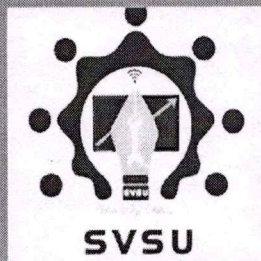


UG Certificate/Diploma in Japanese Language
(2024-25 Onwards)



SKILL DEPARTMENT OF LANGUAGE AND CULTURE
SKILL FACULTY OF APPLIED SCIENCES AND HUMANITIES
SHRI VISHWAKARMA SKILL UNIVERSITY,

DUDHOLA, PALWAL

Peer

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Designed and Approved by the following PGBoS under Skill Department of Language and Culture

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Members of the internal committee:

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2. Ms. Mercyda Konsum, Consultant

Program Coordinator: Dr. Nakul

Date of Approval in PGBoS: 18-07-2024

Date of Approval in Skill Council: 26-07-2024

Introduction

In line with the Skill India Mission, the Government of Haryana has established Shri Vishwakarma Skill University under the Act 25 of 2016. The University aims at providing structured skill qualification programs aligned with the existing and emerging job-roles in the Industry. The programs have been mapped with NSQF levels that facilitate vertical mobility from Certificate to Doctoral level. SVSU endeavors to provide pathways to the learners from school level to higher education level through a skill-based qualification framework for their career progression.

NSQF aligned Education System

Shri Vishwakarma Skill University has launched a range of programs, under the NSQF (National Skills Qualifications Framework). The contents of the programs have been developed on the basis of NSQF requirements and parameters.

The vision behind the establishment of Shri Vishwakarma Skill University (SVSU) is to facilitate and promote skill, entrepreneurship development, skill-based education and research in the emerging areas of various sectors and to raise skill level in various fields related to these areas and for matters connected therewith. It is the first Government Skill University in India. Now, the university is offering a graduate program: B.Sc. Yoga and Spiritual Science.

About the Department

The Skill Department of Language and Culture is one of the premier centers of the university that offers programs in the areas of arts, aesthetics, language, literature, culture, media and design. The Department has a well-equipped Language Lab with the latest tools and learning processes to make language learning a fun activity. Besides the programs in the Department, the faculty members also cater to the needs of language teaching of other Skill Faculties and Departments.

The Department regularly organizes various curricular and extracurricular activities for the students like quizzes, group discussions, Mock Interviews, declamation, Poetic Recitation, Workshops on creative writing and Employability. A number of seminars and workshops are organized in the department to offer a platform to national and international scholars to exchange their ideas.

Industry-integration being the focus of the university, the department caters to the training needs of the industry professionals in the areas of language, employability, workplace communication, soft skills etc.

Presently, the Department offers the following programs:

1. UG Certificate/Diploma in German Language
2. UG Certificate/Diploma in Japanese Language
3. UG Certificate/Diploma in Graphic and Communication Design



4. UG Certificate/Diploma in Music
5. Ph.D. in English

About the Program

The Diploma in Japanese Language is a two-year program designed to provide lower intermediate-level proficiency in Japanese Language. This program is planned to provide a sound foundation of listening, speaking, reading, writing and comprehension skills. As the writing system of Japanese is different from other languages, a considerable amount of the program is devoted to mastering the scripts. Upon completion of this program, the learners will not only acquire a good knowledge of the language but also have an exposure to the culture, history, Japanese mind and the society of Japan. The department focuses on industry-oriented approach and deploys the necessary tools accordingly to equip the learners and to add to his/her abilities to meet the diverse needs of the fast evolving market. During the program, students will not only be well trained in basic computer and soft skills, but also provide an insider view of the unique work culture of Japan. The program also aims to equip learners with the aptitude and attitude necessary for success in academic, administrative, and professional careers, with a special focus on meeting job role expectations and specifications to meet the increasing demand of the future professional and academicians in the field of Japanese language and culture.

Program Outcomes

| | |
|-----|---|
| PO1 | Demonstrate competence in written and oral communication on key issues of language, translation and cultural history |
| PO2 | Gain subject knowledge, life skills, awareness of human values, appreciate and respect different locations, lifestyles and professional skills. |
| PO3 | Apply domain knowledge for bridging the gap between society and the world at large. |
| PO4 | Demonstrate professional values, problem solving skills and basic knowledge of digital platforms imparting relevant knowledge. |
| PO5 | Adept in the use of academic learnings in social and professional contexts for the larger good . |

Program Specific Outcomes

| | |
|------|---|
| PSO1 | Demonstrate intermediate knowledge of Japanese as a foreign language, enabling active communication in Japanese. Effectively express opinions and ideas in both written and oral forms on various topics of discussion. |
|------|---|

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|------|---|
| PSO2 | Demonstrate comprehensive knowledge of professional skills and computer proficiency acquired through Ability Enhancement Courses and Value-Added Courses. Additionally, integrate and understand the cultural history of Japan and the Japanese language. |
| PSO3 | Demonstrate intermediate knowledge of written communication skills in Japanese language in the form of the ability to draft various kinds of documents like letters, applications, articles, passages etc. |
| PSO4 | Display professional outlook and skills in Japanese language based business processes. |
| PSO5 | The learners will acquire JLPT level N3 on completion of this program. |

Scope of the Program

Learning a foreign language is not only a way to explore and appreciate other cultures but also enhances career opportunities. The scope of Japanese as a career is promising with the increasing needs of human resources in many fields including Health sector, Agriculture, construction, accommodation and other domains in Japan. Besides this, Japan is one of India's largest investors, with investments spanning from infrastructure, manufacturing to technology etc. As Japanese giant companies, including Toyota, Honda, and Sony etc have substantial operations in India, there is a huge need for bilingual professionals to work for Japanese companies in India and Japan. Upon the successful completion of the program, learners will be well-prepared for jobs in certain sectors including workforce for caregiving, agriculture, construction, accommodation, etc., and also in BPO, customer service, tourism, education etc. where the minimum level required to gain the residence status is JLPT N4. However, the desirable level is at least N3, while higher level (N2 or above) will equip the students to beat the competition and work with pride. Besides this, the program opens the gate for further academic pursuits in Japanese language or related fields. University endeavors to facilitate lateral entry-exit to and from vocational as well as degree courses at the appropriate levels subject to fulfilling the necessary conditions required therein. Accordingly, the graduates may choose to continue their education with advanced degrees or specialized certifications, further enhancing their expertise and career prospects not just within their home country but also internationally. In addition to language skills, the program includes training in soft skills, cultural competency and professional competencies which enhances the ability of the learner to work in international and multicultural settings.

