

البرنامج العلوم المالية والإدارية

التخصص	ادارة الاعمال
رقم المادة الدراسية	021001251
اسم المادة الدراسية	ادارة الاعمال باللغة الانجليزية
عدد الساعات المعتمدة	(3)
عدد الساعات النظرية	(2)
عدد الساعات العملية	(2)

وصف المادة الدراسية:

- ❖ **Developing the student, skills in reading and writing business administration terms, in English and training them in composing business letters and reports.**

اهداف المادة الدراسية:

بعد دراسة هذه المادة يتوقع من الطالب ان يكون قادرا على تحقيق الاهداف التالية:

- 1. Improving the students, skills in understanding the business administration terms in English.**
- 2. Training the student in field of composing and constructing the letters and reports in business language.**

الوصف العام:

Unit number	Topics	Contents	Week
Unit one 1-1 1-2 1-3 1-3-1 1-3-2 1-3-3 1-3-4	Administration	<ul style="list-style-type: none"> • Terms • Exercises • Language Practice • Common Mistakes • Synonyms and antonyms letters Writing • comprehension 	
Unit Tow 2-1 2-2 2-3 2-3-1 2-3-2 2-3-3	Production	<ul style="list-style-type: none"> • Terms • Exercises • Language Practice • Common mistakes • Synonyms and antonyms • Comprehension 	
Unit Three 3-1 3-2 3-3 3-3-1 3-3-2 3-3-3 3-3-4	Commercial business firms	<ul style="list-style-type: none"> • Terms • Exercises • Language classification • Common mistakes • Synonyms and antonyms • Letter writing • Comprehension 	
Unit four 4-1 4-2 4-3 4-3-1 4-3-2 4-3-3 4-3-4	Commercial activity	<ul style="list-style-type: none"> •Terms •Exercises •Language Practice •Common Mistakes •Synonyms and antonyms letters Writing •comprehension 	
Unit five	Domestic trade	<ul style="list-style-type: none"> •Terms 	

Unit number	Topics	Contents	Week
5-1 5-2 5-3 5-3-1 5-3-2 5-3-3 5-3-4		<ul style="list-style-type: none"> • Exercises • Language Practice • Common Mistakes • Synonyms and antonyms letters Writing • Comprehension 	
Unit six 6-1 6-2 6-3 6-3-1 6-3-2 6-3-3 6-3-4	Foreign trade	<ul style="list-style-type: none"> • Terms • Exercises • Language Practice • Common Mistakes • Synonyms and antonyms letters Writing • comprehension 	
Unit seven 7-1 7-2 7-3 7-3-1 7-3-2 7-3-3 7-3-4	Shops, stores	<ul style="list-style-type: none"> • Terms • Exercises • Language Practice • Common Mistakes • Synonyms and antonyms letters Writing • Comprehension 	
Unit eight 10-1 10-2 10-3 10-3-1 10-3-2 10-3-3 10-3-4	Marketing	<ul style="list-style-type: none"> • Terms • Exercises • Language Practice • Common Mistakes • Synonyms and antonyms letters Writing • Comprehension 	
Unit nine 11-1	Business letter	<ul style="list-style-type: none"> • Layout business letter • Punctuation 	



Unit number	Topics	Contents	Week
11-2 11-3 11-4		<ul style="list-style-type: none"> • The sentence • Capital letters 	
Unit ten 12-1 12-2 12-3 12-4 12-5 12-6	Kinds of business letters	<ul style="list-style-type: none"> • Employment application • Order of goods • Requests for payment • Sales promotion letters • Letters of information • Letters of complaints 	

الكتب والمراجع:

1. Sameer Hadad: "Practical Studies in Business English and letter writing", institute of Banking Studies, 1994
2. Dr. Khadaer K. business Administration in English, 3rd ed. Dar almassira, 2006.