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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 French** |

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| **COURSE TEACHER** | | **Aicha Ouled Hadj Brahim** | | | |
| Receiving students per week | | | |
| Email | [**ohbaichs@gmail.com**](mailto:ohbaichs@gmail.com) | Day | **Monday** | Hour | **11:00:00 AM** |
| Landline phone |  | Day |  | Hour |  |
| Secretary phone |  | Day |  | Hour |  |
| Other |  | Building | **ISTA** | Office | **Room 04** |

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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 | internal and external communication  - implementation of professional social networks: institutional tools (company newspaper, business card, website) |
| Type of Teaching Unit | UED (Discovery) |
| Short content |  |
| Subject Credits | 1 |
| Subject coefficient | 1 |
| Weighting Participation |  |
| Weighting Attendance |  |
| Average Calculation |  |
| Skills targeted |  |

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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** | **E** | **No** |  |  | **A, S, AR,** |
| **Second knowledge test** | | | | | | | |
| Day | Session | Duration | Type (1) | Doc. Allowed (yes/no) | Scale | Exchange after evaluation (date of sheet consulting) | Evaluation criteria (2) |
|  |  |  |  |  |  |  | **A, S, AR,** |

(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