

**Kanda University of International Studies
Japanese Language and Culture Program**

2009

Course Description



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Enshu 1	Chiharu Yoshida Junko Matsumoto	4 credits
		Compulsory
		Spring , Fall
		Mon, Tue, Thu, Fri Period 3

Course Introduction:

This course is intended for students at the beginner level of Japanese language studies. Students will systematically study beginner level sentence structure, vocabulary and expressions. The main aim is to build a foundation of Japanese ability for those who will live in Japan and/or receive public school education in Japan in the future. This class will focus on grammar as well as writing and reading comprehension. During the writing part of the course, students will reach the level of being able to write sentences in paragraphs. During the reading comprehension part of the class, students will practice reading sentences and extracting the main ideas.

Grading Policy: Attendance 15%, Homework 15%, Exams 40%, Quizzes (Small Tests) 15%, Compositions/Reading Comprehension 10%, Class participation and performance 5%

Textbooks: Various handouts

Shin bunka shokyu nihongo I, Practice Book, Bunka Gaikokugo Senmon Gakkou Series, Bonjinsha
Hajimeyo nihongo syokyu2 drill and grammar, 3A Corporation
Tanoshiku yomoo I, Bunka Gaikokugo Senmon Gakkoo Series, Bonjinsha

References: *Shin bunka shokyu nihongo I, Bunka Gaikokugo Senmon Gakkou Series, Bonjinsha*
Hajimeyo nihongo syokyu 2 main text, 3A Corporation
Donna toki Dou Tsukau Nihongo Hyougen Bunkei Jiten, ALC Press

Messages for Students:

1. Practice/Review, Homework

Before each class, students should look up the meaning of new words and review them after class. In order to keep up with the class, students should do the practice problems by themselves and turn them into the instructor on the due dates. If homework or practice problems are turned in late, if there is no approved excuse, 20% of the grade will be deducted.

2. Exams and Quizzes (Small Tests)

At the end of each unit, a small test (mainly for grammatical points) will be given. Students are also required to take a midterm exam and a semester exam.

3. Composition

Students will select two compositions written for homework during the semester and edit them for inclusion in the class portfolio.

4. Japanese Usage

The classes will be conducted in Japanese.

5. Dictionary Usage

During the last half of the semester, the instructor will introduce a Japanese dictionary.

6. Japanese Characters Practice

Before each lesson, students must study and practice reading and writing the hiragana and katakana characters on their own.

<i>Enshu 2</i>	Kazue Inaba	4 credits
		Compulsory
		Spring, Fall
		Mon, Tue, Thu, Fri Period 3

Course Introduction:

This class is intended for students who have finished approximately 150 hours of beginner level Japanese. In addition to learning the basic grammar from the textbook students will also develop their ability to communicate with Japanese people about daily life experiences. Students will also practice translating easy texts and writing compositions about their personal experiences. The course will employ the direct method of instruction in Japanese only.

Grading Policy: Attendance 15%, Homework 10%, Exams 40%, Quizzes (Small Tests) 20%, Compositions/Reading Comprehension 10%, Class participation and performance 5%

Textbooks: *Shin bunka shokyu nihongo II, Bunka Gaikokugo Senmon Gakkou Series, Bonjinsha Shin bunka shokyu nihongo II, Practice Book, Bunka Gaikokugo Senmon Gakkou Series, Bonjinsha*

References: *Donna toki Dou Tsukau Nihongo Hyougen Bunkei Jiten, ALC Press*

Messages for Students:

1. Practice/Review, Homework

Before each class, students should look up the meaning of new words and review them after class. In order to keep up with the class, students should work on the Practice Book by themselves and turn them into the instructor on the due dates. If homework is turned in late without approved excuse, 20% of the grade will be deducted.

2. Exams and Quizzes (Small Tests)

At the end of each unit, a small test will be given. Students are also required to take a midterm exam and a semester exam.

3. Japanese Usage

The classes will be conducted in Japanese. Students may use other languages during consultations outside of the classroom.

4. Dictionary Usage

Before the start of each lesson students must search for the meaning of new vocabulary in the dictionary. Students will also be using the dictionary for writing purpose, and getting used to using the dictionary as a habit.

