

## ***Explanation of the Course Selection Guidance***

CIP students can select courses, check grades, download timetables, evaluate courses and download **Course Selection Guidance** on Academic Information System (AIS), <http://lxs.dhu.edu.cn/dheas>. Your **Student ID** is your username. This document will focus on the **Course Selection Guidance** downloaded from AIS.

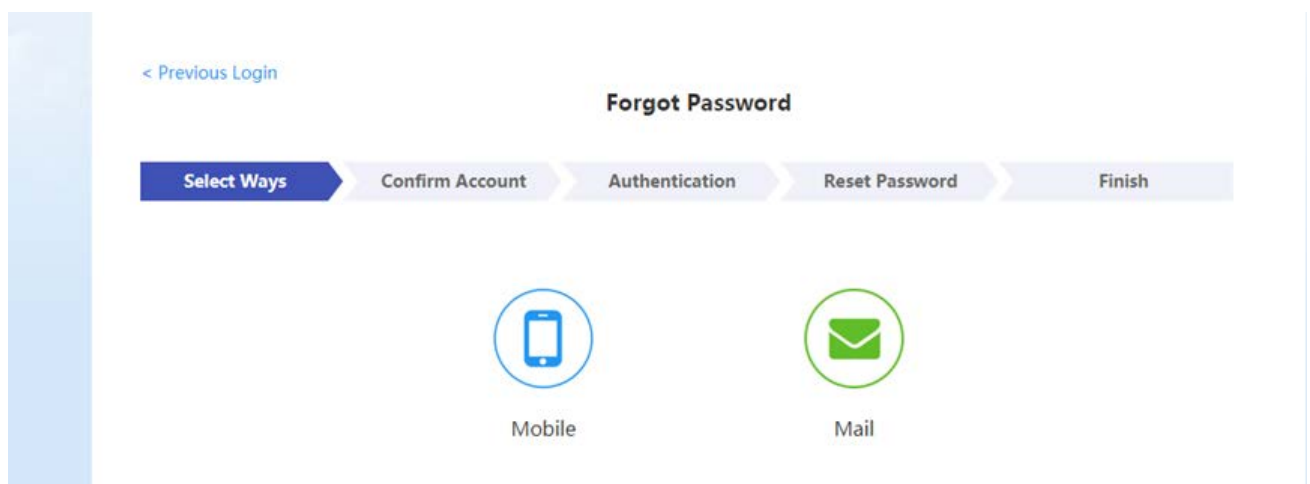
***I will explain  
how to use the  
Course Selection Guidance .***



If you forget your password, you can open the website <http://lxs.dhu.edu.cn/dheas> to reset your password.



Please click “**Forgot password**” and then reset the password.



CIP offers 3 majors for students to choose from, namely Bachelor of Management in Business Administration (**BBA**), Bachelor of Management in Marketing (**BMK**) and Bachelor of Economics in International Trade (**BIT**).


The Course Selection Guidance is slightly different among these majors as for the required core courses.


Please download the  
**Course Selection Guidance**  
on Academic Information System (AIS)

<http://lxs.dhu.edu.cn/dheas>.




Welcome:   
 Please select among following options







Course Selection




Teacher Evaluation



Attendance Information



Course Schedule



Information Board

You will see this page on AIS and click **Course Selection**.

Term
==Please Select== ▾
Course Code

Course Selection: 2020-02-23 12:00 ~ 2020-02-26 08:00 Withdrawal Course: 2020-02-23 12:00 ~ 2020-02-26 08:00

Start Select Course	Withdrawal Course	Course Selection Guidance	
Term	Class Name	Course	Course Credit
2020 Spring	Cross Cultural Communication	Required	2.0
2020 Spring	Macroeconomics	Required	3.0
2020 Spring	Logistics & Supply Chain Management	Required	3.0

Then find **Course Selection Guidance**. Please click and download.

# 1. Overview of the Course Selection Guidance

The Course Selection Guidance downloaded will be as below.

Here take BBA as an example.

