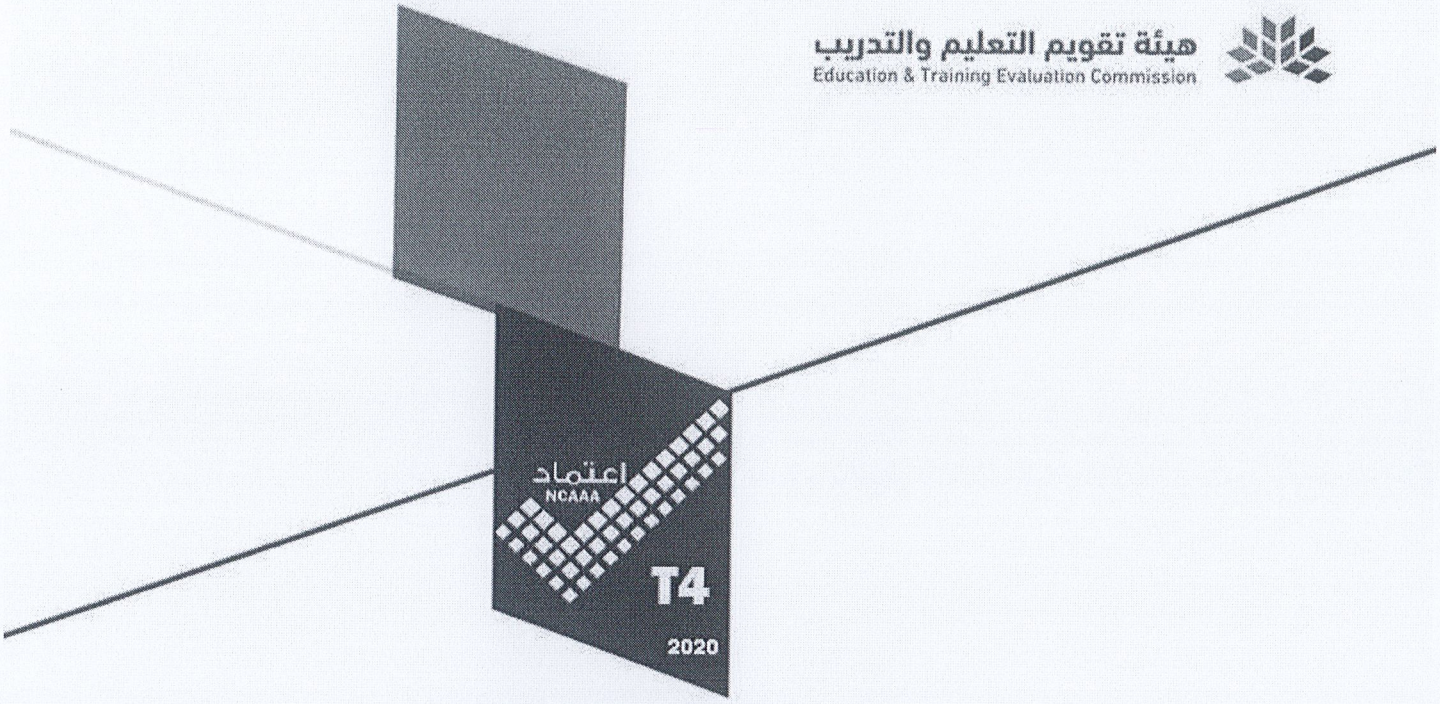
هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission



Course Specifications

Course Title:	Listening and Speaking 3
Course Code:	ENG 934
Program:	Diploma of English Language - Administrative Sciences and Humanities
College:	Applied College
Institution:	Imam Mohammad Ibn Saud Islamic University



Table of Contents

A. Course Identification **3**

6. Mode of Instruction (mark all that apply) 3

B. Course Objectives and Learning Outcomes **3**

1. Course Description 3

2. Course Main Objective 3

3. Course Learning Outcomes 4

C. Course Content **4**

D. Teaching and Assessment **5**

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods 5

2. Assessment Tasks for Students 5

E. Student Academic Counseling and Support **6**

F. Learning Resources and Facilities **6**

1.Learning Resources 6

2. Facilities Required 6

G. Course Quality Evaluation **7**

H. Specification Approval Data **7**

جامعة الإمام محمد بن سعود الإسلامية
الكلية التطبيقية
١٤٠٦هـ ١٤٠٦هـ
القبول والتسجيل

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 3 / second year.
4. Pre-requisites for this course: ENG 923
5. Co-requisites for this course: None.

