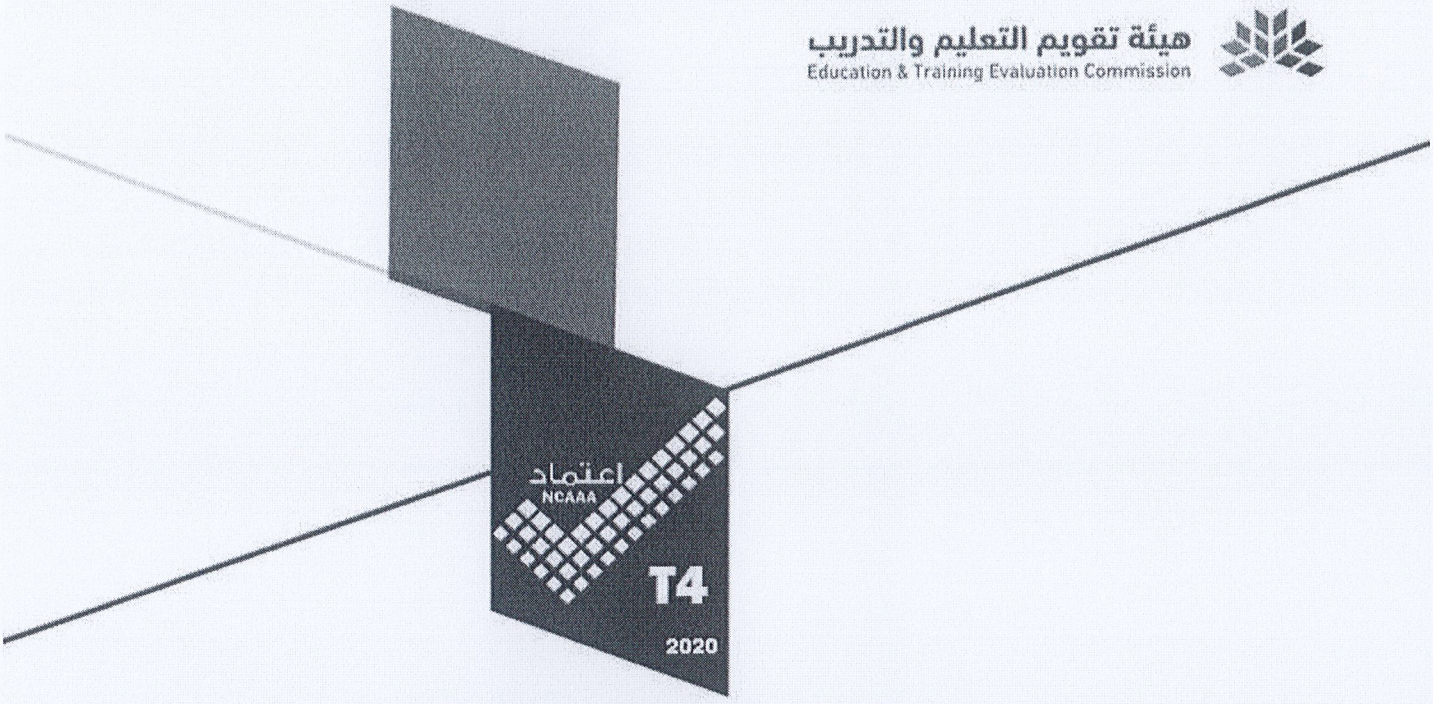
هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission



Course Specifications

Course Title:	Grammar 2
Course Code:	ENG 924
Program:	Diploma of English Language
Department:	Department of Administrative Sciences and Humanities
College:	Applied College
Institution:	Imam Mohammad Ibn Saud Islamic University



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A. Course Identification

1. Credit hours: 2 hours.
2. Course type **a.** University ☐ College ☐ Department [*] Others ☐ **b.** Required [*] Elective ☐
3. Level/year at which this course is offered: Level 2 / first year.
4. Pre-requisites for this course: Eng914
5. Co-requisites for this course: None.

6. Mode of Instruction

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	24 hours	100%
2	**Blended**		
3	**E-learning**		
4	**Distance learning**		
5	**Other**		

7. Contact Hours

No	Activity	Contact Hours
1	**Lecture**	24hrs
2	**Laboratory/Studio**	
3	**Tutorial**	
4	**Others** (specify)	
	Total	24hrs

B. Course Objectives and Learning Outcomes

1. Course Description

The course aims at improving the grammatical accuracy of the students and helps them produce correct sentences. It acquaints students with different types of tenses, and enables them to differentiate between those types of tenses and generate sentences accordingly.

