

商务英语专业本科培养方案

Business English Major Undergraduate Education Program

一、专业简介

I Program Introduction

专业名称：商务英语

专业代码：050262

学科门类：文学

Specialty Name: Business English

Specialty Code: 050262

Discipline Category: English Language and Literature

商务英语专业始于1993年原洛阳工学院英语系的外贸英语专业，自2012年正式招收商务英语专业本科生。商务英语专业师资力量良好，基本都具有硕士或博士学位。商务英语专业特点在于注重对学生跨文化商务知识运用能力的培养，把英语语言知识教学与商务知识教学有效结合，商务课程突出国际性及实用性特征，旨在培养能胜任国际商务和国际交流工作的合格的业务人员、谈判人员和管理人员。本专业毕业生具备扎实的商务英语基础理论和基本知识，能熟练掌握商务英语专业的听、说、读、写、译等基本技能，有在实践中综合运用商务英语专业知识分析、解决问题的能力，熟悉商务基本礼仪，了解国际商务活动及货物进出口基本法律、法规及政策，具备一定跨文化交流能力；熟悉服务和贸易进出口的系列流程，了解不同行业的专业术语、操作规范并具有外贸进出口单据制作能力；具备涉外企、事业的管理能力及组织协调能力。

Business English specialty started from Foreign Trade English of English Department in former Luoyang Institute of Technology in 1993. Since 2012, Business English undergraduates have been recruited officially. The faculty of this specialty is highly competitive. Currently, all the teachers in our faculty have been awarded the master's degree, some of whom have been conferred a doctorate. This specialty puts emphasis on cultivating students' abilities to master cross-cultural business English knowledge, with the combination of English skills and business knowledge. Business curriculum lays stress on case teaching with internationality and practicality as features. It prepares business English majors to be competent in international commerce and communication as businessmen, negotiators and administrators. With a systematic command of basic theoretical knowledge about business English, the graduates of our specialty are expected to be proficient in listening, speaking, reading, writing as well as translating, and capable of applying their learning to analyzing and solving problems in practice. They are familiar with the culture and etiquette for business and a good knowledge about the international business, including the basic laws, regulations and policies concerning the import and export of goods. They are also expected to be acquainted with the procedures of import and export, the technical terms in different fields, and have a good grasp of operating regulations and abilities to manage and coordinate in foreign enterprises.

二、培养目标

II Program Objective

本专业旨在培养具有扎实的英语语言基础、良好的人文素养和宽阔的国际视野，掌握系统的商务基础知识，熟悉国际商务的通行规则和惯例，善于跨文化交流与沟通，适应经济全球化竞争并具

有实践能力和创新精神，能胜任国际商务管理、国际贸易、国际交流等部门工作的高素质应用研究型商务英语专业人才。

The specialty is supposed to cultivate application-oriented and research-oriented talents who will be equipped with full competence in language learning. It will make full use of its strength not only in humanitarian quality and systematic knowledge, but also in the talent of cross-cultural communication, which will considerably help the students adapt to the global economic competition with strong practicality and innovation. It prepares students to be competent in international commerce administration, international trade and communication as application-oriented advanced Business English talents with high quality and inter-disciplinary talents.

三、毕业要求

III Graduation Requirements

(一) 毕业标准：具有学籍的学生，修完本专业人才培养方案中规定的必修课程和选修课程，经考核合格取得相应学分，并修够综合素质教育课 12 学分者，准予毕业。

(二) 学位标准：取得毕业资格的学生，符合《河南科技大学普通本科生学士学位授予办法》中规定的学士学位授予条件者，授予文学学士学位。

毕业生应具备以下几个方面的知识和能力：

1. 具有人文科学素养，中国情怀和国际视野，有创新精神和思辨能力；
2. 具有系统的商务基础知识和相关学科知识，具有扎实的英语语言基础知识，良好的语言表达能力和信息技术应用能力；
3. 熟悉国际商务的通行规则和惯例，熟悉商务基本礼仪、了解国际商务活动及相关基本法律、法规及政策；
4. 具有良好的商务实践能力，跨文化商务交流能力，以及涉外企、事业的管理能力和组织协调能力；
5. 具有获取和更新本专业知识的学习能力，了解专业的发展趋势并具备一定的学科理论研究能力。

Graduation Standard: Students registered in our university, having completed and passed all the required courses of the 4-year undergraduate program, achieved 12 credits in quality education course, are granted graduation.