<i>Enshu 3</i>	Eleonora Yovkova Shii Sayuri Suzuki	4 credits
		Compulsory
		Spring, Fall
		Mon, Tue, Thu, Fri Period 3

Course Introduction:

This class is intended for students who have finished approximately 350 hours of beginner level Japanese. The aim of the course is to increase the Japanese ability, to become able to understand the fundamentals of sentence making and expressions as well as complex sentence structure. The course will especially focus on reading and writing Japanese while placing importance on adverbial phrases and sentence connectives. Instructor will introduce reading materials other than textbooks. There will also be writing activities such as practicing writing essays, opinions, and contributions. Students will experience the direct method of instruction in entirely Japanese.

Grading Policy: Attendance 15%, Homework 10%, Exams 40%, Quizzes (Small Tests) 15%, Compositions 15%, Class participation and performance 5%

Textbooks: *Bunka chukyu nihongo I, Bunka Gaikokugo Senmon Gakkou Series, Bonjinsha*
Bunka chukyu nihongo I, Practice Book, Bunka Gaikokugo Senmon Gakkou Series,
Bonjinsha
 Other printed materials

Messages for Students:

1. Practice/Review, Homework

Students must review the lesson taught each day and complete the practice book to be turned in at regular intervals. Homework and writing assignments must be turned in by the deadline designated by the instructor. Lateness will result in point deduction.

2. Exams and Quizzes (Small Tests)

At the end of each unit, a small test will be given. Students are also required to take a midterm exam and a semester exam.

3. Japanese Usage

The classes will be conducted in Japanese. Students may use other languages during consultation outside of the classroom.

4. Dictionary Usage

Before the start of each lesson students must search for the meaning of new vocabulary in the dictionary. Students will be using the dictionary for reading and writing sentences and getting used to using the dictionary actively.

Enshu 4	Masumi Saito	4 credits
		Compulsory
		Spring, Fall
		Mon, Tue, Thu, Fri Period 3

Course Introduction:

This class is intended for students who have finished approximately 350 hours of beginner level Japanese and an additional 150 hours of lower intermediate level Japanese. The aim of the course is to attain upper intermediate level Japanese. In order to improve reading skills and broaden knowledge of Japanese expressions, students will practice, on a paragraph and sub-paragraph level, the sentence structures and expressions, as well as conjunctions and adverbs. The course will also put importance on writing compositions in a logical manner.

Grading Policy: Attendance 15%, Exams 35%, Quizzes (Small Tests) 15%, Composition 15%, Homework 15%, Class participation and performance 5%

Textbooks: *Bunka chukyu nihongo II, Bunka Gaikokugo Senmon Gakkoo Series, Bonjinsha*
Bunka chukyu nihongo II, Practice Book, Bunka Gaikokugo Senmon Gakkoo Series,
Bonjinsha
 Other printed materials

Messages for Students:

1. Practice/Review, Homework

Class will proceed with the understanding that students have already looked up the meaning of new words in the textbook. Homework and class work must be turned in by the deadline designated by the instructor.

2. Exams and Quizzes (Small Tests)

During the semester a midterm exam and end of term exam will be given. There will also be a small test after each unit. Make-up exams and small tests are not available for absent / late students.

3. Class Attitude

Active class participation and performance are counted as 5% of the final grade. Students should also exhibit an attitude of actively studying and practicing Japanese in and out of class.

4. Japanese Usage

The classes will be conducted in Japanese.

5. Dictionary Usage

Students need to make a habit to carry and use the dictionary. Students will use the dictionary actively to look up the meaning of new vocabulary, to find appropriate Japanese expressions, and in writing up reports which require gathering information from newspapers, magazines and trade books.

Enshu 5	Yasuhiro Nakagawa Tomoyo Shiraishi	4 credits
		Compulsory
		Spring, Fall
		Mon, Tue, Thu, Fri Period 3

Course Introduction:

This class is intended for students who have finished approximately 350 hours of beginner level Japanese and an additional 350 hours of intermediate level. The aim of the course is to improve the Japanese ability both for those who wish to gain entrance to a Japanese university or public educational institution and for those who do not. Students will also focus on surpassing the ability of Japanese usage and expressions studied during the level 4 class. The course will place importance on helping students write persuasive essays, making reports from personal research, and understanding university level lectures in Japanese. While learning reading comprehension strategies students will be reading various materials. There will also be activities to nurture students' insight about Japanese society and culture.

