



ATTACHMENT 2 (e)

Course Specifications

Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

Course Specifications

General English 1

PENG 111



Course Specifications

Institution: : Majmaah University	Date of Report: 14/12/2015
College/Department: Deanship of Preparatory Year	

A. Course Identification and General Information

1. Course title and code: General English 1 - PENG 111		
2. Credit hours: 8		
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: Sipan Mohammad		
5. Level/year at which this course is offered: Level 1 / first semester (P.Y.)		
6. Pre-requisites for this course:		
7. Co-requisites for this course:		
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	<input checked="" type="checkbox"/>	What percentage? <input type="text" value="100%"/>
b. Blended (traditional and online)	<input type="checkbox"/>	What percentage? <input type="text"/>
c. e-learning	<input type="checkbox"/>	What percentage? <input type="text"/>
d. Correspondence	<input type="checkbox"/>	What percentage? <input type="text"/>
f. Other	<input type="checkbox"/>	What percentage? <input type="text"/>
Comments:		

B Objectives

1. What is the main purpose for this course? <i>To enable the students to cope with the complex usage of English language in their higher education and to improve their receptive and productive language skills and sub-skills.</i>
2. Briefly describe any plans for developing and improving the course that are being implemented. <i>Workshops and presentations about the course teaching methodology</i>



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
F1: Greetings and introducing yourself	1	20
F2: Asking about places and offering things	1	20
F3: Giving personal information and suggestions.	1	20
L1: Introductions and lunch ordering	2	40
L1: Checking in the hotels and tourism	2	40
L1: Polite requests and talking about future	2	40
L2: In the airport, Traffic signs, Reports	2	40
L2: Education and business	2	40
L2: Trading in, Phone calling	2	40

2. Course components (total contact hours and credits per semester):						
	Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours	300	300
Credit	120	120

3. Additional private study/learning hours expected for students per week.	<input type="text"/>
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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		
1.1	Recognizing and memorizing new vocabulary.	Analyzing	Quizzes, Tests, Homework
1.2	Describing others, places and things	Group work	Quizzes, Tests
1.3	Knowing about others' cultures	discussions	Evaluating
2.0	Cognitive Skills		
2.1	Producing new ideas	Pair work	Assignments
2.2	Coherence and cohesion	Process Writing	Writing Assignments
2.3	Analyzing and recognizing grammatical rules.	Presentation	Quizzes, Tests, Homework
3.0	Interpersonal Skills & Responsibility		
3.1	Participating in pair-work and group-work activities	Roll play	Tutorial and feedback.
3.2	Choosing topics and doing homework	Portfolio	Writing assignments
4.0	Communication, Information Technology, Numerical		
4.1	Assessing other students work (peer assessing).	Pair-work	Evaluating
4.2	Illustrating the answers after doing tasks	Pair-work , group-work	Evaluating
5.0	Psychomotor (N.A)		

5. Schedule of Assessment Tasks for Students During the Semester

	<i>Assessment task</i>	<i>Week Due</i>	<i>Proportion of Total Assessment</i>
1	<i>Homework and participation</i>	<i>10%</i>
2	<i>Quizzes (6 Quizzes)</i>	<i>20%</i>
3	<i>Midterm Exam</i>	<i>9</i>	<i>30%</i>
4	<i>Final Exam</i>	<i>16</i>	<i>40%</i>

D. Student Academic Counseling and Support

The staff members along with the Academic Counseling Committee offer advice to students in their office hours (4 hours a week), tell them about their attendance and give them warning letters when exceeding 5%, 10% and 15% of total contact hours.



E. Learning Resources

1. List Required Textbooks

- Alexander, Louis George. **Direct English, Foundation Level.** London: Linguaphone Group, Second Edition 2011.
- Foundation Level Direct English Course Book.
- Foundation Level Direct English Activity Book.
- Foundation Level Direct English Work Book.
- Foundation Level Direct English Handwriting Book.
- Foundation Level Direct English Verbal Communication Book.
- Foundation Level Direct English Audio CD.
- Foundation Level Direct English Video DVD.

- Alexander, Louis George. **Direct English, Level One.** London: Linguaphone Group, Second Edition 2011.
- Level 1 Direct English Course Book.
- Level 1 Direct English Verbal Communication Book.
- Level 1 Direct English Workbook.
- Level 1 Direct English Companion Book.
- Level 1 Audio CDs.
- Level 1 Video DVD.

- Alexander, Louis George. **Direct English, Level Two.** London: Linguaphone Group, Second Edition 2011.

- Level 2 Direct English Course book
- Level 2 Direct English Work Book
- Level 2 Direct English Companion Book
- Level 2 Audio CDs.
- Level 2 Video DVD.

- Harrison, Richard. **Keep Writing 1.** London: Pearson Education Limited, sixteenth impression 2003.
- Jeffries, Linda & Mikulecky, Beatrice S. **Basic Reading Power (Unit 1 and Unit 2),** New York: Pearson Education, Third Edition 2009.

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.) <ul style="list-style-type: none">• Smart board• Laptops• Overhead Projector• TVs
5. Other learning material such as computer-based programs/CD, professional standards or regulations and software. <ul style="list-style-type: none">• Direct English PowerPoint slide show• Video DVDs• Audio CDs

F. Facilities Required

1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.) Classrooms, 5 desks, 20 chairs for 20 students, 20 laptops, smart-boards and whiteboards.
2. Computing resources (AV, data show, Smart Board, software, etc.) <ul style="list-style-type: none">• Laptops and smart-boards
3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)

G Course Evaluation and Improvement Processes

1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching <ul style="list-style-type: none">• Online questionnaires• Direct feedback to the academic supervisors.
2. Other Strategies for Evaluation of Teaching by the Program/Department Instructor <ul style="list-style-type: none">• Peer observations.
3. Processes for Improvement of Teaching <ul style="list-style-type: none">• Workshops• presentations• Regular meetings.



4. **Processes for Verifying Standards of Student Achievement**

- **Marking and scoring checking the exam papers by the course teachers.**
- **Two teachers assessing the student together in the speaking exams depending on specific criteria.**
- **Two teachers grading the same sample of students writing when assessing the writing task in the exams depending on specific criteria.**

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

Dividing teachers into teams and getting a weekly feedback.

Faculty or Teaching Staff: *Sipan Mohammad*

Signature:

Date Report Completed:

Received by: Dr. Waleed Al Basher

Dean/Department Head: Dean /Preparatory Year

Signature: _____

Date: _____