



**HO CHI MINH CITY UNIVERSITY
OF FOREIGN LANGUAGES – INFORMATION TECHNOLOGY**
Faculty of Foreign Languages
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PROGRAMME SPECIFICATION

*(Decision No 435/QĐ-ĐNT, 30/11/2021, by the President of
Ho Chi Minh City University of Foreign Languages – Information Technology)*

1. **Programme title** 培养方案名称/ 专业名称: B.A. Programme of Chinese Language Studies
2. **Name of the final award** 授予学位: Bachelor of Arts in Chinese Language Studies
3. **Programme code** 专业代码: 7220204
4. **Awarding institution** 培养机构: Ho Chi Minh City University of Foreign Languages – Information Technology (HUFLIT)
5. **Teaching institution** 授课单位: Faculty of Foreign Languages, HUFLIT
6. **Entry requirements** 入学条件: To be eligible for the admission into the B.A. Programme in Chinese Language Studies of HUFLIT, students are required to:
 - a. pass a national high school graduation examination, and
 - b. satisfy the requirements of HUFLIT clearly stated in the admission process and procedures which are defined by the University and approved by the Ministry of Education and Training of Vietnam
7. **Delivery mode** 培养方式: Full time (全日制)
8. **Instruction languages** 教学语言
 - Chinese is used in combination with Vietnamese to deliver courses of language and professional skills.
 - Vietnamese is used for general courses.
 - English, or Korean, or Japanese is used in combination with Vietnamese to deliver courses of English, or Korean, or Japanese as another foreign language.

9. Number of career - oriented concentrations 授课专业: 3

- Office Administration
- Business Chinese
- Bilingual Chinese and English

10. Educational Philosophy, Mission, Vision, Core Values, Motto

教育理念、使命、愿景、宗旨与核心价值

Educational Philosophy 教育理念

Pursue happiness and freedom based on morality and wisdom

Mission 使命、

HUFLIT's mission is to educate people with lifelong learning capabilities to become global citizens who can adapt and devote themselves to an ever-changing society. They can develop by themselves, especially in learning foreign languages and information technology through practical experiences.

Vision 愿景、

HUFLIT aims to bring to society dynamic, creative, conscientious, and visionary citizens who know how to love and appreciate life, renew themselves, and achieve happiness and freedom based on wisdom and morality.

Core value 核心价值观

SOLIDARITY - COOPERATION - DISCIPLINE - QUALITY – GROWTH

Long-term value 长期价值

BREAKTHROUGH – FREEDOM – RESILIENCE

Cultural values 文化价值

KINDNESS – LIFELONG LEARNING

Motto 方针

INTEGRITY – COOPERATION – RESPONSIBILITY

11. Mission and vision of the faculty: *(will be updated)*

12. Program Objectives (P.O) 培养目标

General Objectives 总目标

The B.A. programme in Chinese Language Studies aims to meet the human resource demand with graduates who possess knowledge of Chinese linguistics, foreign language ability and professional skills in career-related fields. It simultaneously fosters professional ethics and community spirit, trains necessary social skills adapted to the development of career, the society, and the economy in the process of international integration.

Specific Objectives 具体目标

The B.A. program in Chinese Language Studies aims to:

Knowledge 知识

- PO1** Provide students with social, cultural, political knowledge as foundation together with Chinese linguistics, culture and civilization, and Chinese for specific purposes in some fields such as business, commerce, office administration, and tourism.
- PO2** Equip students with professional knowledge in office administration, business and commerce, and English language as concentrations.

Skills 技能

- PO3** Train and develop language skills so that students can use Chinese fluently in professional and social communication and another foreign language on a daily basis.
- PO4** Train and develop professional skills so that students can work effectively in such fields as office administration, business and commerce.

Learners' Autonomy and Responsibility 自主能力及态度

- PO5** Foster students' learning skills and learner autonomy effectively to actively widen their knowledge, enhance Chinese competence, and professional skills.
- PO6** Prepare students with essential social skills, foster their positive attitudes and perceptions towards their study, career, and community spirit.

13. Program Learning Outcomes (PLO) 培养规格

After completing the programme, students:

Knowledge 知识

- PLO1** Understand basic knowledge about culture, politics, society, and law to address issues arising in professional activities.
- PLO2** Master essential knowledge of the Chinese language, specialized knowledge and related issues to apply according to the field of study.

Skills 技能

- PLO3** Use Chinese effectively in social communication, office communication, and written transactions.
- PLO4** Use another foreign language in everyday social communication.
- PLO5** Apply specialized knowledge in areas such as office administration and business commerce.
 - PLO5.1** Manage an office and perform secretarial skills properly and scientifically.
 - PLO5.2** Use Chinese effectively in business and service activities effectively.
 - PLO5.3** Use English effectively in social communication and common administrative written transactions.
- PLO6** Analyze and solve situations arising in professional activities.

PLO7 Use office software and exploit internet services effectively in study and work.

Learners' Autonomy and Responsibility 自主能力及态度

PLO8 Be able to work independently or in a team.

PLO9 Organize effective learning, working activities and develop lifelong learning abilities.

PLO10 Demonstrate a sense of responsibility, professional ethics, respect organization discipline, and embody community spirit.

14. Teaching strategies 教学策略

Teaching strategies 教学策略	Teaching methods 教学方法	Definitions/ Explanations 定义/解释	Suggested teaching-learning activities 教学活动（提示）
1. Direct teaching 直接教学策略	Active learning 主动学习法	Methods of education and teaching in the direction of promoting learners' positivity, initiative and creativity, towards the activation and positivity of cognitive activities of learners.	Problem-solving exercises, informal small groups, simulations, case studies, role playing, and other activities
	Cooperative learning 合作教学法	Learners are divided into separate small groups; they are responsible for experimenting with a single goal, which is accomplished through the individual task of each person. Separate individual activities are reorganized and linked together in order to achieve a common goal.	Students work together for the achievement of a common goal, encompasses a broader range of group interactions
	Experimental learning 体验式学习法	The implementation of a decision plan on a few small scales is selected for research, analysis, evaluation and results achieved in order to reach accurate conclusions about the effectiveness and feasibility of the plan.	Learning by doing: fun games, experiments, or simulations, practicums
	Case study 案例研究	The method by which learners are provided with descriptions of organizational problems, scenarios which each learner will analyze, predict the problem and present his or her recommendation, then take part in a group discussion to find the optimal solution.	Bringing "Real-Life" scenarios into the classroom

	Inquiry 探究教学法	The type of question is answered with a full response with the knowledge and feelings of the respondent.	Asking questions and working together to solve the problems
	Question-Answer 问答教学法	The process of interaction between the teacher and the learner is carried out through a system of questions and corresponding answers on a given topic posed by the teacher.	Asking questions and getting answers
	Explicit explanation 明示教学法	The process of teaching a concept by clearly explaining it, modelling it, and providing a guided practice for students to grasp the concept.	Stating the exact meaning of a concept by illustrating it with real-world examples and providing practice
	Lecturing 讲解	The process of introducing, providing, or clarifying a phenomenon, event, or lesson in order to provide updated information or non-textbook experiences.	Providing an impressive introduction to focus the students' attention and setting a goal so that they know the task to be achieved.
	Integrating technology 计算机技术与课堂教学整合	Integrating technology drives changes in teaching and improves learning outcomes for learners, illustrates complex concepts by information sharing, encouraging the use of technology tools to communicate, maintaining group assignments, and submit reports, etc.	Electronic mail, on-line notes, discipline-specific software (PPP): OneNote, Microsoft Teams, Office 365
2. Active teaching 活动型教学策略	Language games 语言游戏	The teacher implements a variety of language practice games such as error correction, structure games, vocabulary games, pronunciation games and language development games, etc., to prepare for learners before practicing communication skills.	Structure games, vocabulary games, pronunciation games, complete the words, cross words, gap filling
	Oral presentation, Public speaking 口头报告、公共演讲	Encourage and ask students to make oral presentations or projects in front of the class to improve their speaking ability in public, confidence and communication skills.	Making oral presentations to improve speaking ability in public.