6. Mode of Instruction

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

7. Contact Hours

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 course is a low-intermediate listening and speaking course. It aims at developing students' speaking and listening skills using variety of interactive tasks and authentic context. Studying this course enable students to:

- Get practice in hearing examples of different types of spoken English, including casual conversations, instructions, directions, requests, descriptions, apologies and suggestions.
- Get practice in listening for key words, details and gist.
- Get practice in listening and making inferences, listening for attitudes, listening to questions and responses and recognizing and identifying information.

2. Course Main Objective

- This course aims at developing students' conversation and comprehension skills.

- It aims at enabling students to differentiate between the main ideas and the secondary ones while continuing in conversation.
- It also aims at enabling students to imagine the events of the conversational subjects.
- It aims at helping them to extract ideas from what is spoken.
- It also aims at making students use a variety of complex sentence forms and modifiers with reasonable correctness in speaking.
- It aims at using basic vocabulary required for social purposes.
- Supporting personal opinions

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	To recognize rules of appropriate academic and professional interaction.	K2
1.2	To identify questions, acceptances and refusals.	K3
1.3	To mention locations, similarities and recall name of objects.	K1
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	Unit 1: Small Talks Unit 2: Plans	3
2	Unit 3: Successful Business	3
3	Unit 4: Apologies and Excuses Unit 5: Character Traits	3
4	Unit 6: Travel	3
5	Unit 7: Housing Unit 8: Can you Believe it?	3
6	Unit 9: Friendship	3
7	Unit 10: Television Unit 11: Cities	3
8	Unit 12: Urban Life	3
9	Unit 13: Special Days Unit 14: Fashion	3
10	Unit 15: Favorite	3
11	Unit 16: Phone Messages Unit 17: Past Events	3

12	Units: 18 Vacations + Revision	3
	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 recognize rules of appropriate academic and professional interaction.	Lecture/ Cooperative learning-discussion	Oral and written quizzes- presentations midterm exam- final exam.
1.2	To identify questions, acceptances and refusals.	Lecture/ Cooperative learning-discussion	Oral and written quizzes- presentations midterm exam- final exam.
1.3	To mention locations, similarities and recall name of objects.	Lecture/ Cooperative learning-discussion	Oral and written quizzes- presentations midterm exam- final exam.
2.0	**Skills**		
2.1	To write short notes to participate in brief conversation.	Lecture/ Cooperative learning-discussion	Written quizzes- presentations midterm exam- final exam.
2.2	To reconstruct controlled and basic structures of spoken English grammar.	Lecture/ Cooperative learning-discussion	Written quizzes- presentations midterm exam- final exam.
2.3	To compose organized spoken discourse on any given topic.	Lecture/ Cooperative learning-discussion	Written quizzes- presentations midterm exam- final exam.
3.0	**Values**		
3.1	To demonstrate effective participation in groups and expressing personal opinions.	Cooperative learning-discussion	Participation/group work /oral assessment
3.2	To show self-motivation, seriousness and discipline.	Cooperative learning-discussion	Participation/group work /oral assessment

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Participation & Group work	All along	20%

الكلية التطبيقية
القبول والتسجيل

#	Assessment task*	Week Due	Percentage of Total Assessment Score
2	Project	9	10%
3	Quiz	4	10%
4	Midterm Exam	7	20%
5	Final Exam	13	40%

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	Richards, J. C., & Trew, G. (2011). *Expanding tactics for listening.* New York: Oxford University Press.
Essential References Materials	Longman Dictionary of Contemporary English Solorzano, Helen S. & Jennifer P.L. Schmidt. (2000). *Focus on Listening and Speaking.* London: Longman. Mosaic 1: *Listening.* (2002) London: McGraw-Hill Shapiro, N., & Adelson-Goldstein, J. (2010). *The Oxford picture dictionary: Monolingual.* Don Mills, Ont: Oxford University Press.
Electronic Materials	• http://www.bbc.co.uk/worldservice/learningenglish/ • http://www.englishclub.com/learn-english.htm • http://www.englishstudydirect.com/OSAC/langacls.htm • http://www.talkenglish.com/ • http://www.world-english.org/
Other Learning Materials	CD

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classrooms.
Technology Resources (AV, data show, Smart Board, software, etc.)	Data show.

