

# Macao Polytechnic Institute

## School of Business

### Bachelor of Management

#### Module Outline

Academic Year 2021 / 2022 Semester 1

<b>Learning Module</b>	Japanese I	<b>Class Code</b>	JAPN1101- 111/114		
<b>Pre-requisite(s)</b>	N.A.				
<b>Medium of Instruction</b>	Japanese	<b>Credit</b>	3		
<b>Lecture Hours</b>	45 hrs	<b>Lab/Practice Hours</b>	0 hrs	<b>Total Hours</b>	45 hrs
<b>Instructor</b>	Leong Sok Lei	<b>E-mail</b>	t1499@ipm.edu.mo		
<b>Office</b>	Chi Un Building, room B110	<b>Telephone</b>			

#### Description

This course aims to develop students' skills of listening, speaking, reading and writing in a wide range of situations and context. Particular emphasis is placed on listening and on written and oral expressions. Students learn to understand Japanese texts, use of Japanese correctly and confidently, and understand the Japanese culture through Japanese language learning. Topics include: listening, speaking, reading and writing.

#### Learning Outcomes

After completing the learning module, students will be able to master the following basic Japanese language skills through forms of daily listening, speaking, reading and writing.

1. Greetings
2. Self-introduction
3. Asking for information
4. Describing daily routines
5. Describing physical situations
6. Japanese grammar, glossary, and pronunciation.

## Course Content

Material Description	Content in text	Duration
Introduction	Alphabets and pronunciation	4.5 hours
Hajimemashite	Chapter 1	3.0 hours
Hono kimochi desu	Chapter 2	3.0 hours
Kore wo kudasai	Chapter 3	3.0 hours
Sochira wa nanji kara nanji made desu ka?	Chapter 4	3.0 hours
Ko Shi En e ikimasu ka?	Chapter 5	3.0 hours
Review Chapters 1 – 5	Chapters 1-5	1.5 hours
Test #1 (1.5 hours)	Chapters 1-5	1.5 hours
Issyo ni ikimasen ka?	Chapter 6	3.0 hours
Gomen Kudasai	Chapter 7	3.0 hours
Sorosoro Shitsureshimasu	Chapter 8	3.0 hours
Zannen desu	Chapter 9	3.0 hours
Chili Soosu wa arimasen ka?	Chapter 10	3.0 hours
Review Chapters 6 – 10	Chapters 6-10	1.5 hours
Test #2 (1.5 hours)	Chapters 6-10	1.5 hours
Revision	Chapters 1-10	1.5 hours
Final Exam	Chapters 1-10	3.0 hours
<b>Total:</b>		<b>45 hours</b>

### **Note:**

1. The above are tentative schedules; dates might be slightly modified according to in-class progress.
2. Students should read the required chapter BEFORE coming to class.
3. Students are responsible for ALL materials covered in class AND in the textbook.

## Attendance

Attendance requirements are governed by the “Academic Regulations Governing Bachelor’s Degree Programmes of Macao Polytechnic Institute”. **Students must attend at least 70% of their classes.** Those who do not meet the attendance requirements for the course will not be permitted to sit the final and re-sit examination and shall be awarded an ‘F’ grade.

## **Teaching Method:**

Lectures, exercises.

## **Assessment**

This learning module is graded on a 100 point scale, with 100 being the highest possible score and 50 being the passing score.

	<b>Item</b>	<b>Description</b>	<b>Percentage</b>
1.	Exercises	Exercises	20 %
2.	Midterm Tests	2 Midterm Tests with 20% each	40 %
3.	Final Examination	A comprehensive 3 hours examination	40 %
<b>Total Percentage:</b>			<b>100 %</b>

## **Plagiarism policy**

When a student submits an assignment, s/he has a duty to ensure that her/his assignment has been checked by Turnitin software, and the similarity score given by Turnitin cannot be higher than 30%. However, a special case can be determined by the instructor.

## **Teaching Material:**

**Textbook** 3A Network Corporation, 2020, 大家的日本語 初級 I 改訂版, 2nd edition, 大新書局.

## **Reference:**

**Website(s)** <http://www.dahhsin.com.tw>

## **Alignment of Programme Intended Learning Outcomes (PILOs) and Course Intended Learning Outcomes (CILOs):**

### **Bachelor of Management**

<b>PILOs</b>	<b>CILOs</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Integrate contemporary Management theories and business disciplines relevant to general business practices.					
2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.					
3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.	✓	✓	✓	✓	✓
4. Demonstrate leadership in a team and respecting the rights of others irrespective of their cultural background, race or gender in order to solve unpredictable problems in the field.					

5. With the help of mathematical and statistical skills, utilize the latest empirical findings and academic studies to support the recommendation of business projects or reports.					
6. Recommend an appropriate course of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.	✓	✓	✓	✓	✓
7. Interpret and utilize Management information or business software for internal control, planning, performance evaluation, and coordination to improve efficiency and effectiveness in the business process.					