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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