



The University of Jordan
Accreditation & Quality Assurance Center

COURSE Syllabus

1	Course title	Korean in the Field of Business
2	Course number	2204312
3	Credit hours (theory, practical)	3
	Contact hours (theory, practical)	3
4	Prerequisites/corequisites	2204207
5	Program title	Bachelor's Degree in Korean and English
6	Program code	2204
7	Awarding institution	University of Jordan
8	Faculty	Foreign Languages
9	Department	Asian Languages
10	Level of course	Second year
11	Year of study and semester (s)	Second year/ second semester
12	Final Qualification	BA
13	Other department (s) involved in teaching the course	-
14	Language of Instruction	Korean
15	Date of production/revision	

16. Course Coordinator:

Office numbers, office hours, phone numbers, and email addresses should be listed.

17. Other instructors:

Office numbers, office hours, phone numbers, and email addresses should be listed.

18. Course Description:

As stated in the approved study plan.

This course will introduce students into the technical language of some of the most important economic branches and into its special lexicon and syntax. Students will be trained to understand and master business letters and their replies as well as to speak in formal interviews.

19. Course aims and outcomes:

<p>A- Aims:</p> <p>A1. Introducing students into the technical language of some of the most important economic branches</p> <p>A2. Introducing students into its special lexicon and syntax</p> <p>A3. Training students to understand and master business letters and their replies as well as to speak in formal interviews</p> <p>B- Intended Learning Outcomes (ILOs): Upon successful completion of this course students will be able to ...</p>
B1. know the technical language of some of the most important economic branches
B2. know its special lexicon and syntax
B3. understand and master business letters and their replies as well as to speak in formal interviews

20. Topic Outline and Schedule:

Topic	Week	Instructor	Achieved ILOs	Evaluation Methods	Reference
Korean society	1-2		1 2 3 4 5	Writing exam	reader(4) page1-22
Korean economy	3-5		1 2 3 5 6 11-13	writing	reader(4) page23-43
Company structure	6-7		1 2 3 11-13	Talk about some jobs	reader(4) page44-64
Meeting and Telephoning	8-11		1 2 3 4 7 8 10	Giving opinions Organizing meetings	reader(4) page65-85
Shopping	12-13		1 2 3 8 9 10-14	Acting roles	reader(4) page86-105
Signing contract	14		1 2 3 4 11 12 13	Writing a contract	reader(4) page105-125
Negotiating	15		1 2 3 4 11 13	Group negotiation	reader(4) page126-145
Review	16			Writing Articles	reader(4)

21. Teaching Methods and Assignments:

Development of ILOs is promoted through the following teaching and learning methods:

Communicative approach will be applied and encourage the students by group work, role play. Developing for skills will be the main concern.

22. Evaluation Methods and Course Requirements:

Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements:

Participation and other activities (Quiz , HW , CW)	: % 20
Mid-term exam	: % 30
Final exam	: % 50

23. Course Policies:

A- Attendance policies:

Only the number of absences allowed by the university is accepted. Low attendance influences the participation mark (An absent student cannot participate).

B- Absences from exams and handing in assignments on time:

Mid-term and finals can be made up with an official excuse. Quizzes can **never** be made up no matter how justified your absence was.

C- Health and safety procedures:

D- Honesty policy regarding cheating, plagiarism, misbehavior:

E- Grading policy:

F- Available university services that support achievement in the course:

24. Required equipment:

Computer, data show

25. References:

A- Required book (s), assigned reading and audio-visuals:

B- Recommended books, materials, and media:

26. Additional information:

Name of Course Coordinator: -----Signature: ----- Date: -----

Head of curriculum committee/Department: ----- Signature: -----

Head of Department: ----- Signature: -----

Head of curriculum committee/Faculty: ----- Signature: -----

Dean: ----- -Signature: -----

Copy to:
Head of Department
Assistant Dean for Quality Assurance
Course File