



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

UNIVERSITY of NEWCASTLE

Faculty of Business & Law



**Newcastle
Graduate School
of Business**

Course Outline

Business Chinese

10 units

**Trimester 3
2008**

Course Coordinator and Lecturer: Dr Li, Xia

Course coordinator and lecturer details:

Name: Dr Li, Xia

Office: MCG33a, Callaghan Campus

Office Hours: 11am – 12 noon, Wednesdays

Telephone: 4921 5373

Email: li.xia@newcastle.edu.au

<http://www.newcastle.edu.au/school-old/hss/staffcontact/xiali.html>

Consultation Times: 1 - 1:30pm, Mondays, UNH3.12 for GSB students

NGSB Contact: 4921 8749

Lecture Times & Room: 10am – 1pm Mondays UNH4.19

Brief Course Description:

This course is designed for MBA students with little or no previous knowledge of Chinese language (Mandarin) and culture. Primary emphasis is placed on developing basic speaking and comprehension skills in a Chinese business environment.

Assumed Knowledge/ Course Requisites:

No assumed knowledge.

Course Objectives / Outcomes:

1. To develop rudimentary skills of listening and speaking with particular relevance to business and commerce.
2. To understand basic everyday Chinese (Mandarin) if spoken slowly.
3. To answer questions on a variety of everyday and business-related topics.
4. To perform daily routines such as making phone calls, greetings, making travel arrangements and hotel reservations, etc.
5. To gain insight into the complexities and wealth of Chinese business culture and socio-cultural values which constitute an integral part of the Chinese ways of doing business.
6. To heighten awareness of conducting business in a culturally appropriate manner.

Teaching Methods and Learning Expectations:

Lecture, seminar, student project

Text: Miscellaneous, to be prescribed by the lecturer

Additional References:

* Jöel Bellassen & Zhang Pengpeng. *A Key to Chinese Speech and Writing*, Book One. Beijing: Beijing Language Institute/Sinolingua, 1997.

* *Concise English-Chinese Chinese-English Dictionary*. Commercial Press/Oxford UP, 1988.

Readings: Kathy Flower: *Culture Smart! China*. South Yara: Explore, 2003

Topic / Lecture Listing:

Week	Date	Topic	Readings/ text chapter
1	Sep. 1	Introduction to Pinyin romanisation system (1), Greetings, address forms, names, nationalities, verb to be, yes/no questions	Handout 1 CSC
2	Sep. 8	Introduction to Pinyin romanisation system (2), Time and date, numbers, descriptions, information questions (1)	Handout 1
3	Sep. 15	Introduction to Pinyin romanisation system (3), information questions (2), verb to do (1) Talking about professions	Handout 2 CSC
4	Sep. 22	Verb to do (2), auxiliary verb “hui” (can), information questions (3), meeting and greeting and giving business cards	Handout 2 CSC
5	Sep. 29	Expressing intentions (xiang and yao) and verb to do (3), gift-giving, shopping	Handout 3 CSC
6	TBA – Oct Long Weekend	Adverbial of time, adverbial of place, making phone calls, eating out	Handout 3 CSC
7	Oct. 13	Hotel reservation, communication (letters, faxes, emails.)	Handout 4 CSC
8	Oct. 20	Taking public transport, changing money, appreciation of Chinese commercials	Handout 4 CSC
9	Oct. 27	Dinner invitation, basic understanding of Chinese share market	Handout 5 CSC
10	Nov. 3	Making travel arrangements, appreciation of Chinese cultural customs	Handout 5 CSC
11	Nov. 10	Concluding a business deal Business negotiation techniques	Handout 6 CSC
12	Nov. 17	Visiting China and welcoming guests to Australia, Chinese organizational structure	Handout 6 CSC
		EXAMINATIONS	

The exam for this course is scheduled for 1-3pm on November 24. You should arrange to be present during that time.

Assessment:

ITEM	WEIGHTING	WEEK DUE
Student project	20%	10
Progressive tests	3 x 20%	4, 8, 12
End of trimester aural exam	20%	Exam period

All work must be typewritten and double-spaced. A copy should always be kept and **this is the student's responsibility**. A cover sheet is to be attached to each submission with:

your name;
 your lecturer's name;
 the course; and
 the topic, clearly marked on it.

