هيئة تقويم التعليم والتدريب
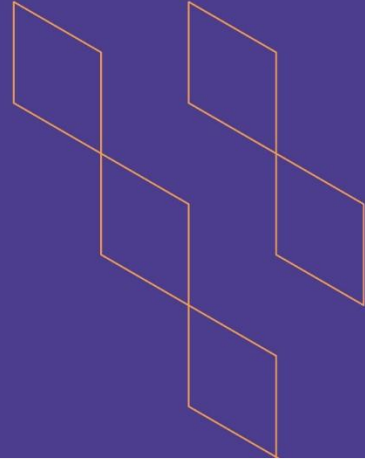Education & Training Evaluation Commission

Course Specification

T-104
2022

Course Specification

Course Title:	**Workplace English**
Course Code:	**ENG 0105**
Program:	**All programs**
Department:	**All diplomas**
College:	**The applied college**
Institution:	**Imam Mohammad Ibn Saud Islamic University**
Version:	*Course Specification Version Number*
Last Revision Date:	**12 January 2025**

Table of Contents:

A. General information about the course:

Course Identification	
1. Credit hours:	3 hours

2. Course type

a.	University ☐	College ☒	Department☐	Track☐	Others☐
b.	Required ☒	Elective☐			

3. Level/year at which this course is offered: Level 4

4. Course general Description:

Workplace English is a course designed to develop English language proficiency of
comprehension, production, interaction in a workplace environment, and business skills.
The course caters for Common European Framework Reference for languages (CEFR) at
B1 level. The course follows the communicative/integrated learning approach.

5. Pre-requirements for this course (if any):
• Having completed English Level 2, OR:
• Student's performance in placement test. Based on the student's score as per the Common European Framework of Reference (CEFR) level B1

6. Co- requirements for this course (if any):
N/A.

7. Course Main Objective(s)

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	30hrs	100%
2.	E-learning		
3.	Hybrid • Traditional classroom • E-learning		
4.	Distance learning		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	30hrs
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	30hrs

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	**Vocabulary:** Understand, use, and recognize vocabulary of intermediate level, related to industry, projects, markets, products, and communication		**Pre-Teaching Activities:** PowerPoint presentation, audio visual aids. **During Teaching Activities:** Lecture in the classroom, in-class discussion (student participation), demonstrations, role-play, controlled practice using app. **Post Teaching Activities:** Recapitulation and summarizing.	Presentations/ Project Midterm Examination Final Examination (Assessment of skills by using rubrics)
1.2	**Grammar:** Understand intermediate grammatical structures, including simple and complex tenses, adverbs of degree, and modals of obligation.		**Pre-Teaching Activities:** PowerPoint presentation, audio visual aids. **During Teaching Activities:** Lecture in the classroom, in-class discussion (student participation), demonstrations, role-play, controlled practice using app. **Post Teaching Activities:** Recapitulation and summarizing.	Presentations/ Project Midterm Examination Final Examination (Assessment of skills by using rubrics)
...				
2.0	Skills			
2.1	**Listening Comprehension:**		**Pre-Teaching Activities:**	Presentations/ Project

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	Understand main points from TV programs, podcasts, meetings, and extract information from presentations, conversations between colleagues and on the phone.		PowerPoint presentation, audio visual aids. **During Teaching Activities:** Lecture in the classroom, in-class discussion (student participation), demonstrations, role-play, controlled practice using app. **Post Teaching Activities:** Recapitulation and summarizing.	Midterm Examination Final Examination (Assessment of skills by using rubrics)
2.2	**Reading Comprehension:** Search the internet for key information and scan short texts for specific information		**Pre-Teaching Activities:** PowerPoint presentation, audio visual aids. **During Teaching Activities:** Lecture in the classroom, in-class discussion (student participation), demonstrations, role-play, controlled practice using app. **Post Teaching Activities**: Recapitulation and summarizing	Presentations/ Project Midterm Examination Final Examination (Assessment of skills by using rubrics)
…	**Speaking:** Express opinions and give personal views, contributing to work meetings and group discussion by showing interest, giving reasons, and responding to others**.**		**Pre-Teaching Activities:** PowerPoint presentation, audio visual aids. **During Teaching Activities:** Lecture in the	Presentations/ Project Midterm Examination Final Examination

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
			classroom, in-class discussion (student participation), demonstrations, role-play. **Post Teaching Activities:** Recapitulation and Summarizing	(Assessment of skills by using rubrics)
3.0	Values, autonomy, and responsibility			
3.1	Develop critical and creative thinking, including problem formulation, problem solving, reasoning and extrapolation.		**Pre-Teaching Activities:** PowerPoint presentation, audio visual aids. **During Teaching Activities:** Lecture in the classroom, in-class discussion (student participation), demonstrations, role-play. **Post Teaching Activities:** Recapitulation and Summarizing.	Presentations/ Project Midterm Examination Final Examination (Assessment of skills by using rubrics)

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction	3hrs
2.	Unit 1	3hrs
3	Unit 1	3hrs
4	Unit 2	3hrs
5	Unit 2 Quiz	3hrs
6	Unit 3	3hrs
7	Unit 3 Mid-term exam	3hrs
8	Unit 6	3hrs

9	Unit 6 Project (written task for a project preparation)	3hrs
10	Project presentation (Oral task)	3hrs
11	Final exam	
Total		30hrs

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	**Quiz**	Week 5	**15%**
2.	**Project (written and oral task)**	Weeks 9-10	**20%**
3.	**Participation**	All along	**10%**
4.	**Midterm Examination**	**Week 7**	**25%**
5.	**Final Examination**	**Week 11**	**30%**
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*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Business Result B1. Student's Book – second edition Pre-intermediate Student's book David Grant, Jane Hudson & John Hughes
Supportive References	
Electronic Materials	Business Results Teacher's Site Business results downloadable resources & Student's Book answer keys Oxford Learn website for Online practice
Other Learning Materials	None.

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms, laboratories
Technology equipment (projector, smart board, software)	Overhead projectors, white boards, smart boards, computers, internet, speakers, headphone with mic, printers, photocopier and laptops for teachers.
Other equipment (depending on the nature of the specialty)	Resource room for teachers, modern seminar room, meeting room, record room and recreational area.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students, classroom observation, external reviewers' visit from the Accreditation Agency.	Students survey Formal classroom Observation.
Effectiveness of students assessment	Quality and Development Unit, Curriculum Committee, Assessment Committee	Item analysis data, teachers' feedback, students' feedback, course reports.
Quality of learning resources	Quality and Development Unit	Annual quality improvement program review.

Assessment Areas/Issues	Assessor	Assessment Methods
The extent to which CLOs have been achieved		
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	