Future Academy
Higher Future Institute for Specialized Technological Studies

Course Specification

• Course information:

Course Code:	HUM 114
Course Title:	English language (2)
Year/level	1st level
Academic Programs	Computer Science Program (B.Sc.)
Contact hours/ week	2hrs

• 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 te√ts 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, fa√ 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	2	1	a1 , b3 , c4
Choosing a printer – Grammar 3& zero con. Translation	2	1	a5 , b4 , c1
Capture your favourite image –Grammar direct & indirect Translation	2	1	A2 , b2 ,c3
Devices for the disabled–Grammar direct & indirect Translation	2	1	a1 , b4 , c2
Magnetic storage- Grammar (phrasal verbs)& Translation	2	1	a4 , 23 , c1
Time and time management – Grammar (Adjectives) +Translation	2	1	A3 , b2 , c4
Mid-semester e√am	2	1	a1&2 , b 1&2 , c3&4
Markets and competitors- Grammar(prepositions) & Translation	2	1	a1 , b2 , c4
Telephoning phones and numbers Grammar(Actives & passive) how to write dates)& Translation .	2	1	a2 , b1 , c3
Fa√es – how to write a good paragraph & Translation	2	1	a1 , b1 , c4
Emails – how to write a good paragraph & translation	2	1	a2 , b3, c2
Meeting: Types of meeting–Grammar (Active &passive) & Translation	2	1	a1 , b3 , c4
Trading – how to organize your presentation & How to translate..	2	1	a4 , b3 , c3
E-Commerce- how to organize your presentation & how to translate.	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		√			√				√				√				√	√	√	√

• Teaching and learning methods for Low-achieving students

- E√tra 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	15th week	60	
Mid-Term Examination	7th week	15	
Practical/Laboratory Work:			
Other Assignments/Classwork:		15	
Quiz 1 & 2	4th week & 11th 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 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 Reports ……..etc.

1- Intermediate Business English periodicals.

8.5. Websites

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

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Date of Approval: 24/7/2024