

<b>Module/Course Title: Chinese for Business and Office</b>					
<b>Module/ course code</b>	<b>Student workload</b>	<b>Credits (ECTS)</b>	<b>Semester</b>	<b>Frequency</b>	<b>Duration</b>
SBC61037	79.4 hours	2 CU x 1.5 = 3 ECTS	7 <sup>th</sup>	2 CU x 16 = 36	16 meetings
<b>1</b>	<b>Types of courses</b>  Elective coursework	<b>Contact hours</b>  2 CU x 50 minutes = 100 = 1.6 hours per week	<b>Independent study</b>  2 CU x 120 minutes = 240 minutes = 4 hours	<b>Class size</b>  30 students	
<b>2</b>	<b>Prerequisites for participation (if applicable)</b>  -				
<b>3</b>	<p><b>Learning Outcomes</b></p> <p><b>Course Description:</b> This course aims to provide students with knowledge, understanding, and mastery of the terms used in business and office activities as well as provide the way to apply these terms in written form. In lectures, students will learn how to make business cards, curriculum vitae, schedule of business activities and business minutes, cooperative contracts, business proposals, and information technology development practices to support students' mastery of Chinese in business and office correspondence practices.</p> <p><b>Intended Learning Outcomes:</b></p> <p>ILO 1 Students are able to identify and apply spoken and written communication techniques (Chinese) equivalent to intermediate level (HSK 4 and HSKK);</p> <p>ILO 2 Students are able to apply concepts and theories of Chinese language (applied linguistics), literature, and culture (history) according to the latest developments in science and technology;</p> <p>ILO 3 Students are able to analyse and demonstrate aspects of Chinese language (applied linguistics), literature, and culture (history) to solve problems in;</p> <p>ILO 4 Students are able to apply theory in entrepreneurial and non-entrepreneurial activities in the fields of language, tourism, and business and offices;</p> <p>ILO 5 Students are able to communicate and contribute to international cross-cultural cooperation</p> <p>ILO 8 Students are able to demonstrate, maintain, and develop quality performance independently or in groups;</p>				

	<p><b>Course Learning Outcomes (CLO)</b> On completion of this course, the students will be able to:</p> <ol style="list-style-type: none"> <li>1. Students are able to know, understand, master, and practice all types of business and office text forms that are suitable for the material to be implemented in lectures and the workplace.</li> </ol> <p><b>Subject aims/ Content (Lesson Learning Outcomes/LLO)</b></p> <ol style="list-style-type: none"> <li>1. Students are able to understand the lecture contract and the basic lecture guidelines</li> <li>2. Students are able to know, understand and practice making business cards for themselves and institutions or agencies</li> <li>3. Students are able to understand and make a curriculum vitae</li> <li>4. Students are able to understand, master, and practice the schedule of business activities and meeting minutes</li> <li>5. Students are able to understand, master, and practice making the cooperative contract</li> <li>6. Students are able to understand, master, and practice making business proposals</li> </ol>
4	<p><b>Subject aims/Content</b></p> <p><b>Meeting 1: Lecture Contract and Explanation of Correspondence Material</b></p> <ol style="list-style-type: none"> <li>1. Students are able to understand and identify the definition of correspondence and information technology in businesses and offices</li> </ol> <p><b>Meeting 2: Business Card (名片)</b></p> <ol style="list-style-type: none"> <li>2. Students are able to understand, identify, and make business cards according to their needs</li> </ol> <p><b>Meeting 3: Curriculum Vitae (个人简历)</b></p> <ol style="list-style-type: none"> <li>3. Students are able to understand, identify, and make the basic concepts of a CV</li> <li>4. Students are able to understand, identify, and explain the basic development of a CV as needed</li> </ol> <p>(Task/homework 1 is making a PPT and group presentation video containing material in meetings 1-3)</p> <p><b>Meeting 4: Curriculum Vitae (个人简历)</b></p> <ol style="list-style-type: none"> <li>5. Students are able to understand, identify, and make the basic concepts of a CV</li> <li>6. Students are able to understand, identify, and explain the basic development of a CV as needed</li> </ol> <p><b>Meeting 5: Schedule of Business Activities and Business Minutes (业务活动表与商业笔记)</b></p> <ol style="list-style-type: none"> <li>7. Students are able to understand, identify, and explain the types of material about the schedule of business activities</li> </ol> <p><b>Meeting 6: Schedule of Business Activities and Business Minutes (业务活动表与商业笔记)</b></p> <ol style="list-style-type: none"> <li>8. Students are able to understand and make a schedule of business activities</li> <li>9. Students are able to work on tasks about the schedule of business activities and business travel agendas</li> </ol> <p>(Task 2 is making a schedule of business activities that have been determined)</p>

according to the theme and making a business travel agenda)