	Discussion 讨论式教学	Students' collaboration to present their point of views, subjective opinions, compare, evaluate, and draw conclusions on the issues raised by the lecturer.	Large and small groups participate in discussions
	Debate 辩论式教学	The process of formal discussion on a particular issue, defending one point of view against another, usually attended by two or more groups of students with the supervision of a teacher.	Large and small group argue some issue on their own viewpoints
	Field trip 见习、实习	How to make learners better grasp knowledge, understand and know how to apply that knowledge in practice, monitoring the activities of companies, enterprises, teaching hours at school to draw experiences for themselves and add practical knowledge.	Monitoring activities of companies, businesses, teaching hours to draw experience and supplement practical knowledge.
3. Critical thinking 批判思考教学法	Brainstorming 头脑风暴法	Active teaching techniques helps inspire creativity in a topic discussed by team members, thereby promoting many innovative ideas.	Designing teams use to generate ideas to solve clearly defined design problems.
	Problem-solving 问题解决法	The teacher presents cognitive problems that are contradictory between the known and the unknown, and directs the learners to find ways to address the problems, stimulate self-reliance and proactively solve the learner's problems.	Determining the cause of the problem; identifying, prioritizing, selecting alternatives for a solution; and implementing it
	Case study 个案研究法	Learners reflect on the story or situation that is presented and discussed with their partners according to the instructor's guidance.	Telling a true story or a story written based on real-life situations to prove a problem.
4. Interactive teaching 互动教学策略	Teamwork 团队教学法	Teachers introduce topics, identify common tasks for groups, and create teams for learners to develop their ability to work, communicate, take responsibility for themselves and the team.	Creating a positive working atmosphere, and supporting each other to combine individual strengths to enhance team performance.

	Peer practice 同伴教学法	Learners work in teams, make plans, set rules, solve assigned tasks, and report results.	Students explain their ideas to others and learn from their peers: organizing and planning learning activities, giving and receiving feedback and evaluating their own learning
5. Teaching with ICT 计算机技术应用的 教学策略	E-learning 数字学习/线上学习	Teachers can deliver lessons, slides, images and sounds over broadband or wireless connections through a computer or smartphone connected to a server.	Google Workspace for Education, Microsoft 365 Education, Zoom, Moodle, Facebook
6. Other teaching strategies 其他教学策略	Small-scale research 小规模研究	Surveying and learning which are scientific-oriented to discover new knowledge, learn about a certain aspect of a problem on a small scale, accomplish a small goal in a large project or research.	Making small-scale research
	Diversity in capability and characteristics among students 多元化教学方法	Distribute tasks based on the learner's ability to ensure no one is left behind. Assign classroom activities according to the learner's specific needs, at the same time ensure that individuals with better language skills can maintain knowledge acquisition and participate in activities during class meetings. Design and allocate activities of varying degrees of complexity for learners to choose from.	Different patterns of activities and problem-solving skills applied in the same class hour
7. Learners' autonomy (Self-study) 主动学习 (自监督学习)	Homework assignment 作业	Do the types of assignments that the lecturer assigns according to the curriculum, the lessons in textbooks, the activities that help consolidate the newly acquired knowledge. Practice skills that the time in the class is not enough to perform.	Doing kinds of homework
	Classroom collaboration 协作学习	Collaborate by working with one or more classmates to come up with ideas, implement plans, and complete assigned tasks together, especially during non-class time.	Working with classmates at home

	Inquiry-based learning 探究式学习	This method helps students improve their ability to think independently and create the habit of actively seeking knowledge by asking questions to clarify the difficult issues or lessons.	Reading more books, contact different people for furthering knowledge
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15. Assessment strategies 成绩考核

Assessment types 考核形式	Formative assessment 学习过程评估	
	1) Class attendance 2) In-class participation 3) Homework assignments 4) Oral practice (pairwork) 5) Presentations (individual/group) 6) Listening – Answering questions / Note-taking 7) Written assignments / Projects 8) Self-evaluations 9) Group evaluations 10) Peer assessments	
	Summative assessment 期末考试	
	a) Oral tests 口试	1) Presentations (individual) 2) Pair discussions 3) Group discussions 4) Project presentation (group) 5) Interpretation
	b) Written tests 笔试	1) Listening test (Questions-Answers and Notetaking) 2) Multiple - choice questions Test 3) Written test 4) Translation 5) Project 6) Term paper 7) Research paper 8) Thesis writing 9) Internship report 10) Project design / Portfolios

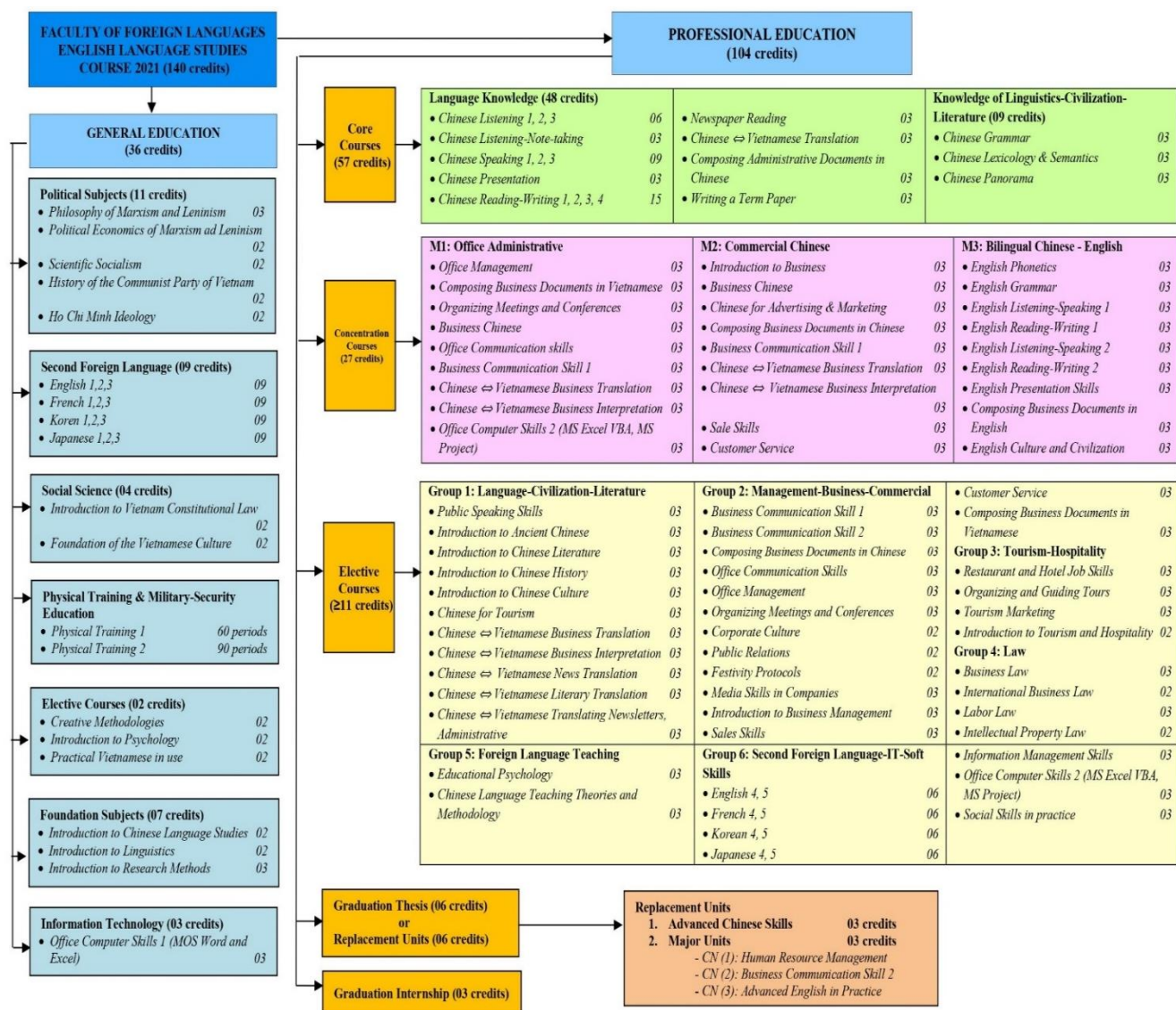
16. Career opportunities 就业方向

The B.A. of Chinese Language Studies are able to work in a variety of professional fields, such as

- Being office staff, administrative executives, or secretaries at offices, companies, and local, national or international social organizations.
- Working in trade, service, logistics, and supply chain companies sector that require staff with Chinese competence.

