

BUSINESS CHINESE II

International Business in China

US Semester Credit Hours: 3

IFSA Course Code: CHIN322

Delivery Method: Face to face

Course Length: Semester

Language of Instruction: Chinese

COURSE DESCRIPTION

This course is designed for learners with at least two years of formal training or equivalent of formal training in Chinese language. The course focuses on enhancing students' listening and speaking proficiency; helping them acquire essential Chinese business vocabulary; and preparing them to engage professionally in Chinese business settings. In addition, the course aims to increase students' proficiency in formal correspondence and communications; and navigating business documents and materials. Students will also have the opportunity to connect course readings and supplementary resources to case studies, research, and field work.

COURSE SCHEDULE

Course Structure

Classes meet 4 hours per week. Sessions are divided into learning units that cover a separate topic each week. Each topic is structured to engage students in integrating their language skills into business related applications and settings.

Organized in-class activities include learning vocabulary and sentence patterns, discussing texts, giving presentations, and completing group projects or problem-solving tasks. Unit focused drills and task-completion activities are included to scaffold learning, and increase students' proficiency in listening, reading, speaking, and writing.

In addition, the course incorporates a language practicum that takes learning out of the classroom to expose students to real world business contexts. Through activities such as social investigation, market research, and company visit, students gain valuable insight into the Chinese economic and market conditions while enhancing their ability to apply knowledge and skills acquired to real business settings

Class Schedule

*Class schedule is subject to change.

COURSE SYLLABUS

SESSION	LESSON	CONTENT
Session 01	<ul style="list-style-type: none"> • <i>Chinese for Managers</i> • Unit 1 	Applying for and accepting a job offer
Session 02	<ul style="list-style-type: none"> • <i>Chinese for Managers</i> • Unit 2 • Test 2 	Employment and training
Session 03	<ul style="list-style-type: none"> • <i>Chinese for Managers</i> • Unit 3 	Business communications
Session 04	<ul style="list-style-type: none"> • <i>Chinese for Managers</i> • Unit 3 	The office environment
Session 05	<ul style="list-style-type: none"> • Group Travel 	Dates and destination to be determined
Session 06	<ul style="list-style-type: none"> • <i>Chinese for Managers</i> • Unit 5 	International exhibitions, trade fairs, and symposiums
Session 07	<ul style="list-style-type: none"> • Review + Mid-Term Exam 	
Session 08	<ul style="list-style-type: none"> • <i>Chinese for Managers</i> • Unit 6 	Conferences and site visits
Session 09	<ul style="list-style-type: none"> • <i>Chinese for Managers</i> • Unit 7 	Types of companies
Session 10	<ul style="list-style-type: none"> • Independent Travel 	Dates to be determined
Session 11	<ul style="list-style-type: none"> • <i>Chinese for Managers</i> • Unit 8 	Organizational structure of a company
Session 12	<ul style="list-style-type: none"> • <i>Chinese for Managers</i> • Unit 9 • Test 2 	Price inquiry and negotiations
Session 13	<ul style="list-style-type: none"> • <i>Chinese for Managers</i> • Unit 10 	Delivery of goods and receipt of payment for goods delivered

COURSE SYLLABUS

Session 14	• <i>Business Chinese for Success</i>	KFC's Sinofication
Session 15	• <i>Business Chinese for Success</i>	A Chinese Brand, made in America
Session 16	• Review + Final Exam	

Class Hours

1. Monday, Tuesday, Thursday and Friday: 11:10 a.m. – 12:00 p.m.
2. Language practicums: Dates to determined

EVALUATION METHODS

Participation	10%
Oral Presentations	10%
Writing Assignments	10%
Quizzes	10%
Tests	20%
Mid-Term Exam	20%
Final Exam	20%

Grading Policies

IFSA Shanghai programs utilize the following standard grading policy accepted by most US institutions:

Excellent	A	93-100%	Good	B+	87-89%	Acceptable	C+	77-79%
	A-	90-92%		B	83-86%		C	73-76%
				B-	80-82%		C-	70-72%
						Unsatisfactory	D+	67-69%
							D	63-66%
							D-	60-62%
						Failing	F	<60%

REQUIRED TEXTS

Chinese for Managers, by Zhang Xiaohui and Zhang Hong.

Business Chinese for Success – Real Cases from Real Companies, by Fangyuan Yuan.

TIMELY SUBMISSIONS

Assignments submitted after the deadline will be accepted at the discretion of the course instructor and generally only in the event of a documented illness or emergency.

COURSE SYLLABUS

ACADEMIC INTEGRITY

Any academic endeavor must be based upon a foundation of honesty and integrity. Students are expected to abide by principles of academic integrity and must be willing to bear individual responsibility for their work while studying abroad. Any academic work (written or otherwise) submitted to fulfill an academic requirement must represent a student's original work. Any act of academic misconduct, such as cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty, will subject a student to disciplinary action.

IFSA takes academic integrity very seriously. Students must not accept outside assistance without permission from the instructor. Additionally, students must document all sources according to the instructions of the professor. Should your instructor suspect you of plagiarism, cheating, or other forms of academic dishonesty, you may receive a failing grade for the course and disciplinary action may result. The incident will be reported to the IFSA resident director as well as your home institution.

ADDITIONAL NOTES

Course Policies

Exams and Assignments

Students are required to take all regularly scheduled exams in courses for which they are registered and submit all assignments on time. Any compelling academic, personal, or medical reason that might justify a rescheduled exam or assignment must be raised with the Resident Director, not program faculty. Failure to take scheduled exams or submit the requisite assignments will adversely affect your grade.

Classroom Conduct

Student punctuality is extremely important in China and India. Please do not be late for classes or other activities, as it is considered impolite to do so. It is improper to eat in class, to engage in other activities such as texting, or to slump or nap. Students are expected to be alert and engaged as a sign of respect for their professors.

Attendance

Everyone benefits by learning from each other; if students are not present, it affects everyone and negatively impacts the program. Attendance is required for all classes and mandatory field visits; attendance will be recorded. Students must notify their instructors and the Resident Director ahead of their absence from class or class-related activities. Class participation is expected and is a contributing factor to students' final course grades. Students' grades will be reduced for excessive absences.