**Meeting 7: Quiz 1**

Students are able to review meetings 1-6 in a quiz

**Meeting 8:** Students take Midterm Exam

**Meeting 9: Schedule of Business Activities and Business Minutes (业务活动表与商业笔记)**

10. Students are able to understand, identify, explain, and make business minutes.

(In meeting 9, a joint discussion will be held regarding the making of business minutes. The lecturer will play several videos about business meetings and students make minutes of the meeting based on the results in the video)

**Meeting 10: Cooperative Contract (合同)**

11. Students are able to understand, identify, explain, and make cooperative contracts

**Meeting 11: Cooperative Contract (合同)**

12. Students are able to understand, identify, explain, and make cooperative contracts

**Meeting 12: Cooperative Contract (合同)**

13. Students are able to understand, identify, explain, and make cooperative contracts

(Task 3: students are required to explain and develop a cooperative contract model according to the theme that has been determined)

**Meeting 13: Business proposals (商业提案)**

14. Students are able to understand and identify the basics of making business proposals

**Meeting 14: Business proposals (商业提案)**

15. Students are able to understand and identify the basics of preparing business proposals

**Meeting 15: Business proposals (商业提案)**

16. Students are able to understand and identify the basics of preparing business proposals

17. Students are able to understand and explain the contents of the business proposal made.

(Task/homework 4: Students are asked to form groups to make/prepare a business proposal according to the specified theme and make a video presentation about the business developed according to the proposal made.)

**Meeting 16:** Students submits an essay

5	<p><b>Teaching methods</b></p> <p>Lectures, discussions, and team-based project</p>																												
6	<p><b>Assessment methods</b></p> <p>1. Class Participation In order to maximize the learning opportunities in this course, students are not only required to be present for all class sessions, having completed all necessary readings but they are also expected to interact with peers based on a small group.</p> <p>2. Assignment Because assignment is a key part of the assessment, students must complete assignments by submitting the results of discussions/work made in groups on time.</p> <p>3. Quiz Quiz enables students to identify gaps in knowledge, or in other words, to identify how well the students know the concept of discourse and the analysis. It is thus important for the students to take Quiz 1 along the semester. The score will be provided based on the answer key for the quizzes.</p> <p>4. Midterm Exam This exam may motivate students to look through and revise the previously studied results of the material that has been given. As such, taking exams motivates the students to look for study tips and improve their studying skills, while also helping them develop self-discipline and self-organisation. The score will be provided based on the answer key for the test.</p> <p>5. Team-based project (Final Exam) Through group collaboration, students can improve their teamwork skills and collaborative thinking. This group will be formed in meeting 12. Students begin to discuss the project plan that is explained by the lecturer in meeting 13. By following the steps based on the material provided in meeting 13, the group can start planning the project. Assessment will be done through the results of the group-based project.</p> <p>What follows is a summary of the Assessment:</p> <table border="1" data-bbox="277 1590 1382 2038"> <thead> <tr> <th>Assessment Task</th> <th>Task Type</th> <th>Due</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Class participation</td> <td>Individual</td> <td>Meetings 1-7 and meetings 9-15</td> <td>10% (@meeting = 0,72%)</td> </tr> <tr> <td>Individual work 1</td> <td>Individual</td> <td>Meeting 3</td> <td>5%</td> </tr> <tr> <td>Group work 2 (Presentation and paper)</td> <td>Group</td> <td>Meetings 5 and 6</td> <td>5% (@meeting 5, 6= 2,5%)</td> </tr> <tr> <td>Midterm Exam</td> <td>Group</td> <td>Meeting 8</td> <td>25% (@meeting 1-6= 4,2%)</td> </tr> <tr> <td>Quiz</td> <td>Individual</td> <td>Meeting 7</td> <td>15% (@meetings 1-6 = 2,5%)</td> </tr> <tr> <td>Group work 3</td> <td>Group</td> <td>Meetings</td> <td>5%</td> </tr> </tbody> </table>	Assessment Task	Task Type	Due	Percentage	Class participation	Individual	Meetings 1-7 and meetings 9-15	10% (@meeting = 0,72%)	Individual work 1	Individual	Meeting 3	5%	Group work 2 (Presentation and paper)	Group	Meetings 5 and 6	5% (@meeting 5, 6= 2,5%)	Midterm Exam	Group	Meeting 8	25% (@meeting 1-6= 4,2%)	Quiz	Individual	Meeting 7	15% (@meetings 1-6 = 2,5%)	Group work 3	Group	Meetings	5%
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	(Presentation and paper)		10,11,12	
	Group work 4 (Presentation and paper)	Group	Meetings 13, 14, 15	5%
	Final Exam	Group	Meeting 16	30%
	<b>TOTAL</b>			<b>100%</b>
<b>7</b>	<b>This module/course is used in the following study programme/s as well</b>			
	N/A			
<b>8</b>	<b>Teachers</b>			
	Team			
<b>9</b>	<b>Resources</b>			
	<ol style="list-style-type: none"> <li>1. Ali Adlan dan Tanzili. 2006. <i>Pedoman Lengkap Menulis Surat</i>. Jakarta Selatan: PT Kawan Pustaka</li> <li>2. Sedarmayanti. 2010. <i>Teori Dan Praktik Administrasi Kesekretariatan</i>. Jakarta: Kencana Pustaka</li> <li>3. Sedianingsih, et. al. 2010. <i>Teori Dan Praktik Administrasi Kesekretariatan</i>. Jakarta: Kencana</li> <li>4. Sukoco. 2008. <i>Korespondensi Bisnis Modern</i>. Surakarta: Erlangga</li> <li>5. Purwanto Djoko, 2008. <i>Korespondensi Bisnis Modern</i>. Surakarta: Erlangga</li> <li>6. 李晓琪. 2008. <i>新丝路高级速成商务汉语I</i>. 北京: 北京大学出版社</li> <li>7. 李晓琪. 2009. <i>新丝路商务汉语写作教程</i>. 北京: 北京大学出版社</li> </ol>			