Degree Standard: Bachelor's Degree of Arts is to be granted to the students meeting the provisions of "Regulations for Granting Bachelor's Degree of Henan University of Science and Technology".

The graduates of this specialty are expected to possess the following knowledge and capabilities:

1. Humanistic and scientific literacy, Chinese feelings and international vision, innovative spirit and critical thinking ability.
2. Systematic command of basic theoretical knowledge of the specialty and the knowledge in concerned area, firm grounding in English language, the capability of appropriate expression in English, the application ability of information technology.
3. Familiarity with the culture and etiquette for business and a good knowledge about the international business, including the basic laws, regulations and policies.
4. Good ability of business practice, cross-cultural business communication, management and coordination in foreign enterprises.
5. Having skills of gaining and updating the knowledge of the specialty, be well informed of the future trends in business English and the concerned area, and the capability in theoretical research.

四、主干学科及核心课程

IV Main Discipline & Core Courses

主干学科：商务英语

核心课程：综合英语、英语国家概况、英语演讲与辩论、美国文学史及选读、英国文学史及选读、商务视听说、经济学原理、管理学原理、跨文化商务交际、商务笔译、商务口译、国际商法概论、商务谈判、商务英语写作、商务文章阅读、国际营销等。

Main Discipline: Business English

Core Courses: Intensive Reading, An Outline Introduction to English-speaking Countries, English Speech and Debate, Selected Readings of American Literature and History, Selected Readings of British Literature and History, Business English Audio-Visual Course, Principles of Economics, Fundamentals of Management, Cross-cultural Business Communication, Business English, Business Translation, Business Interpretation, An Introduction to International Commercial Law, English for Business Negotiation, An Introduction to International Business, Business English Writing, Business English Reading, International Marketing etc.

五、学制及学位

V Program Duration and Academic Degrees

学制：四年

学习年限：3-6年

授予学位：文学学士

Program Duration: Four Years

Period of schooling: 3-6 years

Degree Granted: Bachelor's Degree of Arts

六、最低毕业学分要求

VI Minimum Required Credits

课程平台、模块及类型		学分 Credit	占总学分比例(%)
通识教育课程平台 General education courses	课堂教学 coursework	41	24.4
	实验和课程实践 Experiments & practicum	6	3.2
基础教育课程平台 Basic education courses	学科基础课程 Basic disciplinary courses	课堂教学 coursework	52.5
		实验和课程实践 Experiments & practicum	1.5
	专业基础课程 Basic academic courses	课堂教学 coursework	8
		实验和课程实践 Experiments & practicum	0
专业教育课程平台 Specialized courses	专业能力及学术应用模块 Academic competence & application	课堂教学 coursework	20
		实验和课程实践 Experiments & practicum	2
实践教育环节平台 practicum	专业基础实践 Basic practicum	11	6.5
	专业综合实践 Professional practicum	19	11.2
	素质教育实践 Quality education practicum	9	5.3
合计 Total		170	

