

Course Syllabus For Basic sciences Department

| School Year | Name of course |
|-------------|---|
| First Year | Introduction to the economic science |
| First year | General English Language |
| First year | Essentials of business Law |
| First year | The formulation of scientific Arabic |
| First year | Business English Language 1 |
| First year | Business French Language 1 |
| Second year | Commercial & Companies Law |
| Second year | Business English Language 2 |
| Second year | Business French Language 2 |
| Second year | Macroeconomics |
| Second year | Islamic Economics |
| Second year | National Education |
| Second year | Business English Language 3 |
| Second year | Business French Language 3 |
| Third year | Business French Language 4 / Français.com |
| Third year | Business regulations |

Course Syllabus

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|--------------------------------|--|
| Scientific Department : | Basic Sciences Department |
| Course's Title : | Introduction to the economic science |
| Academic Year : | First Year |
| Number of hours : | 4 hours |
| Course's Goal : | Provide students with the principles of economics. |

Course's contents:

- Explaining the economic principles
 - Markets and Equilibrium (demand , offer, flexibility)
 - Consumer behavior
 - Production and costs in short and long term
 - Types of markets
 - Income distribution
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Course Syllabus

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|--------------------------------|--|
| Scientific Department : | Basic Sciences Department |
| Course's Title : | General English Language |
| Academic Year: | First year - Semester 1 |
| Number of hours : | 4 hours |
| Course's Goal : | To upgrade students' level in English in order to express their ideas and develop their communication abilities. |

Course's contents:

Text Book: Language Leader

Level: Upper Intermediate

Units: 1 – 6

Reading – Listening (Topics covered) :

- Communication
- Environment
- Sport
- Medicine
- Transport
- Literature

Grammar:

- Continuous and perfect aspects
- Indirect questions
- Quantifiers
- Articles
- Modal verbs
- Predictions; future perfect, future continuous
- Narrative tenses

Writing:

- Note taking
 - Emails
 - Designing and writing questionnaires
 - For and against essays
 - Short reports
 - Comparison and contrast
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Course Syllabus

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|--------------------------------|--|
| Scientific Department : | Basic Sciences Department |
| Course's Title : | Essentials of Business Law |
| Academic Year : | First year |
| Number of hours : | 4 hours |
| Course's Goal : | Providing the students with principles of law required in their professional future. |

Course's contents:

- Legal rules
 - Sections of law
 - Legislation
 - The concept of business law
 - The establishment of business relations
 - Legal framework of business relations
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Course Syllabus

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|--------------------------------|---|
| Scientific Department : | Basic Sciences Department |
| Course's Title : | The formulation of scientific Arabic |
| Academic Year : | First year |
| Number of hours : | 2 hours |
| Course's Goal : | To enhance the students ability in writing & reading skills in Arabic language. |

Course's contents:

- Writing
 - Grammar
 - reading
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Course Syllabus

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|--------------------------------|---|
| Scientific Department : | Basic Sciences Department |
| Course's Title : | Business English Language1 |
| Academic Year: | First year - Semester 2 |
| Number of hours : | 4 hours |
| Course's Goal : | The course will develop the communication skills the students need to succeed in business and will enlarge their knowledge of the business world. |

Course's contents:

Text Book: Market Leader

Level: Intermediate

Units: 1 – 7

Reading – Listening (Topics covered) :

Brands – Travel – Organization – Change – Money – Advertising – Cultures

Skills Covered:

- Taking parts in meetings
- Solving problems of a leading brand
- Making arrangements on the phone
- Choosing a suitable hotel for a seminar
- Socializing: introductions and networking
- Choosing the best way to reorganize customer service
- Agreeing on changes at a company that has been taken over
- Dealing with figures
- Choosing a company to invest in
- Starting presentations
- Creating and presenting an advertising campaign
- Social English
- Planning an official business visit

Writing:

- Emails
 - Reports
 - Action minutes
 - A summary
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Course Syllabus

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|--------------------------------|--|
| Scientific Department : | Basic Sciences Department |
| Course's Title : | Business French Language 1 |
| Academic Year : | first year |
| Number of hours : | 4 hours |
| Course's Goal : | Les étudiants seront capables d'entrer en contact avec les autres, de se présenter, de parler de leur entreprise, de leur lieu de travail, de montrer , situer , décrire et comparer des objets, etc. Ils seront aussi capables de demander et donner l'heure, de raconter leur journée, de parler de leurs habitudes au travail , de leur loisir..Ils seront capables enfin de fixer un rendez-vous par téléphone et par email. |

Course's contents:

Unité 1: Premiers Contacts

- Entrer en contact.
- S'adresser poliment à quelqu'un.
- Se Présenter/ Présenter quelqu'un.
- Dire où l'on travaille, ce qu'on fait/ Présenter son entreprise.
- Communiquer ses coordonnées.

Unité 2: Objets

- Identifier les objets du bureau, expliquer leur usage .
- Montrer, situer des objets.
- Décrire des objets.
- Faire un achat, discuter le prix.
- Comparer des objets, expliquer ses préférences.

