
SYLLABUS
PROGRAM OF PUBLIC MANAGEMENT AND POLICY IN ENGLISH
(E-PMP)

LEVEL OF EDUCATION: UNDERGRADUATE

TYPE OF EDUCATION: FULL-TIME

1. GENERAL INFORMATION

- *Course title (Vietnamese):* **Tiếng Trung 2**
- *Course title (English):* **Chinese 2**
- *Course code:* **EPMP_BT13**
- *Knowledge group:* **Supporting Training**
- *Credit:* **3**
- *Prerequisite courses:* **Chinese 1**

2. THE DEPARTMENT IN CHARGE: Social Management

3. DESCRIPTION

The course equips students with introductory phonetics, writing, grammar, and simple communication sentences. The lessons taught in the course have topics close to the learning environment and daily life, helping students understand Chinese and applying it to basic social communication. The teaching content is designed to help students develop equally all four skills (listening, speaking, reading, and writing)

4. REFERENCES

Required textbooks

1.荣继华 (2011), 发展汉语 (第二版) : 初级综合 (I), 北京语言大学出版社, 北京。Rong, Jihua (2011) Developing Chinese (2nd Edition): Elementary Comprehensive Course (I), Beijing Language and Culture University Press, Beijing;

2.么书君 (2011), 发展汉语 (第二版) 初级听力 (I), 北京语言大学出版社, 北京。Ma, Shujun (2011) Developing Chinese (2nd Edition): Elementary Listening Course (I), Beijing Language and Culture University Press, Beijing;

3.金一平 (2009), 经贸汉语 (上), 北京语言大学出版社, 北京。Jin, Yiping (2009), Chinese for Economics and Trade (I), Beijing Language and Culture University Press, Beijing

4.罗兵斯, 德森佐, 库尔特著; 毛蕴诗主译 (2018), 管理学: 原理与实践, 机械工业出版社, 北京。Robbins, SP, Decenzo, DA, Coulter, M. (2015), Fundamentals of Management: Essential Concepts and Applications, 9 th,

Edition, Pearson Education, Simplified Chinese Edition, China Machine Press, Beijing.

COURSE OBJECTIVES :

Goal (Gx)	Description	PLO	Level
[1]	[2]	[3]	[4]
G2 (Knowledge)	Performing verbal and written communication activities in the transmission of information about individuals, groups, and organizations using Chinese	KN4	2
G3 (Level of autonomy and responsibility)	Train to become a global citizen, work autonomously, take self-responsibility with yourself and the society	NLTC1	3

5. COURSE LEARNING OUTCOME:

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G2 (Skill)	CLO2.1	Have skills in verbal and written communication in organizing information transmission	3
	CLO2.2	Skills to perform assigned tasks in teamwork	3
	CLO 2.3	Have self-introductory skills and conduct interviews	3
G3 (Level of autonomy and responsibility)	CLO3.1	Become a global citizen	4
	CLO3.2	Act with social responsibility	4

7. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
[1]	[2]	[3]	[4]	[5]	[6]
Evaluate the learning process	Student attendance			- Full class participation level. - The level of lesson preparation from home	10%

	and participation in classroom activities	15 weeks	CLO 3.1, CLO3.2,	(complete and thorough) -The level of participation in answering the questions of the lecturers (the number of times and the quality of answers) - Level of participation in questioning with the lecture of trainers (number of times and quality of questions)	
Individual test 1	Lessons 1, 2, 3, 4, 5, 6	Week 7	CLO 2 .1, CLO 2 .2, CLO 2.3, CLO 3.1, CLO 3.2	Two tests in multiple-choice format, each consisting of 50 questions, taking 50 minutes to get points -The level of individual homework completion (on time, the quality of the assignment is associated with the level of knowledge, skills and capacity to be autonomous and responsible for the learning outcomes of the module)	20%
Individual test 2	Lessons 1, 2, 3, 4, 5, 6, 7, 8, 9, 10	Week 11	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2		

