

1	Course title	Practical Applications in the Field of Business/Chinese
2	Course number	2234324
3	Credit hours	3
	Contact hours (theory, practical)	3
4	Prerequisites/ corequisites	2204095/ Intensive Chinese
5	Program title	Bachelor's Degree in Chinese and English
6	Program code	2204
7	Awarding institution	University of Jordan
8	School	Foreign Languages
9	Department	Asian Languages
10	Level of course	Third year
11	Year of study and semester (s)	2024—2025 second semester
12	Other department (s) involved in teaching the course	-
13	Main teaching language	Chinese
14	Delivery method	<input type="checkbox"/> Face-to-Face <input checked="" type="checkbox"/> Blended <input type="checkbox"/> Online
15	Online platforms(s)	<input checked="" type="checkbox"/> Learning <input type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input checked="" type="checkbox"/> Others: WhatsApp
16	Issuing/Revision Date	2025/02/20

17 Course Coordinator:

Name: WangDejun

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18 Other instructors: -

Name:

Office hours:

Office number:

number:

19 Course Description:

This course mainly enhances oral skills with the aim to practice communication strategies. General themes will be discussed after presentation through audio-visual aids. Student will be given ample time to listen and speak on the basis of texts of varying lengths.

20 Course aims and outcomes:

A- Aims: (PLO's)

- 1- Analyze and explain conventional narrative and descriptive texts, spoken and written, related to describing people, places, and things.
- 2- Analyze, discuss, and critique the grammatical system and function of natural human language in Chinese and English languages, and develop his/her abilities and skills in phonetics, phonology, morphology, syntax, semantics, discourse analysis and pragmatics.
- 3- Develop and use his/her Chinese and English language skills and engage effectively in communicative tasks and activities in academic and non-academic contexts.
- 4- Analyze and evaluate major literary works, genres, periods, and critical approaches in Chinese and English literatures.
- 5- Show respect to cultural diversity, ethics, and professional behavior and appreciate the aesthetic and rhetorical aspects in literary works from a variety of cultures.
- 6- Use information and communication technology to access global databases and information to develop his/her knowledge and skills and use them in generating new knowledge in Chinese and English literary and linguistic texts.
- 7- Analyze Chinese and English linguistic and cultural features effectively for the purposes of teaching Chinese and English as a foreign language in a wide range of contexts.
- 8- Identify scientific research principles and use higher order thinking skills, critical and creative thinking in analyzing and observing issues related to the knowledge and skills of the Chinese and English languages and literature.
- 9- Work efficiently within a team and bears the responsibility arising from it as a specialist in the Chinese and English languages and practices his/her work within the value system of society and its general ethics.

B- Intended Learning Outcomes (ILOs):

Upon successful completion of this course, students will be able to:

- B1. Identify and distinguish various conversation content.
- B2. Use common phrases and idioms in conversations.
- B3. Question and state opinions, ask for clarification & offer suggestions effectively.
- B4. Demonstrate knowledge more confidently in formal and informal conversations.

No.	Course Learning Outcomes	Program Outcomes											Assessment Tools								
		1	2	3	4	5	6	7	8	9			1	2	3	4	5	6	7	8	9
1	Identify and distinguish various conversation content.	X		X	X								X	X	X	X					
2	Use common phrases and idioms in conversations.	X			X		X						X	X	X	X					
3	Question and state opinions, ask for clarification & offer suggestions effectively.	X			X	X	X		X				X	X	X	X					
4	Demonstrate knowledge more confidently in formal and informal conversations	X				X	X			X			X	X	X						

21. Topic Outline and Schedule:

Week	Lecture	Topic	Course Learning Outcomes	Teaching Methods*/platform	Evaluation Methods**	References	
1	1.1	初次见面 (1)	1-4	Face to Face	课堂问答 课后练习	HSK2 标准教程	
	1.2	初次见面 (2)	1-4	Face to Face	#	HSK2 标准教程	
	1.3	初次见面 (3)	1-4	Face to Face	#	HSK2 标准教程	
2	2.1	工作团队 (1)	1-4	Face to Face	课堂问答 课后练习	HSK2 标准教程	
	2.2	工作团队 (2)	1-4	Face to Face	#	HSK2 标准教程	
	2.3	工作团队 (3)	1-4	Face to Face	#	HSK2 标准教程	
3	3.1	日程安排 (1)	1-4	Face to Face	课堂问答 课后练习	HSK2 标准教程	

