

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

Year and Semester	2024 Spring						
Course Name	University Study Skills						
Course Code	USS 111						
Course Type	<input type="checkbox"/> General Education (Required) <input checked="" type="checkbox"/> General Education (Elective) <input type="checkbox"/> Basic Disciplinary Course <input type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Professional Course (Expanded) <input type="checkbox"/> Professional Course (Advanced)						
Course Credits	2						
Course Hours	Total Hours	Class	32	Lecture Hours	32	Experiment (Computer) Hours	0
Applicable object	<input checked="" type="checkbox"/> Freshman <input checked="" type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input type="checkbox"/> Senior <input checked="" type="checkbox"/> Business Administration (Accounting) <input checked="" type="checkbox"/> Information Management and Information Systems (Finance)						
Prerequisites	No						
Instructor	Cathy Luo						
Contact Information	Office: C201						
	Tele: 83951083						
	Email: luochangqing@cueb.edu.cn						
Office Hour	Tuesday - Friday						
Learning Centre	Tuesday - Friday						
Grade/Section	2022-2023/Y01						
Course Time/Place	Thursday 1:30-3:05 pm/A106						
Textbook	<i>English for Business Study</i> (商学英语教程) Carolyn Walker with Paul Harey High Education Press ISBN 978-7-04-034076-2						

Reference Book

Steve Jobs by Walter Issacson

Walden by Thoreau

Course Description

This course is designed for students who plan to take a business or management studies course entirely in English. The principal aim of University Study Skills is to help students cope with input texts, i.e., listening and reading, in the discipline. However, students will be expected to produce output texts in speech and writing throughout the course. The course also focuses on key vocabulary for the discipline and on words and phrases commonly used in academic and technical English. It covers key facts and concepts from the discipline, thereby giving students a flying start for when they meet the same points again in their faculty work. It also focuses on the skills that will enable students to get the most out of lectures and written texts. Finally, it presents the skills required to take part

in seminars and tutorials and to produce essay assignments.

Student Learning Objectives

On successful completion of this exam, candidates should be able to:

Knowledge	<input type="checkbox"/> recognize lecture organization <input type="checkbox"/> identify topic development within a paragraph <input type="checkbox"/> match information to the type of notes <input type="checkbox"/> identify different kinds of essay patterns
Capability	<input type="checkbox"/> choose an appropriate form of notes <input type="checkbox"/> illustrate key information in a mind map <input type="checkbox"/> distinguish agreement and disagreement <input type="checkbox"/> use quotations in report writing
Mindset	<input type="checkbox"/> be logical, ethical, methodical, consistent and accurate <input type="checkbox"/> apply critical thinking in the process of decision making

Website Source

1. <https://www.hep.edu.cn>
2. <https://www.hep.com.cn>

Teaching Methods

This course contains lectures, case studies, discussions, homework, quizzes, presentation and exams. Exercises and practice questions will be delivered to students as a way to test their understanding of the knowledge. This will require individual or group assignment before, in or after class.

Grade Criterion

Component	Weight	Description
Final Exam	20%	A cumulative final examination will be given based on all of the contents of the class. The exam paper may be composed of multiple-choice questions, short answer questions, and essay questions. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.
Mid-Term Test	20%	A midterm test will be given based on all of the contents that have been taught in class. The test method may be mainly a group presentation completed within 15 minutes in class.
Classroom activities	40%	Most activities are taken from the tasks in the textbook. Group activities will be assessed both by students and the tutor. Individual activities is finished by each student personally. The results of both group and individual activities will be recorded on the XUEXITONG platform and are the most important part of students' overall result.
Participation	10%	Individuals will be asked to participate individually in a question and answer at least 5 times during the semester. The performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below

Total	100%	
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Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Classroom Activities	10%	30%
Mid-Term Test	20%	
Final exam		20%
Total	40%	60%

Assessment of Student Performance

☞ Self-Study and Reading ability Practice

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

☞ Homework

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.

☞ Attendance

Because the course covers a great deal of material, attending every class session is very important for performing well.

- ♦ Being late for 15 minutes or more is considered an absence.
- ♦ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- ♦ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly. but students are welcome to continue attending classes.
- ♦ An incomplete grade (I) will be considered in case of medical or family emergencies.

☞ Participation

- ♦ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.
- ♦ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.
- ♦ Frequent visiting the instructor and chatting in English during office hours is highly recommended.
- ♦ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.
- ♦ All above behaviors will be solely evaluated by the instructor for scoring.

Textbook

Students must bring the textbook to class.