- Teaching Chinese at secondary and high schools; or at educational institutes (foreign language schools or centers, kindergartens, primary schools, etc.)

17. Programme structure/ Curriculum map 课程计划



APPENDIX

18. Tentative programme schedule 授课计划

Year 年级	Semester 学期	No 序号	Course code 课程代码	Course title 课程名称	Credits 学分	Total 应选课时
Year 1 一年级	Semester 1 第一学期	1	1910032	Chinese Listening 1 汉语听力 1	2	20
		2	1910053	Chinese Speaking 1 汉语听力 2	3	
		3	1910314	Chinese Reading-Writing 1 汉语读写 1	4	
		4	1910112	Introduction to Chinese Language Studies 汉语专业入门	2	
		5		(Select 1 Second Foreign Language) (学生选修一门二外)	3	
			1111013	English 1 英语 1		
			1114013	French 1 法语 1		
			1113013	Japanese 1 日语 1		
			1112013	Korean 1 韩语 1		
		6	1010012	Foundation of the Vietnamese Culture 越南文化基础	2	
		7	1010052	Introduction to Viet Nam Constitutional Law 越南法律简介	2	
		8	1010302	Introduction to Linguistics 语言学导论	2	
	Semester 2 第二学期	1	1910042	Chinese Listening 2 汉语听力 2	2	20
		2	1910063	Chinese Speaking 2 汉语口语 2	3	
		3	1910324	Chinese Reading-Writing 2 汉语读写课程 2	4	
		4	1010083	Office Computer Skills 1 (MOS Word & Excel) 办公电脑操作技能 1	3	
		5		(Select 1 Second Foreign Language) (学生选修一门二外)	3	
			1111023	English 2 英语 2		
			1114023	French 2 法语 2		
			1113023	Japanese 2 日语 2		
			1112023	Korean 2 韩语 2		
		6	1010112	Optional units (General knowledge) 选修课 Introduction to Psychology 心理学大纲	2	
		7	1010443	Philosophy of Marxism and Leninism 马克思主义哲学	3	
	Summer semester 暑期学期	1	1010034	Military-Security Education 军训课	165t	

Year 年级	Semester 学期	No 序号	Course code 课程代码	Course title 课程名称	Credits 学分	Total 应选课时
Year 2 二年级	Semester 1 第一学期	1	1920062	Chinese Listening 3 汉语听力课程 3	2	23
		2	1920103	Chinese Speaking 3 汉语口语课程 3	3	
		3	1910334	Chinese Reading - Writing 3 汉语读写课程 3	4	
		4		(Select 1 Second Foreign Language) (学生选修一门二外)	3	

Semester 2 第二学期		1111033	English 3 英语 3			
		1114033	French 3 法语 3			
		1113033	Japanese 3 日语 3			
		1112033	Korean 3 韩语 3			
	5	1910273	Chinese Grammar 汉语语法	3		
	6	1910193	Chinese Panorama 中国概况	3		
	7	1920013	Newspaper Reading 报刊阅读	3		
	8	1010452	Political Economics of Marxism & Leninism 马克思主义政治经济学	2		
	9	1010042	Physical Training 1 体育课 1			
	1	1920053	Chinese Listening-Note-taking 汉语听力速记	3	21	
	2	1920183	Chinese Presentation 汉语口头报告	3		
	3	1910343	Chinese Reading – Writing 4 汉语读写课程 4	3		
	4	1910363	Chinese Lexicology – Semantics 词汇语义学	3		
	5	1910353	Composing Administrative Documents in Chinese 中文文书撰写	3		
	6	1921013	Chinese ↔ Vietnamese Translation 中越翻译	3		
	7	1010182	Physical Training 2 体育课 2			
	8	1920233	Office Administration: 行政管理专业 Office Management 行政管理学入门	3		
		1930323	Business Chinese: 商务汉语专业 Introduction to Business 经济学入门（中文）	3		
		1941003	Chinese – English Bilingual: 汉英双语专业 English Phonetics 英语语音学	3		
	Summer semester 暑期学期 (10 周授课 + 02 周考试)					
			1010462	Scientific Socialism 科学社会主义	2	≥ 9
	Optional units 选修课程			≥ 7		
	Linguistics – Civilization – Literature 语言 - 文明 - 文学类学科					
	1910303	Introduction to Ancient Chinese 古代汉语		3		
	1920133	Introduction to Chinese Literature 中国文学		3		
	1930213	Introduction to Chinese History 中国历史		3		
	1920223	Introduction to Chinese Culture 中国文化		3		
	Management – Business – Commercial 管理、营销、商务类课程					
	1921092	Public Relations 公共关系		2		
	1930172	Festivity Protocols		2		

			商务礼仪		
	1930352	Media Skills in Companies	企业多媒体应用	2	
	1920233	Office Management	行政管理学入门	3	
		Tourism and Hospitality 导游、酒店、餐厅服务类课程			
	1324132	Introduction to Tourism and Hospitality	旅游概论	2	
	1531322	Organizing and Guiding Tours	旅游组织及导游工作	3	
		Law - 法律			
	1525103	Business Law	营销法	3	
	2310133	Labor Law	劳动法	3	
		Languages Teaching Methodology 外语教学法类的课程			
	1524083	Educational Psychology	教育心理学	3	
		Second Foreign Language – Computing – Soft Skills 二外、计算机、软技能类培训课程			
		English 4/French 4/Japanese 4/ Korean 4	英语 4 /法语 4/日语 4/韩语 4	3	
	1523113	Social Skills in Practice	社会实践	3	
	1010593	Office Computer Skills 2 (MS Excel VBA, MS Project)	办公电脑操作技能 2	3	

Year 年级	Semester 学期	No 序号	Course code 课程代码	Course title 课程名称	Credits 学分	Total 应选课时
Year 3	Semester 1 第一学期	Compulsory units 跨专业选修课				19
		1	1010472	History of the Communist Party of Vietnam 越南共产党史	2	
		2	1910153	Writing a Term Paper in Chinese 论文撰写	3	
		3	Optional units 选修课			≥ 2
			Linguistics – Civilization – Literature 语言、文明、文学类课程			
			1930153	Public Speaking Skills 汉语公众演讲	3	
			1922063	Chinese ↔ Vietnamese Business Translation 中越双语互译 (笔译)	3	
			1930343	Chinese for Tourism 旅游汉语	3	
			1910233	Chinese ↔ Vietnamese News Translation 新闻翻译 (中越互译笔译)	3	
			Management – Business – Commerce 管理、营销、商务类课程			
			1932033	Office Communication Skills 公司汉语	3	
			1920253	Organizing Meetings and Conferences 会展组织工作	3	