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| Eligibility | Age Limit (Yrs.) | | Duration | Fee (Rs.) per Year |
|--|------------------|-----|----------|-----------------------|
| | Min | Max | | |
| 12 th in Any Discipline Or 10 th plus Diploma (2 Years/3 Years) Or 10 th plus ITI (2 Years) with English as Language Subject | 17 | 30 | 2 Years | |

Seats: There are 20 seats in the program and the distribution of the seats will be as follows:

| Total Seats: 20 (6 seats are supernumerary) | | | | | | | | | | | Wome n Catego ry | Indust ry Spons ored Candi date |
|---|------------------|----------|--------|----------|----------|----------|------------|---------|---------------------|---------------------|---------------------------|--|
| AI C | AIC (EW S) | HO GC | S C | SC- D | BC -A | BC- B | PwD/ DA | EW S | Dudh ola Res. | J&K Migra nts | | |
| 3 | 0 | 7 | 1 | 2 | 3 | 2 | 1 | 1 | 2 | 1 | 2 | 1 |

The university follows the reservation policy of the Govt. of Haryana.

Credit Scheme/Syllabus:

Theory/Lecture: 15 hours = 1 Credit **Practical:** 30 hours = 1 Credit **Tutorial=** 1 Credit

Program Structure

* In order to observe conformity with the required structure, the course components have been suitably placed under requisite heads and the respective teacher-in-charge will do the needful for the allocated subject. However, depending on the need, the standard practice in language learning of continuing a lesson in a comprehensive manner covering the Revision of the previous lesson, followed by new lesson's Script/Vocabulary, new pattern-wise introduction supported by pattern-wise Practice and Exercise. Accordingly, the format may evolve in due course.

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| Sem | Discipline Specific Courses Core Major (80)* | | Minor Stream | | Multi-disciplinary | Ability Enhancement Courses (AEC) | Skill Enhancement Courses/ Internship/ Dissertation (SEC) | | Common Value-Added Courses (VA) | Final Credits for the semester |
|--------------|--|--|--------------|----------|---|-----------------------------------|---|---|------------------------------------|--------------------------------|
| | Major Core I | Major Core II | Minor I | Minor II | | | | | | |
| I | Elementary-I Japanese Writing and Reading Skills (4 credit) | Elementary-I Japanese Grammar (4 credit) | | | Introduction to Japan (3 Credit) | | Business Japanese Language-1 (2 Credit) | Elementary-I Japanese Communication (including Listening and Speaking) Skills (4 Credit) | Fundamental of Computer (2 Credit) | 19 |
| II | Elementary-II Japanese Writing and Reading Skills (4 Credit) | Elementary-II Japanese Grammar (4 Credit) | | | Japanese work culture -1 (3 credit) | Employability Skills (2 Credit) | Business Japanese Language-2 (2 Credit) | Elementary -II Japanese Communication (including Speaking and Listening) Skills (4 Credit) | EVS (2 Credit) | 21 |
| Total | | | | | | | | | | |
| III | Intermediate-II Japanese Writing and Reading Skills (4 Credit) | Intermediate -I Japanese Grammar (4 Credit) | | | Work culture -2 (3 Credit) | Entrepreneurship (2 credit) | Business Japanese Language-3 (2 Credit) | Intermediate -I Japanese Communication (including Listening and Speaking) Skills (4 Credit) | Human Values & Ethics (2 Credit) | 21 |
| IV | Intermediate-II Japanese Writing and Reading Skills (4 Credit) | Intermediate -II Japanese Grammar (4 Credit) | | | Introduction to Japanese society/economy (3 credit) | | Business Japanese Language-4 (2 Credit) | Intermediate-II Japanese Communication (including Listening and Speaking) Skills (4 Credit) | Yoga and Health (2 Credit) | 19 |
| Total | | | | | | | | | | |
| Not e | For those student(s) who want to carry the course for Second year | | | | | | | | | 40 |
| | Those student(s) want to exit in 1st year they need to complete Summer Training of credit | | | | | | | | | 40 |
| | Grand Total | | | | | | | | | |
| | * 4 credits over and above of 44 credits to be awarded to those students who want to exit to the course after completing summer training | | | | | | | | | 40 |

* Though it is opening gradually, the Japanese system is not so receptive to non-native BPO workers due to stricter cultural constraints. Therefore, more feasible option is the internship, wherein Japanese industry is again conservative as the internship is offered usually only to a student who is employable or whom they

wish to employ. Still, efforts will be made to explore this option of internship/employability through outreach with the industry and industry associations as first step.

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Program Scheme Semester: I

| Sl. | Course Type | Course Code | Nomenclature of Course | Credits | | | Hours | | | Theory (Marks) | | | Practical (Marks) | | | Total |
|-----|--|------------------|--|---------|---|----|---------|---------|-----|----------------|---------|-----|-------------------|----|---------|-------|
| | | | | T | P | To | T | P | To | I | E | T | I | E | T | To |
| 1. | Major core- I | 24U JAP0 1 | Elementary -I Japanese Writing and Reading Skills | 4 | 0 | 4 | 60 | 0 | 60 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| 2. | Major core- II | 24U JAP0 2 | Elementary -I Japanese Grammar | 4 | 0 | 4 | 60 | 0 | 60 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| 3. | Multidisciplin ary | 24U JAP0 3 | Introduction to Japan | 3 | 0 | 3 | 45 | 0 | 45 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| 4. | Ability enhancement course (AEC) | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5. | Skill enhancement course (SEC) | 24U JAP0 4 | Business Japanese Language- 1 | 2 | 0 | 2 | 30 | 0 | 30 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| | | 24U JAP0 5 | Elementary -I Communication (including, Japanese Speaking and Listening) Skills | 0 | 4 | 4 | 0 | 12 0 | 120 | 0 | 0 | 0 | 70 | 30 | 10 0 | 100 |
| 6. | Common value- added courses (VA) | | Fundamental of Computer | 2 | 0 | 2 | 30 | 0 | 30 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| | Total | | | 15 | 4 | 19 | 22 5 | 12 0 | 345 | 15 0 | 35 0 | 500 | 70 | 30 | 10 0 | 600 |

