

Chinese Language (Business Secretary)

1. Teaching Goal

The major aim of this course is to develop a solid theory and knowledge of Chinese language and a good command of all kinds of practical writing and literal skills with high humanistic qualities. Also, to cultivate applied talents who can work in government agency, news media, schools engaged in advocacy, management, secretarial, information, case writing, editing and publication, cultural creativity and planning or teaching work.

2. Standard Period: Four years of undergraduate studies

3. Degrees Conferred: Bachelor of Arts

4. Credits Required

Students should gain 154 credits (excluding extracurricular credits), in which 48 credits for common courses, 9 credits for elective courses, 34 for basic courses, 28 for professional courses, 20 for professional limited courses, 13 for integrated courses; at the same time, students are required to obtain 10 credits for quality development and studying “Health Education of College Students”.

5. Requirements for Students from Hong Kong, Macao and Taiwan

According to the Education Department of Guangdong Province, the students from Hong Kong, Macao and Taiwan need not take courses from the sections of “Education of National Defense” and “Theory of Ideology and Politics”. The students should strictly follow the teaching program, taking courses in the other sections.

6. Requirements for Overseas Students

According to the Ministry of Education and Education Department of Guangdong Province, overseas students need not take courses from the section “Education of National Defense”. Overseas students of economic disciplines should take courses of political theory, while the students of other disciplines could apply to be excused from it. The overseas students who receive education with record of formal schooling should take courses “Chinese” and “A Survey of China”. Other courses should be taken strictly according to the teaching program..

Table 1: The Reference Table of Chinese Language and Literature (Business Secretary) to Earn Credits

		ideological and political theory	140193	Principles of Marxist Theory	3	15	45	45	0	0	3							★	
			140464	Thought Morals Tutelage and Legal Foundation	4	15	60	45	0	15	4								★
			140222	Chinese Modern History Outline	2	16	32	32	0	0		2							★
			140474	Introduction to Mao's Thought, Theory of Socialism with Chinese Characteristics I	4	16	64	48	0	16			4						★
			140472	Introduction to Mao's Thought, Theory of Socialism with Chinese Characteristics II	2	16	32	32	0	0				2					★
			140242	Situation and Policy	2	16	16	16	0	0					1				☆
		computer and skills I	119492	Basis of Design and Making of WebPages	2	16	32	16	16	0		2						★	
			121542	College Chinese	2	15	30	30	0	0	2							★	
			121552	Applied Writing	2	16	32	32	0	0		2						★	

	computer and skills II	099064	College English IIa	4	15	60	60	0	0	4								★	
		099094	College English Ib	4	15	60	60	0	0	4									★
		099074	College English IIIa	4	16	64	64	0	0		4								★
		099104	College English IIb	4	16	64	64	0	0		4								★
		099084	College English IVa	4	16	64	64	0	0			4							★
		099114	College English IIIb	4	16	64	64	0	0			4							★
		099124	College English IVb	4	16	64	64	0	0				4						★
		180264	C-E/E-C Translation	4	16	64	64	0	0				4						★
	physical and mental education	130452	Optional P.E. I	2	15	30	30	0	0	2									☆
		130462	Optional P.E. II	2	16	32	32	0	0		2								☆
		140611	Education of Psychological Healthy for College Student	1	15	15	15	0	0	1									☆
		130472	Optional P.E. III	2	16	32	32	0	0					2					☆
		130482	Optional P.E. IV	2	16	32	32	0	0						2				☆

			340051	Careers Guidance	1	16	16	16	0	0					1			☆		
②	Com.	basis	000001	Humanities and Social Sciences Category	2.0	16	32	32	0	0				2				☆		
			990032	Selective Common course(1)	1.0	16	16	16	0	0		1							☆	
			990062	Selective common course(2)	1.0	16	16	16	0	0			1							☆
			990072	Selective common course(3)	1.0	16	16	16	0	0				1						☆
			000002	Science Category	2.0	16	32	32	0	0						2				☆
			000003	Methodology Category	2.0	16	32	32	0	0							2			☆
			121012	Modern Chinese I	2.0	15	30	30	0	0	2							★		
			121223	Basic Writing	3.0	15	45	45	0	0	3							★		
			200552	Modern Chinese Literature	2.0	15	30	30	0	0	2							★		
			203002	Contemporary Chinese Literature	2.0	16	32	32	0	0		2						★		
			121022	Modern Chinese II	2.0	16	32	32	0	0		2						★		

121042	Ancient Chinese I	2.0	16	32	32	0	0		2							★
122002	General Chinese Culture	2.0	16	32	32	0	0		2							★
121232	Writing Training	2.0	16	32	32	0	0		2							★
121282	General Linguistics	2.0	16	32	32	0	0			2						★
121052	Ancient Chinese II	2.0	16	32	32	0	0			2						★
121073	Ancient Chinese Literature I	3.0	16	48	48	0	0			3						★
121552	Practical Writing	2.0	16	32	32	0	0			2						★
121083	Ancient Chinese II	3.0	16	48	48	0	0				3					★
121312	Practical Literature	2.0	16	32	32	0	0				2					☆
203923	General Literature	3.0	16	48	48	0	0				3					★
129651	Introduction to the major	1.0	5	15	15	0	0	3								☆
039242	Management and communication	2.0	16	32	32	0	0		2							★
033903	Executive Secretary	3.0	16	48	48	0	0				3					★
113042	Electronic Business	2.0	16	32	32	0	0				2					★

			121572	Modern Secretary	2.0	16	32	32	0	0				2				★
			209383	Foreign Literature	3.0	16	48	48	0	0				3				★
			014462	Employer Recruitment	2.0	16	32	32	0	0				2				★
			121592	Chinese Culture and Company Management	2.0	16	32	32	0	0				2				★
			150192	Company Management	2.0	16	32	32	0	0				2				★
	Com	basis	121512	General Theory of Beauty	2.0	16	32	32	0	0				2				★
			119682	Modern Technology and Equipment	2.0	16	32	32	0	0					2			★
			033022	Leading Science	2.0	16	32	32	0	0					2			☆
			033203	Public Relations	3.0	16	48	48	0	0					3			★
③	Lim.	direction	206712	General Introduction of Chinese Culture	2.0	16	32	32	0	0			2					☆
			120512	Studying Analects of Confucius	2.0	16	32	32	0	0			2					☆
			120522	Studying Lao-zi	2.0	16	32	32	0	0			2					☆
			206732	Creative Ideas	2.0	16	32	32	0	0			2					☆

			120343	Experimental Linguistics	3.0	16	48	48	0	0				3				☆
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Note:

①: Public Courses

②: Discipline-based Courses

③: Specialized Courses

④: Comprehensive-Application Courses

Com.: compulsory

Lim.: Limited

★: Examination

☆: Investigation