			1930082	Corporate Culture 企业文化（中文）	2
			1525203	Sales Skills 营销汉语	3
			Tourism and Hospitality 导游、酒店、餐厅服务类课程		
			1531312	Restaurant and Hotel Job Skills 酒店、餐厅服务汉语	3
			Law 法律		
			2320032	International Business Law 国际贸易法	2
			Languages Teaching methodology 外语教学法类课程		
			1920263	Chinese Language Teaching Theories and Methodology 汉语教学概论	3
			Second Foreign Language – Computing – Soft Skills 二外、计算机、软技能类培训课程		
				English 5/French 5/Japanese 5/ Korean 5 英语 5/法语 5/日语 5/ 韩语 5	3
			Office Administration: 行政管理专业		12
		4	1910163	Business Chinese 商贸专业汉语	3
		5	1932033	Office Communication Skills 公司汉语	3
		6	1922063	Chinese ↔ Vietnamese Business Translation 中越双语互译（商务方向笔译）	3
		7	1920243	Composing Administrative Documents (Vietnamese) 中文书信写作	3
			Business Chinese: 商务汉语		12
		4	1910163	Business Chinese 商贸专业汉语	3
		5	1930303	Business Communication Skills 1 商务汉语口语 1	3
		6	1922063	Chinese ↔ Vietnamese Business Translation 中越双语互译（笔译）	3
		7	1525203	Sales Skills 营销汉语	3
			Chinese – English Bilingual 中英双语专业		12
		4	1941013	English Grammar 英语语法	3
		5	1510113	English Listening – Speaking 1 英语听说 1	3
		6	1510183	English Reading – Writing 1 英语读写 1	3
		7	1941073	Composing Business Documents in English 英语书信写作	3
	Semester 2 第二学期	Các học phần chung cho 3 chuyên ngành Compulsory units 跨专业课程			
		1	1010092	Ho Chi Minh Ideology 胡志明思想	2
		2	1910073	Introduction to Research Methods 科学研究方法	3

		3	Học phần bổ trợ tự chọn Sinh viên chọn các học phần Nhóm học phần gợi ý 3 (***) Optional units 选修课程	≥ 2
			Linguistics – Civilization – Literature 语言、文明、文学类课程	
		1922073	Chinese ↔ Vietnamese Business Interpretation 中越双语互译 (口译)	3
		1910283	Chinese – Vietnamese Literary Translation 文学翻译 (中越笔译)	3
		1920213	Chinese – Vietnamese Conference Documents Translation 会议翻译 (中越笔译)	3
			Management – Business – Commercial 管理、营销、商务类课程	
		1911183	Composing Business Documents in Chinese 商务汉语写作	3
		1920243	Composing Administrative Documents (Vietnamese) 办公室中文书信写作	3
		1525183	Introduction to Business Management 管理学入门	3
		1930293	Human Resource Management 人力资源管理学入门	3
			Sales Skills 营销汉语	3
			Tourism and Hospitality 导游、酒店、餐厅服务类课程	
		1321073	Tourism Marketing 旅游营销	3
			Law 法律	
		2320002	Intellectual Property Law 著作权法	2
			Second Foreign Language – Computing – Soft skills 二外、计算机、软技能类课程	
		1010353	Management Informatics 信息管理技能	3
			Office Administration: 行政管理专业	12
		4	1920253 Organizing Meetings and Conferences 会展组织工作	3
		5	1930303 Business Communication Skills 1 商务汉语口语 1	3
		6	1922073 Chinese ↔ Vietnamese Business Interpretation 中越双语互译 (口译)	3
		7	1010593 Office Computer Skills 2 (MS Excel VBA, MS Project) 办公电脑操作技能 2	3
			Business Chinese 商务汉语	12
		4	1930363 Chinese for Advertising and Marketing 推销广告汉语	3
		5	1911183 Composing Business Documents in Chinese 商务汉语写作	3
		6	1922073 Chinese ↔ Vietnamese Business Interpretation 中越双语互译 (口译)	3
		7	1525213 Customer Service 客服汉语	3

			Chinese – English Bilingual 中英双语专业	12	
		4	1510143 English Listening – Speaking 2 英语听说 2	3	
		5	1510193 English Reading – Writing 2 英语读写 2	3	
		6	1941063 English Presentation Skills 英语演讲	3	
		7	1510203 British Culture and Civilization 英国文学与文化概论	3	
	暑期学期 (10 周授课 + 02 周考试) Summer semester				
	Summer semester	1	Graduation Paper 毕业论文撰写	6	
			Replacement units for Graduation Paper 毕业论文的替换单元	6	
		1	1930283 Advanced Chinese Skills 实践汉语 (进阶)	3	
		2	1930293 Human Resources Management 人力资源管理学入门	3	
		2	1930313 Business Communication Skills 2 商务汉语口语 2	3	
		2	1941083 Advanced English in Practice 实践英语 (进阶)	3	

Year	Period of study	No	Unit code	Unit title	No of credits	Total
Year 4	Semester 1 第一学期	1	1930273	Graduation Internship 毕业实习实践	3	3

19. Course description 课程内容简介

19.1 Courses delivered in Chinese

No.	Code	Module	Description
1.	1910112	Introduction to Chinese Language Studies 汉语专业入门	This module introduces an overview of the field of study, its formation, development and role in life and society. Introduction to the Chinese language training program, outline of the content and role of the subjects, major subject groups of the industry and majors, meeting the industry's output standards, and working opportunities for students. students after graduation. Introducing methods and skills for studying university subjects and orienting yourself to choose a suitable major, knowing how to make appropriate study plans/goals. Introducing basic knowledge of phonetics (phonetic transcription system, tone, modulation, tuning...) and learning Chinese writing (the formation and development process of Chinese characters; how to write Chinese characters, the formulas, how to look up in the dictionary...)
2.	1010302	Introduction to Linguistics 语言学导论	Helping students initially learn about language, special human communication system; characteristics and functions of language; introducing branches and parts of linguistics, sound system, writing, vocabulary, grammar, language, and thought...
3.	1910073	Introduction to Research Method 科学研究方法	This module equips students with knowledge of scientific research methodology to serve the needs of studying and doing research at university level; guides students how to choose topics; how to write an outline of a scientific research; how to present an outline of a scientific research report in terms of language and information; ethics in

			research; how to cite and present references; method of data collection and sampling; Analyze data in both qualitative and quantitative research.
4.	1910032	Chinese Listening 1 汉语听力 1	The module introduces methods and trains Chinese listening skills in the elementary stage such as: Listening and distinguishing sounds; Hear and understand single words, phrases, speech, and single information when speech is presented slowly, clearly, with pauses for information; on that basis to judge the speaker's expression and attitude in simple communication situations.
5.	1910042	Chinese Listening 2 汉语听力 2	The module introduces methods and trains Chinese listening skills in the pre-intermediate stage, such as: listening and understanding basic information such as characters, time, place, happenings..... when speech is expressed relatively slowly and clearly with common words and sentence structures; They can respond to questions based on the content of the text they have heard or briefly retell information that occurs in ordinary social or academic situations.
6.	1920062	Chinese Listening 3 汉语听力 3	The module trains listening comprehension skills in various academic or social communication situations at the intermediate level. Students can listen and understand concise, clear conversations, statements, discussions, announcements.... spoken at a moderate speed, normal speed, with different voices; through the speaker's intonation, conversation context and self-knowledge, identify the topic, listen and understand the main information in familiar topics, can memorize the content of the listening lesson systematically, answer and summarize the main content in simple spoken and written words.
7.	1920053	Chinese Listening-Note-taking 汉语听力速记	The course aims to practice skills in listening to lectures and taking notes systematically and scientifically at intermediate and advanced levels; guide students to learn to recognize types of information through certain linguistic structures (with higher levels of vocabulary, grammar, document length, speed of speech, noise, etc.) ; use abbreviations according to regulations and develop a system of acronyms for individuals, thereby summarize information heard in simple writing or speaking.
8.	1910053	Chinese Speaking 1 汉语口语 1	The module provides words and structures so that students can understand common communication situations at the elementary level and present themselves by simulating the information and knowledge introduced....
9.	1910063	Chinese Speaking 2 汉语口语 2	The module provides vocabulary, structures, and conversation situations to practice speaking skills at the pre-intermediate level in order to help students conduct basic common communication topics with clear pronunciation and natural intonation; recount or briefly describe a requested event after a short preparation; use alternative words to explain information that they do not express it directly; briefly and simply describe people, things, and familiar places based on the given suggestions.
10.	1920103	Chinese Speaking 3 汉语口语 3	The module provides vocabulary, structures, and conversation situations about family, friendship, hobbies, sports, travel, common social topics, etc. at intermediate level so as to train students in various speaking skills such as individual presentations, and group discussions to show agreement, disagreement, or compromise with common ideas. Students participate in integrated activities such as conversations, discussions, planning, organizing, and presenting the discussed content to the class.
11.	1920183	Chinese Presentation 汉语口头报告	The module helps students develop the necessary skills to present reports, explanations, and personal opinions in Chinese fluently, clearly, concisely, accurately, and persuasively. (such as giving a short speech in front of a group, discussing, presenting the content of a text on common social topics)
12.	1910314	Chinese Reading - Writing 1 汉语读写 1	The course provides students with knowledge of Chinese pronunciation, knowledge of Chinese characters, vocabulary, and grammar at the elementary level. Students will be able to apply the vocabulary and sentence structures learned in the lesson to ask and