	3.2	日程安排 (2)	1-4	Face to Face	#	HSK2 标准教程
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	4	4.1	办公地点 (1)	1-4	Face to Face	课堂问答 课后作业	HSK2 标准教程
		4.2	办公地点 (2)	1-4	Face to Face	#	HSK2 标准教程
		4.3	办公地点 (3)	1-4	Face to Face	#	HSK2 标准教程
	5	5.1	商务宴会 (1)	1-4	Face to Face	课堂问答 课后作业	HSK2 标准教程
		5.2	商务宴会 (2)	1-4	Face to Face	#	HSK2 标准教程
		5.3	商务宴会 (3)	1-4	Face to Face	#	HSK2 标准教程
	6	6.1	网上办公 (1)	1-4	Face to Face	课堂问答 课后作业	HSK2 标准教程
		6.2	网上办公 (2)	1-4	Face to Face	#	HSK2 标准教程
		6.3	网上办公 (3)	1-4	Face to Face	#	HSK2 标准教程
	7	7.1	市场营销 (1)	1-4	Face to Face	课堂问答 课后作业	HSK2 标准教程
		7.2	市场营销 (2)	1-4	Face to Face	#	HSK2 标准教程
		7.3	市场营销 (3)	1-4	Face to Face	#	HSK2 标准教程
	8	8.1	财务管理 (1)	1-4	Face to Face	课堂问答 课后作业	HSK2 标准教程
		8.2	Midterm Exam	1-4	随堂考试		
		8.3	财务管理 (2)	1-4	Face to Face	课堂问答 课后作业	HSK2 标准教程

9	9.1	商业资讯 (1)	1-4	Face to Face	课堂问答 课后作业	HSK2 标准 教程	
	9.2	商业资讯 (2)	1-4	Face to Face	#	HSK2 标准 教程	
	9.3	商业资讯 (3)	1-4	Face to Face	#	HSK2 标准 教程	
10	10.1	战略管理 (1)	1-4	Face to Face	课堂问答 课后作业	HSK2 标准 教程	
	10.2	战略管理 (2)	1-4	Face to Face	#	HSK2 标准 教程	
	10.3	战略管理 (3)	1-4	Face to Face	#	HSK2 标准 教程	
11	11.1	企业文化 (1)	1-4	Face to Face	课堂问答 课后作业	HSK2 标准 教程	
	11.2	企业文化 (2)	1-4	Face to Face	#	HSK2 标准 教程	
	11.3	企业文化 (3)	1-4	Face to Face	#	HSK2 标准 教程	
12	12.1	社会贡献 (1)	1-4	Face to Face	课堂问答 课后作业	HSK2 标准 教程	
	12.2	社会贡献 (2)	1-4	Face to Face	#	HSK2 标准 教程	
	12.3	社会贡献 (3)	1-4	Face to Face	#	HSK2 标准 教程	
13	13.1	会议发言 (1)	1-4	Face to Face	课堂问答 课后作业	HSK2 标准 教程	
	13.2	会议发言 (2)	1-4	Face to Face	#	HSK2 标准 教程	
	13.3	会议发言 (3)	1-4	Face to Face	#	HSK2 标准 教程	

14	14.1	机票预订 (1)	1-4	Face to Face	课堂问答 课后作业	HSK2 标准 教程
	14.2	机票预订 (2)	1-4	Face to Face	#	HSK2 标准 教程
15	14.3	机票预订 (3)	1-4	Face to Face	#	HSK2 标准 教程
	15.1	复习 (1)	1-4	Face to Face	课堂练习 与问答	HSK2 标准 教程
	15.2	复习 (2)	1-4	Face to face	课堂练习 与问答	HSK2 标准 教程
	15.3	期末考试		随堂考试		

- Teaching methods include: Face-to-face
- Evaluation methods include: 1.Assignment and Participation 2. Presentation 3. Midterm exam 4. Final exam

22.Evaluation Methods:

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

Evaluation Activity	Mark	Topic(s)	Intended Learning outcome	Period (Week)	Platform
Assignment and Participation Presentation	10 10	All topics	1-4	Whole semester	On campus
Midterm Exam	30	The first eight weeks	1-4	The 8th week	On campus

Final Exam	50	The last eight weeks	1-4	According to the schedule from the Department of Registration	On campus
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23 Course Requirements

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

24 Course Policies:

- A- Attendance policies: As per the University Regulations.
- B- Absences from exams and submitting assignments on time: : As per the University Regulations.
- C- Health and safety procedures: According to the regulations of the University.
- D- Honesty policy regarding cheating, plagiarism, misbehavior: According to the regulations of the University.
- E- Grading policy: As explained above in 23
- F- Available university services that support achievement in the course: Please ask me or your academic advisor for any help or support.

25. References:

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

1. 体验汉语商务篇
- 2.HSK1 标准汉语； HSK 标准汉语 2
- 3.HSK 练习 1 ， HSK 练习 2

B- Recommended books, materials, and media:

1. <https://www.youtube.com/watch?v=dp6S6ARAnCQ>
2. <https://www.youtube.com/watch?v=i7iEyqsyLKQ>

26 Additional information:

27. Rubrics

Rubric for Oral Assignment

Category	Weight	Unacceptable	Satisfactory	Good	Score
Identify	30%	The student didn't understand the topic clearly.	The student understood the topic but confused some of the points.	The student understood the topic very well.	
Correct Work/Solution	50%	The solution is not correct.	The solution is insufficient and there are Pronunciation mistakes.	The solution is correct.	

Neatness	20%	The assignment is unorganized and the student has not practiced his/her ideas of the topic , e.g. eye contact, clear language, engagement with the audience, pronunciation, etc.	The assignment is somewhat organized.	The assignment is very easy to follow, is very organized, and is neat.	
Instructor's Comments:					

Name of Course Coordinator: Wang dejun

Signature: Wang Dejun Date : 20/02/2025

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

Department: ----- Signature: -----

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

----- Signature: -----