

Course	Intensive Japanese Program for Students Entering Graduate Studies
Title	Japanese(data processing)
Credit	no credits given / 22.5Hrs(=1350min.= 90min.x 15classes, .)
Outline of Class	This class is for those who have no or little knowledge of using Japanese word processor. Students will learn basic usage of Microsoft Word and Power Point in Japanese.
Aims	The aims of this class are 1) to provide students with a basic knowledge of using Microsoft Word nad Microsoft Power Point in Japanese, and 2) to make manuscript
Content	<p>week 1 writing Hiragana and Katakana</p> <p>week2 writing Kanji</p> <p>week 3 writing the reading of a kanji by Hiragana above it.</p> <p>week 4 report1:self-introduction</p> <p>week 5 report2:school data</p> <p>week 6 report3:teachers life in my country</p> <p>week 7 report4:teachers and student life in my country</p> <p>week 8 report5:my city and my school</p> <p>week 9 report6:my schoo2</p> <p>week 10 report7:my job</p> <p>week 11 report8:school event</p> <p>week 12 preparation for final presentation</p> <p>week 13 preparation for final presentation</p> <p>week 14 preparation for final presentation</p> <p>week 15 preparation for final presentation</p> <p>week 16</p>
Textbooks	handout
means of Assessment	manuscript and sled for final presentation;100%