Item	Resources
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

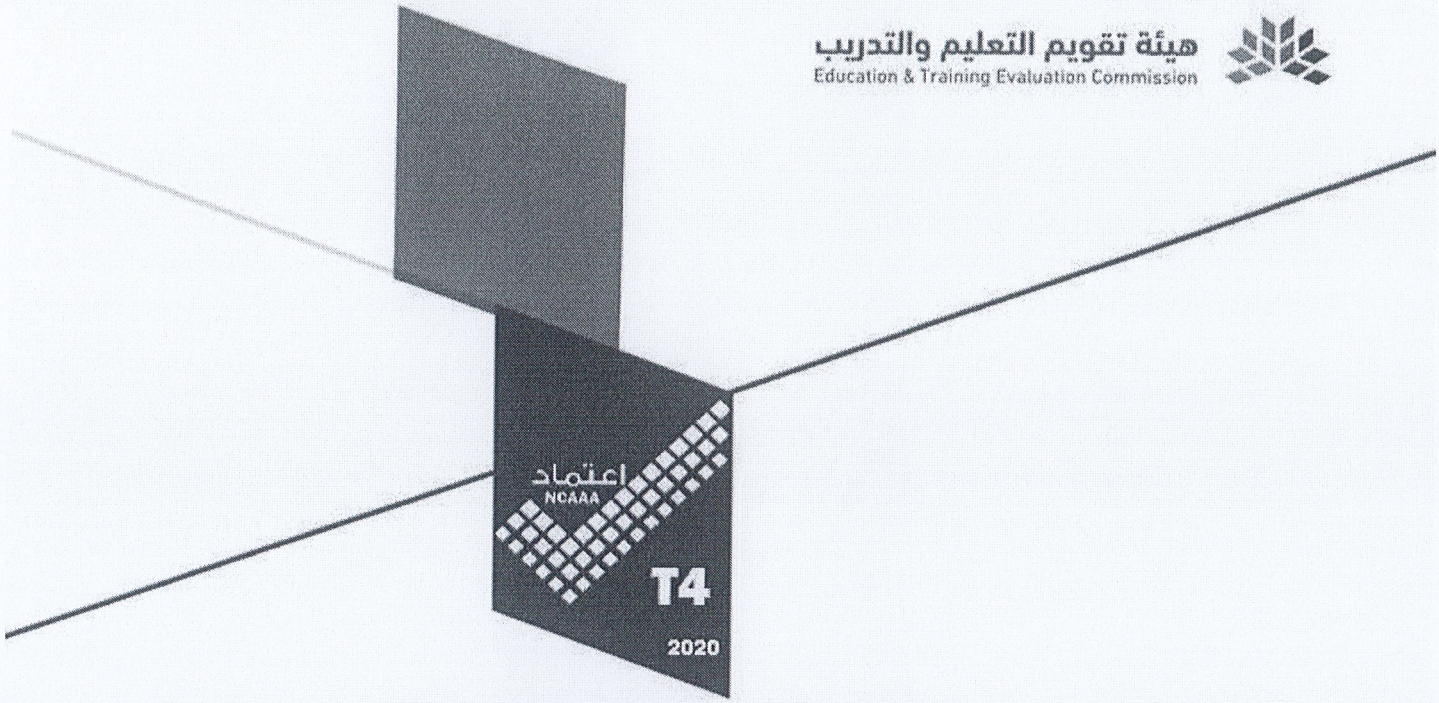
Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

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



Course Specifications

Course Title:	Translation Applications and Office Work 1
Course Code:	ENG 936
Program:	Diploma of English Language - Administrative Sciences and Humanities
College:	Applied College
Institution:	Imam Mohammad Ibn Saud Islamic University



Table of Contents

A. Course Identification **3**

6. Mode of Instruction (mark all that apply) 3

B. Course Objectives and Learning Outcomes **3**

1. Course Description 3

2. Course Main Objective 3

3. Course Learning Outcomes 3

C. Course Content **4**

D. Teaching and Assessment **4**

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods 4

2. Assessment Tasks for Students 5

E. Student Academic Counseling and Support **5**

F. Learning Resources and Facilities **5**

1.Learning Resources 5

2. Facilities Required 6

G. Course Quality Evaluation **6**

H. Specification Approval Data **6**



A. Course Identification

1. Credit hours: 4 hours
2. Course type **a.** University [ ] College [ ] Department [*] Others [ ] **b.** Required [*] Elective [ ]
3. Level/year at which this course is offered: Level 3 / Second 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**	48hrs	100%
2	**Blended**		
3	**E-learning**		
4	**Distance learning**		
5	**Other**		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	48hrs
2	**Laboratory/Studio**	
3	**Tutorial**	
4	**Others** (specify)	
	Total	48hrs

