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**Module (Course Syllabus) Catalogue**

**2023-2022**

| **College/ Institute**  | **Institute** |
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| **Department** | **Management Information System**  |
| **Module Name** | **English for Business I** |
| **Module Code** | ELB402 |
| **Degree** | **Technical Diploma Bachler High Diploma Master PhD** |
| **Semester** | **Second** |
| **Qualification** | **English language** |
| **Scientific Title**  | **Assistant Lecturer** |
| **ECTS (Credits)** | **6** |
| **Module type** | **Prerequisite Core Assist.** |
| **Weekly hours** | **4** |  |
| **Weekly hours (Theory)** | **( 4 )hr Class** | **( )Total hrs Workload** |
| **Weekly hours (Practical)** | **( )hr Class** | **( )Total hrs Workload** |
| **Number of Weeks** | **16** |
| **Lecturer (Theory)** | **4** |
| **E-Mail & Mobile NO.** | **Shahla.ismail@epu.edu.iq/07517231780** |
| **Lecturer (Practical)** | **/** |
| **E-Mail & Mobile NO.** | **/** |
| **Websites**  | **/** |

**Course Book**

| **Course Description** | 1. Is a teacher learner centered approach to teach English language as an additional language in a business field.
2. This course concentrate on developing and enhancing communicative skill, writing, reading in a **business** discipline.
3. Encourage the students to learn the language that they will need it after the graduate.
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| **Course objectives** | 1. This course designed to enhance workplace communication skills by supplying different kind of activities in Business.
2. This course aims to help learners to enhance their productive proficiency in speaking skill.
3. This course provide a self-study environment.
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| **Student’s obligation** | 1. Students will be evaluated on their attendance and participation both in the course and by the Moudle course website.
2. Reading materials and performance on the final course projects.
3. Presenting a seminar on one of the topics from the book.
4. Writing a paper which include 2-3 pages about one of the unite.
5. Writing a report.
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| **Required Learning Materials**  | * Book (Business English Global Leader).
* Moodle assignments and activities.
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| **Evaluation** | ‌ **Task** | **Weight (Marks)** | **Due Week** | **Relevant Learning Outcome** |
| Paper Review  |  | 9 | Cognitive strategy |
| Assignments | Homework | 7 | 10 | Cognitive strategy |
| Class Activity | 4 | 12 | Cognitive strategy |
| Report | 8 | 12 | Cognitive strategy |
| Seminar | 8 | After each class | Cognitive strategy |
| Essay | 8 | 12 | Cognitive strategy |
| Project | 8 | 12 | Cognitive strategy |
| Quiz | 4 | 6-5 | Cognitive strategy |
| Lab. | / | / | Cognitive strategy |
| Midterm Exam | 16 | 9 | Cognitive strategy |
| Final Exam | 40 |  |  |
| Total | 100 |  |  |
| **Specific learning outcome:** | 1. By the end of the course the student will be able to search and find a meaningful business task and different synonyms and antynomy of the business field.
2. By the end of the course the student will be able how to act and be of the etiquettes tips of how to get job and the job interview.
3. This course provide different kind of topics that can be fruitful for the students’ future.
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| **Course References‌:** | Asean, German, South American Biotech Network 2008 ―Argentina: Cultural Tips‖ [online] retrieved from: http://asag-biotech.net/Data/Countries/Argentina/Tips/ AtoZ World Travel Web Series by World Trade Press, 2010. ―Guatemala: Business Culture/Business Framework‖ [online] retrieved from: http://www.atozworldtravel.com/worldtravel2\_country.asp?nid=13.03&next\_nid=13.04&cid=58 &parent=Business%20Culture ―Basics of Corporate Culture‖ 2007 [online] retrieved from: http://www.iile.ru/library/meth/m559.rtf. Baduel , Alison 2006. ―Business Communications‖ [online] retrieved from: http://www.pcukraine.org/materials/downloads/1149149493\_BUSCOMMBOOK\_by\_Alison\_B aduel.doc. BBC News, 2006. ―Business Stress Levels ‗Double‘‖ [online] retrieved from: http://news.bbc.co.uk/2/hi/business/4720684.stm |
| **Course topics (Theory)** | **Week** | **Learning Outcome** |
| **Careers**  | 1-2 | Intellectual skills |
| **Organization** | 2-3 | Intellectual skills |
| **Business morality** | 3-4 | verbal skills |
| **Managing people** | 4-5 | Intellectual skills |
| **Leadership** | 5--7 | cognitive skills |
| **Stress** | 7-9 | Intellectual skills |
| **Planning** | 9-11 | Intellectual skills |
| **Money management** | 12 | Intellectual skills |
|  **Questions Example Design**Q. Put the verbs into the simple past: Last year I (go).It (be) fantastic.I (visit) lots of interesting places.I (be) with two friends of mine.But we (see) some beautiful rainbows **Q. Select the proper word from the box to complete the following interview:** **Interviewer:** How many ………..have you had since leaving university?  **Candidate:** I've worked for …….companies.  **Interviewer**: Why have you ………..jobs so often? **Candidate:** I wanted to…….. more money, and would like …….. to start new work.  **Q. Write down no less than 50 words about one of the following topics select A or B:**1. What do you know about the etiquettes or tips for a successful interview?
2. What do you think is the purpose of a business? Is it just to make money?
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|  **Extra notes:*** In each class the student have to complete the activities or the homework till the next class. Besides they have to find some of the activities which related to the topic.

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| **External Evaluator**At the end of the course teacher can evaluate the students and conduct the information through the interview or make a groups of the students to see what they gain from the course. |