Group presentations	Lessons 11, 12, 13, 14	Weeks 12, 13, 14, 15	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	<p>Each group will prepare an essay based on the 300-500 words in length, handwritten, and pass it on to the teacher before each presentation. The group has 15 minutes to present the selected topic and answer related questions (maximum ten questions).</p> <p>- The level of completion of group assignments, presentations (on time, quality of content and presentations, response to questions of teachers and classes is associated with the level of knowledge, skills, and self-control capacity responsibility of the academic head)</p>	20%
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End-of-term evaluation	Lessons 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15	After finishing 15 weeks of school	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	Written test, in the form of combining multiple-choice and essay. Perform in 90 minutes. The level of completion of the final, personal essay test (the quality of the exam is linked to the level of knowledge, skills, and the ability to autonomy and take responsibility for the learning outcomes of the module)	50%
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* The module uses turnitin software to assess academic integrity

8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
1	第一 课 : 这 个 星 期 天 你 忙 不 忙 Lesson 1: are you busy on Sunday? 作业 : 综 合 练 习 Synthetic exercises do at home	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	Study at home: Read materials at home in advance Teaching and learning in class : Lecture: 2 sessions Practice: 2 sessions Practice at home: 2 sessions	Process evaluation 10%

2	<p>第二课：我在学校食堂吃饭</p> <p>Lesson 2: I eat at the school canteen.</p> <p>作业：综合练习</p> <p>Synthetic exercises do at home</p>	<p>CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2</p>	<p>Study at home: Read materials at home in advance</p> <p>Teaching and learning in class: Lecture: 2 sessions Practice: 2 sessions Practice at home: 2 sessions</p>	<p>Process evaluation 10%</p>
3	<p>第三课：已经搬我家了</p> <p>Lesson 3: I have moved.</p> <p>作业：综合练习</p> <p>Synthetic exercises do at home</p>	<p>CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2</p>	<p>Study at home: Read materials at home in advance</p> <p>Teaching and learning in class: Lecture: 2 sessions Practice: 2 sessions Practice at home: 2 sessions</p>	<p>Process evaluation 10%</p>
4	<p>第四课：一到十一月就冷了</p> <p>Lesson 4: It is cold until November</p> <p>作业：听力练习</p> <p>Listening exercises at home</p>	<p>CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2</p>	<p>Study at home: Read materials at home in advance</p> <p>Teaching and learning in class: Lecture: 2 sessions Practice: 2 sessions Practice at home: 2 sessions</p>	<p>Process evaluation 10%</p>
5	<p>第五课：我可以进来吗？</p> <p>Lesson 5: can I come in?</p> <p>作业：听力练习</p> <p>Listening exercises at home</p>	<p>CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2</p>	<p>Study at home: Read materials at home in advance</p> <p>Teaching and learning in class: Lecture: 2 sessions Practice: 2 sessions</p>	<p>Process evaluation 10%</p>

			Practice at home: 2 sessions	
6	<p>第六课：我想送他一件礼物</p> <p>Lesson 6: I want to give him a gift.</p> <p>作业：综合练习</p> <p>Synthetic exercises do at home</p>	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	<p>Study at home: Read materials at home in advance</p> <p>Teaching and learning in class: Lecture: 2 sessions Practice: 2 sessions Practice at home: 2 sessions</p>	Process evaluation 10%
7	<p>第七课：我口语和听力都很好</p> <p>Lesson 7: My speaking and listening skills are very good</p> <p>Personal test 1</p> <p>作业：听力练习（你汉语这么好）</p> <p>Listening exercises at home (well, actually your Chinese characters)</p>	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	<p>Study at home: Read materials at home in advance</p> <p>Teaching and learning in class: Lecture: 2 sessions Practice: 1 lesson Individual test: 1 session (format: multiple choice) Practice at home: 2 sessions</p>	Process evaluation 10% Personal test: 20%
8	<p>第八课：我上了四个小时的网</p> <p>Lesson 8: I have been using the internet for 4 hours</p> <p>作业：综合练习</p> <p>Synthetic exercises do at home</p>	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	<p>Study at home: Read materials at home in advance</p> <p>Teaching and learning in class: Lecture: 2 sessions Practice: 2 sessions Practice at home: 2 sessions</p>	Process evaluation 10%
9	<p>第九课：入乡随俗</p> <p>Lesson 9: Incense customary</p>	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	<p>Study at home: Read materials at home in advance</p>	Process evaluation 10%

