

Module/ Course Title : Korespondensi dan Teknologi Informasi Bahasa Mandarin Bisnis/Perkantoran					
Module /Course code	student workload	Credits (sks/ECTS)	Semester	Frequency	duration
SBC61113	79,33 hours	2/2,88	5	Every Year (August)	1 semester (s)
1	Types of courses coursework	contact hours 23,33 hours	independent study 48 hours	class size 30	
2	Prerequisites for participation/ Prasyarat untuk partisipasi -				
3	Learning outcomes/ Capaian Pembelajaran (CPMK) Students are able to know, understand, complete and be able to practice all forms of business and office text patterns. Business and office text patterns that are suitable for the material to be implemented in lectures and the world of work. The teaching methods comprise demonstration, contextual learning, and group project-based learning. Assessment in this course includes attendance, activity in class, project, assignments, quizzes, midterm and final examination				
4	Subject aims/ Content (Sub-CPMK) <div>1. Students are able to know, understand, master and be able to practice all forms of business and office text patterns about Curriculum Vitae.</div> <div>2. Students are able to know, understand, master and be able to practice all forms of business and office text patterns about business cards</div> <div>3. Students are able to know, understand, master and be able to practice all forms of business and office text patterns about business activity schedules</div> <div>4. Students are able to know, understand, master and be able to practice all forms of business and office text patterns about meeting minutes</div> <div>5. Students are able to know, understand, master and be able to practice all forms of business and office text patterns about cooperation contracts</div> <div>6. Students are able to know, understand, master and be able to practice all forms of business and office text patterns about business proposals</div> Course content <div>1. 1.Week 1-2: Understand, identify, and be able to create a curriculum vitae</div> <div>2. 2.Week 3-4: Understand, identify and be able to create a business card</div> <div>3. 3.Weeks 5-6: Understand, identify and be able to create a business schedule</div> <div>4. 4.Week 7: Understand, identify and be able to take meeting minutes</div> <div>5. 5.Week 8: Final exam</div> <div>6. Week 9: Understand, identify, and be able to take meeting minutes</div> <div>7. 7.Week 10-12: Understand, identify, and be able to make cooperation contracts</div> <div>8. Week 13-15: Understand, identify, and be able to make a business proposal</div> <div>9. Week 16: Final exam</div>				
4	Teaching methods In this course, students are required to be active in class, with assignment-based learning methods (projects), students are expected to be more active in working on or completing assignments that have been given within a predetermined time. As well as with the group team, each student is expected to be more enthusiastic in the process. With this project, it shows evidence of how much students understand the material given so far.				

Assessment methods

The test/evaluation method is carried out through structured assignments, Project, giving quizzes, Midterm Examinations, and Final Semester Examinations (UAS and participation in class. The final grade in this lecture is obtained through the formula or calculation below.

$$NA = 0,15P + 0,35PRJ + 0,10K + 0,10TS + 0,15UTS + 0,15UAS$$

Note

NA = Final Score

T = Task

PRJ = Project

P = Participation

UTS = Midterm Examination

K = Quiz

UAS = Final Examination

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 the topic of discussion

2. Assignment/Tas

As exercises for each unit are integrated, the students must complete the exercises, submit and discuss them. The score will be provided based on the answer key for the exercises.

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.

4. Midterm Exam

This test may motivate students to look through and revise the previously learnt results in 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-organization. The score will be provided based on the answer key for the test.

5. Final Exam

This test may motivate students to look through and revise the previously learnt results in 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-organization. The score will be provided based on the answer key for the test.

6. Project

Students successfully demonstrated a deep understanding of the concepts related to the topic. They were able to carefully design and execute the project. Students also demonstrated good teamwork skills.

	Assesment Task	Task Type	Percentage
	Participation	Individual	15%
	Project	Individual	35%
	Task	Individual	10%
	Quiz	Individual	10%
	Midterm Examination	Individual	15%
	Final Examination	Individual	15%
6	This module is used in the following degree programmes as well / Mata kuliah ini juga digunakan dalam prodi berikut : (No)		
7	Responsibility for module / Penganggung jawab Modul :-		
8	Other information: Perkuliahan menggunakan referensi primer seperti buku dan Sumber belajar sebagai berikut: 1. 赵洪琴. 2008. 外贸写作. 北京: 北京语言大学出版社 2. 张黎等. 2006. 上午口语教程. 北京: 北京语言大学出版社 3. 关道雄. 2016. 商务汉语101. 北京: 外语教学与研究出版社 4. 李立, 丁安琪. 2018. 公司汉语. 北京: 北京大学出版社 5. 孔子学院总部, 国家汉办. 2015. BCT标准教程(中英文版)第2级. 北京: 人民教育出版社		