It is designed to help students learn, practice and use pronouns, phrasal verbs, modals and similar expressions to express ability, the present perfect, comparative and superlative adjectives and adverbs, gerunds as subject and object of sentences, infinitives, and making and responding to requests and suggestions.

2. Course Main Objective

- Build students' knowledge of English language structure.



- Express themselves in English without making unacceptable mistakes.
- Understand how grammar is used in authentic text.
- Use grammatical rules to construct meaningful sentences and paragraphs on various topics.
- Use technology to practice grammatical structure.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	To demonstrate knowledge of the English language and its basic structure	K1
1.2	To show awareness of the importance of English grammar.	K2
1.3	To identify the different tenses.	K1
2	**Skills :**	
2.1	To use of modals and comparisons.	S2
2.2	To compare the present perfect and past perfect.	S2
2.3	To use the new grammatical patterns correctly and meaningfully.	S1/S3
2.4	To make and respond to requests and suggestions.	S1/S3
3	**Values:**	
3.1	To demonstrate ability to work within a group.	V1
3.2	To show the capability of expressing experiences and opinions through constructing well-formed sentences.	V2

C. Course Content

No	List of Topics	Contact Hours
1	Introduction	2hrs
2	Chapter 4: Present Perfect and Past Perfect	2hrs
3	Chapter 7: Modals	2hrs
4	Chapter 10: Passive	2hrs
5	Chapter 13: Gerund and Infinitive	2hrs
6	Chapter App1: Phrasal Verbs	2hrs
7	Chapter 9: Comparisons	2hrs
8 + 9	Chapter 14: Noun Clause	4hrs
10	Chapter 12: Adjective Clause	2hrs
11	Chapter App2: Preposition Combinations	2hrs
12	Revision for Final Exam	2hrs



Total	24hrs

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	**Knowledge and Understanding**		
1.1	To demonstrate knowledge of the English language and its basic structure	Lecture/ Assignment	Exam/ Discussions and activities
1.2	To show awareness of the importance of English grammar.	Lecture/ Assignment	Exam/ Discussions and activities
1.3	To identify the different tenses.	Lecture/ Assignment	Exam/ Discussions and activities
2.0	**Skills**		
2.1	To use of modals and comparisons.	Lecture/ Assignment	Assignments / Asking questions and doing activities / Exam
2.2	To compare the present perfect and past perfect.	Lecture/ Assignment	Assignments / Asking questions and doing activities / Exam
2.3	To use the new grammatical patterns correctly and meaningfully.	Lecture/ Assignment	Assignments / Asking questions and doing activities / Exam
2.4	To make and respond to requests and suggestions.	Lecture/ Assignment	Assignments / Asking questions and doing activities / Exam
3.0	**Values**		
3.1	To demonstrate ability to work within a group.	Lecture/ Assignment	Assignments/Exam/ Asking questions and doing activities
3.2	To show the capability of expressing experiences and opinions through constructing well-formed sentences.	Lecture/ Assignment	Assignments/Exam/ Asking questions and doing activities

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Midterm Exam	8	20%
2	Project	11	10%
3	Quiz	10	10%
4	Assignments	6	10%
5	Presentation	9	5%
6	Participation	All along	5%



#	Assessment task*	Week Due	Percentage of Total Assessment Score
7	Final exam	13	40%

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:

- Office hours.
- Contact via email.
- Hold meetings for students.
- Provide teaching plans for the students.

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	Fundamentals of English Grammar. (3rd. ed.). Azar, B. S. (2000): Longman. London English Grammar in Use. Raymond Morphy.
Essential References Materials	Longman Dictionary of Contemporary English A Practical English Grammar, A. J. Thomson, A. V. Martinet.
Electronic Materials	1. http://eduscapes.com/ladders/ 2. http://literature.proquestlearning.com/ 3. http://www.learningwithliterature.ualberta/ 4. www.englishclub.com 5. www.bbc.co.uk/learningenglish 6. www.tesol.org 7. http://www.edufind.com/english/grammar/ 8. http://www.universalclass.com/i/crn/30428.htm
Other Learning Materials	None.

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classrooms.
Technology Resources (AV, data show, Smart Board, software, etc.)	Data show.
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	None.

