

## COURSE SPECIFICATION

ENG 015 ( Basic English)

Faculty of Languages & Translation /The English Language Department

Institution : Najran University
College/Department: Faculty of Languages & Translation /The English Language Department

### A. Course Identification and General Information:

1. Course title and code: ENG 015 ( Basic English)	
2. Credit hours : 4	
3. Program(s) in which the course is offered: Public Administration (If general elective available in many programs indicate this rather than list programs)	
4. Name of faculty member responsible for the course: <b>Saad Uddin</b>	
5. Level/year at which this course is offered	1
6. Pre-requisites for this course (if any) : <b>None</b>	
7. Co-requisites for this course (if any): <b>None</b>	
8. Location if not on main campus: University main campus, Engineering College Building	
9. Mode of Instruction (mark all that apply)	
a. Traditional classroom الفصل الدراسي التقليدي	<input type="checkbox"/> What percentage النسبة المئوية ? <input type="checkbox"/>
b. Blended (traditional and online) التعليم المدمج ( التقليدي + عبر الانترنت)	<input checked="" type="checkbox"/> What percentage النسبة المئوية ? <b>100%</b>
c. e-learning التعليم الإلكتروني	<input type="checkbox"/> What percentage النسبة المئوية ? <input type="checkbox"/>
d. Correspondence التعليم بالمراسلة (عن بعد)	<input type="checkbox"/> What percentage النسبة المئوية ? <input type="checkbox"/>
f. Other طرق أخرى	<input type="checkbox"/> What percentage النسبة المئوية ? <input type="checkbox"/>
Comments التعليق:	

## B. Objectives الأهداف

<p>1. What is the main purpose for this course :</p> <ul style="list-style-type: none"> <li>-To develop the students' general proficiency in English</li> <li>-To communicate with others inside and outside the classroom</li> <li>-To acquire basic communication skills in English</li> <li>-To learn basic writing skills in English</li> <li>-To learn how to use basic expressions and structures in English</li> <li>-To enhance students' level of reading comprehension</li> </ul>
<p>2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field): To enhance students' speaking (interviewing) skills to expose them to the real world communication. Some additional tutorials can be taken by the faculty and similarly students can be instructed to Participate in quiz and debate and wall magazine competitions in order to improve oral and practical skills.</p>

## C. Course Description (Note: General description in the form used in the Bulletin or handbook should be attached). وصف المقرر الدراسي (ملاحظة: ينبغي إرفاق وصف عام كما يظهر في النشرة التعريفية أو الدليل).

Course Description وصف المقرر :
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1. Topics to be Covered الموضوعات التي ينبغي تغطيتها :		
List of Topics	No. of Weeks	Contact Hours
<b>Introduction and orientation</b>	1	4
<b>Functions of the Business Office</b>	2	4
<b>Functions of the Business Office</b>	3	4
<b>Secretaries and Administrative Assistants</b>	4	4
<b>Secretaries and Administrative Assistans</b>	5	4
<b>Holding Meetings and First Mid- Term Test</b>	6	4
<b>Holding Meetings</b>	7	4
<b>Internal and External Training</b>	8	4
<b>Internal and External Training</b>	9	4
<b>Unemployment</b>	10	4

Unemployment and Second Mid-Term Test	11	٤
Time Management and Second Mid-Term Test	12	٤
Time Management	13	٤
Revision and Final Exam	14-15 and 16	Hours ٥٢
	Weeks ١٦	

Course components (total contact hours and credits per semester):						
	Lecture المحاضرة	Tutorial مجموعات صغيرة	Laboratory or studio المعمل أو الاستديو	Practical التطبيقي	Other: أخرى	Total الاجمالي
Contact Hours	4 hours	-	-	-	-	52 hours
Credit	4 hours	-	-	-	-	4 hours

3-Additional private study/learning hours expected for students per week	--
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4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy. مخرجات تعلم المقرر وفقاً لمجالات التعلم بالاطار الوطني للمؤهلات واتساقها مع أساليب التقييم واستراتيجيات التدريس.
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On the table below are the five NQF Learning Domains, numbered in the left column.  
في الجدول الموضح أدناه يوجد خمس مجالات للتعلم مرقمة في العمود الأيسر.

**First**, insert the suitable and measurable course learning outcomes required in the appropriate learning domains (see suggestions below the table)

أولاً، يجب ان توضع مخرجات تعلم المقرر القابلة للقياس امام مجال التعلم المناسب (انظر المقترحات في الجدول أدناه).

**Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes.

ثانياً، ادخل استراتيجيات التدريس التي تتماشى وتتسق مع اساليب التقييم ومخرجات التعلم المستهدفة

**Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each course learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process. (Courses are not required to include learning outcomes from each domain).

