

# SYLLABUS منهاج المادة التعليمية

## Specialized foreign language

**Domain:** Economics, management and financial sciences (D06)

**Filed :** management sciences

**Specialization:** management (L 2<sup>nd</sup> year) State Budget (L 2<sup>nd</sup> year)

**Semester :** 04

**University year :** 2024-2025

## Presentation of the learning subject

**Title:** Specialized foreign language

**Learning unit:** horizontal

**Number of credits:** 01

**Coefficient:** 01

**Weekly hourly volume:** 1h30

**Course** (number of hours per week): /

**Directed work** (number of hours per week): 1h30

**Practical work** (number of hours per week): /

## Responsible of the learning subject

**First name, last name:** Imane Bechiri

**Email:** emma.bechiri@gmail.com

**Phone number:**

**Lesson time and location:** Thursday at 16:00 pm online

### Description of the learning subject

#### Prerequisites:

All the lessons of 1st and 2nd year are introductory lessons that acquaint students with Business English vocabulary. It is important that students develop understanding of the basic concepts related to their fields of expertise, namely, Economics, Trade, Accounting, Management, and Finance. For further achievements, extensive readings will be given as assignments at the end of each unit.

#### Objectives:

##### General objective:

The student will be able to use their language skills (Speaking, Reading, Listening, and Writing), to communicate effectively and efficiently facing professional situations.

##### Specific objectives:

Student will be able to **define** the most important concepts in Commerce

He will be able to **differentiate** between the terms relating to the topics.

He will be able to **apply** its language skills in different learning and real situations.

### Content of learning subject

- Company structure
- Leadership and group dynamics
- Business Ethics
- Present passive in business English
- Describing charts, diagrams, and tables
- introduction to budget
- Decision making
- Business meetings
- SWOT Analysis



### Evaluation method

Nature of evaluation	Score	The evaluation percentage
Exam	00	00%
Personal works	10	50%
Groupe works	02	10%
Online Presence + Participation	04+ 02	30%
Physical Presence	02	10%
<b>Total</b>	<b>20</b>	<b>100%</b>

### References

#### Essential reference :

Title	Author	Publishing house/year
English for Business Communication	Simon Sweeney	Cambridge University Press, Second Edition /2019

#### Support references

Title	Author	Publishing house/year
English for Business: Speaking	J. Schofield and A. Osborn	Harper Collins Publishers./2011
English for Business Studies: A Course for Business Studies and Economic Studies	Ian Mackenzie	Cambridge University Press, 3rd Edition/2010
Professional English Company to Company: A Task-based Approach to business emails, letters, and faxes	A. Littlejohn	Cambridge University Press, 4th Edition/2008

## Planning

Week	Lesson content	Date
Week 01	Presentation of the program and the evaluation method	06/03/2025
Week 02	Introduction to Company structure	06/03/2025
Week 03	Present passive in Business English	13/03/2025
Week 04		20/03/2025
Week 05	Describing charts, diagrams, and tables	10/04/2025
Week 06	Introduction to Budget	17/04/2025
Week 07	Business meetings	24/04/2025
Week 08	Decision making	08/05/2025
Week 09	SWOT Analysis	15/04/2025
Week 10	Submit evaluation marks	

أستاذة الأعمال الموجهة :

بشيري ايمان