Grading Policy: Attendance 15%, Homework 15%, Quizzes (Small Tests) 20%, Exams 30%, Essays 15%, Class participation and performance 5%

Textbooks: *Nihon e no shotai* by A. Kondo and C. Maruyama, Tokyo University Press

Daigaku, daigakuin ryugakusei no nihongo, Academic Japanese Kenkyuukai Press,

(1) composition textbook (spring semester) (2) essay writing textbook, (fall semester)

The instructors will also prepare other materials including listening comprehension materials and real objects as needed.

Messages for Students:

1. Practice/Review, Homework

Homework and class work must be turned in by on time. Points will be deducted from late assignments. Points for the homework about writing essays will be included in the grade for essays (15%).

2. Exams and Quizzes (Small Tests)

Two types of quizzes (content comprehension quiz and vocabulary quiz) will be given throughout the semester. Students are also required to take a midterm exam and a semester exam.

3. Attitude in Class

Students are expected to study actively and independently both in and out the classroom. Students will be asked to express their own ideas/opinions during class discussions on Japanese social issues. Students will be assessed (using a 5 point scale) according to their participation in the discussions and information exchange.

4. Japanese Usage

The classes will be conducted in Japanese. As much as possible Japanese will be used when the student consults with the instructor outside of class.

5. Dictionary Usage

Students will use the dictionary actively during assignments, such as reports, which require gathering information on appropriate Japanese expressions from newspapers and trade books.

Kaiwa 1	Sayuri Suzuki	2 credits
		Compulsory
		Spring, Fall
		Mon Period 1, Thu Period 2

Course Introduction:

Through listening and conversation practice, students will work on being able to engage in simple conversations on a given topic around/familiar to students and on a general topic by using the sentence structures and expressions studied during the first half of the semester.

Students will practice on improving pronunciation using single sounds, special beats, natural accents, rhythm and intonation. Class activities include conducting simple interviews, giving group reports, questionnaire, and making speeches, etc to attain practical Japanese abilities. Visitor sessions and a conversation and listening test will be given during the semester.

Grading Policy: Attendance 15%, Exams 30%, Activities 30%, Homework 20%,
Class participation and performance 5%

Textbooks: Various handouts

Reference Books: *Shin bunka shokyu nihongo I*, *Bunka Gaikokugo Senmon Gakkou Series*,
Bonjinsha
Tanoshikukikoo I, *Bunka gaikokugo Senmon Gakkou Series*, *Bonjinsha*
Tanoshikuhanasoo, *Bunka gaikokugo Senmon Gakkou Series*, *Bonjinsha*

Messages for Students:

1. Class will be conducted based on the homework given.
2. Please turn in homework assignments on time. Lateness will result in point deduction.
3. The class will be conducted entirely in Japanese. Students are asked to speak Japanese actively.

Kaiwa 2	Eleonora Yovkova Shii	2 credits
		Compulsory
		Spring, Fall
		Mon Period 1, Thu Period 4

Course Introduction:

This course is intended for those who have finished approximately 150 hours of beginner level Japanese. The main goal is to enable students to communicate with Japanese people in daily situations using the grammar and expressions studied at the beginner level. Students will also practice using the appropriate expressions depending on the person one is speaking to.

Class activities include basic pronunciation exercises such as natural rhythm, accents, and intonation of Japanese, role-playings, tasks, simple interviews, and presentations. Japanese visitor session will be held several times during the semester. A conversation and listening test will be given during the semester.

Grading Policy: Attendance 15%, Exams 30%, Activities 30%, Homework 20%,
Class participation and performance 5%

Textbooks: Various handouts

Reference Books: *Shin bunka shokyu nihongo II*, *Bunka Gaikokugo Senmon Gakkou Series*,
Bonjinsha
Tanoshikukikoo II, *Bunka gaikokugo Senmon Gakkou Series*, *Bonjinsha*
Tanoshikuhanasoo, *Bunka gaikokugo Senmon Gakkou Series*, *Bonjinsha*
Kiku/kangaeru/hanasu Ryuugakuseinotameno shokyuunihongo kaiwa, 3A
Corporation
Kiite oboeru hanashikata Nihongo namachuukei shochuukyuuhen, *Kuroshio*
Publications
Shokyuukarano nihongosupiichi, *Bonjinsha*

Messages for Students:

1. Class will be conducted based on the homework given.
2. Please turn in homework assignments on time. Lateness will result in point deduction.
3. The class will be conducted entirely in Japanese. Students are asked to speak Japanese actively.

