**NGA 200 Syllabus**

**1st Semester of the 1436-1437 Academic Year**

**Instructor**: Haya Alnafisa

**Required Books:**

John Bowden, Writing a Report: 9th edition, How To Books, 2011

**Grade Distribution:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  | | --- | --- | | **Participation+Classwork** | 10% | | **Assignments** | 8% | | **Project (Progress Report)** | 7% | | **Final Project** | 20% | | **Quiz** | 5% | | **Midterm** | 10% | | **Final Exam** | 40% | |

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Office Hours: Tuesday: 8-10

**Very Important Note:**

Don’t be absent for the in-term exams because there will not be any make up exam. If you have an extreme medical reason for being absent, you will need to present official verification from a government hospital of your medical situation, and then each individual case will be dealt with accordingly.

**Good luck**

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| **KSU Logo.bmpNGA 200 Syllabus** | | | | | | |
| ***Week*** | ***Hejri*** | ***Gregorian*** | ***Lesson...*** | | | ***Assignment*** |
| **1** | **8/11/1436** | **23/8/2015** | **Registration** | | |  |
| **2** | **15/11/1436** | **30/8/2015** | **Introduction** | | |  |
| **3** | **22/11/1436** | **6/9/2015** | **Types of Reports (P 1)**  **(Minutes+Feasibility Report)** | | |  |
| **4** | **29/12/1436** | **13/9/2015** | **Types of a report (P 2)‎**  **‎(Incident Report+Progress Report)‎** | | | **Assignment 1‎**  **‎(Incident Report)‎** |
| **5& 6 8 ---8** | **4/12/1436** | **18/9/2015** | **Break** | | |  |
|  | | | |
| **7** | **20/12/1436** | **4/10/2015** | **Choosing a topic for Feasibility**  **Report + Parts of a report** | | **Assignment 2‎**  **‎(Decide on topic & ‎write outline)‎** | |
| **8** | **27/12/1436** | **11/10/2015** | **Collecting Information**  **Methodology** | | **Assignment 3**  **‎(Preparing ‎Instrument)‎** | |
| **9** | **4/1/1437** | **18/10/2015** | **Collecting Information/ ‎Methodology** | | **Assignment 4**  **‎(Distributing ‎Instrument)‎** | |
| **10** | **11/1/1437** | **25/10/2015** | **Graphs** | |  | |
| **11** | **18/1/1437** | **1/11/2015** | **Organizing the body + Report Style** | |  | |
| **12** | **25/1/1437** | **8/11/2015** | **Writing Introduction & Conclusion** | |  | |
| **13** | **2/2/1437** | **15/11/2015** | **Report Presentation** | |  | |
| **14** | **9/2/1437** | **22/11/2015** | **Revision / Quiz 24/11/2015** | |  | |
| **15** | **16/2/1437** | **29/11/2015** | **Report Deadline / Midterm 1/12/2015** | |  | |
| **16** | **23/2/1437** | **6/12/2015** | **Revision / make-up exam** | |  | |
| **17** | **1/3/1437** | **13/12/2015** | **General exams** | |  | |
| **18** | **8/3/1437** | **20/12/2015** | **Final Exams** | |  | |