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G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment	Students	Direct
Extent of achievement of course learning outcomes	Course reviewer	Direct/ Indirect
Quality of learning resources	Faculty / Students	Direct / Indirect
Standards of students achievement	Faculty	Direct / Indirect
Improvement of teaching	Program leader	Direct
Teaching by the instructor or by the department	Peer Reviewer	Direct

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	Department of Administrative Sciences and Humanities / Applied College
Reference No.	7 / Second semester 1441/1442H
Date	22/9/1442H



هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

اعتماد NCAAA T4 2020

Course Specifications

Course Title:	Listening and Speaking2
Course Code:	ENG 923
Program:	Diploma of English Language - Administrative Sciences and Humanities
College:	Applied College
Institution:	Imam Mohammad Ibn Saud Islamic University

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F. Learning Resources and Facilities 5

1.Learning Resources 5

2. Facilities Required 6

G. Course Quality Evaluation 6

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A. Course Identification

1. Credit hours: 2 hours
2. Course type **a.** University [ ] College [ ] Department [*] Others [ ] **b.** Required [*] Elective [ ]
3. Level/year at which this course is offered: Level 2 / First year
4. Pre-requisites for this course (if any)**:** ENG 913
5. Co-requisites for this course (if any)**:** None.

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	24 hours	100%
2	**Blended**		
3	**E-learning**		
4	**Distance learning**		
5	**Other**		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	24hrs
2	**Laboratory/Studio**	
3	**Tutorial**	
4	**Others** (specify)	
	Total	24hrs

B. Course Objectives and Learning Outcomes

1. Course Description

It is an intermediate course designed to improve the speaking and listening skills of the students. It is focused on pronunciation, stress, and intonation. Oral communication, listening comprehension and vocabulary development are also stressed.

2. Course Main Objective

The students at the end of this course will perform stronger ability to start a conversation and to understand higher levels expressions in Everyday English. The course will improve students in the following:

1.Conversation and comprehension.

2.Differentiating between the main ideas and the secondary ones while continuing in conversation.

3.Imagining the events of the conversational subjects.

4.Extracting ideas from what is spoken.

5.Expecting what the speaker will say about the concept talked about.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	To recognize rules of appropriate academic and professional interaction.	K1
1.2	To identify questions, acceptances and refusals.	K1
1.3	To mention locations, similarities and recall name of objects.	K2
2	**Skills :**	
2.1	To write short notes to participate in brief conversation.	S3
2.2	To reconstruct controlled and basic structures of spoken English grammar.	S1
2.3	To compose organized spoken discourse on any given topic.	S1
3	**Values:**	
3.1	To demonstrate effective participation in groups and expressing personal opinions.	V1
3.2	To show self-motivation, seriousness and discipline.	V2

C. Course Content

No	List of Topics	Contact Hours
1	Units 1+2 : The Weekend – City Transportation	2hrs
2	Units 3+4 : Neighbors - Celebrations	2hrs
3	Units 5+6 : Restaurants - Gifts	2hrs
4	Units 7+8 : Air Travel - Mishaps	2hrs
5	Units 9+10 : Jobs – Keeping Fit	2hrs
6	Units 11+12 : Invitations – Campus Life	2hrs
7	Units 17+18 : Fears – Phone Messages	2hrs
8	Units 19 /20: city tours- airport	2hrs
9	Presentation	4hrs
10	Midterm exam	2hrs
11	Revision	2hrs
	Total	24hrs

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	**Knowledge and Understanding**		
1.1	To recognize rules of appropriate academic and professional interaction.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution
1.2	To identify questions, acceptances and refusals.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution



Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.3	To mention locations, similarities and recall name of objects.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution
2.0	**Skills**		
2.1	To write short notes to participate in brief conversation.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution
2.2	To reconstruct controlled and basic structures of spoken English grammar.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution
2.3	To compose organized spoken discourse on any given topic.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution
3.0	**Values**		
3.1	To demonstrate effective participation in groups and expressing personal opinions.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution
3.2	To show self-motivation, seriousness and discipline.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Midterm exam	6	20%
2	Listening quiz	8	10%
3	Speaking quiz	9	10%
4	Participation	All along	10%
5	Presentation	5	10%
6	Final exam	13	40%

***Assessment task** (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

- Office hours.
- Contact via email.
- Hold meetings for students.
- Provide teaching plans for the students.

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	Developing Tactics for Listening. Third Edition



Essential References Materials	Longman Dictionary of Contemporary English
Electronic Materials	None.
Other Learning Materials	None.

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classrooms, laboratories.
Technology Resources (AV, data show, Smart Board, software, etc.)	Smart board/ data show .
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	Laptop.

