



ALMA
ALMATY MANAGEMENT
UNIVERSITY

NEI «ALMATY MANAGEMENT UNIVERSITY»

Faculty of General Education

Foreign Languages Department

Approved
at the meeting of AMB
Dean of the Faculty
A. Nurgabdeshov
« ____ » _____ 20__ г., № ____

Academic program: Bachelor
Specialty: Information Systems
Form of study: daytime

SYLLABUS
on the course «Professional Foreign Language 3»

Year: 3
Term: 5
Number of credits: 2
Lecturer: Maksat Ayubay
Phone: 313-23-89, room 202

Almaty, 2015

Compiled by: senior teacher _____Maksat Ayubay

The syllabus has been developed on the basis of the Working curriculum of the discipline “Professional Foreign Language” for students of all the specialties.

The syllabus was considered at the meeting of Foreign Languages Department.
Minutes № ____ of “ ____ ” _____ 2015

Acting Head of Foreign Languages Department _____M. Jandildinov

Introduction

This discipline considers and examines

discovery techniques and interesting topics. It not only teaches English but also provides students with information about the culture of English-speaking countries and world at large. It provides interesting and engaging exercises and texts that deal with citizenship issues, literature, history, geography, art, science and technology as well as the challenges of everyday life.

Methodology of teaching this discipline provides for:

- Practical classes conduction;
- IWST;
- IWS;

The purpose of teaching this discipline is

to use business vocabulary in typical situations for the development of speaking skills; practice of writing business emails.

The objectives of teaching this discipline are:

- to develop intercultural communicative competence of students in the language specialties of foreign language education at a sufficient level;
- to provide an interactive approach in learning the English language.

Pre-requisites:

Knowledge of the English language in the volume of Pre-Intermediate (General English)

Post-requisites:

Acquired skills are necessary for gaining further improving English at the Intermediate.

Upon completion of this discipline students must:

master the following competences according to the competence model of the bachelor

General competencies:

- to know basic rules of reading and pronouncing loanwords; possession of basic facilities in the emphatic intonation function;
- to be able to use simple phrases and sentences in a dialogue for communicating in social and socio-cultural, educational and professional spheres;
- cope with simple everyday situations in communication with the teacher, classmates, others;
- to have skills of dialogical and monologues, to express their thoughts and speak accordingly speech standards in English, asking questions and answering them on familiar topics;

Subject-specialized:

- to be able to use a series of phrases and expressions to make more detailed description of their friends, living conditions, food preferences, their leisure time, the orientation in the city, the current family and national holidays, etc.
- to be able to write a short personal letter, CV and fill out the form with the requirements of registration, record your daily routine, describe their preferences, biography, current events, using simple phrases and grammar construction etc.
- to have skills in conveying briefly the contents of the text and reading with expression of its position at the elementary level;

Economic competencies:

- to have skills in obtaining the necessary business information;
- to provide students with the tools to participate in the global information, economic and cultural processes: the dialogue of cultures and economies;
- to be able to make a conversation in a volume of studies subjects adequately use communicative cues transmit content read, heard by the general economic, professional, cross-cultural topics (reports, presentations, speeches, debates, reports).

CALENDAR AND THEMATIC PLAN
Term 5

№	Theme	Week-by-week breakdown of classes		
		Practical classes	IWS	IWST
1	Introduction to the course. Theme 1. Unit 2. A typical PC.	3	2	1
2	Theme 2. Unit 4, 5. Input devices: type, check, and talk. The eyes of your PC.	3	2	1
3	Theme 3. Unit 6, 7. Output devices: printers. Display screens.	3	2	1
4	Theme 4. Unit 8. Processing.	3	2	1
5	Theme 5. Unit 9. Disc and drives.	3	2	1
6	Theme 6. Unit 11. Operating systems and GUI.	3	2	1
7	Midterm Control 1	3	2	1
8	Theme 7. Unit 12 Word processing.	3	2	1
9	Theme 8. Unit 13 Spreadsheets and databases.	3	2	1
10	Theme 9. Unit 14 Graphics and design.	3	2	1
11	Theme 10. Unit 17 Programming Unit 18 Computer and work	3	2	1
12	Theme 11. Unit 19 ICT systems.	3	2	1
13	Theme 12. Unit 20, 21 Networks. Faces of the Internet.	3	2	1
14	Theme 13. Unit 24, 26 Web designs. Internet security.	3	2	1
15	Midterm Control 2	3	2	1
	Total 90	45	30	15