			answer questions about topics such as family, shopping, and time... At the same time, they will enhance their skills in independent work and group work.
13.	1910324	Chinese Reading - Writing 2 汉语读写 2	This course provides students with vocabulary, sentence structures, and cultural knowledge at pre-intermediate level of Chinese language. It aims to enhance vocabulary and grammar, focusing on topics related to everyday social life. Students will practice language skills by reading and summarizing provided topics, as well as writing complex sentences or a short paragraph (approximately 150 words).
14.	1910334	Chinese Reading - Writing 3 汉语读写 3	This module develops language skills at the pre-intermediate level; builds vocabulary, sentence patterns through plentiful topics such as family, social, concept of life, etc; develops language skills on long complex sentences for reading comprehension and a brief presentation of the given topic; develops and organizes ideas and writes a short paragraph (250-300 words)
15.	1910343	Chinese Reading - Writing 4 汉语读写 4	This module develops general language skills at the intermediate level; trains reading comprehension skills, synthesizing skills, and analysing complex texts, through concrete and abstract topics on family, society, conceptions of life, customs, etc; develops language skills related to vocabulary, grammar, more complex sentence patterns, rhetorical tools. Students familiarize with the styles, structures, and various writing skills such as descriptions, arguments, etc. (writing paragraphs of 400-500 words)
16.	1920013	Newspaper Reading 报刊阅读	This module develops reading comprehension, vocabulary skills, and practical skills at intermediate level. Students have accessed to plentiful types of reading from diagrams, charts, advertisements, articles, interviews, etc. in different categories such as newspapers, online newspapers with many topics covered from life, entertainment culture, society, science, politics, etc.
17.	1921013	Chinese ↔ Vietnamese Translation 中越笔译	The module provides students with some basic translation methods, translation principles, from basic levels, from phrases to simple sentences, complex sentences, and short paragraphs focusing on a number of related fields - to daily social life, tourism, economy, etc.
18.	1910353	Composing Administrative Documents in Chinese 中文文书撰写	The course equips students with the skills to write business documents including letters, forms, notices and official papers. Besides, students will learn to use complex sentences and grammar points and shift from spoken language to written one based on prescribed rules. In addition, students will learn to distinguish the format and content of different advanced business documents.
19.	1910153	Writing a Term Paper in Chinese 论文撰写	The module helps students write essays in Chinese using certain language and content conventions, and familiarize themselves with the styles, structures, functions, and linguistic conventions of a research paper, orientating them in the practice of writing graduation papers (a required essay of 800-1000 words.)
20.	1910273	Chinese Grammar 汉语语法	This module aims to systematize modern Chinese grammar; concepts of words and vocabulary; lexical units such as words, collocations; characteristics, grammatical units; words and classification of parts of speech; word formation processes, word usage; grammatical structures; grammatical components of sentences and grammar correction, practice of correct grammar, etc. which helps students improve their reading and writing skills with correct grammar as a foundation for Translation and Essay Writing.
21.	1910363	Chinese Lexicology – Semantics 词汇语义学	The module helps students understand the basic concepts of meaning, the method of analyzing meaning elements, the traditional views on lexical and grammatical meanings, as well as the traditional interpretations of polysemy, synonymy, homonymy, etc. and senses relationships, understanding structurally specific features, diverse meanings, especially symbolic meanings, metaphorical comparisons, clearly expressing cognitive characteristics, and creativity in the process of using language.

			At the same time, students will develop their self-study skills and methods of researching some specific problems, critical thinking and evaluation of Semantic aspects.
22.	1910193	Chinese Panorama 中国概况	The module provides students with basic knowledge about natural conditions (geography, climate, resources, etc.), population, ethnicity, religions of China; an overview of China's history, political, economic, administrative units, culture, education, science and technology, and foreign policies; Chinese folklore, customs, moral concepts, philosophies, etc. of the country, thereby helping students further understand Chinese culture and customs and appropriately express themselves in different situations. The module provides students a well-founded background of China and its people, so they can do research and broaden their knowledge accordingly on their own.
23.	1910163	Business Chinese 商贸专业汉语	The module provides students with terminologies used in business and commerce, articles and reports with business-related vocabulary.
24.	1911183	Composing Business Documents in Chinese 汉语商务写作	The module aims to enable students to identify and comprehend as well as compose various documents in common business transactions (offers, quotations, advice of shipment & delivery, and letters of response etc.)
25.	1920133	Introduction to Chinese Literature 中国文学	The module aims to provide a briefing regarding periodical developments of Chinese literature history such as outstanding achievements, prominent authors and typical works, including Ancient literature (Pre-Qin dynasty...), contemporary literature (authors like Gao Xiaoqing, Liu Xuelin...), and modern literature (authors like Lu Xun, Ba Jin, Lao She...)
26.	1910303	Introduction to Ancient Chinese 古代汉语	The module aims to provide an introduction to general knowledge of the Old Mandarin, selective works in Old Mandarin, thereby analyzing common word choice, distinct grammar points as well as identifying the differences and similarities between modern and old Mandarin in terms of phonology, vocabulary, grammar and language usage in current documents.
27.	1920223	Introduction to Chinese Culture 中国文化	The module aims to provide an introduction to Chinese outstanding achievements in terms of ideology, academic, philosophy and arts, etc., and the relation between maintaining and promoting cultural distinct features of various Chinese ethnics in the transition from ancient to modern civilization.
28.	1930213	Introduction to Chinese History 中国历史	The module aims to provide a general knowledge of Chinese development from the ancient to modern periods, namely remarkable events influencing vastly the development of China, Chinese society and its relation to neighboring nations.
29.	1930153	Public Speaking Skills 汉语公众演讲	The module aims to enable students to comprehend methods and features of expressing individual opinions and to deliver speeches in Chinese to the public, superiors and committees as well as integrate verbal speech and body language (accompanied by IT) to obtain audience's interest and agreement.
30.	1932033	Office Communication Skills 公司汉语	The module aims to provide common communication topics at workplace so that students can get used to working environment and to come up with plans, to organize and deal with problems at work besides mastering making phone calls and communicating in Chinese.
31.	1930303	Business Communication Skills 1 商务汉语口语 1	The module aims to provide students with foreign languages and to sharpen skills in negotiating, identifying and solving problems or responding to partners' requests in transactions in Chinese to reach win-win agreements.
32.	1930313	Business Communication 2 商务汉语口语 2	The module aims to provide students with knowledge and skills for formal meetings such as presenting individual viewpoints, summarizing ideas and suggesting plans for action. Students also have access to communicating and debating skills regarding common topics as well as expressing wish to participate in presenting viewpoints formally, adjusting methods and strategies for real-life negotiations, presentation skills at conferences and strategies to respond to questions as well.

