



**Future Academy**  
**Higher Future Institute for Specialized Technological Studies**  
**Course Specification**

**• Course information:**

<b>Course Code:</b>	HUM111
<b>Course Title:</b>	English language (1)
<b>Year/level</b>	1 <sup>st</sup>
<b>Academic Programs</b>	Computer Science Program (B.Sc.)
<b>Contact hours/ week</b>	(Theoretical =2, Practical = -, Total = 2)

**• 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
- d2- 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	
Computer applications G. present simple+ Translation	2	1	a1 , b3 , c4
Configuration G present cont. +. Translation	2	1	a5 , b4 , c1
Inside the system –G. Past simple tense + Translation	2	1	A2 , b2 , c3
Bits and bytes G. –Past cont. + Translation	2	1	a1 , b4 , c2
Capture your favorite image Past cont. + Translation	2	1	a4 , 23 , c1
Work and jobs – G. ( Present perfect +Translation	2	1	A3 , b2 , c4
Mid-semester exam	2	1	a1&2 , b 1&2 , c3&4
Recruitment and selection – G. Present perfect cont.) & Translation	2	1	a1 , b2 , c4
Skills and qualifications - G. Future simple Tense) & Translation.	2	1	a2 , b1 , c3
The Career Ladder – G. Future Perfect Tense & Translation	2	1	a1 , b1 , c4
Problems at work – G. Future continuous Tense & translation	2	1	a2 , b3, c2
Marketing and market orientation –G. Yes or No Questions & Translation	2	1	a1 , b3 , c4
Ways of Working – G. Wh questions & Translation	2	1	a4 , b3 , c3
Innovation and Invention – G. Tag Questions & Translation	2	1	a4 , b2 , c2
Revision	2	1	

## • 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				√				√				√			√				√	
Self-learning	√				√					√							√			√
Assays and reviews	√							√						√			√	√	√	√
Discussion groups		√			√				√				√				√	√	√	√
Brainstorming																				
Blended-learning																				
E-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
Written Examination	15 <sup>th</sup> week	60	
Mid-Term Examination	7 <sup>th</sup> week	15	
Practical/Laboratory Work:			
Other Assignments/Classwork:		15	
Quiz 1 & 2	4 <sup>th</sup> and 11 <sup>th</sup> week	10	
Total:		100 %	

## • 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 4<sup>th</sup> 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 Reports .....etc.**

- 1- Intermediate Business English periodicals.**

### **8.5. Websites**

- \* [WWW.market](http://WWW.market) leader by David Colt**
- \* Infotech – [global.co.uk](http://global.co.uk)**

**Course Coordinator:** *Dr. Zeinab Abdel Rashid*

**Head of department:** *Prof. Dr. Yasser F. Ramadan*

**Date of Approval:** 24/7/2024