Content of practical classes, form of control and grading

Week	Theme	Literature	Form of control	Max. score

1	Introduction to the course. Theme 1. Unit 2. A typical PC. Computer essentials. Parts of a computer. Functions of a PC: input, processing, output, storage.	Main literature.	Oral & Written	100
2	Theme 2. Unit 4, 5. Input devices: type, check, and talk. The eyes of your PC. Interacting with your computer. The keyboard. The mouse. Scanners. Digital cameras.	Main literature.	Oral & Written	100
3	Theme 3. Unit 6, 7. Output devices: printers. Display screens. Technical details. Types of printers. Big screen plasma and projection TVs.	Main literature.	Oral & Written	100
4	Theme 4. Unit 8. Processing. The processor. RAM and ROM. Units of memory.	Main literature.	Oral & Written	100
5	Theme 5. Unit 9. Disc and drives. Magnetic storage. Optical storage. Removable flash memory.	Main literature.	Oral & Written	100
6	Theme 6. Unit 11. Operating systems and GUI. Types of software. The operating system. (OS)	Main literature.	Oral & Written	100
7	Midterm Control 1	Main literature.	Computer test	100
8	Theme 7. Unit 12 Word processing. WP features.	Main literature.	Oral & Written	100
9	Theme 8. Unit 13 Spreadsheets and databases. Spreadsheets basics. Parts of a database.	Main literature.	Oral & Written	100
10	Theme 9. Unit 14 Graphics and design. Types of graphics software.	Main literature.	Oral & Written	100
11	Theme 10. Unit 17 Programming Unit 18 Computer and work Programming languages. Steps in writing a program.	Main literature.	Oral & Written	100
12	Theme 11. Unit 19 ICT systems. ICT systems: components and functions. Types of systems. Types of devices and services.	Main literature.	Oral & Written	100
13	Theme 12. Unit 20, 21 Networks. Faces of the Internet. LANs, Network topology, WANs. What is the Internet is. Getting connected. Component of the Internet.	Main literature.	Oral & Written	100
14	Theme 13. Unit 24, 26 Web designs. Internet security. HTML, basic elements, video, animations and sound. Internet crime, Malware: viruses, worms, Trojans, and spyware.	Main literature.	Written	100
15	Midterm control 2 Revision and consolidation for the examination.	Main literature.	Computer test	100
	Examination Test		Combined exam	100

