**Kingdom of Saudi Arabia**

**The National Commission for Academic Accreditation and Assessment**

**Course Specification**

**English Language ( 1102 Najm )**

**Course Specification**

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| **Institution:**  King Saud University |
| **College;** College of applied studies and community services  **Department;**  Accounting |

**A. Course Identification and General Information**

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| **1. Course title and code:** 1102 Najm |
| **2. Credit hours:**  9 hours per week |
| 3. Program(s) in which the course is offered.(If general elective available in many programs indicate this rather than list programs)Medical Secretary Diploma - Medical Records – ProgrammingAccounting |
| **4. Name of faculty member responsible for the course**  1- Abeer Al-Ruwais |
| **5. Level/year at which this course is offered:** LEVEL ( 2 ) |
| **6. Pre-requisites for this course (if any):**  None |
| **7. Co-requisites for this course (if any) :** None |

**B. Objectives**

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| 1. Summary of the main learning outcomes for students enrolled in the course:  1- Students will be able to read a wide range of texts to build an understanding of texts and acquire new information.  2- *S*tudents will use English to communicate fluently.  3-students will use grammatical rules to construct meaningful sentences and paragraphs.  4 -Students will develop their ability in listening to a native speakers through listening to topics that relates to everyday life and experience. |
| 2. Course development plans:  1) Coordinating between the faculty members who teach this course to exchange experience and information.  2) Students will use a variety of resources. |

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

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| 1 Topics to be Covered | | |
| List of Topics | No of  Weeks | Contact  hours |
| **Theme 1 ( Education )** | 1 | 9 |
| **Theme 2( Daily life)** | 1 | 9 |
| **Theme3( work and Business)** | 1 | 9 |
| **Theme4( Science and nature)** | 1 | 9 |
| **Theme 5( The Physical world)** | 1 | 9 |
| **Theme 6 ( Culture and civilization)** | 1 | 9 |
| **Theme 7 (They made our world)** | 1 | 9 |
| **Theme 8( Art and Literature)** | 1 | 9 |
| **Theme 9( Sports and Leisure** | 1 | 9 |
| **Theme 10( Nutrition and Health)** | 1 | 9 |

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| 2 Course components (total contact hours per semester): | | | | |
| **Lecture:**  15 weeks  9 hours per week | **Tutorial:**  None | **Laboratory**  None | **Practical/Field work/Internship**  None | **Other:** |

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| **4. Development of Learning Outcomes in Domains of Learning**  **For each of the domains of learning shown below indicate:**   * A brief summary of the knowledge or skill the course is intended to develop; * A description of the teaching strategies to be used in the course to develop that knowledge or skill; * The methods of student assessment to be used in the course to evaluate learning outcomes in the domain concerned. |
| **a. Knowledge** |
| (**i) Description of the knowledge to be acquired**:   * Understanding the reading passage and interpreting the main idea of the text. * Understanding the grammatical rules of the foreign language and applying them in writing and speaking. * Understanding the relevant pre-writing strategy that help the students in the writing process. * Listen attentively and identify the topics, ideas in speech or discussion. * Student will be able to deliver a clear, coherent oral presentation using information and diction suitable for subject, purpose and audience |
| **(ii) Teaching strategies to be used to develop that knowledge:**   * Students will be able to use strategies before, during and after reading to aid in the construction and enhancement of meaning: * Read orally with expression indicative of comprehension and tone. * State the title, section headings and illustrations. * Relating prior knowledge and personal experience to new texts.   + Enhance the thinking strategies through using brain storming sessions.   + Write a short paragraph on a selected topics. * Listen to a tape and answer different questions. |
| **(iii) Methods of assessment of knowledge acquired:**   * Exams * 20 minutes quiz on external reading text to apply reading strategies. * Free writing assignment |

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| **b. Cognitive Skills** |
| **(i) Cognitive skills to be developed**   * The ability to read simple texts. * The ability to recognize vocabulary items weather its isolated or in a sentence. * Enable the students to use the language in real life situations.. * The ability to write short paragraphs. * Classifying & grouping words . * Making an outline. * Inferring the meaning of difficult words from context using semantic and syntactic clues available in the text. * The ability to write the summary of a text. * Identifying the Title, headings and subheadings of a text. * Identifying topic sentences of a paragraph. * The ability to guess the meaning from the context * The ability to understand from lectures given in English. * The ability to scan and skim reading passages for information. * Infer the meaning of difficult words by giving semantic and syntactic   clues. |
| **(ii) Teaching strategies to be used to develop these cognitive skills:**   * + The students are kept onboard by making sure that they understand the topic under discussion. * They are encouraged and guided to guess the meaning of the difficult words from the context. * They are given exercises testing on their understanding of the content. * Let them fill out a tree diagram that shows the structure or outline of the passage of the text as they read.   + Read text paragraph by paragraph   + Class discussions / teaching a range of activities leading to free use of grammar.   + Lectures / teaching students how to read attentively, understand clearly, and use vocabulary in a meaningful context, reinforcing students’ understanding of grammar items through grammar exercises, teaching collocations. |
| **(iii) Methods of assessment of students cognitive skills**  1-Quizzes  2- exams testing their grammar, their vocabulary and reading skills are given throughout the course duration. |
| **e. Psychomotor Skills** |
| **(i) Description of the psychomotor skills to be developed ;**   * The student will be able to give a speech in front of a group of people. * It permits the students to * practice writing new vocabulary. * improve their listening skills. * create new sentences. * develop the spelling.   + Participates in group working.   + Identify parts of speech and punctuation marks.   + Develop listening comprehension.   + Students pay attention to sounds and accents.   + Students are most fluent in discussing topics they know about such as a film, a play, a visit to a museum etc.   + Develop oral fluency.   + Improve their listening and speaking skills.   + Students learn sentence patterns and vocabulary. |
| **(ii) Teaching strategies to be used to develop these skills and abilities**  1. Presentation.  2. What then? (Extending a story);  The teacher writes the beginning of the story on the board. Then each student comes to the board and adds one sentence.  3. Debates and discussion groups;(Who am I)  The teacher asks the students to write out subjects they would like to debate.  4. Drawing pictures;  The teacher can call on individuals to draw on the board. The other students practice at their seats. |
| **( iii ) Methods of Assessment of students Psychomotor Skills;**   * Worksheets (yes\no) questions & True or false Questions. * Ask Oral Questions * Students feel that the teacher is listening to them and respecting their opinions. * The teacher corrects mistakes in pronunciation and grammar only if the student's meaning is unintelligible or ambiguous (In case of presentation). |