Appendices:

1. Assessment of Achieved Intended Learning Outcomes
2. Task Guidelines and Rubrics

**Appendix 1. Assessment of Achieved Intended Learning Outcomes**

Meeting	ILO	CLO	LLO	Indicator	Form of Assessment	Weight (%)	LLO Weight (%)
1	1,2,3,7	1	1	1	Class participation	0.72	9.12
					Group work 1	1.7	
					Quiz 1	2.5	
					Midterm Exam	4.2	

2	1,2,3,4, 5,8	1	2	2	Group work 1	1.7	9.12
					Class participati on	0.72	
					Quiz 1	2.5	
					Midterm Exam	4.2	
3	1,2,3,4, 5,8	1	3	3,4	Group work 1	1.7	9.12
					Class participati on	0.72	
					Quiz 1	2.5	
					Midterm Exam	4.2	
4	1,2,3,4, 5,8	1	3	5,6	Group work 2	1.7	15.12
					Final Exam	6	
					Class participati on	0.72	
					Quiz 1	2.5	
					Midterm Exam	4.2	
					Final Exam	6	
5	1,2,3,4, 5,8	1	4	7	Group work 2	1.7	15.12
					Class participati on	0.72	
					Quiz 1	2.5	
					Midterm Exam	4.2	
					Final Exam	6	
					Group work 2	1.7	
6	1,2,3,4, 5,8	1	4	8,9	Group work 2	1.7	15.12
					Class participati on	0.72	
					Quiz 1	2.5	
					Final Exam	6	
					Midterm Exam	4.2	
					Group work 2	1.7	
7	1,2,3,4, 5,8	1	1-6	1-9	QUIZ 1		0.72
					Class participati on	0.72	
8	1,2,3,4, 5,8	1	1-6	1-6	Midterm Exam		

9	1,2,3,4, 5,8	1	4	10	Group work 3	1,25	7.97
					Class participati on	0,72	
					Final Exam	6	
10	1,2,3,4, 5,8	1	5	11	Group work 3	1,25	1.97
					Class participati on	0,72	
					Group work 3	1,25	
11	1,2,3,4, 5,8	1	5	12	Group work 3	1,25	1.97
					Class participati on	0, 72	
12	1,2,3,4, 5,8	1	5	13	Group work 3	1,25	
					Class participati on	0,72	1.97
13	1,2,3,4, 5,8	1	6	14	Group work 4	5	11.72
					Class participati on	0,72	
					Final Exam	6	
14	1,2,3,4, 5,8	1	6	15	Final Exam	6	6.72
					Class participati on	0,72	
15	1,2,3,4, 5,8	1	6	16,17	Class participati on	0,72	
16	1,2,3,4, 5,8	1	1, 2, 3, 4, 5, 6		Final Exam		0.72
							100