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Program Scheme Semester: II

| Sl. | Course Type | Course Code | Nomenclature of Course | Credits | | | Hours | | | Theory (Marks) | | | Practical (Marks) | | | Total |
|-----|--|------------------|--|---------|---|----|-------|-----|-----|----------------|-----|-----|-------------------|----|-----|-------|
| | | | | T | P | To | T | P | To | I | E | T | I | E | T | To |
| 1 | Major core- I | 24U JAP0 6 | Elementary -II Japanese Writing and Reading Skills | 4 | 0 | 4 | 60 | 0 | 60 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| 2 | Major core- II | 24U JAP0 7 | Elementary -II Japanese Grammar | 4 | 0 | 4 | 60 | 0 | 60 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| 3 | Multidisciplin ary | 24U JAP0 8 | Japanese Work Culture 1 | 3 | 0 | 3 | 45 | 0 | 45 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| 4 | Ability enhancement course (AEC) | 24EU NG0 3 | Employability Skills | 1 | 0 | 1 | 15 | 0 | 15 | 15 | 35 | 50 | 0 | 0 | 0 | 50 |
| 5 | | 24EU NG0 4 | Employability Skills | 0 | 1 | 1 | 0 | 30 | 30 | 0 | 0 | 0 | 35 | 15 | 50 | 50 |
| 6 | Skill enhancement course (SEC) | 24U JAP0 9 | Business Japanese Language- 2 | 2 | 0 | 2 | 30 | 0 | 30 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| | | 24U JAP1 0 | Elementary - II Communication (including, Japanese Speaking * and Listening) Skills | 0 | 4 | 4 | 0 | 120 | 120 | 0 | 0 | 0 | 70 | 30 | 100 | 100 |
| 7 | Common value- added courses (VA) | | EVS | 2 | 0 | 2 | 30 | 0 | 30 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| | Total | | | 17 | 4 | 21 | 375 | 120 | 375 | 180 | 420 | 100 | 70 | 30 | 100 | 700 |

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Program Scheme Semester: III

| Sl. | Course Type | Course Code | Nomenclature of Course | Credits | | | Hours | | | Theory (Marks) | | | Practical (Marks) | | | Total |
|-----|--|-------------------|---|---------|---|----|-------|-----|-----|----------------|-----|-----|-------------------|----|-----|-------|
| | | | | T | P | To | T | P | To | I | E | T | I | E | T | To |
| 1 | Major core- I | 24U JAP11 2 | Intermediate -I Japanese Writing and Reading Skills | 4 | 0 | 4 | 60 | 0 | 60 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| 2. | Major core- II | 24U JAP11 3 | Intermediate -I Japanese Grammar | 4 | 0 | 4 | 60 | 0 | 60 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| 3. | Multidisciplinary | 24U JAP11 4 | Japanese Work Culture-2 | 3 | 0 | 3 | 45 | 0 | 45 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| 4. | Ability enhancement course (AEC) | | Entrepreneurship | 2 | 0 | 2 | 30 | 0 | 30 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| 5. | Skill enhancement course (SEC) | 24U JAP11 5 | Business Japanese Language- 3 | 2 | 0 | 2 | 30 | 0 | 30 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| | | 24U JAP11 6 | Intermediate -I Communication (including Japanese Speaking and Listening) Skills | 0 | 4 | 4 | 0 | 120 | 120 | 0 | 0 | 0 | 70 | 30 | 100 | 100 |
| 6. | Common value- added courses (VA) | 24UH PE01 | Human Values & Professional Ethics | 2 | 2 | 2 | 30 | 0 | 30 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| | | | | 17 | 4 | 21 | 255 | 120 | 375 | 180 | 420 | 600 | 70 | 30 | 100 | 700 |

Program Scheme Semester: IV

| Sl. | Course Type | Course Code | Nomenclature of Course | Credits | | | Hours | | | Theory (Marks) | | | Practical (Marks) | | | Total |
|-----|--|---------------|--|---------|---|----|-------|-----|-----|----------------|-----|-----|-------------------|----|-----|-------|
| | | | | T | P | To | T | P | To | I | E | T | I | E | T | To |
| 1. | Major core- I | 24U JAP117 | Intermediate -II Japanese Writing and Reading Skills | 4 | 0 | 4 | 60 | 0 | 60 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| 2. | Major core- II | 24U JAP118 | Intermediate -II Japanese Grammar | 4 | 0 | 4 | 60 | 0 | 60 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| 3. | Multidisciplinary | 24U JAP119 | Introduction to Japanese society/economy | 3 | 0 | 3 | 45 | 0 | 45 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| 4. | Ability enhancement course (AEC) | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5. | Skill enhancement course (SEC) | 24U JAP120 | Business Japanese Language- 3 | 2 | 0 | 2 | 30 | 0 | 30 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| | | 24U JAP121 | Intermediate -I Communication (including, Japanese Speaking and Listening) Skills | 0 | 4 | 4 | 0 | 120 | 120 | 0 | 0 | 0 | 70 | 30 | 100 | 100 |
| 6. | Common value- added courses (VA) | | Yoga and Health | 2 | 0 | 2 | 30 | 0 | 30 | 30 | 70 | 100 | 0 | 0 | 0 | 100 |
| | Total | | | 15 | 4 | 19 | 225 | 120 | 345 | 150 | 350 | 500 | 70 | 30 | 100 | 600 |

* Communication includes translation and interpretation besides listening and speaking.

Semester-I

Elementary Japanese Writing and Reading Skills-I

Credits: 4-0-0

Course Code: 24UJAP01

Marks: 30I+70E

Objectives:

- To enable the learners to comprehend small paragraphs consisting of frequently used expressions in the context of most immediate relevance (e.g. very basic personal and family information etc.).
- To enable the learners to write small paragraphs on some very simple and basic topics.

Learning Outcomes: After completing this course, the learners will be able to

- Write about routine activities on topics such as friends, teachers, family etc.
- Recognize and read the kanji script and comprehend the expression while reading.

| Unit | Topics | Hours |
|-------------------------------------|---|-------|
| I Script | Introduction to Japanese Scripts (written form): Hiragana, Katakana & Kanji (Basics of writing style, stroke order, etc.) | 30 |
| II Reading and Writing | <ul style="list-style-type: none"> • My daily routine • My teacher • Weekend • My friend • My house • Which shop is good? | 30 |

Textbooks:

- Minna no Nihongo 1-1 Textbook
- Minna no Nihongo 1-1 Translation [Restricted use]

Reference Books:




- Minna no Nihongo Yasashii Sakubun

Links for the books:

https://www.amazon.in/dp/B09KTYZVXR/ref=cm_sw_r_apan_glt_i_3YS0PG0WJAM6VHZGAB7Y

<https://www.goodreads.com/book/show/6376218-minna-no-nihongo>

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Elementary Japanese Grammar-I

Credits: 4-0-0

Course Code: 24UJAP02

Marks: 30I+70E


Objective:

- To enable the learners to acquire the linguistic competence as well as to be able to understand the basic sentence patterns for sentence formation.