Kaiwa 3	Kumiko Kobayashi	2 credits
		Compulsory
		Spring, Fall
		Mon, Fri Period 1

Course Introduction:

This course is intended for those who have finished approximately 350 hours of beginner level Japanese. The main goals are to enable students to express themselves fluently in various situations of daily life and on a variety of conversational topics. Students will learn the importance of how to understand and how to get understood.

During the class, students will develop their fluency of speech through role-playings that practice the basic daily life expressions. Class activities include debates, speeches, and interviews/reports. Visitor sessions and a conversation and listening test will be given during the semester.

Grading Policy: Attendance 15%, Exams 30%, Activities 30%, Homework 20%,
Class participation and performance 5%

Textbooks: Various handouts

Reference Books: *Bunka chuukyū nihongo I, Bunka Gaikokugo Senmon Gakkō Series, Bonjinsha Nameraka Nihongo Kaiwa*, ALC Press

Messages for Students:

1. Class will be conducted based on the homework given.
2. Please turn in homework assignments on time. Lateness will result in point deduction.
3. The class will be conducted entirely in Japanese. Students are asked to speak Japanese actively.

Kaiwa 4	Eleonora Yovkova Shii	2 credits
		Compulsory
		Spring, Fall
		Thu Period 2, Fri Period 1

Course Introduction:

This course is intended for those who have finished approximately 350 hours of beginner level Japanese as well as 150 hours of intermediate level. Students will improve their usage of Japanese through practice activities to develop their ability to communicate appropriately in a variety of situations about various topics.

During the class, students will practice holding discussions, expressing themselves in front of others, and having daily life conversations with someone at Japanese university. Activities include speeches, interviews, discussions, and participating in panel discussions. Visitor sessions and a conversation and listening test will be given during the semester.

Grading Policy: Attendance 15%, Exams 30%, Class Activities 30%, Homework 20%,
Class participation and performance 5%

Textbooks: Various handouts

Reference Books:

Bunka chukyu nihongo II, Bunka Gaikokugo Senmon Gakkoo Series, Bonjinsha
Kiite oboeru hanashiata Nihongonamachuukei chuujookyuuhen, Kuroshio Publications
Akademikku purezenteeshon nyuumon, Hitujishoboo
Mainichino kikitori plus40, Bonjinsha

Messages for Students:

1. Class will be conducted based on the homework given.
2. Please turn in homework assignments on time. Lateness will result in point deduction.
3. Students will be evaluated according to their (active) participation in all class activities.
- 4 Students will be expected to participate in class actively in order to improve their communicative ability.

<i>Purojekuto (Project)</i>	Tomoyo Shiraishi	3 credits
		Compulsory
		Spring, Fall
		Mon, Thu Period 1, Thu Period 2

Course Introduction:

This course is intended for those who have finished approximately 350 hours of beginner level Japanese and 350 hours of intermediate level, and who wishes to gain entrance to a Japanese university or public educational institution or just to improve their Japanese. The class is intended for students concurrently enrolled in *Enshu 5*. Class activities will focus on a project that will build the students' skills in gathering information and using Japanese expressions (skills necessary for post-university entrance work in research and presentations) that were gained in *Kaiwa 4* and *CALL 4* classes.

Grading Policy: Attendance 15%, Homework 20%, Project 60%,
Class participation and performance 5%

Textbook:

In lieu of a text book, other handouts, audio and video materials and real objects will be used.

Messages for Students:

1. Preparation, Review, and Homework

Students should not only learn from the information gathering (done using a computer) and individual work during class but also use the time outside class to work on their project. The instructor will give out assignments and homework on certain days.

2. Exams, Quizzes (Small Tests)

In lieu of exams and quizzes (small tests), student evaluation will be based on class performance and presentation of the project, project work, assignments and homework.

3. Japanese Usage

The course will be taught in Japanese. As much as possible, out of class consultations will also be done in Japanese.

4. Dictionary Usage

Students will be using the dictionary actively to prepare for their reports, gather information from specialized books, magazines, newspapers, and essays, and to look up new vocabulary.

