

SYLLABUS – A COURSE DESCRIPTION

I. General information

1. Course name: **Business Chinese**
2. Course code: **15-JCB-CH-11**
3. Course type (compulsory or optional): **optional**
4. Study programme name: **English and Chinese Studies**
5. Cycle of studies (1st or 2nd cycle of studies or full master's programme): **1st cycle**
6. Educational profile (general academic profile or practical profile): **general academic**
7. Year of studies (if relevant): **Year 3**
8. Type of classes and number of contact hours (e.g. lectures: 15 hours; practical classes: 30 hours): **practical classes: 30 hours**
9. Number of ECTS credits: **2**
10. Name, surname, academic degree/title of the course lecturer/other teaching staff: **mgr Katarzyna Wizia-Lin, kw60511@amu.edu.pl**
11. Language of classes: **Polish**
12. Online learning: yes (partly – online / fully – online) / no

II. Detailed information

1. Course aim (aims):

- Developing abilities to communicate in Chinese in typical business situations.
- Developing skills in using professional vocabulary in speech and writing.
- Developing the abilities to draw up contracts and business documents.
- Gaining an acquaintance with the principles of Chinese etiquette in the context of business environment.

2. Pre-requisites in terms of knowledge, skills and social competences (if relevant):

No pre-requisites.

3. Course learning outcomes (EU) in terms of knowledge, skills and social competences and their reference to study programme learning outcomes (EK):

Course learning outcome symbol (EU)	On successful completion of the course and validation of its learning outcomes, a student:	Reference to study programme learning outcomes (EK)
15-JCB-CH-11_01	distinguishes varieties of Chinese language	K_W09
15-JCB-CH-11_02	participates in negotiations and conversations in typical business situations, takes various roles in communication processes	K_U01, K_U07
15-JCB-CH-11_03	reacts to opinions expressed by interlocutors in a manner adapted to different situational contexts	K_U01
15-JCB-CH-11_04	formulates coherent and logical oral statements on topics related to business issues	K_U01, K_U07
15-JCB-CH-11_05	uses professional vocabulary in the field of economics and law, expressions and constructions characteristic of business language	K_U01
15-JCB-CH-11_06	and correctly uses templates of documents, contracts and business letters	K_U01; K_U07; K_U13
15-JCB-CH-11_07	knows the principles of Chinese business etiquette and is aware of cultural differences that affect communication between Poles and Chinese	K_W02, K_K09; K_K10

4. Learning content with reference to course learning outcomes (EU)

Course learning content:	Course learning outcome symbol (EU)
Discussing terms of cooperation and signing contracts	15-JCB-CH-11_01–07
Business disputes and methods of resolving them	15-JCB-CH-11_01–07
Advertising and marketing activities	15-JCB-CH-11_01–07
Selling goods and services	15-JCB-CH-11_01–07
Business management strategies	15-JCB-CH-11_01–07
Business activity within special economic zones	15-JCB-CH-11_01–07

Regulations and institutions responsible for protecting intellectual rights	15-JCB-CH-11_01-07
Trading in securities	15-JCB-CH-11_01-07

5. Reading list:

LIANG Dongmei 梁冬梅 2010. Jingliren Hanyu: Shangwu Bian (Xia) 经理人汉语：商务篇(下). Beijing 北京: Waiyu Jiaoxue yu Yanjiu Chubanshe 外语教学与研究出版社.

III. Additional information

1. Teaching and learning methods and activities to enable students to achieve the intended course learning outcomes (please indicate the appropriate methods and activities with a tick and/or suggest different methods)

Teaching and learning methods and activities	X
Lecture with a multimedia presentation	
Interactive lecture	X
Problem – based lecture	
Discussions	X
Text-based work	X
Case study work	
Problem-based learning	
Educational simulation/game	
Task – solving learning (eg. calculation, artistic, practical tasks)	
Experiential work	X
Laboratory work	
Scientific inquiry method	
Workshop method	
Project work	
Demonstration and observation	
Sound and/or video demonstration	
Creative methods (eg. brainstorming, SWOT analysis, decision tree method, snowball technique, concept maps)	
Group work	X

2. Assessment methods to test if learning outcomes have been achieved (please indicate with a tick the appropriate methods for each LO and/or suggest different methods)

Assessment methods	Course learning outcome symbol						
	15-JCB-CH-11_01	15-JCB-CH-11_02	P15-JCB-CH-11_03	15-JCB-CH-11_04	15-JCB-CH-11_05	15-JCB-CH-11_06	15-JCB-CH-11_07
Written exam							
Oral exam							
Open book exam							
Written test	x	x	x	x	x	x	x
Oral test							
Multiple choice test							
Project							
Essay							
Report							
Individual presentation							
Practical exam (performance observation)							
Portfolio							

3. Student workload and ECTS credits

Activity types		Mean number of hours spent on each activity type
Contact hours with the teacher as specified in the study programme		30
Independent study*	Preparation for classes	10
	Reading for classes	10
	Essay / report / presentation / demonstration preparation, etc.	-
	Project preparation	-
	Term paper preparation	-
	Exam preparation	10
	Other (please specify) -	-
Total hours		60
Total ECTS credits for the course		2

* please indicate the appropriate activity types and/or suggest different activities

4. Assessment criteria in accordance with AMU in Poznan's grading system:

very good (very good; 5.0): very good knowledge on the complexity of Chinese language and comprehension of professional vocabulary, very well-developed skills in conducting business communication

good plus (+ db; 4.5): a little less than very good, but without significant flaws

good (db; 4.0): a wider range of flaws, still good awareness regarding language complexity and comprehension of professional vocabulary, well-developed skills in conducting business communication

satisfactory plus (+ dst; 3,5): satisfactory awareness regarding language complexity and comprehension of professional vocabulary, sufficient skills in conducting business communication

sufficient (dst; 3.0): sufficient awareness regarding language complexity and comprehension of professional vocabulary, sufficient skills in conducting business communication

insufficient (ndst; 2.0): insufficient awareness regarding language complexity and comprehension of professional vocabulary, insufficient skills in conducting business communication