The University of Jordan

الجامعة الاردنية

Form: **Course Syllabus**	Form Number	EXC-01-02-02A
	Issue Number and Date	2/3/24/2022/2963 05/12/2022
	Number and Date of Revision or Modification	2023/10/15
	Deans Council Approval Decision Number	265/2024/24/3/2
	The Date of the Deans Council Approval Decision	2024/1/23
	Number of Pages	06

1.	**Course Title**	Employment Readiness Skills for Business Students (ER.1)
2.	**Course Number**	1601497
3.	**Credit Hours (Theory, Practical)**	3 Hours
	Contact Hours (Theory, Practical)	3 Hours
4.	**Prerequisites/ Corequisites**	90 credit hours
5.	**Program Title**	Bachelor of
6.	**Program Code**	03
7.	**School/ Center**	School of Business
8.	**Department**	Department of
9.	**Course Level**	4th year
10.	**Year of Study and Semester (s)**	24/25
11.	**Program Degree**	
12.	**Other Department(s) Involved in Teaching the Course**	NA
13.	**Learning Language**	
14.	**Learning Types**	☐**Face to face learning** ☐Blended ☐Fully online
15.	**Online Platforms(s)**	☐**Moodle** ☐**Microsoft Teams**
16	**Issuing Date**	28/12/2024
17.	**Revision Date**	28/12/2024

18. Course Coordinator:

Name: Lana Mattar   Contact hours: 9:30-12:30

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19. Other Instructors:

Name:
Office number:
Phone number:
Email:
Contact hours:
Name:
Office number:
Phone number:
Email:
Contact hours:

20. Course Description:

This course aims to equip Business students with the essential skills required by the labor market, enhancing their career readiness and supporting their long-term professional success. The course focuses on developing a wide range of soft skills, including effective communication, teamwork, adaptability, and professional competence, empowering students to excel and remain competitive in an ever-changing job market. Moreover, the course fosters self-awareness by encouraging students to explore their personal strengths and interests through work-related projects, laying the groundwork for future career endeavors.

21. Course 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)

K1 - Students will **identify key personal and professional qualities** required for workplace success, including emotional intelligence, teamwork, adaptability, and ethical behavior.

K2 - Students will **explain critical thinking and problem-solving frameworks** used in business environments, including methods for evaluating information, generating creative solutions, and making effective decisions.

K3 - Students will **describe fundamental business communication principles** across written, verbal, and digital formats, emphasizing professional correspondence, presentations, and networking strategies.

Skills (S):

S1 - Students will **develop and apply effective communication skills** in written, verbal, and digital formats, including professional emails, reports, and presentations.

S2 - Students will **demonstrate critical thinking and problem-solving abilities** by analyzing workplace challenges, generating creative solutions, and making informed decisions.

S3 - Students will **prepare professional job application materials** such as a CV, resume, and cover letter, and effectively conduct mock interviews to enhance career readiness.

Competencies (C):

C1 - Students will **demonstrate professional and ethical behavior** in workplace interactions, adhering to business etiquette, ethical standards, and organizational expectations.

C2 - Students will **apply interpersonal and leadership skills** to collaborate effectively in teams, manage conflicts, and adapt to diverse workplace environments.

C3 - Students will **utilize digital tools and social media platforms** to build a professional network, enhance personal branding, and support career development.

PLO's	*National Qualifications Framework Descriptors*		
	Competency (C)	**Skills (B)**	**Knowledge (A)**
1.	☐	☐	☐
2.	☐	☐	☐
3.	☐	☐	☐
4.	☐	☐	☐
5.	☐	☐	☐

* Choose only one descriptor for each learning outcome of the program, whether knowledge, skill, or competency.

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

Course ILOs #	The learning levels to be achieved						Competencies
	Remember	**Understand**	**Apply**	**Analyse**	**Evaluate**	**Create**	
K1	X						
K2		X					
K3	X						
S1			X				
S2			X	X			
S3			X				
C1					X	X	
C2				X		X	
C3					X	X	

23. The matrix linking the intended learning outcomes of the course -CLO's with the intended learning outcomes of the program -PLOs:

PLO's * / CLO's	1	2	3	4	5	Descriptors**		
						A	B	C
1								
2								
3								
4								
5								
6								
7								
8								

*Linking each course learning outcome (CLO) to only one program outcome (PLO) as specified in the course matrix.