七、课程设置及教学

VII Curriculum

(一) 通识教育课程平台

(一) General education courses

课程模块 Classification	模块性质 Category	课程名称 Course name	学分 credit	学时分配 Time distribution			考试/考查 Exam type	建议修读学期 Suggested term	开课单位 course-offering faculty
				总学时 Total hrs	理论 Class hours	实验 experiments 课程实践 practicum			
思想政治 Ideological politics	必修 Compulsory courses	马克思主义基本原理 Marxism Philosophy	3	48	40	8	考试	1	马院
		毛泽东思想和中国特色社会主义理论体系概论 Introduction to Mao Zedong Thought and Socialism with Chinese Characteristics	6	96	64	32	考试	2	马院
		思想道德修养与法律基础 Morals, Ethics and Fundamentals of Law	3	48	40	8	考查	1	马院
		中国近代史纲要 Outline of Contemporary and Modern Chinese History	2	32	24	8	考查	4	马院
		形势与政策 (1) Situation and Policy (1)	0.5	32	16	16	考查	1 和 2	马院
		形势与政策 (2) Situation and Policy (2)	0.5	32	16	16	考查	3 和 4	马院
		形势与政策 (3) Situation and Policy (3)	0.5	32	16	16	考查	5 和 6	马院
		形势与政策 (4) Situation and Policy (4)	0.5	32	16	16	考查	7 和 8	马院
外语 Foreign Languages	必修 Compulsory courses	第二外语 (法/日/韩/俄) (1) Second Foreign Language (French/Japanese/Korean/Russian) (1)	4	64	64		考试	4	外语
		第二外语 (法/日/韩/俄) (2) Second Foreign Language (French/Japanese/Korean/Russian) (2)	3	48	48		考查	5	外语
		第二外语 (法/日/韩/俄) (3) Second Foreign Language (French/Japanese/Korean/Russian) (3)	3	48	48		考试	6	外语
		第二外语 (法/日/韩/俄) (4) Second Foreign Language (French/Japanese/Korean/Russian) (4)	2	32	32		考查	7	外语
体育 Sports	必修 Compulsory courses	体育 (1) Physical Education (1)	1	36	32	4	考查	1	体育
		体育 (2) Physical Education (2)	1	36	32	4	考查	2	体育
		体育 (3) Physical Education (3)	1	36	32	4	考查	3	体育
		体育 (4) Physical Education (4)	1	36	32	4	考查	4	体育
Information technology		大学计算机基础 B Foundation of Computer B	1	32	16	16	考查	1	信工

课程模块 Classification	模块性质 Category	课程名称 Course name	学分 credit	学时分配 Time distribution				考试/考查 Exam type	建议修读学期 Suggested term	开课单位 course-offering faculty
				总学时 Totals	理论 Class hours	实验 experiments	课程实践 practicum			
Defen		军事理论 Military Theory	2	32	32			考查	2	体育
素质教育 Quality education	必修 Compulsory courses	人文社科类 Humanity and social science	4	所有学生必修心理健康类、创新创业类、就业指导类、艺术教育类课程每类必须至少 2 学分，必修人文社科类或自然科学类课程必须至少 4 学分。 All the students are required to achieve at least two credits of mental health, innovation, career guidance or art courses. The minimum of four credits are required in the courses of arts or natural science.						
		自然科学类 Nature Science Courses								
		艺术教育类 Arts Courses	2							
		就业指导类 Career Guidance Courses	2							
		创新创业类 Innovation Courses	2							
		心理健康类 Mental Health Courses	2							
小计 Subtotal			47							

(二) 基础教育课程平台

(二) Basic education courses

课程模块 Classification	模块性质 Category	课程名称 Course Name	学分 credit	学时分配 Time distribution				考试/考查 Exam type	建议修读学期 Suggested term	开课单位 course-offering faculty
				总学时 Totals	理论 Class hours	实验 experiments	课程实践 practicum			
学科基础课程 Basic disciplinary courses	必修 Compulsory	互联网应用与互联网+ Internet Application and Internet Plus	2.5	48	32	16		考查	2	信工
		综合英语 (1) Intensive Reading (1)	5	80	80			考试	1	外语
		综合英语 (2) Intensive Reading (2)	4	64	64			考查	2	外语
		综合英语 (3) Intensive Reading (3)	4	64	64			考试	3	外语
		综合英语 (4) Intensive Reading (4)	4	64	64			考查	4	外语
		综合英语 (5) Intensive Reading (5)	4	64	64			考查	5	外语
		综合英语 (6) Intensive Reading (6)	4	64	64			考查	6	外语
		英语阅读 (1) Extensive Reading (1)	2	32	32			考试	1	外语