Course Code		Course Name	Credits	Passed?	Remarks						
<b>I. General Knowledge Category</b>											
<b>Part I: Required - Chinese language courses (minimum 28 credits)</b> <i>(please fill the blanks with the courses you have passed with related information below)</i>											
1	LNG 100	Comprehensive Chinese I	8								
2	LNG 150	Comprehensive Chinese II	8								
3	LNG 155	Comprehensive Chinese III	6								
4	LNG 180	Comprehensive Chinese IV	6								
5											
6											
<b>R1 - Total Credits earned in this part</b>			<b>R1 =</b>								
<b>Part II: Other Required Courses (total 12 credits)</b> <i>(please check the course you have passed below)</i>											
1	STA 100	Fundamental Math	3								
2	STA 101	Basic Math for Commerce I	3								
3	CIP 100	Road to College Success	2								
4	CNC 150	General Outline of China	2								
5	CIP 155	Advanced Application of MS Office	2								
<b>R2 - Total Credits earned in this part</b>			<b>R2 =</b>								
<b>Part III: Required - English Courses (9 credits)</b> <i>(please check the course you have passed below)</i>											
1	LNG 110	Academic Language Preparatory Course	4								
2	LNG 160	Academic Writing	5								
<b>R3 - Total Credits earned in this part</b>			<b>R3 =</b>								
<b>Part IV: Required - Physical Education Courses (4 credits)</b> <i>(please check the course you have passed below)</i>											
1			2								
2			2								
<b>R4 - Total Credits earned in this part</b>			<b>R4 =</b>								
<b>Part V: Other Elective Courses (non-business related courses, no minimum requirements)</b> <i>(please fill the blanks with the courses you have passed with related information below)</i>											
1											
2											
3											
4											
<b>E1 - Total Credits earned in this part</b>			<b>E1 =</b>								
<b>II. Business Related Courses</b>											
<b>Part I: Required Fundamental Core Courses (total 83 credits)</b>											
Course Code	Course Name	Credits	1 a	1 b	2 a	2 b	3 a	3 b	4 a	4 b	Remarks
1	BUS 100	Introduction to Business	2	√							
2	BUS 200	Macroeconomics	3	√							
3	MGT 100	Management Essential	2		√						

	Course Code	Course Name	Credits	1 a	1 b	2 a	2 b	3 a	3 b	4 a	4 b	Remarks
4	STA 150	Basic Statistics	3			√						
5	BUS 150	Microeconomics	3			√						
6	MKT 250	Marketing Basics	3			√						
7	MGT 350	Cross-Cultural Communication	2			√						
8	BUS 402	Business Ethics & Social Responsibility	3			√						
9	FIN 200	Principle of Accounting	3				√					
10	MGT 301	Logistic & Supply Chain Management	3				√					
11	BUS 251	Essential of Business Law	3				√					
12	BUS 407	Entrepreneurship & Innovation	3				√					
13	MGT 200	Organizational Behavior	3				√					
14	MIS 350	Management Information System	3					√				
15	MGT 310	Quality Management	3					√				
16	MKT 406	Service Marketing & Management	3					√				
17	FIN 250	Managerial Accounting	3					√				
18	BUS 352	E-Commerce	3					√				
19	BUS 300	International Business	3						√			
20	MGT 300	Human Resource Management	3						√			
21	MGT 250	Strategy Management	3							√		
22	MGT 400	Operational Management	3							√		
23	CIP 400	Research Methodology	3							√		
24		Thesis	17								√	
<b>R5 - Total credits earned in this part</b>			<b>R5=</b>									
<b>Part II: Elective Courses (any business related courses) (minimum 12 credits)</b>												
<i>(please fill the courses you have passed with related information below)</i>												
1												
2												
3												
4												
5												
<b>E2 - Total Credits earned in this part</b>			<b>E2 =</b>									
<b>III. Practicum</b>												
<b>Part I: Required (total 14 credits)</b>												
1		Seminars (International Forums 15 times)	2									
2		Immersion Week (15 activities)	3									
3		Social Experience(> 80 hours)	2									
4		Community Services(>90 hours)	3									
5		Graduating Internship (> 160 hours)	4									
<b>R6 - Total Credits in this Part</b>			<b>R6=</b>									
<b>Part II: Elective Additive Credits (maximum 4 credits)</b>												
1												
2												
<b>E3 - Total Credits earned in this part</b>			<b>E3 =</b>									
<b>Total Credits to Graduate = R1+R2+R3+R4+R5+R6 +E1+E2+E3 &gt;= 162 Credits</b>												

Above is the guidance that you will see.

## 2. Composition of Course Selection Guidance

Basically, this form is a credit requirement for graduation, which you can use for your course selection decision. This form will be **updated with scores** each semester, once you register and pass courses.

This form includes 3 sections, ***General Knowledge, Business Related Courses and Practicum***. Each section has its subsidiary parts, including required and elective ones.



### ***General Knowledge***

Part I: Required - Chinese language courses (minimum 28 credits)

Part II: Other Required Courses (listed, total 12 credits)

Part III: Required – English Courses (listed, total 9 credits)

Part IV: Required –Physical Education Courses (total 4 credits)

Part V: Other Elective Courses (non-business related courses, no minimum requirements)



## ***Business Related Courses***

Part I: Required Fundamental Core Courses (listed, total 83 credits)

Part II: Elective Courses (any business related courses, minimum 12 credits)



## ***Practicum***

Part I: Required activities (total 14 credits)

Part II: Elective Additive Credits (maximum 4 credits)





### 3. Details of the Course Selection Guidance

I will elaborate on each section below.

#### 1) Section I: General Knowledge

##### a) Part I: Required - Chinese language courses (minimum 28 credits)

I. General Knowledge Category					
Part I: Required - Chinese language courses (minimum 28 credits)					
<i>(please fill the blanks with the courses you have passed with related information below)</i>					
1	LNG 100	Comprehensive Chinese I	8		
2	LNG 150	Comprehensive Chinese II	8		
3	LNG 155	Comprehensive Chinese III	6		
4	LNG 180	Comprehensive Chinese IV	6		
5					
6					
<i>R1 - Total Credits earned in this part</i>			<i>R1 =</i>		

Comprehensive Chinese I (8 credits), II (8 credits), III (6 credits) and IV (6 credits) are required courses, which should be studied from the primary to the advanced in an orderly method.



