The University of Jordan

الجامعة الاردنية

Form: Course Syllabus	Form Number	EXC-01-02-02A
	Issue Number and Date	2963/2022/24/3/2 5/12/2022
	Number and Date of Revision or Modification	2/(10/12/2023)
	Deans Council Approval Decision Number	50/2023
	The Date of the Deans Council Approval Decision	26/12/2023
	Number of Pages	06

1.	Course Title	Employment readiness skills for business management students (2)
2.	Course Number	1601498
3.	Credit Hours (Theory, Practical)	3
	Contact Hours (Theory, Practical)	3
4.	Prerequisites/ Corequisites	Completing 90 hours successfully
5.	Program Title	Bachelor of Business Management
6.	Program Code	010
7.	School/ Center	School of Business
8.	Department	Business Management
9.	Course Level	4th year - Bachelor
10.	Year of Study and Semester (s)	
11.	Other Department(s) Involved in Teaching the Course	N/A
12.	Main Learning Language	English
13.	Learning Types	☒Face to face learning ☐Blended ☐Fully online
14.	Online Platforms(s)	☒Moodle ☒Microsoft Teams
15.	Issuing Date	December 2024
16.	Revision Date	October 2025

17. Course Coordinator:

Name: Dr. Rima Al Hasan	Contact hours:
Office number:	Phone number:
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18. Other Instructors:

Name:
Office number:
Phone number:
Email:
Contact hours:
Name:
Office number:
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19. Course Description:

As stated in the approved study plan.
This course is designed to equip Business Management students with the essential skills and practical knowledge required for successful entry into the workforce. Emphasizing entrepreneurial thinking, strategic analysis, project planning, and people management, the course offers a hands-on learning experience through case studies, simulations, and business pitching exercises. By the end of the course, students will be prepared to pursue a range of career paths, including roles as entrepreneurs, consultants, project managers, operations leaders, and human resource professionals.

20. Program Intended Learning Outcomes: (To be used in designing the matrix linking the intended learning outcomes of the course with the intended learning outcomes of the program)

1. Examine the main concepts, principles and theories associated with business management and discuss a substantial body of subject-based knowledge of business.
2. Apply problem solving, critical thinking and decision-making skills to solve problems related to business management and recommend further actions.
3. Demonstrate Analysis and strategic planning skills and optimal utilization of human resources skills.
4. Illustrate quantitative and qualitative skills related to operations, quality, project, and supply chain management.
5. Value scientific research related to business management and demonstrate statistical analysis skills.

6. Develop intellectual and transferable personal and communication skills applicable to further study and careers.
7. Utilize information and communication technology to access and analyze databases and international information to develop knowledge, skills, and to generate new knowledge in business management field.

21. Course Intended Learning Outcomes: (Upon completion of the course, the student will be able to achieve the following intended learning outcomes)

1. Identify the major skills required by the various business professions in the industrial sector.

2. Develop skills that are essential to managing businesses, employees' relation, organizational development, basic HR requirements in companies, and managerial hierarchy.

3. Show soft skills required by the various business professions such as team-work, communication, critical thinking, and networking.

4. Desing and apply managerial structures related to functional collaborations, communications and analysis from real world cases.

5. Create business plan, strategic plans while taking business environment into account.

6. Apply basic concepts related to entrepreneurship, innovation to create a business idea.

Course ILOs	The learning levels to be achieved					
	Remembering	**Understanding**	**Applying**	**Analysing**	**evaluating**	**Creating**
1			√	√		
2			√			√
3			√			
4				√		√
5				√		
6				√		

22. The matrix linking the intended learning outcomes of the course with the intended learning outcomes of the program:

Program ILOs / Course ILOs	ILO (1)	ILO (2)	ILO (3)	ILO (4)	ILO (5)	ILO (6)	ILO (7)

1	√							
2	√					√		
3		√						
4			√					√
5			√	√				
6		√			√			√

23. Topic Outline and Schedule:

Week	Lecture	Topic	ILO/s Linked to the Topic	Learning Types (Face to Face/ Blended/ Fully Online)	Platform Used	Synchronous / Asynchronous Lecturing	Evaluation Methods	Learning Resources
1	1.1	Introduction to the course		Face to face	Moodle	-		
	1.2	Entrepreneurial skills		Face to face	Moodle	-	Course work	
	1.3	Entrepreneurial skills		Face to face	Moodle	-	Course work	
2	2.1	Opportunity recognition and idea generation		Face to face	Moodle	-	Course work project	
	2.2	Opportunity recognition and idea generation		Face to face	Moodle	-	Course work project	
	2.3	Opportunity recognition and idea generation		Face to face	Moodle	-	Course work project	
3	3.1	Develop business plan and model		Face to face	Moodle	-	Course work; project	
	3.2	Develop business plan and model		Face to face	Moodle	-	Course work project	
	3.3	Feasibility analysis		Face to face	Moodle	-	Course work project	
4	4.1	Feasibility analysis		Face to face	Moodle	-	Course work	