B. Course Objectives and Learning Outcomes

1. Course Description This course gives students some strategies and rules of translation methods.
2. Course Main Objective By the end of this course, student will have the ability to translate sentences from Arabic into English and vice versa, following the basic rules of translation.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	To show understanding of new vocabulary	K3
1.2	To differentiate between Arabic and English sentence structure	K2
2	**Skills :**	
2.1	To translate from English to Arabic	S4

القبول والتسجيل

	CLOs	Aligned PLOs
2.2	To translate from Arabic to English	S4
3	**Values:**	
3.1	To show effectiveness in group-works.	V1
3.2	To show self-monitor and self-correct problem areas.	V2

C. Course Content

No	List of Topics	Contact Hours
1	Introducing the main concepts in translation studies & types of translation	4
2	Translation strategies & determiners	4
3	Nouns	4
4	Pronouns	4
5	Adverbs &Adjectives	6
6	Propositions	4
7	Different Lexical sentences	6
8	Adjective clause	4
9	Noun clause	4
10	Conjunctions	4
11	Proverbs and Sayings	4
	Total	48

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 show understanding of new vocabulary	Lecture/ Assignment/ discussion / group work	Assignments / Asking questions and doing activities / Exam
1.2	To differentiate between Arabic and English sentence structure	Lecture/ Assignment/ discussion / group work	Assignments / Asking questions and doing activities / Exam
2.0	**Skills**		
2.1	To translate from English to Arabic	Lecture/ Assignment/ discussion / group work	Assignments / Asking questions and doing activities / Exam
2.2	To translate from Arabic to English	Lecture/ Assignment/ discussion / group work	Assignments / Asking questions and doing activities / Exam
3.0	**Values**		
3.1	To show effectiveness in group-works	Lecture/ Assignment/	Assignments /



Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
		discussion / group work	Asking questions and doing activities / Exam
3.2	To show self-monitor and self-correct problem areas.	Lecture/ Assignment/ discussion / group work	Assignments / Asking questions and doing activities / Exam

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Midterm Exam	8	20%
2	Project	11	10%
3	Participation	All along	5%
4	Assignment	5	10%
5	Presentation	9	5%
6	Quiz	10	10%
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	Farghal, Mohammed and Shunnaq, Abdullah. (1999) Translation with reference to English & Arabic: A practical guide. Dar Al-Hilal for Translation: Irbid.
Essential References Materials	Longman Dictionary of Contemporary English
Electronic Materials	None.
Other Learning Materials	• Translation As Problems And Solutions by Hasan Ghazala • Selected materials



