ASSUMPTION UNIVERSITY
THEODORE MARIA SCHOOL OF ARTS
DEPARTMENT OF JAPANESE FOR INTERNATIONAL BUSINESS
Course Outline 2/2026

Course No.: JA3750 Japanese in Business Communication*
*Equivalent JA3702 Business Japanese Ⅰ

Credit: 3

Status: Major Required course

Prerequisites: JA2702 Japanese III

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:

1. Identify information from spoken or written Japanese to complete tasks which relate to business.
2. Provide necessary information to carry out tasks in acceptable manners in Japanese business contexts.
3. Apply cultural knowledge to make communication with Japanese smooth and fluent in business contexts.
4. Recognize moral and ethical characters.

Course Learning Outcomes: This course learning outcomes are:

1. Apply information from spoken or written Japanese to complete tasks which relate to business.
2. Adapt necessary information to carry out tasks in acceptable manners in Japanese business contexts.
3. Apply cultural knowledge to make communication with Japanese smooth and fluent in business contexts.
4. Recognize moral and ethical characters.

Teaching-Learning Activities:
1. Lecture
2. Discussion with presentation
3. Writing notes and e-mails

Course Requirements:
1. 80% of class attendance is required. (Maximum absence = 6 times)
   Those who do not complete the requirement are not allowed to take the Final examination.
2. There will be vocabulary tests, quizzes, and assignments.
   (Make-up tests are not allowed.)
3. At least 6 hours self-study per week is required.

Mark Allocation:

Vocabulary tests	15%
Quizzes	20%
In-class assignments	15%
Mid-term Exam	20%
Final Exam	30%
Total	100%

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

References: Handouts prepared by the instructor

Study Plan and Schedule:

Week	Month	Date	Topic	Assessments
1	Nov.	3	Class orientation Humble and honorific words	
		4	Humble and honorific words	
2		10	Business Unit 1 日系企業で働く	
		11	Business Unit 1 日系企業で働く	
3		17	Business Unit 1 日系企業で働く	
		18	Vocabulary check Unit 1 Humble and honorific review	30 marks
4		24	Business Unit 2 電話を取り次ぐ	
		25	Business Unit 2 電話を取り次ぐ	
5	Dec.	1	Business Unit 2 電話を取り次ぐ	
		2	Vocabulary check Unit 2 Check point exercise	30 marks
6		8	Checkpoint Quiz 1	100 marks
		9	Business Unit 3 メモをのこす	
7		15	Business Unit 3 メモをのこす	
		16	Business Unit 3 メモをのこす	
8		22	Vocabulary check Unit 3 In-class assignment: Leaving a note	30 marks 50 marks
		23	Grammar review	
			Mid-term Examination **January 7, 9:00-11:00**	200 marks
9	Jan.	12	Business Unit 4 手配と報告	
		13	Business Unit 4 手配と報告	
10		19	Business Unit 4 手配と報告	
		20	Business Unit 4 手配と報告	
11		26	Vocabulary check Unit 4 Checkpoint Exercise	30 marks
		27	Checkpoint Quiz 2	100 marks
12	Feb.	2	Business Unit 5 ビジネス E メール	
		3	Business Unit 5 ビジネス E メール	
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	
14		16	Vocabulary check Unit 5	30 marks
		17	In-class assignment: Writing e-mail	100 marks
15		23	Course reflection	100 marks
		24	Course reflection	
			Final Examination **March 8, 13:00 - 16:00**	300 marks

*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.

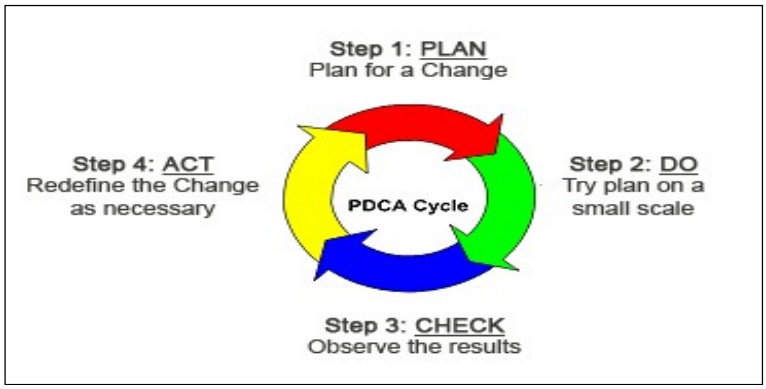


Figure 1: PDCA Cycle (http://www.swopehealth.org)

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.