Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكــة العربيــة السعوديــة
الهيئــــة الوطنيــــة للتقويــم
والاعــتـمــاد الأكــاديـمــــي

ATTACHMENT 2 (e)

Course Specifications

Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

Course Specifications
(CS)

Communication & Learning Skills
PSSC 114

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Course Specifications

Institution Almajma'ah University	Date of Report 14/12/2015
College/Department : Preparatory year/ Communication Skills	

A. Course Identification and General Information

1. ***Course title and code***: Communication & Learning skills, PSSC114
2. ***Credit hours :*** 2
3. ***Program(s) in which the course is offered:***   Medicine, Medical Science, Computer, Science, Engineering and Dentistry
4. ***Name of faculty member responsible for the course*** : Mr.Basel Suwwan
5. ***Level/year at which this course is offered*** : 1/ Preparatory year
6. ***Pre-requisites for this course*** : None
7. ***Co-requisites for this course*** : None
8. ***Location if not on main campus*** : Preparatory year Buildings in Majmaah and Zulfi

9. ***Mode of Instruction (mark all that apply)***
 	
   a. Traditional classroom ■ What percentage? 20 %
 	
   b. Blended (traditional and online) ■ What percentage? 40 %
 	
   c. e-learning ■ What percentage? 40%
 	
   d. Correspondence ☐ What percentage?
 	
   f. Other ☐ What percentage?
 	
Comments:
All the materials of the course are computerized and designed in power points slides for all the workshops.

B Objectives

1. *What is the main purpose for this course?*

This course aims at improving the society via directing the affective knowledge toward the youth. We hope that the course will have a deep effect on the young students who are the potential future leaders, and this will be achieved by enriching their skills, knowledge and attitude. Thus, the course focuses on the importance of the youth's participation in effective and positive activities to build their abilities in order to activate their role of decision making and establish solid communication channels among them in the deferent areas and social experience of the community.

2. *Briefly describe any plans for developing and improving the course that are being implemented.*

- Changes in content as a result of new research in the field of communication skills.

- Increase the use of ICT tools specially power point slides, data show, smart board, video's and soft pictures.

- Build new abilities for students that not exist in the course through training workshops.

- Build new abilities for trainers who are giving the course through training workshops.

C. Course Description (Note: General description in the form to be used for the Bulletin or handbook should be attached)

1. Topics to be Covered		
List of Topics	**No. of Weeks**	**Contact Hours**
Introduction to Communication	1	2
Communication in The University Environment	1	2
Ethics of Communication in the University Environment	1	2

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Communication & Feedback	1	2
Listening skills	1	2
Speaking Skills	1	2
Self awareness	1	2
Self confidence	1	2
Anger Management	1	2
Time Management	1	2
Internet Skills	1	2
Team work	1	2
Reading & Studying	1	2
Vocational Skills	1	2
Project discussion	1	2

2. Course components (total contact hours and credits per semester):

	Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours	15	4		10	5	30
Credit	15	4		10	5	30

3. Additional private study/learning hours expected for students per week.

4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	**Knowledge**		

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1.1	Define the concept of communication skills	Cooperative learning	Exams
1.2	List the communication elements	Active learning	Home works
1.3	State the communication skills styles	Rotation Method	Notice
1.4	Name his self type.	Problem Solving	Projects
1.5	Write the skills of active listening	Project based learning	Participation
1.6	Define time management	Key words methods	Group work assessment
1.7	Memorize the concept of self confidence	Self learning	Exams
1.8	Tell the internet applications	Self reflection	Home works
1.9	Write his own cv	Learning by doing	Notice
2.0	**Cognitive Skills**		
2.1	To reconstruct his communication style with others	Cooperative learning	Exams
2.2	To measure his speaking skills	Active learning	Home works
2,3	To judge his presentation skills	Rotation Method	Notice
2,4	To criticize his style in sending and receiving feedback	Problem Solving	Projects
2,5	To predict self confidence skills in a balanced way	Project based learning	Participation
2,6	To design his curriculum vita	Key words methods	Group work assessment
3.0	**Interpersonal Skills & Responsibility**		
3.1	To judge the communication ethics at university	Project based learning	Participation
3.2	To choose the right way to deal with others	Key words methods	Group work assessment
3,3	To evaluate his self awareness	Self learning	Exams
3,4	To analyze his self confidence	Self reflection	Home works
3,5	To justify his communication style with others in a good manner.	Learning by doing	Notice
4.0	**Communication, Information Technology, Numerical**		
4.1	To operate conflict resolution skills with others	Cooperative learning	Exams
4.2	To employ the time management skills in his life	Active learning	Home works
4,3	To criticize his mistakes in listening	Rotation Method	Notice
5,4	To develop successful presentation	Problem Solving	Projects
5.0	**Psychomotor**		
5.1	To avoid communication obstacles with others	Project based learning	Participation
5.2	To employ the skills of writing messages with others	Key words methods	Group work assessment
5,3	To show the team work skills with others	Self learning	Exams
5,4	To produce his own cv	Self reflection	Home works
5.5	To perform an interview professionally	Learning by doing	Notice

	5. Schedule of Assessment Tasks for Students During the Semester		
	Assessment task	**Week Due**	**Proportion of Total Assessment**
1	Midterm test	6	20%

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2	Final test	15	40%
3	Group project	13	20%
4	Presentation and, participation, attendence	15	20%

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)

- expected office hours for the teaching staff per semester is 6 hours

E. Learning Resources

1. List Required Textbooks

Suwwan, Basel Mohammad, Communication & learning skills, Amman, Dar Althaqafa, 2014.

2. List Essential References Materials (Journals, Reports, etc.)

3. List Recommended Textbooks and Reference Material (Journals, Reports, etc)

4. List Electronic Materials (eg. Web Sites, Social Media, Blackboard, etc.)

Power point slide for the same author , smart board

5. Other learning material such as computer-based programs/CD, professional standards or regulations and software.

Compact cd and pc's

F. Facilities Required

1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)
20 seats in each classroom
One book for each student
Data show or overhead projector
Smart board

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2. Computing resources (AV, data show, Smart Board, software, etc.)
AV,
data show,
 Smart Board,
 Software (PowerPoint slides)

3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)

Main Laptop and charger
Flash memory or cd for the software
Video player
Picture player

G   Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching

On time feedback giving from the trainer
Team working between the student
Peer tutoring
Individual work
Individual assessment
Discussion
Presentation

2 Other Strategies for Evaluation of Teaching by the Program/Department Instructor
Project presentation with discussion
Debate program
Cooperative learning
Classroom activities from the book
Role play

3 Processes for Improvement of Teaching

- To improve the content of the text book periodically according to the latest updated in the communication skills.
- To employ the ICT tools in learning.
- To reflect and monitor the student skills via authentic projects in the college

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4. Processes for Verifying Standards of Student Achievement :

- To check marking by an independent member teaching staff of a sample of student work.
- To Share projects between the trainers

5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.

- To review the latest improvement in communication and learning skills that reflects on the text book by making new version.
- To promote the new techniques and training strategies

Faculty or Teaching Staff: MT. Basel Mohammad Suwwan

Signature: Basel Suwwan   **Date Report Completed: 14/12/2015**

Received by: Dr. Waleed Al Besher   **Dean/Department Head: Dean/Preparatory Year**

Signature: _____   **Date: _____**