complete the requirement are not allowed to take the Final examination.</div></div> <div><div>2.</div><div>There will be vocabulary tests, quizzes, and homework</div></div> <div><div>3.</div><div>At least 6-hour self-study per week is required.</div></div>																																		
Mark Allocation:	<table><tr><td>Vocabulary tests</td><td>20%</td></tr><tr><td>Quizzes</td><td>20%</td></tr><tr><td>Writing notes and E-mail</td><td>10%</td></tr><tr><td>Mid-term Exam</td><td>20%</td></tr><tr><td>Final Exam</td><td>30%</td></tr><tr><td colspan="2"><hr/></td></tr><tr><td>Total</td><td>100%</td></tr></table>					Vocabulary tests	20%	Quizzes	20%	Writing notes and E-mail	10%	Mid-term Exam	20%	Final Exam	30%	<hr/>		Total	100%																
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Grading:	<table><tr><td>850 – 1000</td><td>=</td><td>A</td><td>690 – 719</td><td>=</td><td>C+</td></tr><tr><td>820 – 849</td><td>=</td><td>A-</td><td>650 – 689</td><td>=</td><td>C</td></tr><tr><td>790 – 819</td><td>=</td><td>B+</td><td>620 – 649</td><td>=</td><td>C-</td></tr><tr><td>750 – 789</td><td>=</td><td>B</td><td>520 – 619</td><td>=</td><td>D</td></tr><tr><td>720 – 749</td><td>=</td><td>B-</td><td>0 – 519</td><td>=</td><td>F</td></tr></table>					850 – 1000	=	A	690 – 719	=	C+	820 – 849	=	A-	650 – 689	=	C	790 – 819	=	B+	620 – 649	=	C-	750 – 789	=	B	520 – 619	=	D	720 – 749	=	B-	0 – 519	=	F
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720 – 749	=	B-	0 – 519	=	F																														

References: Handouts prepared by the instructor

## Study Plan and Schedule:

Week	Month	Date	Topic	Assessments
1	Jun	4	Class orientation	
		5	Humble and honorific words 1	
		6	Humble and honorific words 2	
		10	Humble and honorific words 3	
2		11	Humble and honorific words 4	
		12	Humble and honorific words 5	
		13	Humble and honorific words 6	
		17	Business Unit 1 日系企業で働く	
3		18	Business Unit 1 日系企業で働く	
		19	Business Unit 1 日系企業で働く	
		20	Business Unit 1 日系企業で働く	
		24	Vocabulary check 1	50 marks
4		25	Functional Training 1 電話	
		26	Functional Training 2 電話	
		27	Business Unit 2 電話を取り次ぐ	
	Jul	1	Business Unit 2 電話を取り次ぐ	
5		2	Business Unit 2 電話を取り次ぐ	
		3	Business Unit 2 電話を取り次ぐ	
		4	Functional Training 3 報告	
		8	Functional Training 4 報告	
6		9	Business Unit 3 メモを残す	
		10	Holiday (no class)	
		11	Holiday (no class)	
		15	Business Unit 3 メモを残す	
		16	Business Unit 3 メモを残す	
		17	Business Unit 3 メモを残す	
7		18	Vocabulary check 2	50 marks
		22	Business Unit check point 1	100 marks
		23	Grammar Review 1	
		24	Grammar Review 2	
8		25	Grammar Review 3	
			Midterm Examination August 1 <sup>st</sup> 09:00 - 11:00	200 marks
	Aug	7	Functional Training 5 頼む・断る	
		8	Functional Training 6 頼む・断る	
9		12	Holiday (no class)	
		13	Business Unit 4 手配と報告	
		14	Business Unit 4 手配と報告	
		15	Business Unit 4 手配と報告	
10		19	Business Unit 4 手配と報告	
		20	Writing a note 1	20 marks
		21	Writing a note 2	20 marks
		22	Vocabulary check 3	50 marks

11		26	Functional Training 7 インタビュー	
		27	Functional Training 8 インタビュー	
		28	Functional Training 9 謝る	
		29	Functional Training 10 謝る	
12	Sep	2	Practical Activity 1 インタビュー実践	
		3	Practical Activity 2 インタビュー実践	
		4	Business Unit check point 2	100 marks
		5	Lessons review 1	
13		9	Business Unit 5 ビジネス E メール	
		10	Business Unit 5 ビジネス E メール	
		11	Business Unit 5 ビジネス E メール	
		12	Business Unit 5 ビジネス E メール	
14		16	Writing e-mail 1	20 marks
		17	Writing e-mail 1	
		18	Writing e-mail 2	20 marks
		19	Writing e-mail 2	
15		23	Writing e-mail 3	20 marks
		24	Writing e-mail 3	
		25	Vocabulary check 4	50 marks
		26	Lessons review 2	
			Final Examination October 3 <sup>rd</sup> , 13:00 - 16:00	300 marks