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment	Students	Direct
Extent of achievement of course learning outcomes	Course reviewer	Direct/ Indirect
Quality of learning resources	Faculty / Students	Direct / Indirect
Standards of students achievement	Faculty	Direct / Indirect
Improvement of teaching	Program leader	Direct
Teaching by the instructor or by the department	Peer Reviewer	Direct

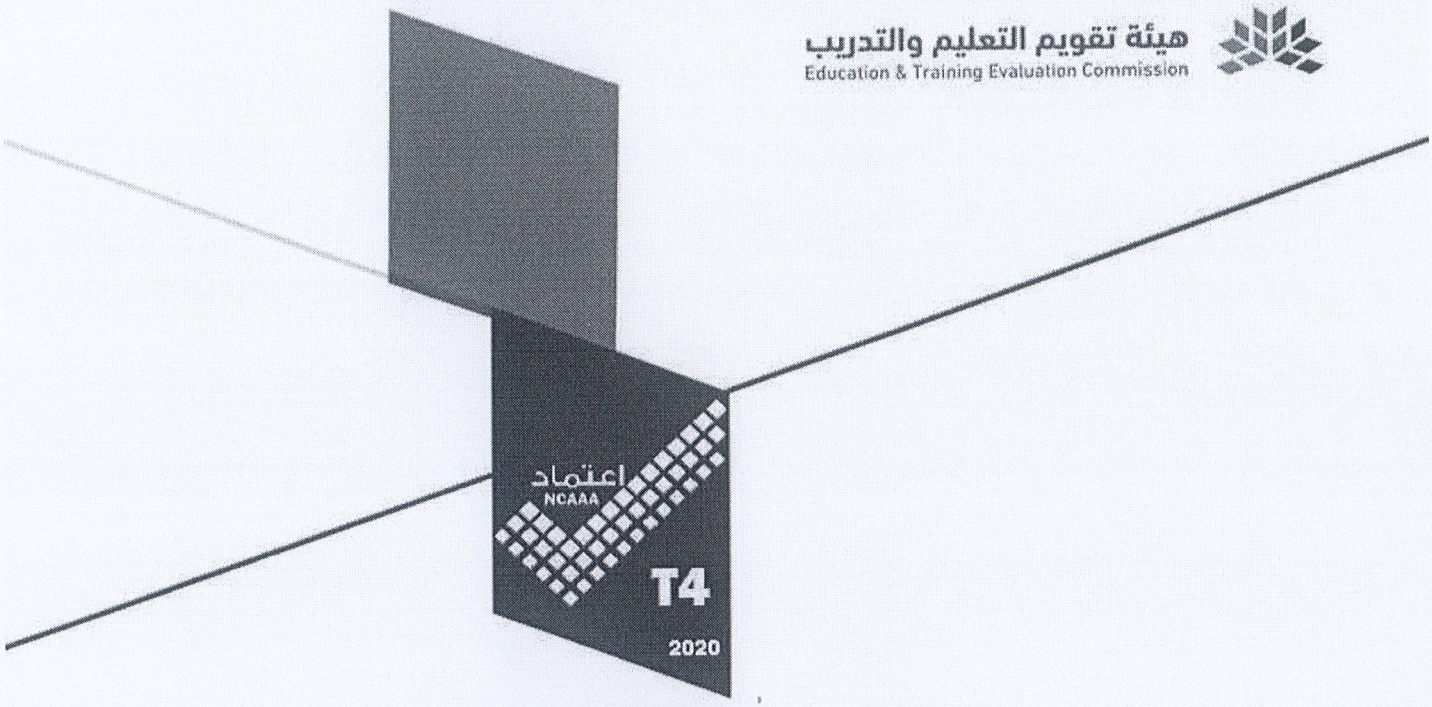
Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	Committee of programs and plans / Applied College
Reference No.	7 / Second semester 1441/1442H
Date	22/9/1442H



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Education & Training Evaluation Commission



Course Specifications

Course Title:	Introduction to Computer Applications
Course Code:	Com 201
Program:	Diploma of English Language - Administrative Sciences and Humanities
College:	Applied College
Institution:	Imam Mohammad Ibn Saud Islamic University



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1.Learning Resources 7

2. Facilities Required 7

G. Course Quality Evaluation 8

H. Specification Approval Data 8

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A. Course Identification

1. Credit hours: (نظري 3) 3	
2. Course type	
a. University ☐ College [*] Department ☐ Others ☐	
b. Required [*] Elective ☐	
3. Level/year at which this course is offered: level 2 / first year	
4. Pre-requisites for this course (if any): None.	
5. Co-requisites for this course (if any): None.	

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	36hrs	%100
2	**Blended**		
3	**E-learning**		
4	**Distance learning**		
5	**Other**		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	6hrs
2	**Laboratory/Studio**	30hrs
3	**Tutorial**	
4	**Others** (specify)	
	Total	36hrs

B. Course Objectives and Learning Outcomes

1. Course Description

The course introduces the basic principles of information technology, computers types and their histories, information security, networks, operating systems and their types. It also introduces students to the most important basic application programs and teaches them how to deal with them professionally.