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| **5. Schedule of Assessment Tasks for Students During the Semester** | | | |
| **Assessment** | **Assessment task (eg. essay, test, group project, examination etc.)** | **Week due** | **Proportion of Final Assessment** |
| 1 | 1st Mid |  | 20 |
| 2 | 2nd Mid |  | 20 |
| 3 | Quiz |  | 5 |
| 4 | Speaking exam |  | 5 |
| 5 | Class work |  | 10 |
| 6 | Final |  | 40 |

**D. Student Support**

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| **1. Arrangements for availability of faculty for individual student consultations and academic advice. (include amount of time faculty are available each week)**   1. Weakly office hours. 2. Exam error analysis in class. 3. Feed back for each student. 4. Teacher's web page. 5. Teacher's e-mail. |

**E. Learning Resources**

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| **1. Required Text(s);**  1- Skills in English ( reading )  2- Skills in English ( Writing)  3- Skills in English ( listening  4- Skills in English (speaking) | |
| **2. Essential References**;  Dictionary | |
| **3- Recommended Books and Reference Material (Journals, Reports, etc) (Attach List)**  See web support for this book:  [www.skillsinenglish.com](http://www.skillsinenglish.com) | |
| **4-.Electronic Materials, Web Sites etc**   1. Check teacher`s web site. 2. Resources:  * Reading strategies:   <http://www.learner.org/jnorth/Read20best.html>   * Learn English voc:   <http://www.learnenglish.de/vocabulary/buildings.htm>   * Parts of speech:   <http://www.cityu.edu.hk/elc/quiz/partspee.htm>   * Grammar exercises:   [http://www.english.hilfen.de/en/exercises-list/alle grammar.htm](http://www.english.hilfen.de/en/exercises-list/alle%20grammar.htm)   * Paragraph writing:   <http://esl.about.comlod/writingintermediate/a/paragraphs.htm>   * Pronunciation:   <http://funeasyenglish.com/amarican-english-pronunciation.htm> | |
| **5- Other learning material such as computer-based programs/CD, professional standards/regulations;**  None | |
| **F. Facilities Required** | |
| 1. Accommodation | lecture rooms |
| 2. Computing resources | None |
| 3. Other Resources | Tape recorder , CD player, projectors |

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| **G. Course Evaluation and Improvement Processes** | |
| 1. Strategies for Obtaining Student Feedback on Quality of Teaching | Evaluation Questionnaire |
| 2. Other Strategies for Evaluation of Teaching | observations and assistance from colleagues, independent assessment of standards achieved by students, independent advice on assignment tasks. |
| 3. Processes for Improvement of Teaching | Workshops on teaching methods, review of recommended teaching strategies. |
| 4. Processes for Verifying Standards of Student Achievement | None |
| 5. Action Planning for Improvement | * Coordinate between faculty members to exchange experiences * Search for websites related to syllabus. |

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| **c. Interpersonal Skills and Responsibility** |
| ***(i) Description of the interpersonal skills and capacity to carry responsibility to be developed***  1-communiating personal ideas and thoughts.  2- Responding to class discussion.  3- Developing teamwork skills.  4- Students will be able to participate actively and effectively in cooperative group.  5- Students show respect to their classmate's opinion. |
| ***(ii) Teaching strategies to be used to develop these skills and abilities***  -Divide the students into groups to share their understanding for a reading text which allow the excellent students to help the weak ones.  - Free discussion. |
| (iii) Methods of assessment of students interpersonal skills and capacity to carry responsibility |
| **d. Communication, Information Technology and Numerical Skills** |
| ***(i) Description of the skills to be developed in this domain.***  1-Additional activities are assigned on the internet to enhance student's learning.  2- Students will use the teacher's web page to check the links posted.  3-Encourage students to use the net to help them developing their English skills. |
| (ii) Teaching strategies to be used to develop these skill: |
| (iii) Methods of assessment of students numerical and communication skills |