



Future Academy
Higher Future Institute for Specialized Technological Studies
Course Specification

• Course information:

Course Code:	HUM 192
Course Title:	English language (2)
Year/level	1st level
Academic Programs	Bachelor of Business administration (English)
Contact hours/ week	2 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	2	-	a1 , b3 , c4
Choosing a printer – Grammar 3& zero con. Translation	2	-	a5 , b4 , c1
Capture your favourite image –Grammar direct & indirect Translation	2	-	A2 , b2 , c3
Devices for the disabled–Grammar direct & indirect Translation	2	-	a1 , b4 , c2
Magnetic storage- Grammar (phrasal verbs)& Translation	2	-	a4 , 23 , c1
Time and time management – Grammar (clause& phrase) +Translation	2	-	A3 , b2 , c4
Mid-semester exam	2	-	a1&2 , b 1&2 , c3&4
Markets and competitors- Grammar(prepositions) & Translation	2	-	a1 , b2 , c4
Telephoning phones and numbers Grammar (how to write dates)& Translation .	2	-	a2 , b1 , c3
Faxes – how to write a good paragraph & Translation	2	-	a1 , b1 , c4
Emails – how to write a good paragraph & translation	2	-	a2 , b3, c2

Meeting: Types of meeting–Grammar & Translation	2	-	a1 , b3 , c4
Trading – how to organize your presentation & Translation	2	-	a4 , b3 , c3
E-Commerce- how to organize your presentation & Translation	2	-	a4 , b2 , c2
Revision	2	-	

• Teaching and learning methods

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

• 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	Time	Grade weight (%)	Week	ILOs
Course Work (Tutorial Exercise and Assignments)		15	Every week	A1,A2,A4,B1,B2,B3,c1,C2,C4.D1,D2.D3
Quiz 1	1	5	Week 4	c4 a1, a2,b1, b2, b3, c1,d1, d2
Mid-term exam	1	15	Week 7	a1,a2,a3,a4.b1,b2,b3,b4,c1,c2,c3,
Quiz 2	1	5	Week 11	a1,a2,a3,b3,b4.c1.c2,c3

Final Written exam	2	60	----	a4, a5, b1, b3, c1, c2
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• 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

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