课程模块 Classification	模块性质 Category	课程名称 Course Name	学分 credit	学时分配 Time distribution				考试/考查 Exam type	建议修读学期 Suggested term	开课单位 course-offering faculty
				总学时 Totals	理论 Class hours	实验 experiments	课程实践 practicum			
学科基础课 Basic disciplinary courses	必修 Compulsory	英语阅读 (2) Extensive Reading (2)	2	32	32			考查	2	外语
		英语听力 (1) Listening Comprehension (1)	2	32	32			考查	1	外语
		英语听力 (2) Listening Comprehension (2)	2	32	32			考查	2	外语
		英语听力 (3) Listening Comprehension (3)	2	32	32			考查	3	外语
		英语听力 (4) Listening Comprehension (4)	2	32	32			考查	4	外语
		英语口语 (1) Oral English (1)	2	32	32			考查	2	外语
		英语口语 (2) Oral English (2)	2	32	32			考查	3	外语
		英语演讲与辩论 English Speech and Debate	2.5	40	32		8	考查	4	外语
		英语写作 (1) English Writing (1)	2	32	32			考试	3	外语
		英语写作 (2) English Writing (2)	2	32	32			考查	4	外语
商务视听说 (1) Business English Audio-Visual Course (1)	2	32	32			考查	5	外语		
商务视听说 (2) Business English Audio-Visual Course (2)	2	32	32			考查	6	外语		
小 计 Subtotal			54							
专业基础课程 Basic academic courses	必修 Compulsory	英语国家概况 An Outline Introduction to English-speaking Countries	2	32	32			考查	3	外语
		美国文学史及选读 History and Selected Readings of American Literature	2	32	32			考试	3	外语
		英国文学史及选读 History and Selected Readings of British Literature	2	32	32			考查	3	外语
		商务文章阅读 Business English Reading	2	32	32			考查	4	外语
		小 计 Subtotal			8					

(三) 专业教育课程平台

(三) Specialized courses

课程模块 Classification	模块性质 Category	课程名称 Course Name	学分 credit	学时分配 Time distribution				考试/考查 Exam type	建议修读学期 Suggested term	开课单位 course-offering faculty
				总学时 Total hrs	理论 Class hours	实验 experiments	课程实践 practicum			
能力培养模块 Professional competency module	必修 Compulsory	商务谈判 English for Business Negotiation	2	32	24		8	考试	5	外语
		跨文化商务交际 Cross-cultural Business Communication	2	32	32			考查	5	外语
		商务笔译 Business Translation	2	32	24		8	考查	5	外语
		商务口译 Business Interpretation	2	32	24		8	考查	6	外语
		商务英语写作 Business English Writing	2	32	24		8	考试	6	外语
		国际贸易实务 International Trade Practice	2	32	24		8	考试	7	外语
		小计 Subtotal	12							
学术模块 Academic modules	选修 Elective	英语论文写作 English Paper Writing	1	16	16			考查	7	外语
		经济学原理 Principles of Economics	2	32	32			考试	5	外语
		会展英语 English for Convention and Exhibition	3	48	48			考试	5	外语
		国际金融 International Finance	3	48	48			考查	6	外语
		国际商务概论 An Introduction to International Business	2	32	32			考查	6	外语
		管理学原理 Fundamentals of Management	2	32	32			考查	6	外语
		欧洲文化 European Culture	3	48	48			考查	7	外语
		国际商法概论 An Introduction to International Commercial Law	2	32	32			考查	7	外语
		小计 Subtotal	18							
应用模块 Applied modules	选修 Elective	商务英语（中级） Business English (Vantage)	2	32	32			考查	5	外语
		商务英语（高级） Business English (Higher)	2	32	32			考查	6	外语
		国际营销 International Marketing	3	48	48			考试	6	外语
		国际商务礼仪 International Business Etiquette	1	16	16			考查	6	外语

课程模块 Classification	模块性质 Category	课程名称 Course Name	学分 credit	学时分配 Time distribution			考试考查 Exam type	建议修读学期 Suggested term	开课单位 course-offering faculty
				总学时 Total hrs	理论 Class hours	实验 experiments			
应用 模块	选修 Elective	商务公关 Business Public Relations	2	32	32		考查	6	外语
		商务文秘 Business Secretaries	3	48	48		考查	7	外语
		国际支付与结算 International Payments and Settlement	2	32	24	8	考试	7	外语
		跨境电子商务 Cross-border Electronic Commerce	3	48	48		考试	7	外语
		小 计 Subtotal	18						

备注：学生必须修完专业能力模块的全部课程；学术类和应用类选修模块不要求修完某一模块，也可跨学科或专业修读课程，总和不少于9学分。

Notes: Students must complete all the courses in the professional competency module; for the academic and applied elective modules, students are not required to take the completion of a module, but can also select courses across disciplines or majors for a total of not less than 9credits.