2. Course Main Objective

The course introduces students to the foundations of information technology, types of computers and operating systems. It also trains students on how to use of a personal computer, how to operate it, and on using the most popular office applications, internet and e-mail applications which are essentials in work.

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3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	To know the fundamentals of computers, its various components, computer operating systems and their types, and file system management.	K2
1.2	To know the types of networks, their most prominent examples, and ways to protect and prevent network problems.	K1 / K2
1.3	To know the most important Internet and e-mail applications and their importance.	K2
2	**Skills :**	
2.1	To be able to explain the use of hardware and software components and know the distinction between them.	S2
2.2	To use office computer applications professionally.	S2
2.3	To use internet and e-mail applications and deal with them professionally.	S2
3	**Values:**	
3.1	To show self-monitor and self-correct problem areas.	V2
3.2	To demonstrate ability to work within a group.	V1

C. Course Content

No	List of Topics	Contact Hours
1	مقدمة في الحاسب الآلي وتاريخه وشبكاته: - مقدمة تعريف بالحاسب الآلي وتاريخه وأنواع الحاسبات. - المكونات المادية والبرمجية للحاسب الآلي. - الشبكات، فوائدها وتقسيمها من حيث النطاق والمكونات. - المكونات المادية للشبكات ،الشبكات وفوائدها ومميزاتها. نبذة عن الشبكات المعروفة وأنواعها واستخداماتها.	3
2	نظم التشغيل وإدارة الملفات: - مفهوم نظام التشغيل وأنواعه ومهامه. - نبذة تعريفية عن نظام ويندوز، والتعامل معه. التعامل مع الملفات والتطبيقات وإدارتها في نظام ويندوز.	3
3	برنامج معالج النصوص (Microsoft Word) - انشاء مستند جديد وحفظه. - تصميم القوالب وتعديلها. - تطبيق الأنماط . - تنسيق النصوص والفقرات (الخط, الحجم , اللون, العريض, المائل). - ادراج حدود الفقرة والصفحة. - ادراج رأس وتذييل الصفحة. - ترقيم الصفحات. - البحث والاستبدال. - ادراج الجداول وتنسيقها وتعديلها. - ادراج الصور, الأشكال التلقائية, المخططات وتنسيقها. - معاينة المستند قبل الطباعة وطباعته.	9
4	برنامج العروض التقديمية (Microsoft Power-Point) - انشاء مستند جديد وحفظه.	9

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	- تخطيط الشرائح. - تنسيق الشرائح والخلفيات والأنماط. - اضافة النص للشرائح. - ادراج حركة الشرائح والكائنات وتعديلها وحذفها. - ادراج رأس وتذييل الشريحة, وترقيم الشرائح. - ادراج الصور, الأشكال التلقائية, المخططات وتنسيقها. - ادراج الأفلام و الصوت. - ادراج الروابط التشعبية و أزرار الإجراءات للشرائح. - طباعة الشرائح. عرض الشرائح.	
6	برنامج الجداول الالكترونية (Microsoft Excel) - انشاء مستند جديد وحفظه. - تخطيط وعرض ورقة العمل. - تنسيق ورقة العمل واعادة التسمية. - الفرز والتصفية. - ادراج البيانات إلى الجدول - الدوال (الجمع Sum, المتوسط Avarage, الأعلى Max , الأدنى Min) - انشاء الدوال. - تنسيق البيانات داخل الجدول (الخط, اللون, الحجم, التظليل). - المخططات البيانية ادراجها وطباعتها وتنسيقها. - ادراج الرأس والتذييل لورقة العمل. طباعة ورقة العمل.	5
6	الإنترنت وحماية البيانات وإدارة البريد الإلكتروني: - مفهوم الانترنت ، وخدماته الأساسية. - برامج استعراض الانترنت - الانترنت وخدع الهاكرز والحماية الالكترونية. - الفيروسات وأنواعها وتصنيفها. - توظيف الانترنت في المجالات المختلفة. - توظيف الانترنت في مجالات التعليم والتجارة. - أهم مصطلحات شبكة الانترنت (Extranet ,Intranet, Internet) إنشاء البريد الإلكتروني و إدارته.	6
Total		

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	**Knowledge and Understanding**		
1.1	To know the fundamentals of computers, its various components, computer operating systems and their types, and file system management.	Lectures/group discussions/collaborative learning/projects/ presentation / e-learning.	Assignments / Asking questions and doing activities / Exam
1.2	To know the types of networks, their most prominent examples, and ways to protect and prevent network problems.	Lectures/group discussions/collaborative learning/projects/ presentation / e-learning.	Assignments / Asking questions and doing activities / Exam
1.3	To know the most important Internet and e-mail applications and their importance.	Lectures/group discussions/collaborative learning/projects/	Assignments / Asking questions and doing activities

