



Future Academy
Higher Future Institute for Specialized Technological Studies
Course Specification

• Course information:

Course Code:	215
Course Title:	Foreign language (2)
Year/level	2 nd level
Academic Programs	Bachelor of Business administration (English)
Contact hours/ week	3 hrs

• Course aims:

- Acquire basic knowledge of business English.
- Identify different forms of technical writing.
- Compare between American & British business terminology.
- Recognize various verb forms & other grammatical components.

• Intended learning outcomes of the course (ILOs):

a- Knowledge and understanding:

On successful completion of this course, the student should be able to:

- a1- Acquire basic knowledge of business English & scientific terms
- a2- Identify different forms of technical writing.
- a3- Compare between American & British business terminology.
- a4- Recognize various verb forms & other grammatical components.
- A5- Write complete fully-structured sentences

b- Intellectual skills:

On completing this course, the student should be able to:

- b1- Develop listening for information & note taking
- b2- Summarizing texts to form professional summaries.
- b3- Re-arrange sentences & business events in a logical order
- b4- Differentiate between different forms such as nouns & verbs.
- B5- Analyze English sentences to detect sentences components.

c- Professional and practical skills:

At the end of this course, the student will be able to:

- c1- Write properly structured sentences using proper terms.**
- c2- Create meetings to stimulate real business life.**
- c3- Prepare business documents such as business email, fax etc.**
- c4- Develop negotiation skills.**

d- General and transferable skills:

On successful completion of this course, the student should be able to:

- d1 - Work in teams & co-operation**
- d-2- Make oral presentation.**
- d3- Master language skills: reading, writing, speaking & listening.**
- d4- Develop negotiation skills.**

• Course contents

Topics/units	Number of hours		ILO's
	Lecture hours	Practical hours	
Viewing output- Grammar IF type1 & 2 + Translation	3	-	a1 , b3 , c4
Choosing a printer – Grammar 3& zero con. Translation	3	-	a5 , b4 , c1
Capture your favourite image –Grammar direct & indirect Translation	3	-	A2 , b2 , c3
Devices for the disabled–Grammar direct & indirect Translation	3	-	a1 , b4 , c2
Magnetic storage- Grammar (phrasal verbs)& Translation	3	-	a4 , 23 , c1
Time and time management – Grammar (clause& phrase) +Translation	3	-	A3 , b2 , c4
Mid-semester exam	3	-	a1&2 , b 1&2
Markets and competitors- Grammar(prepositions) & Translation	3	-	a1 , b2 , c4
Telephoning phones and numbers Grammar (how to write dates)& Translation .	3	-	a2 , b1 , c3
Faxes – how to write a good paragraph & Translation	3	-	a1 , b1 , c4
Emails – how to write a good paragraph & translation	3	-	a2 , b3, c2

Meeting: Types of meeting–Grammar & Translation	3	-	a1 , b3 , c4
Trading – how to organize your presentation & Translation	3	-	a4 , b3 , c3
E-Commerce- how to organize your presentation & Translation	3	-	a4 , b2 , c2
Revision	3	-	

• Teaching and learning methods

Methods	ILO's																				
	a1	a2	a3	a4	a5	b1	b2	b3	b4	b5	c1	c2	c3	c4	c5	d1	d2	d3	d4	d5	
Lectures			√						√				√					√			
Practical sections/Tutorials																					
Self-learning				√				√				√			√				√		
Assays and reviews	√				√					√							√			√	
Discussion groups																					
Problem-solving																					
E-learning																					
Blended learning																					

• Teaching and learning methods for Low-achieving students

- Extra teaching hours for those who need help
- More quizzes to assess their ability for understanding the course
- Encourage the team work for those students with other advanced ones to increase their participation and understanding

• Student assessment

Assessment method	Date	Grade weight (%)	ILOs
Course Work (Tutorial Exercise and Assignments)		10	a4 , b2 , c2
Quiz 1	1	10	a4 , b2
Mid-term exam	1	20	a1&2 , b 1&2

Quiz 2	1	10	a1&2 , b 1&2
Final Written exam	2	50	a 1, a2, a4, b1, b2

• List of references

8.1. Student notebooks:

- 1- Infotech. Text book
- 2- Grammar in use

8.2. Essential textbooks:

- 1- An introduction to English Grammar.
- 2- Infotech English for computer users Students.Book 4th Edition
- 3- Infotech English for computer users – teachers – compress- Engineering

And Other Text Books

8.3. Recommended textbooks:

- 1- Computer Science and AI Trends | Advancing AI Capabilities

8.4. Journals, Periodical and Reportsetc.

- 1- Intermediate Business English periodicals.

8.5. Websites

- * WWW.market leader by David Colt
- * Infotech – global.co.uk

Course Coordinator: Dr. Zeinab Abdel Rashid

Head of department: Associate professor Dr. Mohamed Elbaz

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