

## NGA 200 Syllabus

### 1<sup>st</sup> 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:**

<b>Participation+Classwork</b>	10%
<b>Assignments</b>	8%
<b>Project (Progress Report)</b>	7%
<b>Final Project</b>	20%
<b>Quiz</b>	5%
<b>Midterm</b>	10%
<b>Final Exam</b>	40%

#### **Contact information:**

E-mail: halnafis@ksu.edu.sa

Office: Building 26 - Room No.: 3

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*

# NGA 200 Syllabus



<i>Week</i>	<i>Hejri</i>	<i>Gregorian</i>	<i>Lesson...</i>	<i>Assignment</i>
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	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	