**iversité Badji-Mokhtar. Annaba جامعة باجي مختار – عنابة**

**الكلية: العلوم الاقتصادية وعلوم التسيير** .............................. **القسم: العلوم المالية**.......................................

**منهاج المادة التعليمية SYLLABUS**

 **Field: Economics, Business and Management Sciences Section: Financial Sciences**

 **Specialization: Auditing and Accounting Semester: First**

 **Academic Year 2024-2025**

**Identify the educational material**

**Title: Specialized Foreign Language 01**

**Educational unit: Basic**

**Number of credits: 04 Coefficient: 02**

**Weekly hourly volume: One and a half hours**

**Lecture (number of hours per week): 1.30 hours**

**Educational material Responsible**

**Name, Title, Rank: DJEMAA, Haouam, Professor of Higher Education**

**Office Location (Entrance, Office): Building No. 320, Office No. 01**

**Email :** **djemaa.haouam@gmail.com**

 **Thursday from 5 pm till 6.30 pm**

 Online

**Description of the educational material**

**Prerequisites:**

Students must have successfully completed the lessons of S1, S2, S3, S4, S5 and S6. They should have developed a strong understanding of the basic concepts related to their fields of expertise, namely, Economics, Trade, Accounting, Management, and Finance as well as improved their verbal communication skills. Master 1 program consists of two semesters with 12 seminars, each seminar is 1h30 to prepare students for various professions in companies with a strong specialization in this field.

 **The general objective of the educational material** :

The program is designed for students majoring in Accounting and Finance who wish to improve their language skills in specific contexts. It focuses on providing students with a good mastery of the English language along developing solid competencies in the above-mentioned fields of expertise. The lessons cover a wide range of topics in each specialty.

**Educational material content**

-**Business Correspondence**

**-Limited Liability Companies (LLC) in Algerian Law**

**-Joint Stock/ Business Corporations in Algerian law**

**-Entrepreneurship**

**-Tax audit**

**-Internal Auditing**

-**Sustainability and strategic audit**

**Evaluation method**

**Evaluation method: Continuous evaluation (100%)**

* **Frendo, E., Mahoney, S., & Rosetti, S. (2007). English for accounting (pp. 1-64). Oxford University Press.**

**Sources and References**

* **Guffey, M. E., & Seefer, C. M. (2019). Business English. Cengage Learning.**
* **Ian Mackenzie. (2006). Professional English in Use. Cambridge University Press.**
* **Ian Mackenzie. (2008). English for the Financial Sector. Cambridge University Press.**
* **Ian Mackenzie. (2010). English for Business Studies: A Course for Business Studies and Economic Studies. Cambridge University Press, 3rd Edition.**
* **Online accounting terminology glossary.**
* **Online resources for academic writing, reading, and speaking in English.**
* **Simon Sweeney. (2019). English for Business Communication. Cambridge University Press.**

Expected Timetable

|  |  |  |
| --- | --- | --- |
| **Date** | **Subject Content** | **Week**  |
| **03/10/2024** | **Syllabus Presentation** **Business Correspondence****What is business Correspondence?**Importance of Business Correspondence**Types of business Correspondence .**  | **Week 1** |
| **10/10/2024** | **Example Drafts of Common Types of Business Correspondence** | **Week 2** |
| **17/10/2024** | **Limited Liability Companies (LLC)** What Is an LLC ? Understanding a Limited Liability Company (LLC),Forming an LLC,Benefits of an LLC, Drawbacks of an LLC,LLC vs. Partnership. | **Week3** |
| **24/10/2024** | **Limited Liability Companies (LLC) in Algerian Law**  | **Week 4** |
| **31/10/2024** | **Joint Stock****What It Is, History, and Examples**  | **Week5** |
| **07/11/2024** | **Business Corporations** **What is a corporation? - Types of corporations** | **Week6** |
| **14/11/2024** | **Entrepreneurship****What is entrepreneurship?**What is the difference between a startup and a small business?  | **Week7** |
| **21/11/2024** |  **Tax audit** | **Week8** |
| **28/11/2024** | **- Internal Auditing** | **Week9** |
| **5/12/2024** | **Sustainability and strategic audit** **What is Sustainability** | **Week 10** |
| **12/12/2024** | **What is a strategic audit? How do you audit a strategic plan?** | **Week 11** |
|  | **Final Exam** |  |
|  | **Catch up exam** |  |

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**الكلية العلوم الاقتصادية و علوم التسيير**   **قسم العلوم المالية**

**نحن طلبة الفوج** ...... **من السنة**...... **شعبة** ........... **تخصص** ............. **، ، نشهد أننا اطلعنا على منهاج مادة**

"..............................." **و على كيفية التقييم ، و فيما يلي إمضاءاتنا على ذلك :**

**Université Badji-Mokhtar. Annaba جامعة باجي مختار – عنابة**