Learning Outcome: After completing this course, the learners will be able to

- Construct simple sentences at a beginner's level.

| Unit | Topics | Hours |
|---|--|-------|
| I Basic Sentence Patterns | <ul style="list-style-type: none"> • Basic sentence patterns (N1 wa N2 desu; kore wa N1 desu; N1 no N2 desu; koko wa N1 desu) • Time & Action Ima (time) desu; (time) ni V masu; ~kara~made N1 de N2 e ikimasu N1 wa place de N2 wo V masu N1 wo onegaishimasu | 30 |
| II Adjectives and Positions | <ul style="list-style-type: none"> • Adjectives & Existence N1 wa adjective desu N1 wa N2 ga suki desu Place ni N1 ga arimasu/ imasu • Counters for different objects • Comparison & Desire • N1 wa N2 yori adjective desu | 30 |




Textbooks:

- Minna no Nihongo 1-1 Textbook
- Minna no Nihongo 1-1 Translation [Restricted use]

Reference Books:

- Minna no Nihongo 1 workbook: Hyojun Mondaishu

Links for the books:

<https://www.amazon.in/Minna-Nihongo-Shokyu-Dai-Mondaishu/dp/4883196062>

https://www.amazon.in/dp/B09KTYZVXR/ref=cm_sw_r_apan_glt_i_3YS0PG0WJAM6V1HZGAB7Y

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Introduction to Japan

Credits: 3-0-0

Course Code: 24UJAP03

Marks: 30I+70E

Objective:

- To introduce the culture, history and society of Japan to the learners.

Learning Outcomes: After completing this course, the learners will be able to

- Speak about the culture, demography, education system etc. of Japan

| Unit | Topics [Outline; using bilingual material] | Hours |
|------|---|-------|
| I | <ul style="list-style-type: none"> • Geography of Japan • Glimpses of Japanese history and culture | 15 |
| II | <ul style="list-style-type: none"> • Japanese education system • Japanese festivals, foods, society and sports | 15 |
| III | <ul style="list-style-type: none"> • Japanese arts (Ikebana, Origami, Calligraphy, Tea ceremony etc. • Seasons of Japan | 15 |

Text Books:

- i. Material may be prepared using internet resources as per the requirement.
- ii. Japan as it is (Japanese-English), Gakken
- iii. Nippon The land and its people, Nippon Steel Corporation, Gakseisha
- iv. The Japan Book, Kodansha International

Business Japanese Language-1

Credits: 2-0-0

Course Code: 24UJAP04

Marks: 30I+70E

Objective:

To enable learners to understand the expression used during business conversation at a workplace or office.

Learning Outcomes: After completing this course, the learners will be able to

- Comprehend the elementary level of Japanese business communication.
- To communicate in business environment at very basic level.

| Unit | Topics | Hours |
|------|---|-------|
| I | <ul style="list-style-type: none"> • Japanese business etiquettes • Japanese business vocabulary • Exchange of Business card | 15 |
| II | <ul style="list-style-type: none"> • Telephone for appointment • While boss is out • Scheduling | 15 |

Text Books:

- i. Material may be prepared using internet resources as per the requirement.
- ii. Business Japanese text material of AOTS

Elementary Japanese Communication Skills-I

(Listening and Speaking Skills)

Credits: 0-0-4

Course Code: 24UJAP05

Marks: 30I+70E

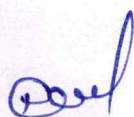
Objectives:

- To enable the learners to understand the sounds and pronunciation of Japanese alphabets and usage of expressions.
- To enable the learners to speak and communicate using simple and basic Japanese expressions, as well as describe the day-to-day activities.

Learning Outcomes: After completing this course, the learners will be able to

- Understand the basic expressions used in a conversation.
- Converse about routine matters.

| Unit | Topics | Hours |
|------|--|-------|
| I | <ul style="list-style-type: none"> • Introduction to Japanese Scripts (sounds): Hiragana & Katakana • Classroom Language, Everyday Expressions & Numbers • Greetings & Self introduction (practice & Q-A) • Greeting at first meeting (practice & Q-A) • Asking till what time a place is open (practice & Q-A) | 60 |
| II | <ul style="list-style-type: none"> • Asking for train to go to a place (practice & Q-A) • Going together with someone (practice & Q-A) • Conversation at shop (practice & Q-A) • Going to a place by train (practice & Q-A) • Refusing an invitation (practice & Q-A) • Speaking about own opinion (of festival etc.) (practice & Q-A) | 60 |




[Note: In the Textbook, speaking and listening sections overlap as the topics are same for both the activities.]

Textbooks:

- Minna no Nihongo 1-I Textbook (CD)
- Minna no Nihongo 1-I Translation

Links for Books:

https://www.amazon.in/dp/B09KTYZVXR/ref=cm_sw_r_apan_glt_i_3YS0PG0WJAM6VHZGAB7Y

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Semester: II

Elementary Japanese Writing and Reading Skills-II

Credits: 4-0-0

Course Code: 24UJAP07

Marks: 30I+70E

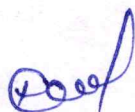
Objectives:

- Enable learners to use frequently used basic expressions in writing small paragraphs on familiar and common topics.
- Enable learners to read and comprehend beginner's level passages.

Learning Outcomes: After completing this course, the learners will be able to

- Write about routine activities as well as basic information on family, birthday etc.
- Understand and answer simple questions on selected passages such as Cities of Japan, Mt Fuji etc.

| Unit | Topics | Hours |
|------|---|-------|
| I | <ul style="list-style-type: none"> • Japanese Scripts practice with emphasis on new characters of kanji reading and writing following stroke orders | 20 |
| II | <ul style="list-style-type: none"> • Favorite food/place • Life of a dog • Email from a friend • Santa clause • Family • My birthday • Cities of Japan • Any Indian city • Convenience store /mall | 20 |




| | | |
|-----|--|----|
| III | <ul style="list-style-type: none"> • Japanese language exam • Hobby • Children's library • Mt Fuji • Diary • Kangaroo/Any favorite story • Famous personality • grandparents • Things that I want | 20 |
|-----|--|----|

Textbooks:

- Minna no Nihongo 1-2 Textbook
- Minna no Nihongo 1-2 Translation [Restricted use]

Reference Books:

- Minna no Nihongo Yasashii Sakubun

Links for the Books:

https://www.amazon.in/dp/B09KTYZVXR/ref=em_sw_r_apan_glt_i_3YS0PG0WJAM6VHZGAB7Y

<https://www.goodreads.com/book/show/6376218-minna-no-nihongo>

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Elementary Japanese Grammar-II

Credits: 4-0-0

Course Code: 24UJAP08

Marks: 30I+70E

Objective:

To enable learners to acquire the linguistic competence as well as to be able to understand the basic sentence patterns for sentence formation.