\*September 19, 2025: Last day to withdraw with “W”

### **Au VISION 2000**

Assumption University of Thailand envisions itself as:

- an international community of scholars,
- enlivened by Christian inspiration,
- engaged in the pursuit of Truth and Knowledge,
- serving human society, especially through the creative use of interdisciplinary approaches and cyber technology.

### **ENVISIONING Au GRADUATES**

Assumption University of Thailand envisions its graduates as:

- healthy and open-minded persons, characterized by personal integrity, an independent mind, and positive thinking,
- professionally competent, willing to exercise responsible leadership for economic progress in a just society,
- able to communicate effectively with people from other nations and to participate in globalization.

## **AU MISSION**

Assumption University, an International Catholic University, is committed to be the light that leads learners and its stakeholders from all parts of the world towards wisdom, Truth, and Christian values and to discover “Treasure Within” themselves. Via effective teaching and research pedagogies of international standards as well as community engagement, the University aims to form individuals to be intellectually competent, morally sound, and spiritually enriching, accountable, righteous, and service-minded citizens; excelling in serving communities comprising of diverse cultures.

## **Au UNIQUENESS**

“An International Catholic University”

## **Au IDENTITY**

- Ethics
- English Proficiency
- Entrepreneurial Spirit

## **THEODORE MARIA SCHOOL OF ARTS**

([www.arts.au.edu](http://www.arts.au.edu))

## **VISION AND MISSION**

### **Vision**

An international community of business communicators in Thailand

### **Mission**

Theodore Maria School of Arts will ensure that: the School will...

1. Enhance business language skills
2. Promote cultural awareness
3. Foster academic networking
4. Encourage ethical standards and practices

### **TAGLINE**

เติมเต็มศิลปภาษา พัฒนาศาสตร์ธุรกิจ

**Language Education, Business Inspiration**

### **ARTS ORGANIZATIONAL CULTURE: More than faculty, we are family**

- Open communication
- Mentoring system
- Dedication
- Caring
- Teamwork
- Commitment

- Resource sharing

### **Core Values**

A = Adaptability  
 R = Responsibility  
 T = Togetherness  
 S = Sustainability

### **Core Competencies**

Employability  
 Multiculturalism  
 Internationalization

### **Quality Assurance Process**

Students should understand and apply the Quality Assurance Process in their study. The Plan-Do-Check-Act Cycle (PDCA) provides an easy but effective approach for problem solving and managing change, ensuring that ideas are appropriately tested before the full implementation. It can be used in all sorts of situations and can be clarified as follows:

**Plan:** Define the current problem, process, and issue and establish objectives and processes required to deliver the desired results.

**Do:** Implement the plans and new processes developed.

**Check:** Monitor and evaluate the implemented process by testing the results against the predetermined objectives.

**Act:** Apply actions necessary for improvement if the results require changes.

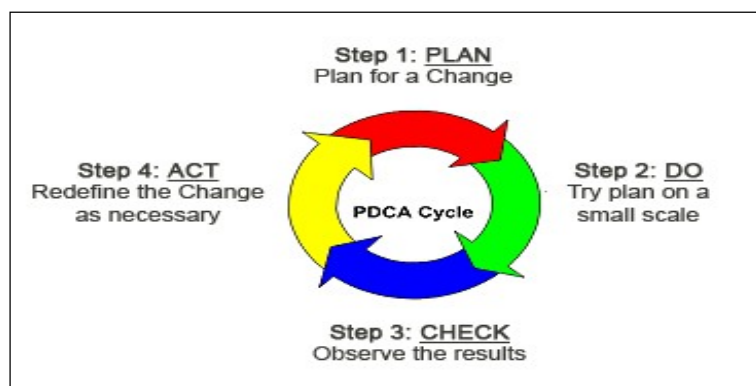


Figure 1: PDCA Cycle (<http://www.swopehealth.org>)

### **Plagiarism**

Plagiarism is a serious academic offence, a serious breach of ethical conduct and is unacceptable student behavior. Students who plagiarize copying words or ideas without acknowledging the original writer of the words or ideas, will face disciplinary action. This will range from receiving an “F” in the subject to university suspension.