**Descriptors are determined according to the program learning outcome (PLO) that was chosen and according to what was specified in the program learning outcomes matrix in clause (21).

24. 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	**Know Yourself: Personal Qualities needed in the workplace**	K1	**Face to Face**	MS. Teams, Moodle		Group work exercise, Personal qualities assessments	Material available at ELearning
	1.2	Emotional intelligence	K1	**Face to Face**	MS. Teams, Moodle			
	1.3	Teamwork	K1, C2	**Face to Face**	MS. Teams, Moodle			
2	2.1	Social intelligence	K1, C2	**Face to Face**	MS. Teams, Moodle		Group work exercise, Personal qualities assessments	Material available at ELearning
	2.2	Self confidence	K1	**Face to Face**	MS. Teams, Moodle			
	2.3	Being responsible	K1	**Face to Face**	MS. Teams, Moodle			
3	3.1	**Critical Thinking: Creative skills and Problem Solving**	K2, S2	**Face to Face**	MS. Teams, Moodle		Case study, Real Business Problem	Material available at ELearning
	3.2	Identifying, Exploring and Organizing Information and Ideas	K2, S2	**Face to Face**	MS. Teams, Moodle			

	3.3	Generating Ideas	K2, S2	**Face to Face**	MS. Teams, Moodle			
4	4.1	Evaluating Reasoning and Procedures	K2, S2	**Face to Face**	MS. Teams, Moodle		Case study, Real Business Problem	Material available at ELearning
	4.2	Critical and Creative Thinking	K2, S2	**Face to Face**	MS. Teams, Moodle			
	4.3	Critical and Creative Thinking	K2, S2	**Face to Face**	MS. Teams, Moodle			
5	5.1	**Developing Professional Skills**	K3, S1	**Face to Face**	MS. Teams, Moodle		Report writing, presentation, formal letters and emails	Material available at ELearning
	5.2	Clear written communication (Report, correspondences, minutes of meetings)	K3, S1	**Face to Face**	MS. Teams, Moodle			
	5.3	Verbal and nu-verbal communication	K3, S1	**Face to Face**	MS. Teams, Moodle			
6	6.1	Digital professional communication (Professional emails & Messages)	K3, S1, C3	**Face to Face**	MS. Teams, Moodle		Report writing, presentation, formal letters and emails	Material available at ELearning
	6.2	Developing Effective Oral Presentations	K3, S1	**Face to Face**	MS. Teams, Moodle			
	6.3	Developing Effective Oral Presentations	K3, S1	**Face to Face**	MS. Teams, Moodle			
7	7.1	**Preparing for employment**	S3	**Face to Face**	MS. Teams, Moodle		CV and cover letter development, interviewing exercise & Complete an employment application form, mock interviews	Material available at ELearning

	7.2	Preparing CV, resume and cover letter	S3	**Face to Face**	MS. Teams, Moodle			
	7.3	Career Search skills: platforms and approach	S3, C3	**Face to Face**	MS. Teams, Moodle			
8	8.1	Interview for a position: preparation and conducting	S3, C3	**Face to Face**	MS. Teams, Moodle		CV and cover letter development, interviewing exercise & Complete an employment application form, mock interviews	Material available at ELearning
	8.2	Networking	S3, C3	**Face to Face**	MS. Teams, Moodle			
	8.3	Employment Readiness Assessment (online)	S3, C3	**Face to Face**	MS. Teams, Moodle			
9	9.1	**Digital skills: Social Media and Networking**	C3, K3	**Face to Face**	MS. Teams, Moodle		Exercise on social media	Material available at ELearning
	9.2	- Social Media Platforms for Business - Content Creation for Social Media	C3, K3	**Face to Face**	MS. Teams, Moodle			
	9.3	Personal Branding through Social Media	C3, K1	**Face to Face**	MS. Teams, Moodle			
10	10.1	Social Media for Career Advancement	C3, S1	**Face to Face**	MS. Teams, Moodle		Exercise on social media	Material available at ELearning
	10.2	Social Media for Career Advancement	C3, S1	**Face to Face**	MS. Teams, Moodle			
	10.3	Social Media for Career Advancement	C3, S1	**Face to Face**	MS. Teams, Moodle			
11	11.1	**Ethical Behavior in the Workplace**	K1, C1	**Face to Face**	MS. Teams, Moodle		Guest speakers' exercise; video with	Material available at ELearning