	作业：编写短文 Exercise: Writing paragraphs		Teaching and learning in class: Lecture: 2 sessions Practice: 2 sessions Practice at home: 2 sessions	
10	第十课：你学了多长时间汉语了 Lesson 10: How long have you been studying Chinese? 作业：听力练习 Listening exercises at home	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	Study at home: Read materials at home in advance Teaching and learning in class: Lecture: 2 sessions Practice: 2 sessions Practice at home: 2 sessions	Process evaluation 10%
11	第十一课：儿子要回家 Lesson 11: Boys are about to go home Personal test 2 作业：编写短文 Exercise: Writing paragraphs	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	Study at home: Read materials at home in advance Teaching and learning in class: Lecture: 2 sessions Practice: 1 lesson Individual test: 1 session (format: multiple choice) Practice at home: 2 sessions	Process evaluation 10% Personal test: 20%
12	第十二课：中国的国民经济（宏观经济一） Lesson 12: China's national economy (Macroeconomics 1) 作业：编写短文	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	Study at home: Read materials at home in advance Teaching and learning in class: Lecture: 2 sessions Practice: 1 lesson	Process evaluation 10% Presentations: 20%

	Exercise: Writing paragraphs		Group presentation: 1 session Practice at home: 2 sessions	
13	第十三课：对外开放与经济特区（宏观经济二） Lesson 13: M at the gate and special economic zones (Macroeconomics 2) 作业：编写短文 Exercise: Writing paragraphs	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	Study at home: Read materials at home in advance Teaching and learning in class: Lecture: 2 sessions Practice: 1 lesson Group presentation: 1 session Practice at home: 2 sessions	Process evaluation 10% Presentations: 20%
14	第十四课：管理者的工作 Lesson 14: Managers' jobs 作业：编写短文 Exercise: Writing paragraphs	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	Study at home: Read materials at home in advance Teaching and learning in class: Lecture: 2 sessions Practice: 1 lesson Group presentation: 1 session Practice at home: 2 sessions	Process evaluation 10% Presentations: 20%
15	第十五课：什么是组织文化 Lesson 15: What is V eating organization 作业：编写短文 Exercise: Writing paragraphs	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	Study at home: Read materials at home in advance Teaching and learning in class: Lecture: 2 sessions Practice: 1 lesson Group presentation: 1 session	Process evaluation 10% Presentations: 20%

			Practice at home: 2 sessions	
	Examination at the end of the period	CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	Examination: 90 minutes	3-skill multiple choice test and essay

9. COURSE REQUIREMENT

9.1. Rules of class participation

- Students are responsible for attending all classes. There must be sufficient and reasonable proofs in case of absence from school due to force majeure reasons.

Students are responsible for actively researching documents and proactively preparing lessons before class according to lecturers' instructions and requests.

- Students absent more than 20% of the total number of sessions will be deemed not to complete the course and must re-register.

- Students who submit individual assignments late compared with the prescribed time of instructors will receive a score of 0 for that assignment.

- Students will be asked to answer random questions and answers throughout 12 lessons

- Regarding the exchange between lecturers and students: Encourage students to participate in discussions, give direct feedback with teachers about the module's content, teaching and learning methods, teaching and reading materials. Lecturers also encourage students to give feedback on the form, methods, and contents of the tests and evaluate students' learning results. Students can communicate with lecturers in class, during office hours, or via email. The valuable student feedback contributes to improving the teaching and learning quality of the module

9.2. Rules of classroom behavior

- The module is conducted on the principle of respect for learners and teachers. All acts that interfere with the teaching and learning process are strictly prohibited.

- Students need to actively participate in lectures in class through talking with teachers (answering and asking questions), discussing with other students in class, group discussions, case studies, presentations.

- Students must go to school on time. Students who are late more than 10 minutes after class starts will not be able to attend the class.

- Not make noise affects others in the learning process.

- Not eat, drink, chew gum, use devices such as phones, music players during class.

Laptops and tablets are only used to record lectures, calculate for lectures, exercises, absolutely not used for other purposes.

Hanoi, Date Month Year 20

DEAN OF FACULTY

(Signed)

PRINCIPAL

(Signed)