

جامعة / أكاديمية : أكاديمية الشروق

كلية / معهد : المعهد العالي للحاسبات وتكنولوجيا المعلومات

قسم : شعبة نظم معلومات الاعمال

توصيف مقرر دراسي

1. Course data

Course code:	1102		
Course name:	Business English 1		
Year	First		
Semester	First		
Specialization	Business Information system		
Number of units of study per week	Sections	Lectures	
	2	2	

2- Course Objectives

1. Learning the basics of English grammar, which helps to raise the level of students' linguistic performance so that they can build their sentences free from grammatical, morphological and linguistic errors.
2. Expand the students' culture and raise their expressive ability through questions of understanding and interpretation.
3. Helping students to read carefully selected texts and articles and to understand and answer their questions
4. Developing writing skills through the composition parts and helping students write and compose general topics, which

enables students to discuss those topics in the English language.

- 5. Developing students' abilities to speak and improving thinking skills, dialogue and deliberation of opinion through debate and dialogue questions. The curriculum helps students to engage in speaking English (now speaking English) by presenting discussion topics in the form of selected general texts, as well as by compiling and translating specific words and terms. These texts help in the process of speaking and dialogues.**

3- Course coverage of the intended educational outcomes of the program	
Knowledge and Conception	<p>a1 -Understanding the rules of the English language, which helps to form complete and correct sentences syntax, and contributes greatly to the ability of speaking confidently</p> <p>a2-Realizing, understanding and memorizing the meanings and connotations of general and most frequently used English vocabulary</p> <p>a3- Grasping the correct ways to pronounce letters and groups of letters that helps them in reading and speaking English</p> <p>Develop the reading skills including skimming and scanning of long reading passages</p> <p>a4- Knowing and understanding how to read and analyze English texts (comprehension) and solve the attached questions</p> <p>a5- Familiarity with the basics of writing and composition skills</p> <p>a6-Familiarity with speaking skills through dialogues simulation and role playing</p>
B- Intellectual Skills:	<p>b1-Guess or provide the right meanings or terms vocabularies, and expressions</p> <p>b2- Improve analytical and critical reading skills.</p> <p>b3-Make simple inferences from a reading text</p> <p>b4-Improve students' ability to think in English when they like to speak or make</p> <p>b5-Improving students' ability to think in English before answering questions or having a conversation with other people</p> <p>b6-Demonstrate intellectual flexibility, curiosity, critical thinking, logical reasoning, and the ability to deal with uncertainty when reading, writing, or speaking English</p>
C- Professional Skills:	<p>c1. Answer direct grammar questions on specific grammatical points.</p> <p>c2. Write well-organized paragraph/ essay on different subjects</p> <p>c3. Answer common questions about general subjects in English.</p> <p>c4. Improve pronunciation of vowels, and consonants letters</p> <p>c5. Acquire the habit of using English terms and expressions in conversation</p>
D- General and transferable Skills:	<p>d1. The student can communicate with others in the same specialization at different countries.</p> <p>D2. The student gets more benefits from the Internet, where the main language used in most resources is English</p> <p>d3. Integrate the four language skills to improve students 'competence and performance</p>

4- Course Contents:

درس	محاضرة	عدد الساعات	الموضوع	رقم الاسبوع
2	2	4	Chapter 1: Grammar: Letters, Consonants, vowels, and silent letters in the English language Chapter 2 :Grammar : Syntax (Parts of Speech)	1
2	2	4	Chapter 3: Comprehension :Famous wild animals Chapter 4: Composition	2
2	2	4	Cont. Chapter 4: Composition Chapter5: Speak up Now: Vocabulary: Timings & Dates	3
2	2	4	Chapter 6: Grammar: Pronouns Chapter 7: Grammar: The Indefinite Articles	4
2	2	4	Chapter 8: comprehension Chapter 9: Composition Chapter 10 : Speak Up Now	5
2	2	4	Chapter Eleven: Grammar: Verbs Chapter Twelve: Grammar: Verb Tenses	6
2	2	4	Chapter Thirteen: Comprehension Chapter Fourteen: Composition Chapter Fifteen: Speak up Now	7
2	2	4	CHAPTER Sixteen: GRAMMAR: Adjectives CHAPTER Seventeen: GRAMMAR: Adverbs	8
Mid Term Exam				9
2	2	4	Chapter Eighteen: Comprehension: Wild Animals: Hyenas Chapter Nineteen: Argumentative Composition Chapter Twenty: Speak Up Now	10
2	2	4	Chapter Twenty-One: Grammar: Prepositions Chapter twenty-two: grammar: Closes vs. phrases	11
2	2	4	Chapter Twenty-Three: Comprehension Chapter Twenty-four: Composition Chapter Twenty-Five: Speak Up Now: Pictures games	12
2	2	4	Revision	13
Final Exam				14

<p>1- محاضرات عملية وجهاً لوجه وعن بعد.</p> <p>2- رفع محاضرات مسجلة بالصوت.</p> <p>3- امتحانات في المحاضرة والسكاشن وعلى التعليم الالكتروني.</p> <p>4- قاعات بحث(سكاشن للتمارين والتطبيقات)</p> <p>5- التفاعل والمشاركة.</p>	<p>5- أساليب التعليم والتعلم :</p>
<p>ساعات مكتبية – إرشاد أكاديمي – ملف المتعثرين وذوي الإحتياجات الخاصة- مجموعات تقوية .</p>	<p>6- أساليب التعليم والتعلم للطلاب ذوي القدرات المحدودة :</p>
<p>7 – تقويم الطلاب :</p>	
<p>1- واجبات منزلية وتمارين خلال الفصل الدراسي.</p> <p>2- امتحانات تحريرية دورية الكترونية وتحريرية.</p> <p>3- ابحاث لتقييم قدرة الطالب على التفكير والابداع.</p> <p>4- امتحان نصف الفصل الدراسي.</p> <p>5- امتحان نهاية الفصل الدراسي.</p>	<p>أ – الأساليب المستخدمة :</p>
<p>الاسبوع التاسع: امتحان منتصف الفصل الدراسي</p>	<p>ب – التوقيت :</p>

الاسبوع السادس عشر: امتحان نهاية الفصل الدراسي	
<p>ج - توزيع الدرجات :</p> <p>امتحان نصف العام / الفصل الدراسي الأول % 20</p> <p>واجبات وتمارين وابحاث %10</p> <p>امتحان نهاية العام / الفصل الدراسي الثاني % 60</p> <p>التقييمات الأخرى (حضور-مناقشة -تواصل). % 10</p> <p>المجموع %100</p>	
	8 - قائمة الكتب الدراسية والمراجع :
	أ - مذكرات :
Text Book : English One	ب - كتب ملزمة:
Hello English Basic of English writing Express English	ج كتب مقترحة :
	د - دوريات علمية أو نشرات.....الخ

رئيس مجلس القسم العلمي: أ.م.د/ ايمان وديع عبدالحليم

أستاذ المادة : د. احمد ابراهيم حامد

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