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Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
		presentation / e-learning.	/ Exam
2.0	**Skills**		
2.1	To be able to explain the use of hardware and software components and know the distinction between them.	Direct practical presentations/discussion and dialogue/e-learning/classroom research/peer learning/ Collaborative learning strategy/individual learning strategy via web resources.	Self-evaluation. Peer evaluation. Electronic discussion forums. Achievement file. Reports
2.2	To use office computer applications professionally.	Direct practical presentations/discussion and dialogue/e-learning/classroom research/peer learning/ Collaborative learning strategy/individual learning strategy via web resources.	Self-evaluation. Peer evaluation. Electronic discussion forums. Achievement file. Reports
2.3	To use internet and e-mail applications and deal with them professionally.	Direct practical presentations/discussion and dialogue/e-learning/classroom research/peer learning/ Collaborative learning strategy/individual learning strategy via web resources.	Self-evaluation. Peer evaluation. Electronic discussion forums. Achievement file. Reports
3.0	**Values**		
3.1	To show self-monitor and self-correct problem areas.	Dialogue and discussion strategy/Collective projects/ Collaborative learning.	classroom questions/self-evaluation and peer evaluation/ achievement file/writing reports.
3.2	To demonstrate ability to work within a group.	Dialogue and discussion strategy/Collective projects/ Collaborative learning.	classroom questions/self-evaluation and peer evaluation/ achievement file/writing reports.

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Assignments and participation	All along	10%
2	Midterm exam 1(theoretical)	Week 6	15%
3	Midterm exam 2 (practical)	Week 8	20%
4	Practical evaluation	All along	15%

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#	Assessment task*	Week Due	Percentage of Total Assessment Score
5	Final exam	End of semester	40%

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

- Office hours.
- Contact via email.
- Hold meetings for students.
- Provide teaching plans for the students.

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	كتاب مهارات الحاسب الآلي, إعداد وحدة مهارات الحاسب الآلي بكلية الحاسبات وتقنية المعلومات بجامعة الملك عبدالعزيز, , الناشر: خوارزم التعليمية, الطبعة الخامسة.
Essential References Materials	كتاب مقدمة في الحاسب والانترنت للدكتور عبدالله عبدالعزيز الموسى. الطبعة الثالثة.- office 2007الحاسوب والبرمجيات الجاهزة
Electronic Materials	*Using Google Classroom platform so: - assignments are submitted electronically. - discussions and questions are raised. - course content is uploaded so that students can have access to it. - electronic quizzes are published. - direct feedback is provided to the students. *Educational video channels on YouTube. *Assign student to search for useful electronic learning resources and share them with colleagues.
Other Learning Materials	Windows 2007 or later. Microsoft Office 2007 or later. Access to the most prominent regulations governing the system of fighting cybercrime, electronic intellectual property rights and the values of digital citizenship, as it has become one of the twenty-first century skills necessary for the learner to acquire.

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classrooms, laboratory.

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Item	Resources
Technology Resources (AV, data show, Smart Board, software, etc.)	data show – Internet connection – printer – Microsoft Office 2013.
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	None.

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment	Students	Direct
Extent of achievement of course learning outcomes	Course reviewer	Direct/ Indirect
Quality of learning resources	Faculty / Students	Direct / Indirect
Standards of students achievement	Faculty	Direct / Indirect
Improvement of teaching	Program leader	Direct
Teaching by the instructor or by the department	Peer Reviewer	Direct

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	Committee of programs and plans / Applied College
Reference No.	7 / Second semester 1441/1442H
Date	22/9/1442H



هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

اعتماد NCAA T4 2020

Course Specifications

Course Title:	Writing 2
Course Code:	ENG 921
Program:	Diploma of English Language-Administrative Sciences and Humanities
College:	Applied College
Institution:	Imam Mohammad Ibn Saud Islamic University

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A. Course Identification

1. Credit hours: 3hours
2. Course type **a.** University [ ] College [ ] Department [*] Others [ ] **b.** Required [*] Elective [ ]
3. Level/year at which this course is offered: Level 2 / first year
4. Pre-requisites for this course (if any)**:** Eng 911
5. Co-requisites for this course (if any)**:** None.

