

Macao Polytechnic Institute

School of Business

Bachelor of Accounting / E-Commerce / Management /

Business Administration in Marketing

Module Outline

Academic Year 2020 / 2021 Semester 1

Learning Module	Japanese I		Class Code	JAPN1101- 115/112/113/111	
Pre-requisite(s)	Nil				
Medium of Instruction	Japanese			Credit	3
Lecture Hours	45 hrs	Lab/Practice Hours	0 hrs	Total Hours	45 hrs
Instructor	Leong, Sok Lei		E-mail	t1499@ipm.edu.mo	
Office	PT instructor room B110, Chi Un Building, Main Campus		Telephone	---	

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
Total:		45 hours

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.

	Item	Description	Percentage
1.	Exercises	Exercises	20 %
2.	Midterm Tests	2 Midterm Tests with 15% each	30 %
3.	Final Examination	A comprehensive 3 hours examination	50 %
Total Percentage:			100 %

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 Corporation, 2015, 大家的日本語(初級 I) , 3rd 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 Accounting

PILOs	CILOs				
	1	2	3	4	5
1. Integrate the contemporary theories, principles of accounting and business disciplines relevant to general business practice.					
2. Assess general business scenarios with mathematical and statistical skills.					
3. Apply critical thinking and logical analysis skills and techniques to solve business problems.	✓	✓	✓	✓	✓
4. Interpret and analyze accounting information for internal control, planning, performance evaluation, and coordination to continuously improve business process.					
5. Apply accounting or business software for business analysis.					
6. Develop queries to assess management information from database to improve efficiency and effectiveness.					
7. Synthesize the latest requirement of international accounting and auditing standards in preparing financial statements and auditing reports.					
8. Utilize appropriate written and spoken forms to communicate effectively with stakeholders in various cultural environments.	✓	✓	✓	✓	✓
9. Recommend an appropriate course of action by ethically examining the economic, environmental, political, legal and regulatory contexts of global business practice.					
10. Utilize the latest empirical findings and academic studies to support the recommendation of business projects.					

Bachelor of E-Commerce

PILOs	CILOs				
	1	2	3	4	5
1. Demonstrate an understanding of the business processes and operations and the skillful realization of information technologies required to practice electronic commerce;					
2. Apply knowledge in business, mathematics, programming, computing, web development, and database to address complex problems in the context of electronic commerce;					
3. Analyze critically the effect of web technology use on organizational performance and develop electronic commerce strategies that fit organizational objectives;					
4. Select and apply tools and technologies to effectively implement electronic commerce systems in business intelligence, enterprise resources planning, supply chain management, and customer relationship management;					
5. Develop relationships, motivate others, manage conflicts, lead changes, and work across differences in multi-disciplinary electronic commerce projects;					
6. Communicate and work effectively using written and spoken word, non-verbal language, and electronic tools with fellow professionals and different stakeholders in the electronic commerce industry;	✓	✓	✓	✓	✓
7. Demonstrate a global electronic commerce perspective as evidenced by an understanding of foreign languages and the role of Macau as an interface between the East and the West;	✓	✓	✓	✓	✓
8. Cope with and manage contemporary advancement related to electronic commerce development and demonstrate lifelong learning attitudes and abilities;					
9. Conduct research and devise innovative electronic commerce models to exploit business opportunities; and					
10. Reflect on professional responsibilities and keep up with the latest electronic commerce issues on legal, environmental, ethical, and societal considerations to benefit society comprehensively.					

Bachelor of Management

PILOs	CILOs				
	1	2	3	4	5
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.					

Bachelor of Business Administration in Marketing

PILOs	CILOs				
	1	2	3	4	5
1. Explain the core concepts, values and skills Students are able to apply the marketing principles, concepts, theories in analyzing the changing business environment.					
2. Apply appropriate tools and technologies Students are able to demonstrate using related tools, technology and skills to generate proposals and solutions.		✓			✓
3. Proceed lifelong learning Students are able to apply self and independent learning to leverage learned knowledge in practical life.	✓	✓	✓	✓	✓
4. Adopt leadership approaches Students are able to develop collaborative groups, synergy teams in achieving objectives and shared goals.					
5. Demonstrate and practice legal and ethical values Students are able to identify professional ethics from broad business practices.					
6. Effective communication skills Students are able to communicate and present ideas effectively.	✓	✓	✓	✓	✓
7. Critical thinking Students are able to apply self understanding and analysis of critical perspectives to issues in broad conditions for problem solving.	✓	✓	✓	✓	✓
8. Intercultural competence Students are competent to associate in a diversified social and global community.					