ثالثاً، ضع اساليب التقييم المناسبة التي تقيس وتقيم بدقة مخرج التعلم . كل مخرج تعلم للمقرر واسلوب تقييمه واستراتيجية التدريس يجب ان تتسق مع بعضها كعملية متكاملة للتعلم والتعلم. (ليس من الضروري ان تحتوى المقررات على مخرجات تعلم من كل مجال من مجالات التعلم).

Code # مسلسل	NQF Learning Domains And Course Learning Outcomes مجالات التعلم وفق الإطار الوطني للمؤهلات ومخرجات تعلم المقرر	Course Teaching Strategies استراتيجيات التدريس	Course Assessment Methods أساليب التقييم
<b>1.0</b>	<b>Knowledge المعرفة</b>		
1.1	Students will be able to develop the ability to read effective paragraphs and different types of formal compositions.	An emphasis will be placed on completing reading tasks in the classroom and through home assignments. Individual, group, and whole class work and discussion will be used in conjunction with formal instruction.	Students are tested in the midterm and final exams where they produce samples of the skills learnt. Students also complete in-class quizzes and assignments.
<b>2.0</b>	<b>Cognitive Skills المهارات الإدراكية</b>		
2.1	The course is intended to develop skills to compare, contrast, and develop comprehension, , and answer the questions.. As well as systematically arrange pertinent information. Emphasis will be placed on abstract and critical thinking.	Completion of different tasks using these skills in classroom practice and home assignments in conjunction with formal instruction.	Students are tested in the midterm and final exams where they produce samples of the skills learnt. Students also complete in-class quizzes and assignments.
2.2			
<b>3.0</b>	<b>Interpersonal Skills &amp; Responsibility</b>		
3.1	The course is intended to develop collaborative work ability in a formal atmosphere. This includes the development of participation, leadership, goal-setting, and self-reflection.	Emphasis on group work in class and home assignments.	Continuous assessment...
3.2			
<b>4.0</b>	<b>Communication, Information Technology, Numerical مهارات الاتصال و تقنية المعلومات والمهارات العددية</b>		
4.1	Use of electronic media and ability to communicate in formal writing through an email correspondence	Through class lectures and written assignments, students will develop the necessary skills to	Direct observation and evaluation of assignments

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		perform at home assignments on the internet.	
4.2	يتصل بفعالية شفويا وكتابياً@	المحاضرة والنقاش التعلم الذاتي	الملاحظة المباشرة تقييم التكاليفات
<b>5.0</b>	<b>Psychomotor</b> المهارات النفسحركية		
5.1	N/A		
5.2	N/A		

#### 5. Schedule of Assessment Tasks for Students During the Semester

	Assessment task (e.g. essay, test, Quizzes, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	First Mid-Term Test	6	25%
2	Second Mid-Term Test	12	25%
3	Final Examination	End of the semester	50%

#### D. Student Academic Counseling and Support

1. Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)  
\_ Teaching faculty is available for 10 weekly office hours

#### E. Learning Resources

1. List of Required Textbooks :

English for Business and Management: **Suliman Saleem Mazyad**

2. List Essential References Materials (Journals, Reports, etc.)
3. List Electronic Materials Web Sites, Facebook, Twitter, etc. <input checked="" type="checkbox"/> <a href="http://www.nu.edu.sa/web/guest/979">http://www.nu.edu.sa/web/guest/979</a> . <input checked="" type="checkbox"/> <a href="http://elearning.nu.edu.sa/web/elearning-deanship">http://elearning.nu.edu.sa/web/elearning-deanship</a> . <input checked="" type="checkbox"/> <a href="http://www.almaany.com">www.almaany.com</a> (English) <input checked="" type="checkbox"/> <a href="https://www.wordhippo.com">https://www.wordhippo.com</a> <a href="https://echo.nu.edu.sa:8443/ess/portal/section/f9cbc018-07ac-457b-b380-a0d295063f14">https://echo.nu.edu.sa:8443/ess/portal/section/f9cbc018-07ac-457b-b380-a0d295063f14</a>
4. Other learning material such as computer-based programs/CD, professional standards or regulations and software.

### F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access etc.)
1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)
2. General computer assistance
3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list): -
2. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list) Not required

### G. Course Evaluation and Improvement Processes:

1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching: - Student's feedback: Questionnaire, students' survey, students interaction in the form of quiz and interview.
3. Other Strategies for Evaluation of Teaching by the Instructor or by the department. >By taking the opinions of other colleagues who have interest and experience of teaching in same course
3. Processes for Improvement of Teaching: - workshops, seminars, new resources of teaching and peer observation  - Increased coordination among faculty members and the teachers' interaction with students, along with regular meetings amongst all members of the teaching team to discuss strategies in aiding the students as well as the students' progress itself.

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4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments with staff at another institution) -Evaluation process and filtering
5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement: -Faculty development program -Curriculum review committee -Exam review committee

Name of instructor :Uddin Saad

Signature

Date of Report Completed: 4 November 2018

**Faculty or Teaching Staff: Saad Uddin**

Signature:  \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_