(四) 实践教育环节平台

(四) Practicum

实践模块 Classification	模块性质 Category	实践环节名称 Practicum Name	实践环节性质 Type	学 分 Credit	周 数 Weeks	建议 学期 Suggested Term	开课单位 Course-offering Faculty
专业 基础 实践 Basic Practicum	必修 Compulsory	英语语音实训 Phonetic Practice	实训	1	1	1	外语
		英语听力实训 Listening Practice	实训	2	2	2	外语
		读书报告 Reading Report	实训	2	2	3	外语
		英语口语实训 Oral English Practice	实训	2	2	4	外语
		商务笔译实训 Business Translation Practice	实训	2	2	5	外语
		商务口译实训 Business Interpretation Practice	实训	2	2	6	外语
专业 综合 实践 Professional Practicum	必修 Compulsory	专业实习 Professional Practice	实习	4	4	7	外语
		毕业实习 Graduation Practice	实习	8	8	8	外语
		毕业论文 Graduation Thesis	毕业论文	8	8	8	外语

实践模块 Classification	模块性质 Category	实践环节名称 Practicum Name	实践环节性质 Type	学分 Credit	周数 Weeks	建议学期 Suggested Term	开课单位 Course-offering Faculty
素质教育实践 Quality Education Practicum	必修 Compulsory	新生入学教育(含安全教育) Entrance Education		1		1	学生处
		军事技能训练 Military Training		2	2	1	学生处
		创新创业实践 Innovation and Entrepreneurship practice		2			外语
		其他课外素质培养实践 Extra-Curriculum Quality Education Practice		4			学生处、团委
小 计 Subtotal				40			

八、指导性修读建议计划表

VIII Instructional Course Schedule

第一学期 First Term			第二学期 Second Term		
课程编码 Course Code	课程名称 Course Name	学分 Credit	课程编码 Course Code	课程名称 Course Name	学分 Credit
0712001	综合英语(1) Intensive Reading (1)	5	0712007	综合英语(2) Intensive Reading (2)	4
0712003	英语阅读(1) Extensive Reading (1)	2	0712008	英语阅读(2) Extensive Reading (2)	2
0712002	英语听力(1) Listening Comprehension (1)	2	0712009	英语听力(2) Listening Comprehensio (2)	2
2611001	马克思主义基本原理 Marxism Philosophy	3	0712010	英语口语(1) Oral English (1)	2
2611003	思想道德修养与法律基础 Morals, Ethics and Fundamentals of Law	3	2611002	毛泽东思想和中国特色社会主义理论体系概论 Introduction to Mao Zedong Thought and Socialism with Chinese Characteristics	6
0714001	英语语音实训 Phonetic Practice	1	0714003	英语听力实训 Listening Practice	2
1111001	体育(1) Physical Education (1)	1	1111002	体育(2) Physical Education (2)	1
0411002	大学计算机基础B Foundation of Computer B	1	1111003	军事理论 Military Theory	2
2114002	新生入学教育(含安全教育) Entrance Education	1	0412005	互联网应用与互联网+ Internet Application and Internet Plus	2.5
2114001	军事技能训练 Military Training	2	2611004	形势与政策(1) Situation and Policy (1)	0.5
2611004	形势与政策(1) Situation and Policy (1)	0.5			
合计 Total	必修 21 学分 Credits of required courses: 21		合计 Total	必修 24 学分 Credits of required courses: 24	

第一学期 First Term			第二学期 Second Term		
课程编码 Course Code	课程名称 Course Name	学分 Credit	课程编码 Course Code	课程名称 Course Name	学分 Credit
* 本学期选课具体要求 Specific requirements of choosing courses for the term * 本学期总学分 21 学分 Total credits:21			* 本学期选课具体要求 Specific requirements of choosing courses for the term * 本学期总学分 24 学分 Total credits: 24		

