

Business Chinese 1A and 1B

Overview

These courses assist business people in developing their practical communication skills in a range of Chinese social and business settings. They are designed with busy people in mind, and are conducted through a flexible part-time study methodology in an unthreatening environment.

Generally the participants have no or little prior knowledge of Mandarin Chinese language. They are seeking to develop their Chinese language skills and cultural knowledge in order to enhance their success in business and conduct their work more effectively.

Aim

The courses aim to provide individuals with Mandarin Chinese language skills and cultural knowledge to enable them to communicate in social and business situations both in Australia and overseas.

Upon completion of the courses, participants will be able to communicate effectively in simple and direct exchanges and in familiar and basic social and business settings.

Competencies Covered

Each course (1A or 1B) is made up of 2 units of competency:

Unit Code	Unit of Competency
1A01	Conduct basic oral communication for social purposes in Mandarin Chinese
1A02	Read and write basic documents for social purposes in Mandarin Chinese
1B01	Conduct basic workplace oral communication in Mandarin Chinese
1B02	Read and write basic workplace documents in Mandarin Chinese

Duration

Each course (1A or 1B) will be delivered on a part-time basis over 16 weeks, with a total of 32 contact hours.

However, the courses can increase the contact hours per week to satisfy the needs of the participants. In this case, each course will be completed in less than 16 weeks.

Delivery

The courses will combine conventional face-to-face lecturer-facilitated workshops with self-directed study involving small group and individual activities. The workshops will be conducted weekly with 2 hours in one evening or over the weekend. However, a delivery schedule can be organised to fit with the individual organisation's or participant's needs.

Participants are required to read the workbook prior to each week's class, and conduct revision and practice between classes. In order to meet the requirements of the courses, participants need to devote four to five hours per week, outside of the workshop.

Workshops are conducted at Acelin Institute of Business; they can also be conducted in-company or offsite at an agreed venue.

Assessment

Assessment is designed to facilitate learning and demonstrate competency, and is conducted on an on-going informal basis and through summative competency tasks.

Entry Requirement

No prior knowledge of Mandarin Chinese language is required for entry into Business Chinese 1A and 1B courses.

Qualification

Upon successful completion of the courses, participants will be conferred with a Certificate in Business Chinese from Acelin Institute of Business. This is not a nationally recognised qualification.

Your Investment

Your investment in each course (1A or 1B) is \$800.

Further Information and Application

To discuss your training needs, obtain more information or register your interest, please contact:

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For detailed information of the course, visit www.acelin.edu.au.