<i>Basic Kanji</i>	Kazue Inaba	1 credit
		Compulsory
		Spring, Fall
		Fri Period 1

Course Introduction:

This course is for students who do not have enough kanji proficiency to enroll in Kanji Level 1 course. Those who have never studied Japanese can enroll in this class, but since this course does not cover hiragana and kanji, students need to study on their own before the course starts or are expected to enroll in the Kana Class offered during the Orientation period. This course is offered as Jissen Jiritsu 1 course for IES students enrolled in Jissen Nihongo 1, and thus, the course follows IES Japanese Program schedule.

This course is intended for both students who have not previously studied Kanji and students who have studied some Kanji but have not used them much. The course will focus on the Kanji most often used in daily life and learn how to write them, use them, recognize the radicals, and gain fundamental knowledge about Kanji. The activities in class (games, etc.) will not only emphasize reading and writing but also usage and understanding of Kanji.

Grading Policy: Attendance 15%, Class Activities 15%, Small Tests (7 times) 20%, Midterm Exam 15%, End of term Exam 15%, Homework 15%, Class participation and performance 5%

Textbooks: *Basic Kanji Book vol.1 4th Edition, Tsukuba Daigaku Ryugakusei Kyoiku Sentaa, Bonjinsha*
Various handouts, audio and video materials

Messages for Students:

1. The focus of this course will be on trying to understand a kanji in relation to other Kanji (Kanji phrases and compounds). Students will not only learn to write Kanji in correct stroke order but also learn to use them in the proper context.
2. This course will cover Unit 1-7 of the textbook.
This course will cover 75 kanji characters and 280 words using those kanji.
3. Students must review and prepare in advance in order to keep up with the class. Studying outside of class is a must in order to acquire the kanji and words learned in the class.
4. The class is basically conducted in Japanese.
5. Students must actively participate in class activities.
6. Homework must be turned in on time.
7. Quiz covering the kanji and words learned will be administered in every class.
8. If for any reason you are unable to take small tests and/or exams at the scheduled time, please contact the instructor or course coordinator. 20% of the mark will be deducted for taking small tests/exams late.
9. Students who will continue to enroll in the Bekka program the following semester must study Unit 8 – 10 on their own before the next semester begins.

Kanji 1	Yumiko Uehara	1 credit
		Compulsory
		Spring, Fall
		Tue Period 2

Course Introduction:

This course is intended for students starting out at beginner level Japanese. Class content will cover basic nouns, verbs, and adjectives as well as topics related to daily life such as Weather and the Hospital. Students will try to understand Kanji by applying fundamental knowledge about radicals and meaning. Class activities also aim to develop usage of Kanji through games and translations.

Grading Policy: Attendance 15%, Class Activities 15%, Small Tests 30%, Exams 20%, Homework 15%, Class participation and performance 5%

Textbooks: *Basic Kanji Book vol.1 4th Edition, Tsukuba Daigaku Ryugakusei Kyoiku Sentaa, Bonjinsha*
Various handouts, audio and video materials

Messages for Students:

1. The focus of this course will be on trying to understanding a kanji in relation to other Kanji (Kanji phrases and compounds). Students will not only learn to write Kanji in correct stroke order but also learn to use them in the proper context.
2. This course will cover Unit 11-22 of the textbook.
3. Students must review and prepare in advance in order to keep up with the class.
4. Students must actively participate in class activities.
5. Homework must be turned in on time.
6. If for any reason you are unable to take small tests and/or exams at the scheduled time, please contact the instructor or course coordinator. 20% of the mark will be deducted for taking small tests/exams late.

Kanji 2	Junko Yamagata	1 credit
		Compulsory
		Spring, Fall
		Tue Period 2

Course Introduction:

This course is intended for students who have completed the Kanji level 1 course or those who are at upper-beginner level. Class activities will aim at helping students widen their vocabulary by focusing on radicals and creation of words as well as topics such as Hobbies and the Four Seasons. Exercises to develop usage of everyday Kanji include reading information pamphlets, and filling out applications.