Topical Course Outline (original)

Week	Topics	Platform	Homework
1	Class 1-Course introduction 1. Ice-breaking activity-introduce each other 2. Course learning objective 3. Classroom rules learning Give students syllabus. Ask them questions based on the syllabus.	Classroom & Xuexitong	
	Class 2-Unit 1 Part 1 Vocabulary 1. Guessing words in context 2. Prefixes and Suffixes	Classroom & Xuexitong	Listen to a lecture and make notes
2	Class 1-Unit 1 Part 2 Taking notes for listening 1. Different kinds of notes 2. Taking notes for business	Classroom & Xuexitong	
	Class 2-Unit 1 Part 3 Speaking from notes 1. Taking notes for lecture 2. Preparing retelling lecture in groups	Classroom & Xuexitong	Finish Part 1 of Unit 2
3	Class 1-check homework 1. Retelling lectures in groups 2. Group Assessment	Classroom & Xuexitong	
	Class 2 Unit 2 Part 2 Reading skills 1. Using research questions 2. Group work: taking notes with diagrams	Classroom & Xuexitong	Preparing for Unit 3 Vocabulary
4	Class 1-Unit 2 Part 2 Writing skills 1. How to paraphrase sentences 2. How to write summaries 3. Group work: writing summary	Classroom & Xuexitong	
	Class 2 Unit 3 Part 1 vocabulary 1. Stress within words	Classroom & Xuexitong	
5	Class 1-Unit 3 Part 2 Listening skills 1. practice taking-notes 2. listen to some stressed syllables	Classroom & Xuexitong	
	Class 2 Unit 3 Part 3 Speaking skills 1. asking information 2. reporting information	Classroom & Xiexitong	Conducting a research based on the topic: how to motivate employees
6	Tomb Sweeping Day		
7	Class 1-Unit 4 Part 1 Vocabulary 1. computer jargon 2. Abbreviations and acronyms	Classroom & Xuexitong	
	Class 2 Unit 4 Part 2&3 Reading + Research skills 1. How to develop ideas in paragraphs 2. How to do research on Internet	Classroom & Xuexitong	Preparing for Unit 5 Vocabulary
8	Class 1-Unit 5 Part 1 Vocabulary 1. Word set: synonyms, antonyms 2. Describing trends	Classroom & Xuexitong	
	Class 2 Unit 5 Part 2 Listening 1. Note-taking for lecture	Classroom & Xuexitong	Preparing for presentation

	2. Signpost language		
9	Mid-term quiz	Classroom & Xuexitong	
10	Labor Day		
11	Class 1-Unit 5 Part 3 Speaking skills 1. Using abbreviations and symbols for note-taking 2 Making contributions for seminars	Classroom & Xuexitong	
	Class 2-Unit 5 Speaking skills 1.Group work: product market map 2.Group assessment	Classroom & Xuexitong	Preparing for Unit 6 Vocabulary
12	Class 1-Unit 6 Part 1 Vocabulary 1. Group work: product life cycle 2. Paraphrasing at sentence level	Classroom & Xuexitong	
	Class 2- Unit 6 Part 2 Reading skills 1. Long sentence analysis 2. Paraphrasing	Classroom & Xuexitong	Preparing for Unit 7 Vocabulary
13	Class 1-Unit 7 Part 1 Vocabulary 1. Compound noun 2. Fixed phrases	Classroom & Xuexitong	
	Class 2- Unit 7 Part 2 Listening 1. Sequencing information in sentences 2. Making effective contributions to a seminar	Classroom & Xuexitong	Preparing for Unit 8 Vocabulary
14	Class 1-Unit 8 Part 1 Vocabulary 1. Synonyms 2. Paraphrasing	Classroom & Xuexitong	
	Class 2- Unit 8 Part 2 reading & writing 1. Essay types 2. Complex sentences with passives 3. Definitions 4. Essay plans	Classroom & Xuexitong	Preparing for Unit 9 Vocabulary
15	Class 1-Unit 9 Part 1 Vocabulary 1. Fixed phrases 2. Financial terms	Classroom & Xuexitong	
	Class 2- Unit 9 Part 2 Listening & Speaking 1. Using the Cornell note-taking system 2. Making effective contributions to a seminar	Classroom & Xuexitong	Preparing for Unit 10 Vocabulary
16	Class 1-Unit 10 Part 1 Reading 1. Identifying the parts of a long sentence 2. Constructing a long sentence	Classroom & Xuexitong	
	Class 2-Unit10 Part 2 Writing 1. Identifying APA system of a reference list 2. Writing a reference list	Classroom & Xuexitong	Revision
17	Final exam	Classroom	

Note: Some chapters or sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams. A review in Chinese may be held during L.C. and O.H. in the semester.

Teacher's Office Hour

- ◆The instructor's office hour is shown in the front of the office door.
- ◆Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.

♦The time can be scheduled by instructors or students, or both.

Cheating and Plagiarism

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

Important Dates

Midterm Test	Week 9 or 10
Final Exam	Week 18 or 19 (Refer to the notice of the Academic Affairs Office)

Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.

Instructor: 罗常青

Department Head: _____

