

**Course Description Summary**

**a. Course Data**

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| **Course Name** | English language in Business Administration  |
| **Course Code** | BUS 2413 |
| **Section Number** | 2020 |
| **Course Instructor** | Prof. Ahmad Aref Almazari |
| **Office No.** | Office13/Floor5/Building3 |
| **Website of the Course Instructor** | http://staff.ksu.edu.sa/aalmazari/ |
| **Email of the Course Instructor** | aalmazari@ksu.edu.sa |
| **Semester** | Second |
| **Academic Year** | 1442H |

**b. Schedule of Studying and Office Hours**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Thursday** | **Wednesday** | **Tuesday** | **Monday** | **Sunday** |  |
| 10-11 | - | 10-12 | - | - | **Time of Lectures** |
| 8-911-12 | 8-10 | - | 9-10 | - | **Office Hours** |

**c. Educational Objectives of the Course**

English Language for Business Administration is a pathway to help students obtain the English Language Proficiency required for Business Administration. This course provide the students with an understanding of basic management principles and the interdependence of industry, commerce and production. Moreover, this course provide the students with the functions of management including management techniques and leadership qualities as well as the structure of companies.

**d- Topics to be Covered**

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| --- | --- | --- |
| **Subject** | **Number of Weeks** | **Notes** |
| Introduction: Business Basics | 2 | Assignments |
| The Global Marketplace: Marketing | 2 | Assignments & Quiz |
| International Business | 2 | Assignments |
| Financial Aspects of Business Operations: Accounting | 2 | First Term Exam |
| Finance | 2 | Assignments |
| Human Aspects of Business Organization:Management | 1 | Assignments & Quiz |
| Leadership | 1 | Second Term Exam |
| Decision Making | 1 | Assignments & Quiz |
| Business and Technology:Computer Application | 1 |  |
| Final Exam | 1 | Final Exam |

**e- Distribution of Grades**

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| --- | --- | --- | --- |
| **First Term Exam** | **Second Term Exam** | **Term Activities** | **Final Exam** |
| 20 Marks | 20 Marks | 20 Marks | 40 Marks |

**f- Major Book (s) Required**

Bill Mascull, Business Vocabulary in Use: Elementary to Preintermediate, Cambridge University,2010.

**g-** **Basic References**

Marianne McDougal Arden Barbara Tolley Dowling, Business Concepts For English Practice, Heinle ELT, 2 edition (November 10, 1992).