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| **Institute of Technology (IT) - university of Ouargla –** **Department: Business administration**  |

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| **SUBJECT SYLLABUS** **(to be published on the website)** |
| **Written and oral communication in English**  |

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| **COURSE TEACHER** | Houssem MOUFFOUK  |
| Receiving students per week |
| Email  | **Houssem.mouffouk@univ-ouargla.dz** | Day  | **Monday**  | Hour  | **3:00:00 PM** |
| Landline phone |  | Day |  | Hour  |  |
| Secretary phone  |  | Day  |  | Hour  |  |
| Other  | **671007000** | Building  | **ISTA**  | Office  | Room 06 |

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| **Tutorials**(Receiving students per week) |
| Name of teacher | Office/reception room | Session 1  | Session 2 | Session 3  |
| Day  | Session | Day | Hour | Day | Session |
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| **Practical works**(Receiving of students per week) |
| Name of teacher | Office/reception room | Session 1  | Session 2 | Session 3  |
| Day  | Session | Day | Hour | Day | Session |
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| **Course description** |
| Objective  | Refine knowledge of the different modes or tools of communication in the world of work (meetings, videoconference, teamwork, ...) and develop an ease in speaking and professional writing  |
| Type of Teaching Unit | UED (Discovery) |
| Short content | Refine knowledge of the different modes or tools of communication in the world of work (meetings, videoconference, teamwork, ...) and develop an ease in speaking and professional writing  |
| Subject Credits | 1 |
| Subject coefficient | 1 |
| Weighting Participation | 25 |
| Weighting Attendance | 25 |
| Average Calculation | 25 participation + 25 attendance + 50 tests  |
| Skills targeted | **To be able to produce business communication media (such as a company brochure or advertising insert for a product, service or process) develop written communication skills (writing reports, notes) To be able to develop a critical analysis and argue. Prepare and lead meetings. Know the cultural realities of the countries** |

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| **Assessment of continuous knowledge test** |
| **First knowledge test** |
| Day | Session | Duration | Type (1) | Doc. Allowed (yes/no) | Scale | Exchange after evaluation (date of sheet consulting) | Evaluation criteria (2) |
|  |  | 30 | EC | Yes | Applying the skills of presentation along with using technical words related to the specialty. |  | D |
| **Second knowledge test** |
| Day | Session | Duration | Type (1) | Doc. Allowed (yes/no) | Scale | Exchange after evaluation (date of sheet consulting) | Evaluation criteria (2) |
|  |  | 15 | E | No | Being able to define & translate technical terms related to their specialty. |  | D |

(1) Type: E=written, EI=individual presentation, EC=class presentation, EX=experimentation, MCQ

(2) Assessment criteria: A=Analysis, S=synthesis, AR=argumentation, D=approach, R=results.

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| **Used Equipment and Material**  |
| Platforms addresses  |  |
| Application names (web, local networks) |  |
| Handouts  |  |
| Laboratory material  |  |
| Protective material  |  |
| Material to be used in the field  |  |

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| **Expectations** |
| Expectations of students (Participation-involvement) |  |
| Teacher expectations |  |
| **Bibliography** |
| Books and digital resources  |  |
| Articles (papers)  |  |
| Handouts  |  |
| Websites  |  |

Stamp of the department