Learning Outcomes: After completing this course, the learners will be able to

- Create new sentences.

| Unit | Topics | Hours |
|------|--|-------|
| I | <ul style="list-style-type: none"> • Expressing desire Person wa ~ga hoshii desu ~tai desu • Request/ Order/ Permission ~te kudasai ~temo iidesuka ~nakereba narimasen | 20 |
| II | <ul style="list-style-type: none"> • Can do N1 ga dekimasu/ ~kotoga dekimasu • Listing of few actions in a sentence ~tari~tari shimasu • Abrupt ending of the verb, adjectives and noun with ta and da. | 20 |




| | | |
|-----|--|----|
| III | <ul style="list-style-type: none"> • Expressing judgements & reporting a speech ~to omoimasu ~to iimasu • Giving & receiving ~moraimasu/ ~agemasu • Conditions ~to; ~ba; ~tara; ~nara | 20 |
|-----|--|----|

Textbooks:

- Minna no Nihongo 1-2 Textbook
- Minna no Nihongo 1-2 Translation [Restricted use]

Reference Book:

- Minna no Nihongo 1 workbook: Hyojun Mondaishu

Links for the Books:

https://www.amazon.in/dp/B09KTYZVXR/ref=cm_sw_r_apan_glt_i_3YS0PG0WJAM6VHZGAB7Y

<https://www.amazon.in/Minna-Nihongo-Shokyu-Dai-Mondaishu/dp/4883196062>

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Japanese Work Culture-I

Credits: 3-0-0

Course Code: 24UJAP09

Marks: 30I+70E

Objective:

To introduce the work culture in Japan.

Learning Outcomes: After completing this course, the learners will be able to

- Understand the working style of Japanese people in a better way.

| Unit | Topics | Hours |
|------|--|-------|
| I | <ul style="list-style-type: none"> • Japanese work ethics • Group culture • 5S / Kaizen | 15 |
| II | <ul style="list-style-type: none"> • Organization / Departments of a company /Employee positions / Duty-work • Horenso / Meeting & gathering • Sales / Quality control | 15 |
| III | <ul style="list-style-type: none"> • Understanding the signs • Listening to explanation of rules and etiquettes • Understanding announcements on disasters • Listening to explanations during a plant tour | 15 |

Text Books:

- i. Material may be prepared using internet resources as per the requirement.
- ii. Japan as it is (Japanese-English). Gakken
- iii. Gemba no Nihongo (Manufacturing) Tangocho, AOTS, 3A Publication
- iv. Gemba no Nihongo, Kisohen and Ooyohen, AOTS, 3A Publication

Business Japanese Language-2

Credits: 2-0-0

Course Code: 24UJAP10

Marks: 30I+70E

Objective:

Enable learners to understand the expression used during business conversation at a workplace on certain topics such as placing an order, giving job instructions etc.

Learning Outcomes: After completing this course, the learners will be able to

- Express themselves accurately and coherently using business Language.

| Unit | Topics | Hours |
|------|---|-------|
| I | <ul style="list-style-type: none"> • Placing an order • Job instructions • Pre-stage coordination | 15 |
| II | <ul style="list-style-type: none"> • Discussing the proposal • Business meeting • Prepare for a dinner | 15 |

Text Books:

- i. Materials may be prepared using internet resources as per the requirements
- ii. Business Japanese text material of AOTS

Elementary Japanese Communication Skills-II

(Listening and Speaking Skills)

Credits: 4-0-0

Course Code: 24UJAP11

Marks: 30I+70E

Objective:

- Enable learners to listen and make conversation on areas of most immediate relevance such as paying a bill, visiting a doctor etc.
- Enable learners to speak and communicate in simple routine matters requiring a simple and direct exchange of information on familiar topics.

Learning Outcomes: After completing this course, the learners will be able to

- Understand the basic expressions used in a conversation and to answer questions on them.
- Describe his/her plans, talk about hobbies etc.

| Unit | Topics | Hours |
|------|---|-------|
| I | <ul style="list-style-type: none"> • Paying bill at a shop (practice & Q-A) • Taking a Taxi (practice & Q-A) • Asking for help (to use ATM, Automatic vending machine etc.) (practice & Q-A) • Visiting a doctor (practice & Q-A) • Talking about one's hobby (practice & Q-A) • Speaking about one's plans of dieting (practice & Q-A) | 60 |
| II | <ul style="list-style-type: none"> • Planning a trip with friends (practice & Q-A) • Asking for directions to reach a certain place (practice & Q-A) • Agreeing to a friend's opinion (practice & Q-A) • Renting a house (practice & Q-A) • Offering assistance in shifting a house | 60 |

| | | |
|--|--|--|
| | (practice & Q-A) <ul style="list-style-type: none">• Expressing Gratitude (practice & Q-A) | |
|--|--|--|

Textbooks:

- Minna no Nihongo 1-2 Textbook
- Minna no Nihongo 1-2 Translation [Restricted use]

Link for the Books:

https://www.amazon.in/dp/B09KTYZVXR/ref=cm_sw_r_apan_glt_i_3YS0PG0WJAM6VHZGAB7Y



EMPLOYABILITY SKILLS

Course Code: 24UENG03

Course Credit: 01(1-0-0)
Max. Marks: 50(15I+35E)

Objective: This course will introduce students to Basics of Employability Skills with a focus on Attitude, Communication, Etiquettes etc. to enable them practice or showcase professional behavior in formal context.

Learning Outcomes:

1. Learners will be able to use soft skills effectively.
2. Learners will demonstrate a professional behaviour at workplace.
3. Learners will learn Interview skills with ability to prepare for interviews and perform well in the same.
4. Learners will be able to deal with various types of customers in an effective manner.