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	36hrs	100%
2	**Blended**		
3	**E-learning**		
4	**Distance learning**		
5	**Other**		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	36hrs
2	**Laboratory/Studio**	
3	**Tutorial**	
4	**Others** (specify)	
	Total	36hrs

B. Course Objectives and Learning Outcomes

1. Course Description This intermediate course is designed for students who want to specialize in the English Language. It helps them develop their abilities in writing complete sentences to coherent paragraphs. The course focuses on developing students' intermediate grammar, vocabulary and spelling through meaningful practice.
2. Course Main Objective The course introduces the students to different types of paragraphs like comparison and contrast and cause and effect. Also, it trains them on the stage of writing a paragraph (like pre-writing stage, writing stage, reviewing and editing stage, and noticing the interrelations between these stages) while concentrating on paragraph unity in form and content.

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3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	To identify the simple present, past & future tenses.	K1
1.2	To mention different types of sentences (simple, compound, and complex) correctly.	K1
1.3	To display comprehensive knowledge of structuring a coherent and well-developed piece of writing through writing a complete paragraph text appropriately.	K2
2	**Skills :**	
2.1	To use new vocabulary in forming complete sentences.	S3
2.2	To form different types of sentences.	S3
2.3	To use various conjunctions to create compound and complex sentences.	S3
2.4	To write a well-organized paragraph on given topics.	S3
3	**Values:**	
3.1	To show the ability to develop companionship among students in group work.	V1
3.2	To show the ability to express their views and opinions through their writing.	V2

C. Course Content

No	List of Topics	Contact Hours
1	Introduction	3hrs
2	Writing about the past	6hrs
3	Describing actions	6hrs
4	Writing about the future	6hrs
5	Writing compound and complex sentences	6hrs
6	Putting it all together and preparing for more (Revision)	6hrs
	Midterm exam	3hrs
	Total	36hrs

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	**Knowledge and Understanding**		
1.1	To identify the simple present, past & future tenses.	Lecture / Assignment / activities / discussion	Exam /Assignment evaluation / Asking questions and doing activities
1.2	To mention different types of sentences (simple, compound, and complex) correctly.	Lecture / Assignment / activities / discussion	Exam /Assignment evaluation / Asking questions and doing activities
1.3	To display comprehensive knowledge	Lecture / Assignment /	Exam /Assignment

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Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
	of structuring a coherent and well-developed piece of writing through writing a complete paragraph text appropriately.	activities / discussion	evaluation / Asking questions and doing activities
2.0	**Skills**		
2.1	To use new vocabulary in forming complete sentences.	Lecture / Assignment / activities / discussion	Exam /Assignment evaluation / Asking questions and doing activities
2.2	To form different types of sentences.	Lecture / Assignment / activities / discussion	Exam /Assignment evaluation / Asking questions and doing activities
2.3	To use various conjunctions to create compound and complex sentences.	Lecture / Assignment / activities / discussion	Exam /Assignment evaluation / Asking questions and doing activities
2.4	To write a well-organized paragraph on given topics.	Lecture / Assignment / activities / discussion	Exam /Assignment evaluation / Asking questions and doing activities
3.0	**Values**		
3.1	To show the ability to develop companionship among students in group work.	Lecture / Assignment / activities / discussion	Exam /Assignment evaluation / Asking questions and doing activities
3.2	To show the ability to express their views and opinions through their writing.	Lecture / Assignment / activities / discussion	Exam /Assignment evaluation / Asking questions and doing activities

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Midterm Exam	8	20%
2	Project	11	10%
3	Quiz	10	10%
4	Assignments	6	10%
5	Presentation	9	5%
6	Participation	All along	5%
7	Final exam	13	40%

***Assessment task** (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

- Office hours.
- Contact via email.



- Hold meetings for students.
- Provide teaching plans for the students.

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	Great Writing 1: Great Paragraphs/4th edition by Keith S. Folse; April Muchmore-Vokoun; Elena Vestri Solomon
Essential References Materials	Longman Dictionary of Contemporary English
Electronic Materials	None.
Other Learning Materials	None.

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classrooms.
Technology Resources (AV, data show, Smart Board, software, etc.)	Data show.
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	None.