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

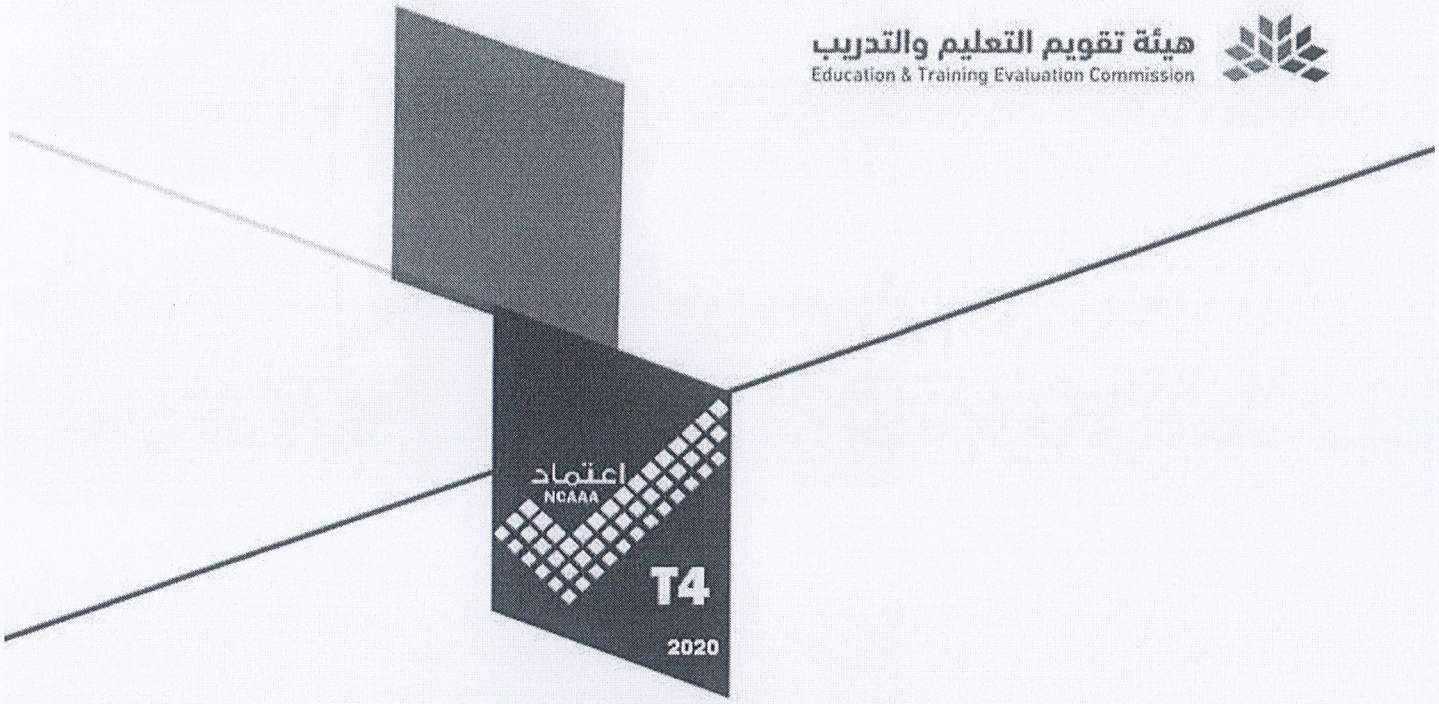
Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

H. Specification Approval Data

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



هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission



Course Specifications

Course Title:	Reading 3
Course Code:	ENG 933
Program:	Diploma of English Language - Administrative Sciences and Humanities
College:	Applied College
Institution:	Imam Mohammad Ibn Saud Islamic University



Table of Contents

A. Course Identification **3**

6. Mode of Instruction (mark all that apply) 3

B. Course Objectives and Learning Outcomes **3**

1. Course Description 3

2. Course Main Objective 3

3. Course Learning Outcomes 4

C. Course Content **4**

D. Teaching and Assessment **4**

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods 4

2. Assessment Tasks for Students 4

E. Student Academic Counseling and Support **5**

F. Learning Resources and Facilities **6**

1.Learning Resources 6

2. Facilities Required 6

G. Course Quality Evaluation **6**

H. Specification Approval Data **7**



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 3 / Second year.
4. Pre-requisites for this course (if any)**:** Eng 922
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**	24hrs	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

- 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 and advanced levels.
- 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.



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	K2
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	Introduction	2hrs
2	Unit One: Chapter 1 ice hotel / Chapter 2 the travelling chef	4hrs
3	Unit Two: Chapter 5 an ocean of plastic	2hrs
4	Vocabulary exercise	2hrs
5	Unit Three: Chapter 7 the flying housewife	2hrs
6	Unit Four: Chapter 12 the power of the media	2hrs
7	Midterm Exam	2hrs
8	Unit Five: Chapter 13 catching crime cars / Chapter 15 cars of the future	4hrs
9	Discussion of Reading Project	2hrs
10	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 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	Lecture/ Group work / pair work/ discussion/	Assignments / Asking questions and

الكلية التطبيقية
القبول والتسجيل

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
	questions based on the text.	assignment	doing activities / Exam
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 be able 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%
2	Project	11	15%
3	Oral exam	10	5%
4	Assignments	6	10%
5	Presentation	10	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	Read This! Fascinating Stories from the Content Areas 3
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



هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

اعتماد NCAAA T4 2020

Course Specifications

Course Title:	Pronunciation 2
Course Code:	ENG931
Program:	Diploma of English Language - Administrative Sciences and Humanities
College:	Applied College
Institution:	Imam Mohammad Ibn Saud Islamic University

جامعة الإمام محمد بن سعود الإسلامية
الكلية التطبيقية
١٤٠٦هـ ١٤٠٥هـ
القبول والتسجيل