Assessment Grades/Percentages

For all assignments students will be awarded grades which correlate to the following percentages:	
High Distinction	85 - 100%
Distinction	75 - 84%
Credit	65 - 74%
Pass	50 - 64%
Fail	Below 49 %

Assessment Penalties:

In the absence of good reason, a penalty of 10 per cent a day of the awarded final mark for an assessment item will be deducted. If the assessment is more than 7 days late a 0 mark will be given.

Academic Integrity, Plagiarism and Turnitin

The Faculty of Business and Law is committed to ensuring academic integrity amongst its staff and students. Academic integrity is based on values of honesty, respect, fairness, trust and responsibility. These values are fundamental to our teaching and learning in the Faculty. Academic misconduct, including plagiarism, copying another student's work and cheating in exams, is contrary to the values of academic integrity and is not tolerated in the university.

Plagiarism

For more details on plagiarism, see the Blackboard site "Important University Policies and Academic Honesty Module". If you do not have access to this Blackboard site, please email Anne.Sullivan@newcastle.edu.au.

The policy on Student Academic Integrity can be accessed directly at: <http://www.newcastle.edu.au/policylibrary/000608.html> and the Policy on Student Academic Dishonesty at: <http://www.newcastle.edu.au/policylibrary/000609.html>

Academic Honesty Module

All students must complete the online Academic Honesty Module prior to submitting assignments. This module provides you with a self-paced online quiz to assist you to understand the principles and processes of academic integrity.

You **must tick the box** on the Assignment Cover Sheet (Business and Law) to indicate that **you have completed** the Academic Honesty Module. You can revisit the Module throughout your course, as necessary, to remind yourself of the requirements.

Turnitin

Turnitin is text matching software that is used by the University to assist you with writing and referencing. Further information on Turnitin is available at:

<http://www.newcastle.edu.au/service/turnitin/>

You are required to submit your written assignments to Turnitin and provide a Turnitin ID on the cover sheet of your assignment. You may submit assignments for self-checking anytime prior to the due date, however, the final submission to Turnitin must be the same as the hard copy submitted for assessment. Note that Turnitin requires you to allow 24 hours between each submission.

If you are unsure of how to correct your work after submitting to Turnitin, refer to the Academic Honesty Module or to the Infoskills Website:

<http://www.newcastle.edu.au/service/library/tutorials/infoskills/index.html>

Cover Sheets for Assessment

A Faculty specific Assignment Cover Sheet is to be completed and attached to each submission.

Copies of the Assignment Cover Sheet may be found at:

<http://www.newcastle.edu.au/study/forms/BLAssessmentCoversheet.doc>

Academic Skills Resources

Academic Skills Resources

Skills Enhancement Program

The Skills Enhancement Program (SEP) provides communications skills assessment for all NGSB students at the beginning of their postgraduate studies. All that students need to do is complete a simple essay task for which no ratings or grades are issued, a task sent out to each student via email and assessed through the same individual, private means. The aim of SEP is to help students excel to the degree they wish both at their studies and in their careers, and everyone embarking on a new postgraduate course is urged to take advantage of this chance to have the clarity of his or her written expression assessed through the program.

Although SEP can provide help with referencing and presentation skills, the program essentially focuses on the mechanics of communication, on the nuts and bolts of grammar and how the grammatical parts of speech need to be assembled to make ideas clear at sentence level, as well as on how sentences need to be grouped to make coherent, linked

paragraphs. Through the initial SEP assessment, students will also receive guidance about the degree to which they respond relevantly to the requirements of a set question.

The best time to have your communication skills confidentially checked and gain advice about how to improve them is as close as possible to the beginning of the trimester. The program endeavours to provide fast feedback, including practice materials – an easy, individually tailored way to start the process of improvement – to all students who complete the screening process.

Jo Killmister,
Skills Enhancement Program, NGSB
Email: Jo.Killmister@newcastle.edu.au

Infoskills

The Infoskills website is also essential for information search, evaluation, assignment writing and referencing: <http://www.newcastle.edu.au/services/library/tutorials/infoskills/index.html>

Learning Support Program Blackboard Site

Search for 'Academic Skills' in the Courses area of your Blackboard. Click on 'Enrol' button next to 'Learning Support Program: Academic Skills 2006'.