Grading Policy: Attendance 15%, Class Activities 15%, Small Tests 30%, Exams 20%, Homework 15%, Class participation and performance 5%

Textbooks: *Basic Kanji Book vol.2 5th Edition, Tsukuba Daigaku Ryugakusei Kyoiku Sentaa, Bonjinsha*

Various handouts, Kanji flash cards, audio and video materials

Messages for Students:

1. The focus of this course will be on trying to understanding a kanji in relation to other Kanji (Kanji phrases and compounds). Students will not only learn to write Kanji in correct stroke order but also learn to use them in the proper context.
2. This course will cover Unit 23-33 of the textbook.
3. Students must review and prepare in advance in order to keep up with the class.
4. Students must actively participate in class activities.
5. Homework must be turned in on time.
6. If for any reason you are unable to take small tests and/or exams at the scheduled time, please contact the instructor or course coordinator. 20% of the mark will be deducted for taking small tests/exams late.

Kanji 3	Kazuyo Hosoi	1 credit
		Compulsory
		Spring, Fall
		Tue Period 2

Course Introduction:

This course is intended for those who are at upper beginner to intermediate level Japanese. Class activities will aim at helping students widen their vocabulary by focusing on radicals and creation of words as well as topics such as Economics and University Life. Exercises to develop students' ability to apply their knowledge of Kanji and use Kanji include translating various essays, compositions, and speeches activities.

Grading Policy: Attendance 15%, Class Activities 15%, Small Tests 30%, Exams 20%, Homework 15%, Class participation and performance 5%

Textbooks: *Basic Kanji Book vol. 2 5th Edition, Tsukuba Daigaku Ryugakusei Kyoiku Sentaa, Bonjinsha*
Various handouts, audio and video materials

Messages for Students:

1. The focus of this course will be on trying to understanding a kanji in relation to other Kanji (Kanji phrases and compounds). Students will not only learn to write Kanji in correct stroke order but also learn to use them in the proper context.
2. This course will cover Unit 34-45 of the textbook.
3. Students must review and prepare in advance in order to keep up with the class.
4. Students must actively participate in class activities.
5. Homework must be turned in on time.
6. If for any reason you are unable to take small tests and/or exams at the scheduled time, please contact the instructor or course coordinator. 20% of the mark will be deducted for taking small tests/exams late.

Kanji 4	Kazue Inaba	1 credit
		Compulsory
		Spring, Fall
		Tue Period 2

Course Introduction:

This course is intended for students who are above intermediate level of Japanese. Students will review the meaning of Kanji they have learned and gain control of usage through study of homonyms, synonyms, and antonyms.

Grading Policy: Attendance 15%, Class Activities 15%, Small Tests 30%, Exams 20%, Homework 15%, Class participation and performance 5%

Textbooks: *Intermediate Kanji Book vol.1 Revised Edition, Tsukuba Daigaku Ryugakusei Kyoiku Sentaa, Bonjinsha*
Various handouts, audio and video materials

Messages for Students:

1. The focus of this course will be on trying to understanding a kanji in relation to other Kanji (Kanji phrases and compounds). Students will not only learn to write Kanji in correct stroke order but also learn to use them in the proper context.
2. Students must review and prepare in advance in order to keep up with the class.
3. Students must actively participate in class activities.
4. Homework must be turned in on time.
5. If for any reason you are unable to take small tests and/or exams at the scheduled time, please contact the instructor or course coordinator. 20% of the mark will be deducted for taking small tests/exams late.
6. For purposes of self-directed learning, students will receive a handout titled "Self-Study of Kanji Characters". Students may also use other resources such as a Kanji tutor (Japanese student) in order to conduct their own learning.

Kanji 5	Kazue Inaba	1 credit
		Compulsory
		Spring, Fall
		Thu Period 4

Course Introduction:

This course is intended for students who are at intermediate to advanced level of Japanese. Through various fields of topics students will improve their usage of Kanji necessary for translating specialized writings. Students will confirm their understanding of the Kanji they have already learned and also new Kanji to build their ability to use specialized vocabulary.

Grading Policy: Attendance 15%, Class Activities 15%, Small Tests 20%, Exams 30%, Homework 15%, Class participation and performance 5%

Textbooks: *Intermediate Kanji Book vol.2 3rd Edition, Tsukuba Daigaku Ryugakusei Kyoiku Sentaa, Bonjinsha*
Various handouts, audio and video materials

Messages for Students:

1. The focus of this course will be on trying to understanding a kanji in relation to other Kanji (Kanji phrases and compounds). Students will not only learn to write Kanji in correct stroke order but also learn to use them in the proper context.
2. Students must review and prepare in advance in order to keep up with the class.
3. Students must actively participate in class activities.
4. Homework must be turned in on time.
5. If for any reason you are unable to take small tests and/or exams at the scheduled time, please contact the instructor or course coordinator. 20% of the mark will be deducted for taking small tests/exams late.
6. For purposes of self-directed learning, students will receive a handout titled "Self-Study of Kanji Characters". Students may also use other resources such as a Kanji tutor (Japanese student) in order to conduct their own learning.