Table of Contents

A. Course Identification 3

6. Mode of Instruction (mark all that apply) 3

B. Course Objectives and Learning Outcomes 3

1. Course Description 3

2. Course Main Objective 3

3. Course Learning Outcomes 4

C. Course Content 4

D. Teaching and Assessment 5

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods 5

2. Assessment Tasks for Students 6

E. Student Academic Counseling and Support 6

F. Learning Resources and Facilities 6

1.Learning Resources 6

2. Facilities Required 7

G. Course Quality Evaluation 7

H. Specification Approval Data 7



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 3 / second year
4. Pre-requisites for this course (if any):	ENG915
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**	36 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**	36hrs
2	**Laboratory/Studio**	
3	**Tutorial**	
4	**Others** (specify)	
	Total	36hrs

B. Course Objectives and Learning Outcomes

1. Course Description

This course is a continuation of Pronunciation 1 in the first semester. It emphasizes phonemic and phonetic transcription of words and phrases using International Phonetic Alphabets. It helps students identify and overcome their phonetic problems. Further, it aims at teaching students strong and weak forms, stress intonation. It introduces types of stress, stress assignment, and intonation contours or levels in the pitch of the voice.

2. Course Main Objective

Students should be able to:

- Explore speech sounds as physical entities (phonetics) and as linguistic units (phonology).
- Become familiar with English Articulatory Phonetics and the technical terms used in the description of speech production in general.
- Distinguish between the characteristics of standard pronunciation of English consonants.

١٤٠٦هـ
القبول والتسجيل

vowels, diphthongs, stress and intonation

- Practice the correct articulation, rhythm and intonation of English sound system.
- Identify common pronunciation problems through a phonetic description of spoken English and native audio models.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	To mention a number of technical terms related to the course.	K1
1.2	To show an understanding of the speech system and how speech is produced.	K1
1.3	To Identify English sounds and how are they articulated.	K1
1.4	To distinguish between the characteristics of standard pronunciation of consonants and vowels in English.	K2
2	**Skills :**	
2.1	To apply the analytical tools of linguistics to the study of real-world language problem.	S2
2.2	To develop critical thinking skills to analyze and synthesize the different English Articulatory phonetics and the technical terms used in the description of speech production in general.	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	Introduction	3hrs
2	**Language and Linguistics** applied and theoretical linguistics (definitions and examples of each branch)	3hrs
3	***PART 1*** Phonetics and Phonology Types of phonetics IPA symbols Components of speech production *PART 2* Vowels of English Features of vowels Diphthongs	3hrs
4	***PART 3*** Consonants vs. Vowels Consonants of English Features of consonants (voicing- place of articulation- manner of articulation)	3hrs

الكلية التطبيقية
القبول والتسجيل

5	**Consonant sounds** **Units :** (3 – 4 – 5 –8)	3hrs
6	**Consonant sounds** **Units :** (9-10 – 12 – 13)	3hrs
7	**Consonant sounds** **Units :** (15- 17) **Consonant clusters (initial and final)** Units : (21 – 22) + (hand out)	3hrs
8	Midterm Exam	3hrs
9	**Words with morphemes (-s / -ed)** Units : (23 – 24) + (hand out)	3hrs
10	**Word stress** Units : (27 – 28 – 29) (32- 36)	3hrs
11	**Tones and intonation** Units : (45) **Listening Test**	3hrs
12	Revision	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 know a number of technical terms related to the course.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution
1.2	To show an understanding of the speech system and how speech is produced.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution
1.3	To know English sounds and how are they articulated.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution
1.4	To distinguish between the characteristics of standard pronunciation of consonants and vowels in English.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution
2.0	**Skills**		
2.1	To apply the analytic tools of linguistics to the study of real world language problems.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution
2.2	To develop critical thinking skills to analyze and synthesize the different English Articulatory phonetics and the technical terms used in the description	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution



Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
	of speech production in general.		
3.0	**Values**		
3.1	To show self-monitor and self-correct problem areas.	Lecture/ Group work / pair work/ discussion/ assignment	Exam / participation/ assignment evolution
3.2	To demonstrate the skills of recognition and distinction of the different characteristics of standard pronunciation of English.	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	5%
5	Presentation	5	5%
6	Project	11	10%
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	Mark Hancook. English pronunciation in use: Intermediate.
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



هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

اعتماد NCAAA T4 2020

Course Specifications

Course Title:	Writing 3
Course Code:	ENG 935
Program:	Diploma of English Language - Administrative Sciences and Humanities
College:	Applied College
Institution:	Imam Mohammad Ibn Saud Islamic University