Learning Support

The University offers all students free and confidential help with academic skills through the Learning Support Group. Learning skills advisors are available to provide individual advice to students in addition to offering special workshops on academic skills. If you are having difficulties contact them:

<http://www.newcastle.edu.au/unit/ctl/lsp/index.html>

NGSB Student Manual

The NGSB has produced a Student Manual that outlines topics such as assignment preparation, referencing and writing style. The manual is available on the following website: <http://www.newcastle.edu.au/faculty/business-law/ngsb/students/current/>

UNIVERSITY POLICIES AND GENERAL INFORMATION

Extension of Time for Assessment Items, Deferred Assessment and Special Consideration

To apply for special consideration, students must complete the online form at <https://intraweb.newcastle.edu.au/sc/Pages/Login.aspx>. This form must be accompanied by the required evidence and submitted to a Student Hub.

Before completing the online application form, please go to the Procedure and the online form for further information: <http://www.newcastle.edu.au/policylibrary/000641.html>

Students should **be aware of the following important deadlines:**

- **Requests for Special Consideration** must be lodged no later than 3 working days after the date of submission or examination.
- **Requests for Extensions of Time on Assessment Items** must be lodged prior to the due date of the item.

- **Requests for Rescheduling Exams** must be lodged no later than 10 working days prior to the first date of the examination period.

Students with a Disability or Chronic Illness

If you have a disability or chronic illness which you feel may impact on your studies, please feel discuss your support needs with your lecturer or course coordinator, and consider accessing the resources provided by the university. These include Student Support Service (Disability) but note that students must be registered to receive this support. To register, please contact the Disability Liaison Officer on (02) 4921 5766, or via email at: student-disability@newcastle.edu.au

For more information, please visit the policy via the Blackboard site on Important Policies or the website: www.newcastle.edu.au/service/disability .

Changing Your Enrolment

The last date to withdraw without financial or academic penalty (called the HECS Census Date) is 22 September for Trimester 3, 2008.

Students can change their enrolment online at the myHub site that is accessed through Online Services.

Students can **add a course** any time during the first two weeks of a term (semester or trimester). Late enrolments will require special permission from the course coordinator. Students will need to complete the form Application to Add a Course after the First Two Weeks of Term that you can access through Online Forms > Enrolments.

Students can **withdraw from a course** before a term's census date and domestic students will not be liable for fees for the course. International students will be subject to the International student Refund Policy and there may be some financial penalties. Any withdrawal from a course that is processed prior to the census date will not appear on your academic transcript.

Students can withdraw from a course after the census date but before the last day of term they will be granted a Withdrawal Without Academic Penalty (WW) and incur a financial penalty.

Students can withdraw from a course after the last day of term however Fail Grade (FF) will be awarded.

If you have encountered difficult personal circumstances there may be grounds for remission of fees. For more advice contact your nearest Student Hub for advice.

Other Policies Related to Your Enrolment

Please go to the Blackboard site, "Important University Policies and Academic Honesty Module", for information and web addresses of policy related to:

- Changing Your Enrolment
- Rules Governing Academic Awards
- Responsibilities and Expectations of Staff and Students
- Student Complaints Procedures
- Appeal of Results
- Student Academic Conduct Officers
- Procedure for Remarks and Moderation

Alteration of this Course

No change to this course outline will be permitted after the end of the second week of the term except in exceptional circumstances and with Head of School approval. Students will be notified in advance of any approved changes to this outline.

Careers Service

Career success takes planning. It is important to familiarise yourself with the Careers & Employment website: www.newcastle.edu.au/services/careers. Register your email with Careers & Employment to receive advanced notification of part-time job vacancies, program related job opportunities (including traineeships and vacation work), and graduate opportunities. Careers & Employment run a number of career related activities throughout the year, including the annual Careers Expo, workshops and professional development programs, job application checking service, interview practice and careers counselling sessions.

FACULTY CONTACTS

School/Faculty Contact Details

School	Newcastle Graduate School of Business
Location	University House Newcastle
Telephone	49218749
Facsimile	49217398
Email	NGSB@newcastle.edu.au

School	School of Business and Management - Callaghan
Location	SRS105
Telephone	49215511
Facsimile	49216911
Email	Business-School@newcastle.edu.au

Faculty Student Services:

Location	Student Hubs at Callaghan, Ourimbah and Newcastle City
Telephone	(02) 49215000
Facsimile	(02) 49854200
Email	Business-law@newcastle.edu.au