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment	Students	Direct
Extent of achievement of course learning outcomes	Course reviewer	Direct/ Indirect
Quality of learning resources	Faculty / Students	Direct / Indirect
Standards of students achievement	Faculty	Direct / Indirect
Improvement of teaching	Program leader	Direct
Teaching by the instructor or by the department	Peer Reviewer	Direct

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)



H. Specification Approval Data

Council / Committee	Committee of programs and plans / Applied College
Reference No.	7 / Second semester 1441/1442H
Date	22/9/1442H



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Education & Training Evaluation Commission

اعتماد NCAAA T4 2020

Course Specifications

Course Title:	Reading 2
Course Code:	ENG 922
Program:	Diploma of English Language - Administrative Sciences and Humanities
College:	Applied College
Institution:	Imam Mohammad Ibn Saud Islamic University

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G. Course Quality Evaluation 6

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A. Course Identification

1. Credit hours: 3 hours.
2. Course type **a.** University [ ] College [ ] Department [*] Others [ ] **b.** Required [*] Elective [ ]
3. Level/year at which this course is offered: Level 2/ first year.
4. Pre-requisites for this course (if any)**:** ENG 912
5. Co-requisites for this course (if any)**:** None.

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	36hrs	%100
2	**Blended**		
3	**E-learning**		
4	**Distance learning**		
5	**Other**		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	36hrs
2	**Laboratory/Studio**	
3	**Tutorial**	
4	**Others** (specify)	
	Total	36hrs

B. Course Objectives and Learning Outcomes

1. Course Description

- Students are required to practice reading different reading texts on different themes.
- Students are assigned to read a book that is suitable for their level.

2. Course Main Objective

- This course aims at developing the students' reading skills in the intermediate level.
- It aims at increasing the students' vocabulary and expressions.
- It aims at developing students' ability to understand the main ideas in the text, search for information in the text, specify the key concepts in the text and understand the inferences, details, and the structure of the text.

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3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	To identify the main ideas in a paragraph.	K1
1.2	To distinguish between facts and opinions	K3
2	**Skills :**	
2.1	To scan the text in order to answer questions based on the text.	S2
2.2	To skim for the main idea in the text and in each paragraph.	S2
2.3	To accurately use and spell the new vocabulary.	S3
2.4	To draw conclusions.	S3
3	**Values:**	
3.1	To show self-monitor and self-correct problem areas.	V2
3.2	To demonstrate ability to work within a reading group.	V1

C. Course Content

No	List of Topics	Contact Hours
1	Unit One: Chapter 1 the world's best-selling medicine / Chapter 2 fighting disease with disease / Chapter 3 saved from certain death	9hrs
2	Unite Two: Chapter 5 the gentle giant from africa	3hrs
3	Unit Three: Chapter 7 how the kiwi got its name / Chapter 8 the fifth taste /Chapter 9 eat less, live longer?	9hrs
4	Unit Four: Chapter 10 teenage con man/ Chapter 11 fingerprints don't lie	6hrs
5	Unit Five: Chapter 13 death by internet / Chapter 14 the power of the mind / Chapter 15 miracle on the hudson	9hrs
	Total	36hrs

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	**Knowledge and Understanding**		
1.1	To identify the main ideas in a paragraph.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution
1.2	To distinguish between facts and opinions	Lecture/ Group work / pair work/ discussion/ assignment	Exam/ Discussions and activities
2.0	**Skills**		
2.1	To scan the text in order to answer questions based on the text.	Lecture/ Group work / pair work/ discussion/ assignment	Assignments / Asking questions and doing activities / Exam

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
2.2	To skim for the main idea in the text and in each paragraph.	Lecture/ Group work / pair work/ discussion/ assignment	Assignments / Asking questions and doing activities / Exam
2.3	To accurately use and spell the new vocabulary.	Lecture/ Group work / pair work/ discussion/ assignment	Assignments / Asking questions and doing activities / Exam
2.4	To draw conclusions.	Lecture/ Group work / pair work/ discussion/ assignment	Assignments / Asking questions and doing activities / Exam
3.0	**Values**		
3.1	To show self-monitor and self-correct problem areas.	Lecture/ Group work / pair work/ discussion/ assignment	Exam/Asking questions and doing activities
3.2	To demonstrate ability to work within a reading group.	Lecture/ Group work / pair work/ discussion/ assignment	Assignments/Exam/ Asking questions and doing activities

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Midterm Exam	8	20%
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***Assessment task** (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

- Office hours.
- Contact via email.
- Hold meetings for students.
- Provide teaching plans for the students.

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	Read This! Fascinating Stories from the Content Areas 2
Essential References Materials	Longman Dictionary of Contemporary English

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Electronic Materials	None.
Other Learning Materials	None.

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classrooms.
Technology Resources (AV, data show, Smart Board, software, etc.)	Data show.
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	None.

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment	Students	Direct
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Quality of learning resources	Faculty / Students	Direct / Indirect
Standards of students achievement	Faculty	Direct / Indirect
Improvement of teaching	Program leader	Direct
Teaching by the instructor or by the department	Peer Reviewer	Direct

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	Committee of programs and plans / Applied College
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Date	22/9/1442H