You may see the word “**Prerequisite Course**” in the system. E.g. Course A is the Prerequisite Course for course B, which means you need to pass course A, then qualified to select course B.

**b) Part II: Other Required Courses (listed, total 12 credits)**

<b>Part II: Other Required Courses (total 12 credits)</b> (please <u>check</u> the course you have passed below)					
1	STA 100	Fundamental Math	3		
2	STA 101	Basic Math for Commerce I	3		
3	CIP 100	Road to College Success	2		
4	CNC 150	General Outline of China	2		
5	CIP 155	Advanced Application of MS Office	2		
<b>R2 - Total Credits earned in this part</b>			<b>R2 =</b>		

Listed here are Fundamental Math, Basic Math for Commerce I, Road to College Success, General Outline of China and Advanced Application of MS Office. You need to pass all the courses here. The number besides the course name on the right is the related credit.

**c) Part III: Required – English Courses (listed, total 9 credits)**

<b>Part III: Required – English Courses ( 9 credits)</b> (please <u>check</u> the course you have passed below)					
1	LNG 110	Academic Language Preparatory Course	4		
2	LNG 160	Academic Writing	5		
<b>R3 - Total Credits earned in this part</b>			<b>R3 =</b>		

These two courses here are mandatory for graduation.

**d) Part IV: Required –Physical Education Courses (total 4 credits)**

Part IV: Required –Physical Education Courses ( 4 credits) (please check the course)			
1			2
2			2
<i>R4 - Total Credits earned in this part</i>			<i>R4 =</i>



To finish this part, you need to pass two PE classes.

**e) Part V: Other Elective Courses (non-business related courses, no minimum requirements)**

No minimum requirements for this part.



**2) Section II: Business Related Courses**

**a) Part I: Required Fundamental Core Courses (listed, total 83 credits)**

II. Business Related Courses												
Part I: Required Fundamental Core Courses (total 83 credits)												
	Course Code	Course Name	Credits	1 a	1 b	2 a	2 b	3 a	3 b	4 a	4 b	Remarks
1	BUS 100	Introduction to Business	2	√								
2	BUS 200	Macroeconomics	3	√								
3	MGT 100	Management Essential	2		√							

This part is a list of the business related courses (required), which is slightly different among BBA, BIT and BMK majors. These are the core courses around business.

**b) Part II: Elective Courses (any business related courses, minimum 12 credits)**

<b>Part II: Elective Courses (any business related courses) (minimum 12 credits)</b>					
<i>(please fill the courses you have passed with related information below)</i>					
1					
2					
3					
4					
5					
<i>E2 - Total Credits earned in this part</i>			<i>E2 =</i>		

Besides the required list of business courses above, you also need to select other elective business courses, minimum 12 credits.



### 3) Section III: Practicum

#### a) Part I: Required activities (total 14 credits)

III. Practicum					
<b>Part I: Required (total 14 credits)</b>					
1		Seminars (International Forums 15 times)	2		
2		Immersion Week (15 activities)	3		
3		Social Experience(> 80 hours)	2		
4		Community Services(>90 hours)	3		
5		Graduating Internship (> 160 hours)	4		
<i>R6 - Total Credits in this Part</i>			<i>R6=</i>		

You need to finish Seminars, Immersion Week, Social Experience, Community Service and graduation Internship. CIP will hold Seminars and Immersion Week activities each semester, please attend them and meet the requirements for graduation.

#### b) Part II: Elective Additive Credits (maximum 4 credits)

No specific requirements for this part.



## **4. Interpretation of the Course Selection Guidance**

You can use this Course Selection Guidance to check your study completion, thus arranging your study wisely. In the light of the course lists and minimum credit requirements, you can know what courses you need to select.

### **1) Checking Passed Courses**

You need to check if all the courses passed by you have been showed with scores or “PASS” in this form. If not, please contact the office.

### **2) Selecting Courses**

When you select courses, for the listed ones, there is no doubt that you need to finish them in 3-6 years. Besides the listed courses, you also need to pay attention to **Section I Part IV: Required –Physical Education Courses** and **Section II Part II: Business Elective Courses**.

#### **For Section I Part IV: 4 credits required**

You need to choose 2 PE classes, 2 credits for each PE class.

**For Section II Part II: (any business related courses, minimum 12 credits).**

First you need to judge if the course is about business or not. Find some business related courses. Then you check the **Section II Part I**, if the course is not listed in the Business Core Course part, then this business course belongs to the **Section II Part II: Business Elective Courses**. You need to acquire at least 12 credits.

*Hope this Course Selection Guidance may help you.*

*Wish you a happy and abundant life in CIP,*

*Donghua University.*