33.	1922063	Chinese↔Vietnamese Business Translation 中越双语互译（笔译）	The module provides students with knowledge - vocabulary - terminology on commerce, banking, journalism, economy - society, tourism..., showing them how to apply basic translation methods along with commonly used sentence patterns, helping students to better practice their translation skills and translate documents in Chinese and Vietnamese languages.
34.	1922073	Chinese↔Vietnamese Business Interpretation 中越双语互译（口译）	The module provides students with knowledge - vocabulary - terminology, improving students' translation skills in professional fields such as commerce, tourism, banking, journalism, economy - society. ..., helping students to practice speaking and interpreting skills, to know how to flexibly apply translation methods to fully and accurately convey the content in Chinese and Vietnamese languages.
35.	1930082	Corporate Culture 企业文化（中文）	The module aims to provide Ss with overview introduction to human resources administration for one company/enterprise; the process of human recruiting, training, firing as well as solutions for this process' problems.
36.	1930323	Introduction to Business 经济学入门（中文）	This module introduces the concepts and skills needed to succeed in business, helps students explore the foundation of business development, supplies basic knowledge of management, finance, market, and career planning in the commercial area.
37.	1930363	Chinese for Advertising and Marketing 推销广告汉语	Students are equipped with terminology used in the advertising-marketing industry, to participate in communication exercises and handle situations using terminology.
38.	1930343	Chinese for Tourism 旅游汉语	This module provides students with terminology in tourism, improves the ability to read and understand Chinese, and communicate in written or spoken Chinese, thereby being able to perform well the functions of an employee working in tourism. It also equips students with basic knowledge in Chinese about the content, organizational methods of guiding tourists, and the roles and responsibilities of tour guides. (It helps students with theoretical and practical foundations to sharpen their skills when participating in tour guide activities.)
39.	1910233	Chinese↔Vietnamese News Translation 新闻翻译（中越互译笔译）	Enabling the students to practice translating news from the newspapers with many different topics and genres, focusing on some key topics such as international news, economy, education - health, culture - society. , science - technology, law...
40.	1910283	Chinese↔Vietnamese Literary Translation 文学翻译（中越笔译）	Helping students to practice translating terms and sentence structures related to Chinese articles or literary works, proses with many different topics, improving their ability to perceive literature.
41.	1920213	Chinese↔Vietnamese Conference Documents Translation 会议翻译（中越笔译）	Enabling students to practice using correct terms and sentence structures related to speeches, and presentations on common topics at meetings, conferences, and events.
42.	1920263	Chinese Language Teaching Theories and Methodology 汉语教学概论	This course provides an overview of the field of study, its formation, development and role in life and society. It introduces the training program of Chinese language studies, summarizes the content and role in subjects or groups of key subjects in the field and majors, meeting the course outcome and career opportunity for students after graduation. It also introduces the methods and skills for studying university-level subjects and guides students in choosing suitable majors, knowing how to plan and set appropriate study goals. The course also introduces basic knowledge of phonetics (including transcription system, tone, tone variation, and pronunciation correction...) and Chinese script (including the formation and development process of Chinese characters; how to write Chinese characters, Chinese character radicals, how to look up words in dictionaries...)
43.	1930283	Advanced Chinese Skills 实践汉语（进阶）	The module provides Ss with knowledge of Chines at the pre-intermediate level, provides common vocabularies in daily routines and terminologies in business and commerce, test-taking skills for international certificates HSK, BCT....

19.2 Courses delivered in other languages

No.	Code	Module	Description
1.	1941003	English Phonetics 英语语音学	This module provides basic knowledge about the sound system and IPA system, word, phrase and sentence stress in English, and helps students to practice listening and pronouncing English correctly.
2.	1941013	English Grammar 英语语法	This module describes the grammatical structures of English, the rules for forming phrases, clauses, and sentences, surface meaning and hidden meaning of structures of sentences, subject matter, and sentence linking tools.
3.	1510113	English Listening-Speaking 1 英语听说 1	Students can familiarize themselves with different listening and speaking skills in different academic or social situations at the elementary level. Students can also learn how to use common or formal English words and structures.
4.	1510183	English Reading-Writing 1 英语读写 1	Familiarizing students with different reading and writing techniques, enabling them to apply them to the learning process to develop reading and writing skills in a variety of contexts at the elementary level; Students are also taught how to log into short-term and long-term memory to retrieve information and present it in written form, students can also practice active self-study.
5.	1510143	English Listening-Speaking 2 英语听说 2	Enabling the students to practice listening and speaking skills in different academic or social situations at the pre-intermediate level. Students familiarize themselves with taking notes on the content of the listening lessons. Students also learn how to use common or formal English words and structures in communication
6.	1510193	English Reading-Writing 2 英语读写 2	Helping the students to practice critical thinking skills through reading and writing lessons. Reading and writing skills are deepened in a variety of topics and from a variety of perspectives with vocabulary at the pre-intermediate level.
7.	1941063	English Presentation Skills 英语演讲技巧	Aiming to help students develop necessary communication skills to deliver oral reports in English fluently, clearly, concisely, accurately, and persuasively
8.	1941073	Composing Business Documents in English 英语书信写作	Assisting students with skills in writing English business letters, faxes, memos, e-mails, and a variety of commercial correspondence texts.
9.	1510203	British Culture and Civilization 英国文学与文化概论	Enable students to understand the history and development of Britain and the USA's civilization, culture, economy, politics, and society, through which comparisons between Vietnam and the UK-US are made in terms of customs, traditions, and culture and students can have a deeper understanding of their own culture and nation.
10.	1941083	Advanced English in Practice 实践英语（进阶）	Including equipping students with pre-advanced knowledge, providing students with common words in daily life to professional terms commonly used in transactions, business...
11.	1111013	English 1 英语1（第二外语）	Enable students to understand and the reading, listening, and speaking tricks to identify the necessary information in various reading, listening, and speaking texts quoted from Web sites, social networking sites, electronic mail, newspapers, magazines and to predict the content and meaning of reading, listening, and speaking. Drawing main ideas and connecting ideas in reading passages, listening, speaking, guessing words or meanings of phrases, sentences, and words in context; understand, remember and interpret new words in context.
12.	1111023	English 2 英语2（第二外语）	
13.	1111033	English 3 英语3（第二外语）	Enable students to gain a general understanding of health, sport, transportation, adventure, the environment, and life stages. Students can listen and read to understand documents, grasp the main idea, quickly skim the details in the document, deduce meaning, think logically in the process of studying and working later. From there, students can apply vocabulary to tasks related to listening comprehension, reading comprehension, document writing; analyze and solve different social situations flexibly and creatively; evaluate and comment on different listening, speaking, reading and writing situations.

