



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

• **Course information:**

<b>Course Code:</b>	HUM192
<b>Course Title:</b>	English (2)
<b>Year/level</b>	1 <sup>st</sup> level
<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	
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 ( Adjectives) +Translation	2	-	a3 , b2 , c4
Mid-semester exam	2	-	a1,a2 , b1,b2 , c3,c4
Markets and competitors- Grammar( prepositions) & Translation	2	-	a1 , b2 , c4
Telephoning phones and numbers Grammar(Actives & passive) how to write dates)& Translation	2	-	a2 , b1 , c3

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 (Active &passive) & Translation	2	-	a1 , b3 , c4
Trading – how to organize your presentation & How to translate..	2	-	a4 , b3 , c3
E-Commerce- how to organize your presentation & how to translate.	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	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

<b>Written Examination</b>	15 <sup>th</sup> week	60	
<b>Mid-Term Examination</b>	7 <sup>th</sup> week	15	
<b>Practical/Laboratory Work:</b>			
<b>Other Assignments/Classwork:</b>		15	
<b>Quiz 1 &amp; 2</b>	4 <sup>th</sup> week & 11 <sup>th</sup> week	10	
<b>Total:</b>		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

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

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

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