第三学期 Third Terms			第四学期 Fourth Term		
课程编码 Course Code	课程名称 Course Name	学分 Credit	课程编码 Course Code	课程名称 Course Name	学分 Credit
0712044	综合英语 (3) Intensive Reading (3)	4	0712045	综合英语 (4) Intensive Reading (4)	4
0712036	英语听力 (3) Listening Comprehension (3)	2	0712037	英语听力 (4) Listening Comprehension (4)	2
0712035	英语口语 (2) Oral English (2)	2	0712040	英语演讲与辩论 English Speech and Debate	2.5
0712038	英语写作 (1) English Writing (1)	2	0712039	英语写作 (2) English Writing (2)	2
0712019	美国文学史及选读 History and Selected Readings of American Literature	2	0712031	商务文章阅读 Business English Reading	2
0714006	读书报告 Reading Report	2	0714019	英语口语实训 Oral English Practice	2
0712032	英国文学史及选读 History and Selected Readings of British Literature	2	0711010	第二外语 (法/日/韩/俄) (1) Second Foreign Language (French/Japanese/Korean/Russian) (1)	4
1111004	体育 (3) Physical Education (3)	1	2611005	中国近代史纲要 Outline of Contemporary and Modern Chinese History	2
2611006	形势与政策 (2) Situation and Policy (2)	0.5	1111005	体育 (4) Physical Education (4)	1
0712034	英语国家概况 An Outline Introduction to English-speaking Countries	2	2611006	形势与政策 (2) Situation and Policy (2)	0.5
合计 Total	必修 19 学分 Credits of required courses: 19		合计 Total	必修 22 学分 Credits of required courses: 22	
* 本学期选课具体要求 Specific requirements of choosing courses for the term * 本学期总学分 19 学分 Total credits:19			* 本学期选课具体要求 Specific requirements of choosing courses for the term * 本学期总学分 22 学分 Total credits: 22		

第五学期 Fifth Term			第六学期 Sixth Term		
课程编码 Course Code	课程名称 Course Name	学分 Credit	课程编码 Course Code	课程名称 Course Name	学分 Credit
0712046	综合英语 (5) Intensive Reading (5)	4	0712047	综合英语 (6) Intensive Reading (6)	4
0712029	商务视听说 (1) Business Audio-Visual and Speaking Course (1)	2	0712030	商务视听说 (2) Business Audio-Visual and Speaking Course (2)	2
0713060	商务谈判 English for Business Negotiation	2	0713064	商务英语写作 Business English Writing	2
0713027	跨文化商务交际 Cross-cultural Business Communication	2	0713054	商务口译 Business Interpretation	2
0713052	商务笔译 Business Translation	2	0714017	商务口译实训 Business Interpretation Practice	2
0714014	翻译笔译实训 Translation Practice	2	0711012	第二外语 (法/日/韩/俄) (3) Second Foreign Language (French/Japanese/Korean/Russian) (3)	3
0711011	第二外语 (法/日/韩/俄) (2) Second Foreign Language (French/Japanese/Korean/Russian) (2)	3	2611007	形势与政策 (3) Situation and Policy (3)	0.5
2611007	形势与政策 (3) Situation and Policy (3)	0.5			
合计 Total	必修 17 学分 Credits of required courses: 17		合计 Total	必修 15.5 学分 Credits of required courses: 15.5	
* 本学期选课具体要求 Specific requirements of choosing courses for the term * 本学期总学分 24 学分 Total credits:24			* 本学期选课具体要求 Specific requirements of choosing courses for the term * 本学期总学分 30.5 学分 Total credits:30.5		
第七学期 Seventh Term			第八学期 Eighth Term		
课程编码 Course Code	课程名称 Course Name	学分 Credit	课程编码 Course Code	课程名称 Course Name	学分 Credit
0713009	国际贸易实务 International Trade Practice	2	0714011	毕业实习 Graduation Practice	8
0714024	专业实习 Professional Practice	4	0714008	毕业论文 Graduation Thesis	8
0711013	第二外语 (法/日/韩/俄) (4) Second Foreign Language (French/Japanese/Korean/Russian) (4)	2	2611008	形势与政策 (4) Situation and Policy (4)	0.5
2611008	形势与政策 (4) Situation and Policy (4)	0.5			
合计 Total	必修 8 学分 Credits of required courses: 8		合计 Total	必修 16.5 学分 Credits of required courses: 16.5	
* 本学期选课具体要求 Specific requirements of choosing courses for the term * 本学期总学分 22 学分 Total credits: 22			* 本学期选课具体要求 Specific requirements of choosing courses for the term * 本学期总学分 16.5 学分 Total credits: 16.5		