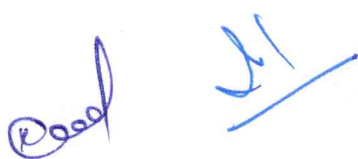
| Unit Name | • Contents |
|--------------------------------|---|
| Soft Skills | <ul style="list-style-type: none"> • Soft Skills- Introduction to soft skills, Aspects and importance of soft skills. • Personality Development: Types of personality; • SWOT Analysis, Goal Setting |
| Organizational Behavior | <ul style="list-style-type: none"> • Types of Behavior, • Emotional Intelligence, • Time Management, • Decision Making • Critical Thinking • Team Intelligence and Leadership |
| Interview Skills | <ul style="list-style-type: none"> • Interview- Types, a n d Process, • Resume Writing • Job Application; • Research about Industry and • Mapping of Job Competencies with Personal Skills |




| | |
|--|---|
| <p style="text-align: center;">Interpersonal Skills</p> | <ul style="list-style-type: none"> • Workplace communication • Active listening, • Positive Attitude • Negotiation Skills |
|--|---|

Suggested Readings:

- Bovee, C., & Thill, J.V., and Raina, R.L. *Business Communication Today*. New York: Pearson, 2016.
- Lata, Pushp, and Sanjay Kumar. *Communication Skills*. 2nd ed. New Delhi: OUP, 2019.
- Lehman, C. M., Dufrene D. D., and Sinha, M. *BCOM: The South Asian Perspective on Business Communication*. New Delhi: Cengage Learning, 2016.
- Monippally, Matthukutty, M. *Business Communication: From Principles to Practice*. New Delhi: McGraw Hill Pub., 2018.
- Mukerjee, H. S. *Business Communication: Connecting at Workplace*. New-Delhi: Oxford University Press, 2012.
- Murphy, H. A., Hildebrandt, H.W., and Thomas, J.P. *Effective Business Communication*. Boston: McGraw-Hill Companies, 1997.
- Post, Emily. *The Etiquette Advantage in Business*. New York: Collins, 2005.
- Ramesh, Gopalaswamy, and Mahadevan Ramesh. *The Ace of Soft Skills: Attitude, Communication and Etiquette for Success*. Noida: Pearson, 2019.
- Sandra, M. O. *Handbook of Corporate Communication and Strategic Public Relations: Pure and Applied*. New Delhi: Routledge, 2004.
- Sinha, K. K. *Taxmann's Business Communication*. 4th Revised ed. New Delhi: Taxmann's Pub., 2018.
- Taylor, Grant. *English Conversation Practice*. Indian ed. Chennai: McGraw Hill Education Pvt. Ltd., 2017.



Employability Skills Practical**Course Credit: 01(0-1-0)****Course Code:****Max. Marks: 50(35I+15E)**

Course Objective: This course is designed to strengthen the communication abilities of the learners by providing them hands-on practice.

Learning Outcomes: After completing this course, the learners will be able to

- 1) Demonstrate knowledge and understanding of a range of professional or public communication situations.
- 2) Perform effectively in diverse professional and public communication situations like interviews and negotiations, drafting emails and resume etc.

Details:

1. Role Play in Business Affairs
2. Group Discussion
3. Resume writing
4. Listening Skills
5. Telephone etiquettes
6. Team building
7. Presentation skills
8. SWOT
9. Goal Setting

Note: The teacher should play the role of the facilitator and allow the learners maximum time to practice these activities. The focus should be primarily on helping the learners overcome the LSWR barrier and gradually move towards honing these skills to enable the learners use them in professional communication situations.



Semester: III
Intermediate Japanese Writing and Reading Skills-I

Credits: 4-0-0

Course Code: 24UJAP12

Marks: 30I+70E

Objective:

- Enable learners to use basic expressions in writing small passages on certain topics such as siblings, marriages etc.
- Enable learners to acquire the competence in reading selected passages such as Japanese cartoon characters, idioms etc.

Learning Outcomes: After completing this course, the learners will be able to

- Learners will be able to write small paragraphs on certain topics in Japanese.
- Learners will be able to read and comprehend short passages in Japanese.

| Unit | Topics | Hours |
|------|--|-------|
| I | <ul style="list-style-type: none"> • Kanji • Paragraph writing • Use of genkoyoushi | 20 |
| II | <ul style="list-style-type: none"> • Personality you want to meet • Favorite character of a story • Writing about an event • Earthquake experience • Your dream house • Fortune-telling • Cooking method of any dish • About Idiom | 20 |

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| III | <ul style="list-style-type: none">• Transportation mode• Famous place/ building• Siblings• Traditional cloth• Any famous incident• Old tales (mukashibanashi)• Weekend dairy • Marriage ceremony | 20 |
|-----|---|----|

Textbooks:

- Minna no Nihongo 2-1 & 2-2 Textbook (CD)
- Minna no Nihongo 2-1 & 2-2 Translation (CD)

Links for the Books:

<https://amzn.in/d/048xxb72>

<https://amzn.in/d/0832qRy7>

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Intermediate Japanese Grammar-I

Credits: 4-0-0

Course Code: 24UJAP13

Marks: 30I+70E

Objective:

To enable learners to acquire the linguistic competence as well as to be able to understand the basic sentence patterns for sentence formation.

Learning Outcomes: After completing this course, the learners will be able to

- Create new sentences as well as will be able to use the new grammatical patterns in writing.

| Unit | Topics | Hours |
|------|---|-------|
| I | <ul style="list-style-type: none"> • Potential form/ Ability ~ga V (potential form) ~ga dekimashita • Continuation of Action ~nagara ~te imasu ~shi~shi • Situation/ State ~te arimasu ~te imasu ~te shimaimasu ~te okimasu | 15 |

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| II | <ul style="list-style-type: none"> ● Probability ~ta hou ga ii desu ~V deshou ~V kamoshirenai ● Imperative (order) Group I, II & III verbs ● Conditional form ~ba~adj desu ~ba~V masu ~nara~adj desu | 15 |
| III | <ul style="list-style-type: none"> ● Passive ~ V passive form (common) ~ V passive form (trouble) ~ V passive form (universal) ● Reason ~ V te form ~ de ~ no de ● Honorifics & Polite ~ itadakimasu ~ kudasaimasu ~ yarimasu ~ te itadakimasu ~ te kudasaimasu and ~ te yarimasu | 15 |

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|----|--|----|
| IV | <ul style="list-style-type: none"> • Purpose <ul style="list-style-type: none"> ~ tame ni ~ no ni • Youtai <ul style="list-style-type: none"> ~ V masu + sou desu ~ adj + sou desu ~ te kimasu • Compound verbs <ul style="list-style-type: none"> ~ sugimasu ~ yasui ~ adj + ~ te kudasai • Condition <ul style="list-style-type: none"> ~ baai wa~ ~ no ni ~ | 15 |
|----|--|----|

Textbooks:

- Minna no Nihongo 2-1 & 2-2 Textbook (CD)
- Minna no Nihongo 2-1 & 2-2 Translation (CD)

Reference Textbooks:

- Minna no Nihongo Yashashii Sakubun

Links for the Books:

<https://www.goodreads.com/book/show/6376218-minna-no-nihongo>

<https://amzn.in/d/048xxb72>

<https://amzn.in/d/0832qRy7>

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Japanese Work Culture-2

Credits: 3-0-0

Course Code: 24UJAP14

Marks: 30I+70E

Objective:

To introduce the Japanese work culture.