CALL 1	Akane Tokunaga	1 credit
		Compulsory
		Spring, Fall
		Thu Period 4

Course Introduction:

In the 1st half of the semester, by applying their understanding of basic computer-related Japanese terms, students will work on the following tasks using the Japanese OS computer operating system:

- Exchanging email (in Japanese) with Japanese people about daily life.
- Preparing documents necessary for daily life using Japanese software applications.

In the 2nd half of the semester, students will conduct individual assignments using the class website.

Grading Policy: Attendance 15%, Homework 10%, Email exchange 15%,
Usage of computer applications 20 %, Individual Assignment 30%,
Achievement Test 5%, Class participation 5%

Textbook: *KUIS ryugakusei no tame no pasokon handbook*

Messages for Students:

1. Note that assignments submitted after the due date will not be graded or will be penalized except in cases which students have a special reason.
2. Students will undergo an interview with the instructor to decide on the content of their individual assignment. At the end of each lesson, students will report on their progress.
3. The individual assignments will be conducted using the computer classroom.
4. During the class time given for doing the CALL individual assignment, students must not work on assignments from any other courses.

CALL 2	Akane Tokunaga	1 credit
		Compulsory
		Spring, Fall
		Thu Period 2

Course Introduction:

In the 1st half of the semester, students will apply their understanding of basic computer-related Japanese terms and work on preparing documents necessary for daily life (for example, resume/CV). In the 2nd half of the semester, students will work on individual projects using the computer.

Grading Policy: Attendance 15%, Homework 10%,
Usage of computer applications 20%,
Individual Assignment 45%,
Achievement Test 5%, Class participation 5%

Textbook: *KUIS ryugakusei no tame no pasokon handbook*

Messages for Students:

1. Note that assignments submitted after the due date will not be graded or will be penalized except in cases which students have a special reason.
2. Students will undergo an interview with the instructor to decide on the content of their individual assignment. At the end of each lesson, students will report on their progress.
3. The individual assignments will be conducted using the computer classroom.
4. During the class time given for doing the CALL individual assignment, students must not work on assignments from any other courses.

CALL 3	Yumiko Uehara	1 credit
		Compulsory
		Spring, Fall
		Thu Period 2

Course Introduction:

By understanding the basic computer-related Japanese vocabulary, students will complete the following tasks using Japanese OS computer operating system:

- Using appropriate expressions and style to exchange emails with a partner on various topics.
- To acquire the fundamental manners for communication in the current electronic world.
- Create a survey to research a topic of personal interest, gather data, write a resume, and give oral presentations.

Grading Policy: Attendance 15%, Homework 10%, Email composition 20%,
Research/Survey report 40%, Computer terms 10%, Class participation 5%

Textbook: *KUIS ryugakusei no tame no pasokon handbook*

Messages for Students:

1. Note that assignments submitted after the due date will not be graded or will be penalized except in cases which students have a special reason.
2. In order to carry out the class assignments, students are encouraged to practice using the computer outside of class time.
3. If the students did not attend the class, students must access the Moodle and work in their own time on the necessary assignments.

CALL 4	Akane Tokunaga	1 credit
		Compulsory
		Spring, Fall
		Mon Period 1

Course Introduction:

By applying their understanding of basic computer-related Japanese terms, students will work on the following using the Japanese OS computer operating system:

- Using appropriate expressions and style to exchange emails with a partner on various topics.
- Understanding the basic etiquette necessary for conducting surveys.
- Learning the proper procedure and style for composing reports.

Grading Policy: Attendance 15%, Homework 10%, Email composition 20%,
Report 40%, Computer terms 10%,
Class participation 5%

Textbook: *KUIS ryugakusei no tame no pasokon handbook*

Messages for Students:

1. Note that assignments submitted after the due date will not be graded or will be penalized except in cases which students have a special reason.
2. In order to carry out the class assignments, students are encouraged to practice using the computer outside of class time.
3. If the students did not attend the class, students must access the Moodle and work in their own time on the necessary assignments.

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