	Total			100
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IWST SCHEDULE

Term 5

Theme	Assignment for IWS	Form of control	Literature	Deadline (week)	Max. score
1	IWST 1 Computer essentials. Parts of computer. Functions of PC: input, processing, output, storage.	Presentation Vocabulary quiz.	The Internet	1	100
2	IWST 2. Input devices Interacting with your computer. The keyboard. The mouse. Scanners. Digital cameras.	Oral /Written	The Internet, Main literature.	2	100
3	IWST 3 Output devices Technical details. Types of printers. Big screen plasma and projection TVs.	Oral /Written	The Internet, Main literature.	3	100
4	IWST 4 The processor. RAM and ROM. Units of memory	Vocabulary quiz.	The Internet	4	100
5	IWST 5 Disc and drives. Magnetic storage. Optical storage. Removable flash memory.	Oral /Written		5	100
6	IWST 6 Operating systems and GUI.	Presentation. Discussion.	The Internet	6	100
7	IWST 7 Control work and revision	Oral /Written Vocabulary quiz.	Main literature.	7	100
8	IWST 8 Spreadsheets basics. Parts of a database.	Presentation. Discussion.	The Internet	8	100
9	IWST 9 Types of graphics software.	Presentation. Discussion.	The Internet Main literature.	9	100
10	IWST 10 Programming languages. Steps in writing a program.	Quiz. Presentation.	The Internet Main literature.	10	100
11	IWST 11 ICT and its role in globalization.	Written. Essay.	The Internet	11	100
12	IWST 12 LANs, Network topology, WANs. Component of the Internet.	Presentation. Discussion.	The Internet	12	100
13	IWST 13 Internet crime, Malware: viruses, worms, Trojans, and spyware.	Presentation. Discussion.	The Internet	13	100
14	IWST 14 HTML, basic elements, video, animations and sound.	Oral /Written	The Internet	14	100
15	IWST 15 Control work and revision	Oral /Written Vocabulary quiz.	The Internet Main literature.	15	100

List of main and additional literature:

Main literature

1. Professional English in Use. ICT. Santiago Remacha Esteras and Elena Marco Fabr . Cambridge University Press, 2007. - 118p.

Additional literature

1. Business Grammar Builder by Paul Emmerson, Macmillan, 2006
2. Macmillan English Dictionary for Advanced Learners

Course Policy

“Professionally Oriented Foreign Language” learning implies **compulsory attendance** of classes and independent work of students as well.

The independent work involves Internet research for further in-class presentations, preparation of discussions on relevant topics, written assignments pursuant to the syllabus, conducting analysis (SWOT, etc), and working with cases and so on. Completed assignments are checked in the course of IWST classes.

Any kind of plagiarism is not acceptable, and a student, whose guilt is proved, will be punished under the internal regulations of ALMAU, and a student’s assignments will not be scored;

In case of student’s absence for valid excuses (verified by the dean of), s/he is responsible for consolidation of material covered and submitting written tasks later;

1st and 2nd midterms are conducted in the form of a computer test in accordance with topics covered and within the range of 100 points maximum;

The examination is held in the form of a computer test (Vocabulary and Grammar) and oral examination in Speaking, written Writing examination, and examination in Listening.

Terms of the course:

- Compulsory attendance;
- Active participation in the practical classes;
- Appropriate preparation and good performance;
- Meeting deadlines for assignments;
- Being tolerate, open and friendly;
- Constructive feedback during classes;
- Being punctual, disciplined and committed.

Inadmissible:

- Skiving off classes;
- Being late for classes for more than 15 minutes (later comer’s score will be deprived at the discretion of the instructor).
- Using mobile phones during the class for non-study purposes;
- Delayed assignments from a student are not accepted and, consequently, are not assessed by the instructor;

Cheating (also taking photos of tests) during the exams (including midterm tests). In case of cheating a student will be eliminated from the classroom and get 0 points.

If a student violates the discipline of the class s/he will be eliminated from the classroom immediately and get 0 points.

If a student misses an exam for valid excuse, s/he can take an exam later under the permission of the dean and at the time appointed by the teacher.

The academic behaviour of students is based on the Ethic Code of Student, and internal regulations of ALMAU.

Grades Criteria for measuring language competences

Evaluation the level of achievements is done in accordance with the letter system accepted in credit technology of education from A to F, corresponding to percentage content from 0 to 100%.

Grade in letters' system	% Percentage	Grade (according to the traditional system)
A	95 - 100	Maximum (Excellent)
A-	90 - 94	
B +	85 - 89	High (Good)
B	80 -84	
B-	75 -79	
C+	70 - 74	Average (Satisfactory)
C	65 - 69	
C-	60 - 64	
D+	55 - 59	
D	50 - 54	
F	0 - 49	Low (Unsatisfactory)