Learning Outcomes: After completing this course, the learners will be able to

- Showcase knowledge about manners and etiquettes in a Japanese work place.

| Unit | Topics | Hours |
|------|---|-------|
| I | <ul style="list-style-type: none"> • Japanese work culture expression used in <ul style="list-style-type: none"> o Hospitality sector o Nursing care • Sharing & Confirming plans | 15 |
| II | <ul style="list-style-type: none"> • Asking about how to use things • Communicating when you do not feel well • Communicating when you will be late for work | 15 |
| II | <ul style="list-style-type: none"> • QC Circle (Basics) & practices for beginners • About Japanese Management Practices <ul style="list-style-type: none"> o About TPM o About TQM | 15 |

Text Books:

- i. Material may be prepared using internet resources as per the requirement.
- ii. Hoteru no Jitsumu Eikaiwa, by Hotel New Otani, Plaza Publication
- iii. Fundamentals of QC circle, JUSE Press
- iv. Gemba no Nihongo, Kisohen and Ooyohen, AOTS, 3A Publication
- v. TPM Encyclopedia, JIPM




Business Japanese Language-3

Credits: 2-0-0

Course Code: 24UJAP15

Marks: 30I+70E

Objective:

To enable learners to understand the expression used during business conversation at a workplace or office.

Learning Outcomes: After completing this course, the learners will be able to

- Provide the required services at the workplace.

| Unit | Topics* | Hours |
|------|---|-------|
| 1 | <ul style="list-style-type: none"> • At a Dinner party • Opening ceremony of a factory • Visiting a staff at a hospital • Taking a leave • Marketing | 30 |

Text Books:

- Material may be prepared using internet resources as per the requirement.
- Business Japanese text material of AOTS

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Intermediate Japanese Communication Skills-I

(Listening and Speaking Skills)

Credits: 0-0-4

Course Code: 24UJAP16

Marks: 30I+70E

Objective:

- Enable learners to understand the pronunciation and usage of simple and basic Japanese expressions as well as be able to understand the day-to-day activities.
- Enable learners to speak and communicate using simple and basic Japanese expressions including those learnt in semester I & II, as well as describe the day-to-day activities.

Learning Outcomes: After completing this course, the learners will be able to

- Understand the basic and routine matters through listening.
- Converse about routine matters.

[Note: In the Textbook, speaking and listening sections overlap as the topics are the same for both the sections.]

| Unit | Topics | Hours |
|------|---|-------|
| 1 | <ul style="list-style-type: none"> • Waste disposal (practice & Q-A) • Furniture (practice & Q-A) • Learning English (practice & Q-A) • Forgotten things (practice & Q-A) • Survival bag (practice & Q-A) • Cooking (practice & Q-A) • Hospital (practice & Q-A) • Parking violation (practice & Q-A) | 40 |

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| II | <ul style="list-style-type: none"> • Tea ceremony (practice & Q-A) • Winter holiday (practice & Q-A) • Exercise (practice & Q-A) • Kinkakuji (Japanese temple name) (practice & Q-A) • Children story (practice & Q-A) • Office (practice & Q-A) • Sorry for late coming (practice & Q-A) • Parent-Teacher meet (practice & Q-A) • Congratulating for Marriage (practice & Q-A) | 40 |
| III | <ul style="list-style-type: none"> • Salary/ Bonus (practice & Q-A) • Family picture (practice & Q-A) • Salon visit (practice & Q-A) • Making request politely (practice & Q-A) • Asking for forgiveness explaining the reason (practice & Q-A) • Leaving a message for someone (practice & Q-A) • Recommending something (practice & Q-A) | 40 |

Textbooks:

- Minna no Nihongo 2-1 & 2-2 Textbook (CD)
- Minna no Nihongo 2-1 & 2-2 Translation (CD)

Links for the Books:

<https://amzn.in/d/048xxb72>

<https://amzn.in/d/0832qRv7>

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Human Values and Professional Ethics**Course Credit: 02(0-1-0)****Course Code: 24UHPE01****Max. Marks: 100(30I+70E)**

Objectives: The course aims to inculcate core human values and professional ethics in the learners to guide them in developing a strong sense of ethics and values that can help them navigate their chosen profession with integrity and responsibility.

Learning Outcomes: After completing this course, the learners will be able to

- Understand of Human values to interact and connect with the outer world in a peaceful manner (Yama).
- To exhibit Professional Ethics at working place.
- Ability to work in team with human values and professional ethics.
- Appreciate the essential complementarity between 'VALUES' and 'SKILLS' to ensure sustained happiness and prosperity.

• UNIT I

- **Human Values-1:** Values: Understanding values, Types of values, Role of tracking values for individual & social wellbeing.
- Integrity, Trustworthiness, Honesty, Courage, Love and Compassion, non-violence, Renunciation, Righteousness
- Co-operation: -Understanding cooperation and significance of cooperation, Team work, Cohesion of Self-Family-Society.

• UNIT II

- **Human Values-2:** Empathy, Emotional Intelligence– Emotional Competencies – Conscientiousness.
- Self-confidence, Spirituality, Character.
- Truthfulness: Understanding truthfulness, need for truthfulness and role of truthfulness in relationship and social interaction.
- Customs and Traditions -Value Education – Human Dignity – Human Rights – Fundamental Duties.

• UNIT III

- **Professional Ethics aiming at excellence and Harmony:** Value Based Life and Profession, Professional Ethics and Right Understanding, Competence in Professional Ethics, Issues in Professional Ethics.

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- Integrity, Trusteeship, Harmony, Accountability, Inclusiveness, Commitment, Respectfulness, Belongingness, Sustainability

- **UNIT IV**

Professional Ethics: Global Prospective:

- Globalization and MNCs –Cross Culture Issues,
- Business Ethics, Media Ethics, Environmental Ethics, Bio Ethics, Computer Ethics, War Ethics

- **UNIT V**

Duties and Rights in Profession:

- Concept of Duty, Professional Duties, Consensus and Controversy
- Professional and Individual Right,
- Conflict of Interest-Ethical egoism,
- Gifts and Bribes, Plagiarism

Recommended Readings:

1. Alavudeen, A, R. Kalil Rahman, and M. Jayakumaran. *Professional Ethics and Human Values*. Laxmi Publications, 2015.
2. Banerjee, B P. *Foundation of Ethics and Management*. Excel Books, 2005.
3. Gaur, R, R, R. Sangal, and G.P. Bagaria. *A Foundation Course in Human Values and Professional Ethics*. Excel Books, 2010.
4. Hugman, Richard. *New Approaches in Ethics for the Caring Professions: Taking Account of Change for Caring Professions*. Red Globe Press, 2005.
5. Hugman, Richard, and Carter Jan. *Rethinking Values and Ethics in Social Work*. Ney York: Red Globe Press, 2017.
6. Titus, Smith and Nolan. *Living Issues in Philosophy*. Oxford University Press, 1995.