							project	
	4.2	Funding and financing for projects		Face to face	Moodle	-	Course work	
	4.3	Funding and financing for projects		Face to face	Moodle	-	Course work	
5	5.1	pitching		Face to face	Moodle	-	Course work	
	5.2	Group presentation and pitching		Face to face	Moodle	-	-	
	5.3	Group presentation and pitching		Face to face	Moodle	-	-	
6	6.1	Environment analysis (external and internal): SWOT analysis, PESTEL analysis		Face to face	Moodle	-	Course work, project	
	6.2	Environment analysis (external and internal): SWOT analysis, PESTEL analysis		Face to face	Moodle	-	Course work, project	
	6.3	Environment analysis (external and internal): SWOT analysis, PESTEL analysis		Face to face	Moodle	-	Course work, project	
7	7.1	Environment analysis (external and internal): SWOT analysis, PESTEL analysis		Face to face	Moodle	-	Course work, project	
	7.2	Group project: PESTEL and SWOT analysis for real business		Face to face	Moodle	-	-	
	7.3	Group work : PESTEL and SWOT analysis for real business		Face to face	Moodle	-	-	
8	8.1	Risk analysis		Face to face	Moodle	-	Course work	
	8.2	Risk analysis		Face to face	Moodle	-	Course work	
	8.3	Group Work: application on risk analysis		Face to face	Moodle	-	-	
9	9.1	Contingency analysis and scenario planning		Face to face	Moodle	-	Course work, project	

				Face to face	Moodle	-	Course work, project	
	9.2	Contingency analysis and scenario planning		Face to face	Moodle	-	Course work, project	
	9.3	Case study: Scenario analysis and decision making		Face to face	Moodle	-	-	
10	10.1	Process mapping and analysis		Face to face	Moodle	-	Course work, project	
	10.2	Process mapping and analysis		Face to face	Moodle	-	Course work, project	
	10.3	Group Work: real-world process mapping		Face to face	Moodle	-	-	
11	11.1	Project initiation and planning		Face to face	Moodle	-	Course work, project	
	11.2	Project initiation and planning		Face to face	Moodle	-	Course work, project	
	11.3	Case study discussion		Face to face	Moodle	-	-	
12	12.1	Quality assurance and improvement		Face to face	Moodle	-	Course work	
	12.2	Quality assurance and improvement		Face to face	Moodle	-	Course work	
	12.3	Case study analysis		Face to face	Moodle	-	Course work	
13	13.1	Capacity building		Face to face	Moodle	-	Course work	
	13.2	Capacity building		Face to face	Moodle	-	Course work	
	13.3	People management		Face to face	Moodle	-	Course work	
14	14.1	People management		Face to face	Moodle	-	Course work	
	14.2	Group work: developing Training and talent management program development for capacity building		Face to face	Moodle	-	-	
	14.3	Group work: developing Training and talent management program		Face to face	Moodle	-	-	

15		development for capacity building						
	15.1	Course project presentation		Face to face	Moodle	-	-	
	15.2	Course project presentation		Face to face	Moodle	-	-	
	15.3	Course project presentation		Face to face	Moodle	-	-	

24. Evaluation Methods:

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

Evaluation Activity	Mark	Topic(s)	ILO/s Linked to the Evaluation activity	Period (Week)	Platform
Course work (Weekly In-class exercise)	50	All topics		All weeks	Moodle
Project	30	TBC		Week 13-14	Moodle & in-class
Individual Case study	20	All topics		Final exams week	-

25. Course Requirements:

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

- Main readings
- Students should have a computer, tablet or smart phone
- internet connection

26. Course Policies:

A- Attendance policies:

- Students are not allowed to miss more than 15% of the classes during the semester. Failing to meet this requirement will be dealt with according to the university disciplinary rules.

B- Absences from exams and submitting assignments on time:

- Assignments should be submitted on time and on the course platform.
- No makeup exam will be held except for students who have a permission from the deputy dean for students' affairs

C- Health and safety procedures:

- Wearing face-mask and maintaining social distancing

D- Honesty policy regarding cheating, plagiarism, misbehavior:

- Cheating and plagiarism will be dealt with according to the university disciplinary rules

E- Grading policy:

- Exams are graded on a correct/incorrect response basis
- Homework/assignments are graded on a satisfactory/unsatisfactory basis
    1. Satisfactory responses are those that reflect a high degree of understanding/application of the course material and a high degree of following the instructions of the assignment/homework (these responses will receive higher grades compared to those given to unsatisfactory responses).
    2. Unsatisfactory responses are those that reflect a low degree of understanding/application of the course material and a low degree of following the instructions of the assignment/homework (these responses will receive lower grades compared to those given to satisfactory responses)

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

 - Main library

- Computer labs

27. References:

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

Various articles, videos and books chapters shared on the e-learning

B- Recommended books, materials, and media:

28. Additional information:

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Name of the Instructor or the Course Coordinator:	Signature:	Date:
………Dr. Rima Al Hasan………	…………..………………	05.10.2025…
Name of the Head of Quality Assurance Committee/ Department	Signature:	Date:
……………………………………………..	…………..………………	…….…………
Name of the Head of Department Dr. Motasem Thneibat	Signature: M.THBT	Date: 8.2.2025
Name of the Head of Quality Assurance Committee/ School or Center	Signature:	Date:
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Name of the Dean or the Director	Signature:	Date:
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