						questions, Case study	
	11.2	Workplace Ethics: Definition, Importance, Examples	K1, C1	**Face to Face**	MS. Teams, Moodle		
	11.3	-Introduction to workplace etiquette and rules -various job description	K1, C1	**Face to Face**	MS. Teams, Moodle		
12	12.1	**Interpersonal Skills**	K1, C2	**Face to Face**	MS. Teams, Moodle	Case study, business problem	Material available at ELearning
	12.2	Leadership Styles	K1, C2	**Face to Face**	MS. Teams, Moodle		
	12.3	Team Dynamics and Collaboration	K1, C2	**Face to Face**	MS. Teams, Moodle		
13	13.1	Decision-Making and Problem-Solving in Leadership	K2, S2, C2	**Face to Face**	MS. Teams, Moodle	Case study, business problem	Material available at ELearning
	13.2	Conflict Resolution	K2, S2, C2	**Face to Face**	MS. Teams, Moodle		
	13.3	Conflict Resolution	K2, S2, C2	**Face to Face**	MS. Teams, Moodle		
14	14.1	**Understanding and applying Business Research skills**	K2, K3, S1, S2,	**Face to Face**	MS. Teams, Moodle	Research paper, practice-oriented article	Material available at ELearning
	14.2	-Research Design and Methodology - Problem identification	K2, K3, S1, S2,	**Face to Face**	MS. Teams, Moodle		
	14.3	Data Analysis and Interpretation	K2, K3, S1, S2,	**Face to Face**	MS. Teams, Moodle		
15	15.1	**Final Evaluation**				**Final Evaluation**	
	15.2						
	15.3						

25. Evaluation Methods:

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

Evaluation Activity	*Mark wt.	CLO's					
		1	2	3	4	5	6
First Exam							
Second Exam –If any							
Final Exam							
**Class work							
Projects/reports							
Research working papers							
Field visits							
Practical and clinical							
Performance Completion file							
Presentation/ exhibition							
Any other approved works							
Total 100%							

* According to the instructions for granting a Bachelor's degree.

**According to the principles of organizing semester work, tests, examinations, and grades for the bachelor's degree.

Mid-term exam specifications table*

No. of questions/ cognitive level						No. of questions per CLO	Total exam mark	Total no. of questions	CLO/ Weight	CLO no.
Create %10	Evaluate %10	analyse %10	Apply %20	Understand %20	Remember %30					
1	1	1	4	2	1	10	100	100	10%	1

Final exam specifications table

No. of questions/ cognitive level						No. of questions per CLO	Total exam mark	Total no. of questions	CLO Weight	CLO no.
Create %10	Evaluate %10	analyse %10	Apply %20	Understand %20	Remember %30					
										1
										2
										3
										4
										5

26. Course Requirements:

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

27. Course Policies:

A- Attendance policies: **See university instructions**

B- Absences from exams and submitting assignments on time: **See university instructions**

C- Health and safety procedures: **See university instructions**

D- Honesty policy regarding cheating, plagiarism, misbehavior: **See university instructions**

E- Grading policy: **See university instructions**

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

28. References:

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

Books, Reports and papers uploaded on e-learning

Lecture notes uploaded on e-learning.

Videos uploaded on e-learning.

B- Suggested books, materials, and media:

Cavoulacos, A., & Minshew, K. (2017) *The new rules of work: The modern playbook for navigating your career*. Hachette Books.

29. Additional information:

Name of the Instructor or the Course Coordinator: ……………………………………………	Signature: ………….………………	Date: ……..…………
Name of the Head of Quality Assurance Committee/ Department ……………………………………………	Signature: ………….………………	Date: ……..…………
Name of the Head of Department ……………………………………………	Signature: ………….………………	Date: ……..…………
Name of the Head of Quality Assurance Committee/ School or Center ……………………………………………	Signature: ………….………………	Date: ……..…………
Name of the Dean or the Director ……………………………………………	Signature: ………….………………	Date: ……..…………