14.	1111043	English 4 英语 4 (第二外语)	Improving English listening-speaking-reading-writing, vocabulary, and grammar skills from pre-intermediate to advanced levels.
15.	1111053	English 5 英语 5 (第二外语)	
16.	1114013	French 1 法语 1 (第二外语)	Being provided with vocabulary and some grammar points related to topics such as greetings, and self-introduction in daily communication situations.
17.	1114023	French 2 法语 2 (第二外语)	Describing an object – inquiring about prices- introducing a character - finding out information about a place - describing an apartment – inquiring about directions - Introducing means of transportation - giving advice.
18.	1114033	French 3 法语 3 (第二外语)	This course aims to provide essential vocabulary on topics such as housing, tourist attractions, sports, and time. Students are provided with the necessary grammar and phonetics knowledge. The course offers four essential skills through which students will familiarize themselves with a new foreign language in communication, reading comprehension of materials, and drafting themed writings.
19.	1114043	French 4 法语 4 (第二外语)	Improve French listening-speaking-reading-writing, vocabulary, and grammar skills from pre-intermediate to advanced levels.
20.	1114053	French 5 法语 5 (第二外语)	
21.	1113013	Japanese 1 日语 1 (第二外语)	Learners are equipped with some vocabulary about the name of the country, occupation, objects, places, means of transportation, intransitive verbs, and verbs of movement. Learners can read and write Kana characters in Japanese (including Hiragana and Katakana). Learners know how to introduce themselves and say hello in Japanese. Learners know how to describe activities and activities in a day or a week of themselves or others in basic Japanese. Learners can understand some typical Japanese culture, especially communication culture. Learners can apply the grammatical patterns and vocabulary provided by the program and put them into real communication situations.
22.	1113023	Japanese 2 日语 2 (第二外语)	Learners are equipped with vocabulary such as transitive verbs, adjectives, direction words, nouns for objects, and nouns for places. Learners can read and write the Kana script fluently in Japanese (including Hiragana and Katakana). Learners can understand and distinguish types of verbs and adjectives. Learners know the correct conjugation and conjugation of verbs and adjectives in each specific context. Learners can understand and use sentence patterns to describe the properties of things and phenomena. Learners know how to describe actions and methods of performing actions of themselves or others in Japanese. Learners know how to describe the state of existence of people, things, and animals. Learners know how to express their feelings, how to talk about their strengths and weaknesses, give invitations, or ask about interests. Learners can speak and listen to level-appropriate Japanese conversations. Learners can have a better understanding of Japanese culture, customs, and practices, especially communication culture. Learners can apply the grammar samples and vocabulary provided in the program to real-life communication situations in a more natural and fluent manner.
23.	1113033	Japanese 3 日语 3 (第二外语)	Learners are continually equipped with a wider range of vocabulary (nouns, verbs, and adjectives). Learners know how to use comparative and superlative sentences. Learners know how to express suggestions, orders, permission, and prohibitions in accordance with each specific context. Learners know how to count the number of people and objects by type. Learners know how to ask for directions and give simple directions.

			Learners can write short paragraphs about describing people, scenes, and events. Learners can speak and listen to level-appropriate Japanese conversations. Learners can understand more about Japanese culture, customs and habits, especially communication culture. Learners can apply the grammar examples and vocabulary accumulated through the three modules into real-life communication situations in a more natural, fluent, and confident manner.
24.	1113043	Japanese 4 日语 4（第二外语）	Improving Japanese listening-speaking-reading-writing, vocabulary, and grammar skills from pre-intermediate to advanced levels.
25.	1113053	Japanese 5 日语 5（第二外语）	
26.	1112013	Korean 1 韩语 1（第二外语）	Understanding the Korean alphabet and distinguishing syllables and intonations in Korean; listening and basically understanding Korean conversation patterns. This module will provide students with knowledge about the Hangeul alphabet, how to combine letters, and how to write letters in the correct order. At the end of course 1, students will be able to master the alphabet, and word combinations and be equipped with about 60 new words. During the learning process, students acquire integrated skills of listening comprehension and making conversations, which serve as a transfer to the next Korean course modules.
27.	1112023	Korean 2 韩语 2（第二外语）	The module provides basic grammar structure at the basic level and topic-based vocabulary such as family, study, hobbies, describing things.... Students can listen well and speak fluently in some specific situations in daily life. This accordingly helps students practice and develop basic language skills to be qualified for the next Korean course modules.
28.	1112033	Korean 3 韩语 3（第二外语）	Providing students with the knowledge about how to write sentences in correct Korean sentence structures in specific situations. By the end of module 3, students must master how to talk about time, dating, and everyday life at a basic level. During the learning process, students learn integrated skills, listening comprehension and conversation, helping students practice and develop basic language skills to be qualified for the next Korean course modules.
29.	1112043	Korean 4 韩语 4（第二外语）	Improve Korean listening-speaking-reading-writing, vocabulary, and grammar skills from pre-intermediate to advanced levels.
30.	1112053	Korean 5 韩语 5（第二外语）	

19.3 Courses delivered in Vietnamese

No.	Code	Module	Description
1.	1010443	Philosophy of Marxism and Leninism 马克思主义哲学	This course provides learners with a basic and systematic understanding of Marxist-Leninist philosophy to building a dialectical materialistic worldview and a dialectical materialistic methodology as a theoretical foundation for the perception of problems and contents of other subjects. Therefore, the course helps learners to be aware of the intrinsic value, scientific and revolutionary nature of Marxist-Leninist philosophy.
2.	1010452	Political Economics of Marxism and Leninism 马克思主义政治经济学	This module equips learners with basic knowledge of Marxist – Leninist Political Economy in the context of today’s economic development of the country and the world which helps learners update new knowledge associated with the practice, creativity, skills, thinking modes, and learners’ qualities; overcome the overlaps; reinforce integrity and condense; truncate the irrelevant or scholastic content.
3.	1010462	Scientific Socialism 科学社会主义	This module analyzes the theories of Marxism – Leninism on Socialism which help learners understand and apply the guidelines and policies of the Party and State in the current period of transition to socialism. Besides, learners also contribute to the act of criticizing

			wrong views, questioning situation-falsifying statements, and opposing the correct guidelines, and policies of the Party and State in the current context of the development of cyberspace.
4.	1010472	History of the Communist Party of Vietnam 越南共产党史	The course will learn about subjects, functions, tasks, contents and methods of researching and studying the history of the Communist Party of Vietnam. The timeline is divided into three main periods of time including: The Communist Party was born and led the struggle for power (1930 - 1945); The party led two resistance wars against foreign invaders, completed national liberation, and reunified the country (1945 – 1975) and the Party leading the whole country transitioned to socialism and carried out reform (from 1975 to present)
5.	1010092	Ho Chi Minh's Ideology 胡志明思想	This module aims at providing systematic insights into Ho Chi Minh's ideology, morality, and cultural values, the foundation of ideology, building students' belief in the Party's leadership, cause and guidelines
6.	1010042	Physical Training 1 体育课 1	The course contents have been based on Decision No. 3244/GD&ĐT 10/29/2002 and Decision No. 1262/GD-ĐT 04/12/1997 issued by the Minister of Education and Training.
7.	1010182	Physical Training 2 体育课 2	The course contents have been based on Decision No. 3244/GD&ĐT 10/29/2002 and Decision No. 1262/GD-ĐT 04/12/1997 issued by the Minister of Education and Training.
8.	1010034	Military-Security Education 军训课	The course contents have been based on Decision No. 12/2000/QĐ_BGD&ĐT 5/9/2000 issued by the Minister issued by Education and Training.
9.	1010052	Introduction to Vietnam Constitutional Law 越南法律大纲	Students are educated about the sense of “Living and working according to the Constitution and Law”. The module provides students with a basic understanding of the State of the Socialist Republic of Vietnam such as political regime, economic regime, cultural regime, education, science, and technology, ethnic policy, national defense and national security, mechanism and operation of the government, rights, and obligations of citizens, business law, etc. The acquired knowledge helps students to have an in-depth understanding of the basic mainstream law of the government. On the other hand, students will understand more about politics, the Party guidelines, and the State policies to create a premise for future careers.
10.	1010012	Foundation of the Vietnamese Cultural 越南文化基础	Providing general concepts about Vietnamese culture and that of other countries, the system of Vietnamese cultural elements and their characteristics. Through cultural elements -cultural space and time, the learners can grasp the cultural identity of Vietnam. In addition, students will have the skills and approach to doing research on Vietnamese cultural issues. As a result, they can make self-direction to other cultures, especially the cultures of countries in the region.
11.	1010083	Office Computer Skills 1 办公室电脑操作技能 1	Providing students with general knowledge about computers (historical development, information representation on computers, etc.), hardware, software, operating systems, and the overview of Windows, WinWord, and Excel.
12.	1010593	Office Computer Skills 2 办公电脑操作技能 2	Students are equipped with some knowledge about MS Excel VBA, and MS Project software.
13.	1010382	Creativity Methodology 创新方法论	This subject helps the students to have advanced awareness and thinking methods before conducting something. The course equips learners with a method of thinking when encountering a problem to have an accurate decision. After completing this course, the learners must form a logical thinking method and know how to use basic methods and tricks to solve their problems in their lives and careers in the future.
14.	1010112	Introduction to Psychology 心理学大纲	Describing the psychological phenomena, presenting the arising laws formation and development, and expression of human psychological phenomena.
15.	1010392	Practical Vietnamese in Use 实用越南语	Cultivating the habit and sense of regular and careful use of Vietnamese, continuing to improve the systematic understanding of Vietnamese. Continue to practice and improve the ability to use

