

Course E-Syllabus

1	Course title	Economic
2	Course number	2204324
3	Credit hours	3
	Contact hours (theory, practical)	
4	Prerequisites/corequisites	Master basic Chinese knowledge in Economic
5	Program title	
6	Program code	
7	Awarding institution	
8	School	Foreign Languages School
9	Department	Asian Languages Department(chinese)
10	Level of course	Primary
11	Year of study and semester (s)	The first semester of the second year
12	Final Qualification	Obtain the credits
13	Other department (s) involved in teaching the course	No
14	Language of Instruction	Chinese
15	Teaching methodology	<input type="checkbox"/> Blended <input checked="" type="checkbox"/> Online
16	Electronic platform(s)	<input type="checkbox"/> Moodle <input checked="" type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input checked="" type="checkbox"/> Others.....
17	Date of production/revision	2020/10/22

18 Course Coordinator:

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19 Other instructors:

Name:
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Name:
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20 Course Description:

As stated in the approved study plan.

The learner should master the related vocabularies and expression, develop their hearing and speaking ability in Economical topics. On the principle of gradual improvement, the learner should finish listening and speaking tasks, do the simulation exercises and business tasks to further strengthen learners' understanding so that improve their business practice.

21 Course aims and outcomes:

A- Aims:

This course is specially designed for foreign learners with basic business vocabularies and expressions and knowledge and is aimed at improving their Chinese business communication proficiency by way of learning related economical and topical materials, while helping them acquire a deep understanding of Chinese business and economic, broaden students knowledge and finish business practice in business perspective.

B- Intended Learning Outcomes (ILOs):

Upon successful completion of this course, students will be able to:
use business vocabularies and expression freely. When they hear, watch or read the related business and economic materials, they can speak, understand and communicate the topics.

22. Topic Outline and Schedule:

Week	Lecture	Topic	Teaching Methods*/platform	Evaluation Methods**	References
1	1.1	Intoduction	Synchronous lecturing	Homework	MP3
	1.2	The name of some job titles	Synchronous lecturing	Homework	MP3
	1.3	Design business card	Synchronous lecturing	Homework	MP3
2	2.1	Organizational structure	Synchronous lecturing/microsoft team	Homework	MP3
	2.2	Describe job	Synchronous lecturing	Homework	MP3
	2.3	Interview job	Synchronous lecturing	Homework	MP3
3	3.1	Time schedules	Synchronous lecturing/microsoft team	Homework	MP3
	3.2	Book tickets and arrange work	Synchronous lecturing/microsoft team	Homework	MP3
	3.3	Introduce daily work	Synchronous lecturing/microsoft team	Homework	MP3
4	4.1	Location of the workplace	Synchronous lecturing/microsoft team	Homework	MP3
	4.2	Give the directions to a company's location	Synchronous lecturing/microsoft team	Homework	MP3
	4.3	How to order merchandise	Synchronous lecturing/microsoft team	Homework	MP3
5	5.1	Business banquet	Synchronous lecturing/microsoft team	Homework	MP3
	5.2	Invite guests	Synchronous lecturing/microsoft team	Homework	MP3
	5.3	How to toast	Synchronous lecturing/microsoft team	Homework	MP3
6	6.1	Work on the internet	Synchronous lecturing/microsoft team	Homework	MP3
	6.2	Shop and work on the internet	Synchronous lecturing/microsoft team	Homework	MP3

	6.3	Attend a network meeting	Synchronous lecturing/microsoft team	Homework	MP3
7	7.1	About consumer behavior	Synchronous lecturing/microsoft team	Homework	MP3
	7.2	About market	Synchronous lecturing/microsoft team	Homework	MP3
	7.3	Express opinions about advertising	Synchronous lecturing/microsoft team	Homework	MP3
8	8.1	review	Asynchronous lecturing/meeting	homework	MP3
	8.2	review	Asynchronous lecturing/meeting	homework	MP3
	8.3	Mid-exam	Asynchronous lecturing/meeting	Exam	MP3
9	9.1	About the financial management	Synchronous lecturing/microsoft team	Homework	MP3
	9.2	Analyze financial statement	Synchronous lecturing/microsoft team	Homework	MP3
	9.3	Make a budget	Synchronous lecturing/microsoft team	Homework	MP3
10	10.1	About the basics of commercial consulting companies	Synchronous lecturing/microsoft team	Homework	MP3
	10.2	About the management characteristics	Synchronous lecturing/microsoft team	Homework	MP3
	10.3	How to offer consultation services	Synchronous lecturing/microsoft team	Homework	MP3
11	11.1	Strategy planning	Synchronous lecturing/microsoft team	Homework	MP3
	11.2	Establish a brand	Synchronous lecturing/microsoft team	Homework	MP3
	11.3	The reason why a company changes its strategy	Synchronous lecturing/microsoft team	Homework	MP3
12	12.1	About the company culture	Synchronous lecturing/microsoft team	Homework	MP3
	12.2	Details of company culture	Synchronous lecturing/microsoft team	Homework	MP3

	12.3	The differences between company cultures	Synchronous lecturing/microsoft team	Homework	MP3
13	13.1	Community contribution	Synchronous lecturing/microsoft team	Homework	MP3
	13.2	Some charity activities	Synchronous lecturing/microsoft team	Homework	MP3
	13.3	Some expressions for charity activities	Synchronous lecturing/microsoft team	Homework	MP3
14	14.1	idioms	Synchronous lecturing/microsoft team	Homework	MP3
	14.2	Dictation	Synchronous lecturing/microsoft team	quiz	MP3
	14.3	Dictation	Synchronous lecturing/microsoft team	homework	MP3
15	15.1	review	Asynchronous lecturing/meeting	homework	MP3
	15.2	review	Asynchronous lecturing/meeting	homework	MP3
	15.3	review	Synchronous lecturing/microsoft team	quiz	MP3

- Teaching methods include: Synchronous lecturing/meeting; Asynchronous lecturing/meeting
- Evaluation methods include: Homework, Quiz, Exam, pre-lab quiz...etc

23 Evaluation Methods:

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

Evaluation Activity	Mark	Topic(s)	Period (Week)	Platform
Check homework	20%	Topic reading and conversation exercises	1-7	Microsoft team/wechat
Mid-exam	30%	reading comprehension	8	Microsoft team
Final exam	50%	Comprehensive reading	16	Microsoft team

24 Course Requirements (e.g: students should have a computer, internet connection, webcam, account on a specific software/platform...etc):

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students should have a computer or a phone installed Microsoft team meeting and Wechat, good internet connection and textbook.

25 Course Policies:

- A- Attendance policies: students can have three times absences during the whole lectures.
- B- Absences from exams and submitting assignments on time: no absences from exams and should submit their assignments on time.
- C- Health and safety procedures:
- D- Honesty policy regarding cheating, plagiarism, misbehavior: no cheating during the exam.
- E- Grading policy: A-10% A- -20% B+-20% B-10% B--10% C+10% C-10% D-10%
- F- Available university services that support achievement in the course: university Microsoft team

26 References:

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

Required book: A Course on Chinese Speed Reading
Audio-visuals: listening MP3

B- Recommended books, materials and media:

27 Additional information:

Name of Course Coordinator: -----Liu Guanhua---Signature: ----- Date: --2010/10/22---

Head of Curriculum Committee/Department: ----- Signature: -----

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

Head of Curriculum Committee/Faculty: ----- Signature: -----

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

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