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Semester: IV

Intermediate Writing and Reading Skills-II

Credits: 4-0-0

Course Code: 24UJAP17

Marks: 30I+70E

Objective:

Enable the learners to acquire the competence in writing and reading of certain topics listed below.

Learning Outcomes: After completing this course, the learners will be able to

- Learners will be able to write and comprehend lower intermediate passages.

| Unit | Topics | Hours |
|------|---|-------|
| I | <ul style="list-style-type: none"> • Kanji | 20 |
| II | <ul style="list-style-type: none"> • Tatami / Indian style house • Loan word / loan words in our language • Phone calls • Maps • Mental training | 20 |
| III | <ul style="list-style-type: none"> • Bean jam buns / Interesting story • Scientist • Karaoke • The legends of the Shirakawa-go Gold • Living in Japan / Living in my country | 20 |

Text Books:

- Minna no Nihongo Intermediate Textbook
<https://amzn.in/d/0hANpZkz>
- Minna no Nihongo Intermediate Translation & Grammatical Notes

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Intermediate Japanese Grammar-II

Credits: 4-0-0

Course Code: 24UJAP18

Marks: 30I+70E

Objective:

Enable learners to acquire linguistic competence and be able to use lower intermediate grammar as a tool or resource in oral and written discourse efficiently.

Learning Outcomes: After completing this course, the learners will be able to

- Use lower intermediate grammatical structures and make his/her own sentences in a variety of contexts.

| Unit | Topics | Hours |
|------|---|-------|
| I | <ul style="list-style-type: none"> • Asking/ Statements ~te moraimasenka/ itadakemasenka ~no you da; ~to iu no wa ~ mitai da • Causative/ Situation ~ sasete moraemasenka ~ koto ni suru/ shite iru ~ koto ni naru/ natte iru ~ te hoshii ~ de aru • Completion of action & Do an action in advance ~ chau/ ~ toku • Desire (of third person) ~ Ta garu/~ tagatte iru | 20 |

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| II | <ul style="list-style-type: none"> ● Strong probability ~ darou ● Volition & Past volition ~ you to suru / shinai ~ ta tsumori datta ● Repetitive action ~te bakari iru ● Necessity / obligation ~ nakucha / ~Nakya ● Emotional causative ~(sa)seru ● Specific time interval / Frame ~ aida /~aidani ~ made / ~ made ni ● Noun modifier ~ ta~ ● Same state of V / N without a change ~ ta mama / ~ no mama | 20 |
| III | <ul style="list-style-type: none"> ● comparison ~ hodo ~wa nai / inai ● Cause/ Reason | 20 |

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| | <p>~ Tame ni / ~ Tame da</p> <ul style="list-style-type: none"> • Strong expectation <p>~ Hazu da / wa nai</p> <ul style="list-style-type: none"> • Outcome/ consequences <p>~ kekka</p> <ul style="list-style-type: none"> • Compound words <p>~ Dasu / ~ Hajimeru / ~ owaru / ~ tsuzukeru etc</p> <ul style="list-style-type: none"> • Indirect passive <p>~ (ra)reru</p> <ul style="list-style-type: none"> • Reported speech / conjecture <p>~ yori~ houga ~</p> <p>~ Rashii</p> <ul style="list-style-type: none"> • Undesirable situation & Result <p>~ Panashi</p> <p>~ Sei de / Sei da</p> | |
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Text Books:

- i. Minna no Nihongo Intermediate Textbook
<https://amzn.in/d/0hANpZkz>
- ii. Minna no Nihongo Intermediate Translation & Grammatical Notes

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Introduction to Japanese Society / Economy

Credits: 3-0-0

Course Code: 24UJAP19

Marks: 30I+70E

Objective:

To introduce the key contemporary issues of Japanese society/ Economy.

Learning Outcome: After completing this course, the learners will be able to

- Learners will be aware of Japanese society/ Economy and other related issues.

| Unit | Topics | Hours |
|------|--|-------|
| I | <ul style="list-style-type: none"> • Aging population / Low birth rate • Healthcare • Education system & related issues | 15 |
| II | <ul style="list-style-type: none"> • Issues related to women • Family system • Industrial relations | 15 |
| III | <ul style="list-style-type: none"> • The Japanese workweek and wages • A day in the life of businessman / Retirement • TITP / SSW | 15 |

Books:

- i. Material may be prepared using internet resources as per the requirement.
- ii. Japan as it is (Japanese-English), Gakken
- iii. The Japan Book, Kodansha International

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Business Japanese Language-4**Credits: 2-0-0****Course Code: 24UJAP20****Marks: 30I+70E****Objective:**

To enable the learners to understand the expressions used during business conversation at workplace.

Learning Outcome: After completing this course, the learners will be able to

- Provide the required services at the workplace.

| Unit | Topics | Hours |
|------|---|-------|
| I | <ul style="list-style-type: none"> • Negotiating the price • Negotiating of terms and conditions • Business Agreement • Shipping • Claiming for damaged products | 30 |

Text Books:

- Materials may be prepared using internet resources as per the requirements.
- Business Japanese text material of AOTS

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Intermediate Japanese Communication Skills-II

(Listening and Speaking Skills)

Credits: 0-0-4

Course Code: 24UJAP21

Marks: 30I+70E

Objective:

- Enable the learners to understand and use lower intermediate sentences and commonly used expressions to explain a variety of circumstances.

Learning Outcome: After completing this course, the learners will be able to

- Learners will be able to understand and use commonly used sentences and expressions associated with topics directly related to his/her direct circumstances (e.g. explain a situation, declining a request politely etc).

| Unit | Topics | Hours |
|------|---|-------|
| I | <ul style="list-style-type: none"> • Politely making a request one is hesitant about • Asking the meaning of an unfamiliar term and check what to do • Explaining a situation and asking politely for a change • Receive a message and ask someone to pass on | 40 |
| II | <ul style="list-style-type: none"> • Ask and tell a route to a place • Obtain permission by negotiating • Declining an invitation politely explaining the reason • Explain the circumstances of people, things etc in details | 40 |
| III | <ul style="list-style-type: none"> • Compare differences and choose what one wants to buy • Respond calmly when misunderstood • Give & receive suggestions • Apologize after being complain about explaining the situation | 40 |

Text Books:

- i. Minna no Nihongo Intermediate Textbook
<https://amzn.in/d/0hANpZkz>
- ii. Minna no Nihongo Intermediate Translation & Grammatical Notes