Unité 3: Emploi du temps

- Demander et donner l'heure, des horaires.
 - Raconter sa journée.
 - Parler de ses habitudes au travail, de ses loisirs.
 - Dire la date, Parler du temps qu'il fait.
 - Fixer un rendez-vous (au téléphone, par email).
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Course Syllabus

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|--------------------------------|---|
| Scientific Department : | Basic Sciences Department |
| Course's Title : | Commercial & Companies Law |
| Academic Year : | Second year |
| Number of hours : | 4 hours |
| Course's Goal : | Providing the students with legal education required in their professional future in the field of commerce and companies. |

Course's contents:

- Part 1: Commercial Law
 - Introduction
 - General principles of commercial law
 - Merchant
 - Commercial contracts
 - Part 2: Companies Law
 - Introduction
 - The Contract of the Company
 - Legal forms of companies
 - Dissolution of the company
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Course Syllabus

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|--------------------------------|---|
| Scientific Department : | Basic Sciences Department |
| Course's Title : | Business English Language 2 (Market Leader-upper intermediate-Units 1-7) |
| Academic Year : | second year |
| Number of hours : | 4 hours |
| Course's Goal : | To enable upper-intermediate learners to use the business language in the fast-changing world of business with thoroughly updated material from authentic business sources. |

Course's contents:

- communication
 - International marketing
 - Building relationships
 - Success
 - Job satisfaction
 - Risk
 - E-commerce.
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Course Syllabus

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| Scientific Department : | Basic Sciences Department |
| Course's Title : | Business French Language 2 & 3 |
| Academic Year : | second year |
| Number of hours : | 4 hours theoretical (Two Lectures) |
| Course's Goal : | À l'issue de ce cours, vous serez capable de parler de votre travail, de vos études, de votre expérience professionnelle, de votre lieu de travail, de vos projets, etc. Vous saurez engager une conversation téléphonique, écrire un e-mail, prendre rendez-vous, etc. Vous pourrez acheter un billet de train, aller à l'hôtel ou au restaurant, faire un achat dans un magasin, faire face à de nombreux petits problèmes de la vie quotidienne. Bref, vous pourrez vous débrouiller dans la vie de tous les jours. |

Course's contents:

Unité 4: voyage

- Déplacements professionnels.
- Itinéraire.
- Conseils au voyageur.
- Al'hôtel.
- Prendre le train.

Unité 5: Travail

- Appel téléphonique.
- Expérience professionnelle.
- Courrier électronique.
- Déjeuner d'affaires.
- Une année au travail.

Unité 6: Problèmes

- Contretemps.
- Problèmes informatiques.
- Bricolage.
- Qu'est-ce que vous suggérez?
- Qu'est-ce qui ne va pas?

Unité 7: Tranches de vie

- Petits boulots.
 - Une belle carrière.
 - Moments de stress.
 - Faits divers.
 - Demain sera un autre jour.
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Course Syllabus

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|--------------------------------|---|
| Scientific Department : | Basic Sciences Department |
| Course's Title : | Macroeconomics |
| Academic Year : | Second year |
| Number of hours : | 4 hours |
| Course's Goal : | The course aims at familiarizing students with behavior of major economic sectors and their interactions (Households ,enterprises, government within the economy and with the other economies) |

Course's contents:

- The difference between Microeconomics and Macroeconomics
 - The macroeconomics variables (GDP, GNP, Consumption, savings....)
 - Concept of Money and Monetary base and multiplier
 - Unemployment
 - Monetary & fiscal policy
 - Open economy and international trade
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Course Syllabus

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|--------------------------------|---|
| Scientific Department : | Basic Sciences Department |
| Course's Title : | Islamic Economics |
| Academic Year : | Second year |
| Number of hours : | 4 hours |
| Course's Goal : | To present Islamic Economics concepts and mechanism |

Course's contents:

- Islamic Economics concepts and origin
 - Islamic Economics sources
 - Islamic Economics objectives
 - History of Islamic Economics thinking
 - Islamic Economics pillars (ownership , restricted economic freedom , social and economic interdependence)
 - Islamic Economics issues (production , distribution , exchange , consumption , investment , introduction to Islamic banking)
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Course Syllabus

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| Scientific Department : | Basic Sciences Department |
| Course's Title : | National Education |
| Academic Year : | Second year |
| Number of hours : | 2 hours |
| Course's Goal : | Providing the students with multi educational principles on many levels (internationally, Regionally, Arabian, and locally). |

Course's contents:

- Introduction
 - Regional and Arabic surrounding of Syria
 - Contribution of Syria to human civilization
 - Contemporary history of Syria
 - Political life in Syria and its constitutions
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Course Syllabus

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|--------------------------------|---|
| Scientific Department : | Basic Sciences Department |
| Course's Title : | Business English Language 3(Market Leader-upper intermediate-Units 8-14) |
| Academic Year : | second year |
| Number of hours : | 4 hours |
| Course's Goal : | To enable upper-intermediate learners to use the business language in the fast-changing world of business with thoroughly updated material from authentic business sources. |

Course's contents:

- Team Building
 - Raising finance
 - Customer service
 - Crisis management
 - Management styles
 - Takeovers and mergers
 - The future of business
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Course Syllabus

Scientific Department : Français des Affaires 3

Course's Title : Business French Language 4 / Français.com

Academic Year : 3^{ème} année

Number of hours : 4 heures

Course's Goal : Parler en langue française spécialisée en affaires

Course's contents:

Aborder tous les aspects linguistiques et culturels de la vie professionnelle à travers des situations de communications liées au monde du travail :

- Faire connaissance
 - Agenda
 - Voyage
 - Hôtel
 - Restaurant
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Course Syllabus

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| Scientific Department : | Basic Sciences Department |
| Course's Title : | Business regulations |
| Academic Year : | Third year |
| Number of hours : | 4 hours |
| Course's Goal : | Providing the students with legal education required in their professional future in the field of business. |

Course's contents:

- Labor law
 - Social insurance law
 - Banking law
 - Securities market regulations
 - E- commerce law
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