			Vietnamese in daily communication and especially in studying, researching, and working. In addition, the knowledge and skills of using Vietnamese are also the basis for students to learn and study foreign languages, do scientific research and work. Vietnamese language, therefore, also has the goal of creating interaction and support between Vietnamese and foreign languages. Teach students how to write basic documents and contracts.
16.	1920243	Composing Administrative Documents in Vietnamese 办公室中文书信写作	The module aims to equip students with theoretical and practical knowledge of administrative documents in Vietnamese and to enable students to search, select and use the materials as well as be able to compose proper and scientific documents.
17.	1921092	Public Relations 公共关系	The module: • Provides Ss with an overview of activities related to the public relations • Helps Ss practice planning, conducting preparatory steps, and executing a small-scale public relations project
18.	1930352	Media Skills in Companies 企业多媒体应用	The module: • Introduces specialized concepts and terminology in the field of corporate communication • Equips students with the knowledge and skills to identify, distinguish, and analyse important elements (both internal and external) which may have some impacts on the image and brand of a business or organization • Provides students with knowledge and skills to strategize, operate and manage effectively plans as well as flexibly use advanced and modern communication tools to help approach audiences effectively • Helps students choose appropriate methods to interact, establish and maintain good relationships with all levels of government, the media, the press, public groups and other interested parties • Provides students with methods and chances to practice researching, analyzing and evaluating specific communication strategies of businesses and organizations in Vietnam and around the world so as to draw lessons for their future career
19.	1920253	Organizing Meetings and Conferences 会展组织工作	Students are equipped with knowledge about secretarial professions and trained in the skills of organizing secretarial-related activities. It also helps students have a professional attitude in the field of secretarial work and create a foundation for them to become secretaries and senior assistants in the future.
20.	1930172	Festivity Protocols 商务礼仪	The module: • Equips students with the basic knowledge of the reception in the office • Helps Ss learn and practice logistics preparation, etiquette rules • Helps Ss learn how to arrange seats in a meeting, organize a ceremony • Helps Ss learn to coordinate with other activities like office administrative activities
21.	1920233	Office Management 行政管理学入门	Equipping general knowledge of office administration, and basic office operations and management; students learn how to organize the workplace, build and issue documents, document management, basic office operations (reception, conferences), archive documents.

22.	1525183	Introduction to Business Management 管理学入门	Equipping basic knowledge of management: planning, organizing, operating, controlling. Management theory applied to modern enterprise structure will also be mentioned. Topics include governance policies, administration, centralization and decentralization, team and chain tasks, and an introduction to human resource management.
23.	1930293	Human Resource Management 人力资源管理学入门	Equipping general knowledge about human resource management of an agency or enterprise; steps in the process of recruiting personnel, training personnel, dismissing, dealing with situations related to these processes.
24.	1525203	Sales Skills 营销汉语	Providing learners with concepts, roles, and positions of sale activities, sales management, benefits of sales activities, and issues of the sales profession in the 21st century. Students are equipped with a basic knowledge system of sales; salespeople's essential qualities; the sales process; the art of selling, and the psychology of sales.
25.	1525213	Customer Service 客服汉语	Providing learners with knowledge of service quality, understanding of the importance of customer care in the organization, recognizing the factors affecting service quality, business service quality measurement methods for service quality and customer satisfaction enhancement, and business customer maintenance.
26.	1531312	Restaurant and Hotel Job Skills 酒店餐厅服务汉语	The module: • Provides learners with knowledge of the organizational structures and duties of the rooms, laundry, public hygiene, sports clubs • Equips learners with knowledge and skills in housekeeping techniques, inspection methods and test standards
27.	1531322	Organizing and Guiding Tours 旅游组织及导游工作	The module: • Equips students with basic knowledge of tour content, methods to plan tours, the responsibilities and duties of tour guides. • Provides students with theoretical and practical foundations and develops practical skills in organizing tours. From there, it is possible for students to perform well the functions of tour guides.
28.	1321073	Tourism Marketing 旅游营销	The module: • Helps students understand the most basic knowledge of tourism marketing (travel, hotel, restaurant). • Provides students with overview knowledge, necessary skills of tourism marketing, and knowledge directly related to the goals and processes of establishing principles, format of tourism marketing activities, • Trains students to apply flexibly knowledge in specific areas of tourism services.
29.	1324132	Introduction to Tourism and Hospitality 旅游概论	The module provides students with an overview of the specific tourism industry, including information on the current tourism industry, the impact of tourism on the environment, society, and economy, solutions for problems caused by tourism development, information about travel agencies/companies and services related to tourism industry activities, etc.
30.	1525103	Business Law 营销法	The module equips learners with basic knowledge of business law such as the legal status of various types of enterprises and cooperatives, law on contracts in business, bankruptcy, and investment, and forms of dispute resolution in business.
31.	2320032	International Business Law 国际贸易法	The module • Provides students with general knowledge of international investment laws in accordance with international conventions, agreements of countries (including Vietnam);

			- Helps students understand the principles of international investment laws in general and contracts signed between foreign investors and the host country government; - Helps students have an overview of the trend for international investment activities.
32.	2310133	Labor Law 劳动法	This course provides in-depth knowledge about the relationship between employers and employees. Students will explore both theoretical and practical issues related to the development, enactment, and implementation of labour relations institutions and social labour issues. In addition to general theoretical concepts, the course will cover the following main legal areas: Tripartite Mechanism, State Management of Labor, Employment and Vocational Training, Trade Union Rights and Labor Representation, Employment Contracts, Collective Bargaining Agreements, Working Conditions, Labor Management in Enterprises, Labor Disputes and Strikes
33.	2320002	Intellectual Property Law 著作权法	The module provides students with basic legal knowledge about IP rights in international commercial activities of enterprises and helps students study in depth the field of international trade. Also, the module helps students improve their ability to analyse, evaluate and solve specific situations in international commercial activities of enterprises related to IP rights.
34.	1524083	Educational Psychology 教育心理学	Helping students learn about psychology, analyse pedagogical situations, and propose solutions that are appropriate for the main target in the school environment.
35.	1010353	Management Informatics 信息管理技能	The module provides theoretical and practical guidance on using common management software for various workplaces like agencies and enterprises.
36.	1523113	Social Skills in Practice 社会实践技巧	The module introduces and organizes activities to practice basic social skills such as teamwork, communication behaviour, creative thinking, problem solving and decision making, human relation, technology, time management, emotion management and critical thinking.
37.	1930096	Graduation Paper 毕业论文	This module helps students to apply theoretical knowledge and thinking skills they have learned to research a specific problem associated with their training in industry or specialized activities. At the end of the course, each student must present the results of their research in the form of a graduation thesis.
38.	1930273	Graduation Internship 毕业实习实践	This module helps students to participate in industry activities and majors to practice professional skills as well as practice professional working attitudes and develop relationships to prepare for future careers and apply theoretical knowledge and thinking skills to observing and describing the activities of the internship unit. At the end of the module, each student must present the results of their work in the form of a practical internship report.