Assumption University
Theodore Maria School of Arts
Department of Business Japanese
Course Outline 2/2026

Course: JA0723 Reading and Writing Japanese Scripts

Credit: 3

Status: Free Elective course

Lecturer: Dr. Siriwan Preechanarit (Office: SM223)

Course Description:

Japanese scripts - Hiragana and Katakana, 50 basic kanji, greetings, and basic sentence patterns used in daily Japanese conversation.

Objectives of the Course:

This course aims:

1. To emphasize the development of reading and writing skills in Japanese scripts – Hiragana, Katakana and basic Kanji
2. To acquire basic vocabulary and expressions for use in daily conversation

Course Learning Outcomes:

1. Memorize and recall the Japanese alphabets.
2. Use appropriate greetings and expression in everyday conversations.
3. Develop foundational skills in reading, writing, listening, and speaking of basic Japanese.

Teaching-learning activities:

1. Lecture
2. Writing practices
3. Dictations
4. Small tests
5. Reading tests

Course requirements:

1. A minimum of 80% attendance is required to sit for the midterm examination and the final examination.
2. There will be 5 dictations, 3 small tests, 2 reading tests and several writing practices.
3. Polite dress is required.

Mark allocation:

Class participation and assignments		5 %
Dictations	(5x20=100)	10 %
Writing practices	(10x10=100)	10 %
Small tests	(35-35-30)	10 %
Reading tests	(2x25=50)	5 %
Midterm examination		20 %
Final examination		40 %
		100 %

Textbooks / References:

1. Hiragana workbook
2. Katakana workbook
3. Kanji workbook

Grading:

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

Study plan and schedules

Week	Date	Content
1	November 3, 5	- Introduction to Japanese scripts and sound system - Hiragana (The row of a, ka, sa)
2	November 10, 12	- Hiragana (The row of ta, na, ha, ma, ya, ra, wa, n) **- *Writing practice 1* (Hiragana: a - no)**
3	November 17, 19	- Hiragana (The row of ga, za, da, ba, pa) - Long vowels **- Dictation 1 (Hiragana: a ~ n)** **- *Writing practice 2* (Hiragana: a - n)**
4	November 24, 26	- Double consonants and Small ya, yu, yo - Classroom expressions, Daily greetings, and expressions **- Dictation 2 (Hiragana: ga,za,da,ba,pa)**
5	December 1, 3	- Numerals - Sentence writing - Katakana (The row of a, ka, sa, ta, na) **- *Writing practice 3* (Hiragana: ga,za,da,ba,pa)**
6	December 8, 15	- Katakana (The row of ha, ma, ya, ra, wa, n) - Katakana (The row of ga, za, da, ba, pa) **- *Writing practice 4 (Double consonants)*** **- Small test 1 (Hiragana)**

7	December 17, 22	- Katakana (Long vowels, Double consonants, Small ya, yu, yo and Additional sounds) **- Dictation 3 (Hiragana: Long vowels, Double consonants, Small ya, yu, yo)** ***- Writing practice 5 (Long vowels)***
8	December 24, 29	- Katakana (Additional sounds) - How to write foreign words in Katakana - Review: Hiragana & Katakana **- Reading test 1**
Midterm Examination: January 4, 2027 (15:00-17:00)		
9	January 12, 14	- How to write foreign words in Katakana
10	January 19, 21	- Introduction to Kanji - Kanji 1: Price & Numbers（1-10、百、千、万、円） - Demonstrative pronouns for things: これ、それ、あれ - N1 は N2 です。 - いくらですか。 - **Dictation 4 (Katakana: a ~ n)** ***- Writing practice 6 (Small ya, yu, yo)***
11	January 26, 28	- Kanji 2: Time & Telephone number（何、番、時、分、半） - 何ですか／ 何時ですか／何番ですか ***- Writing practice 7 (Hiragana)*** ***- Writing practice 8 (Sentences)***
12	February 2, 4	- Kanji 3: Months, Dates, Days （日、月、火、水、木、金、土、休み） - ～です／～ではありません - ～でした／～ではありませんでした ***- Writing practice 9 (Katakana)*** **- Small test 2 (Katakana)**
13	February 9, 11	- Kanji 4: Things & Language （机、本、車、茶、花、語） - N_1 の N_2 ／ この、その、あの + N
14	February 16, 18	- Kanji 5: Position （上、下、中、前、右、左、国） - どこですか。 - Kanji 6: People & Nationality （人、子、男、女、父、母） **- Dictation 5 (Katakana-modified sounds)**
15	February 23, 25	- Kanji 6: People & Nationality （私、名、学、大、生、先） - お名前は何ですか。／ 何人ですか。 - Vertical writing ***- Writing practice 10 (Sentences Kanji)***

		- Small test 3 (Kanji 1-6) **- Reading test 2** - Review
Final Examination: March 3, 2027 (09:00-12:00)		

December 10, 2026: Thai Constitutions Day (no class)

December 31, 2026: New Year's Eve (no class)

February 19, 2027: 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)
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

เติมเต็มศิลป์ภาษา 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.

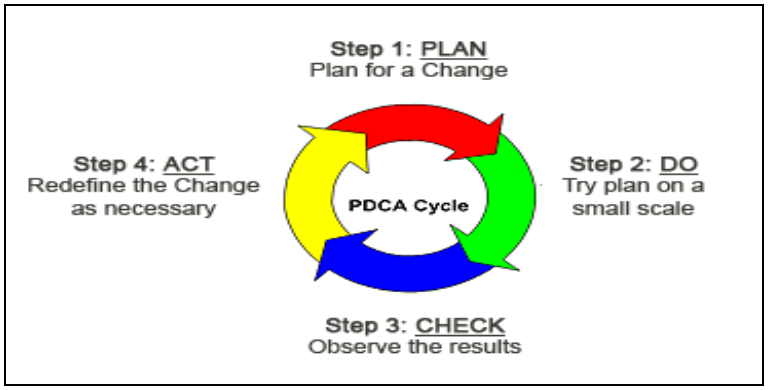


Figure 1: PDCA Cycle (http://www.swopehealth.org)

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.