جامعة الإمام محمد بن سعود الإسلامية
الكلية التطبيقية
١٤٠٦هـ ١٤٠٥هـ
القبول والتسجيل

Table of Contents

A. Course Identification 3

6. Mode of Instruction (mark all that apply) 3

B. Course Objectives and Learning Outcomes 3

1. Course Description 3

2. Course Main Objective 3

3. Course Learning Outcomes 4

C. Course Content 4

D. Teaching and Assessment 4

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods 4

2. Assessment Tasks for Students 5

E. Student Academic Counseling and Support 5

F. Learning Resources and Facilities 6

1.Learning Resources 6

2. Facilities Required 6

G. Course Quality Evaluation 6

H. Specification Approval Data 7



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 3 / second year
4. Pre-requisites for this course (if any): Eng 921
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 advanced 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 and well-organized paragraphs and essays. The course focuses on developing students' advanced grammar, vocabulary and spelling through meaningful practice.
2. Course Main Objective This course is designed in order to help students develop their basic knowledge of paragraph structure, organization, and function. In this course, students are expected to identify the components and types of paragraph and essays, to demonstrate necessary skills in organizing coherent ideas and expressing them in a well-written paragraph and to show an awareness of the significance of good writing and positive attitudes towards the writing process. In addition, students are expected to compose different genres of writing.

جامعة الملك خالد
الكلية التطبيقية
١٤٠٦هـ
القبول والتسجيل

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
1.4	To recognize different types of paragraphs like descriptive, narrative, argumentative and academic.	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
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

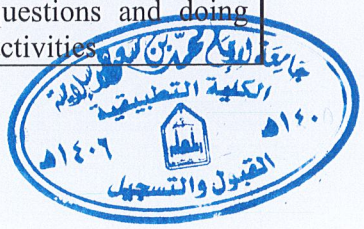
C. Course Content

No	List of Topics	Contact Hours
1	Introduction, Pre-Writing	3hrs
2	The structure of a paragraph	6hrs
3	The development of a paragraph	6hrs
4	Descriptive and process paragraphs	3hrs
5	The structure of an essay	6hrs
6	Outlining an essay	3hrs
7	Introductions and conclusions	6hrs
8	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



Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.3	To display comprehensive knowledge of structuring a coherent and well-developed piece of writing through writing a complete paragraph text appropriately.	Lecture / Assignment / activities / discussion	Exam /Assignment evaluation / Asking questions and doing activities
1.4	To recognize different types of paragraphs like descriptive, narrative, argumentative and academic.	Lecture / Assignment / activities / discussion	Exam /Assignment 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
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	5%
5	Presentation	9	10%
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	Rumisek, L & Zemach, E. (2005). Academic Writing: From Paragraph to Essay, Macmillan
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.)

جامعة الملك سعود
الكلية التطبيقية
القبول والتسجيل

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 NCAAA T4 2020

Course Specifications

Course Title:	Translation
Course Code:	ENG 932
Program:	Diploma of English Language - Administrative Sciences and Humanities
College:	Applied College
Institution:	Imam Mohammad Ibn Saud Islamic University

جامعة الإمام محمد بن سعود الإسلامية
الكلية التطبيقية
١٤٠٠هـ ١٤٠٦هـ
القبول والتسجيل

Table of Contents

A. Course Identification 3

6. Mode of Instruction (mark all that apply) 3

B. Course Objectives and Learning Outcomes 3

1. Course Description 3

2. Course Main Objective 3

3. Course Learning Outcomes 4

C. Course Content 4

D. Teaching and Assessment 4

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods 4

2. Assessment Tasks for Students 5

E. Student Academic Counseling and Support 5

F. Learning Resources and Facilities 5

1.Learning Resources 5

2. Facilities Required 6

G. Course Quality Evaluation 6

H. Specification Approval Data 7



A. Course Identification

1. Credit hours: 2hours
2. Course type **a.** University [ ] College [ ] Department [*] Others [ ] **b.** Required [*] Elective [ ]
3. Level/year at which this course is offered: Level 3 / Second 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**	24hrs	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

This module aims to develop students' various skills and increase their vocabulary reservoir alongside their mastery of English grammar in order to enable them to interchangeably translate miscellaneous English and Arabic texts with diverse levels of complexity and subject matter.

2. Course Main Objective

This course highlights the importance of translation with special reference to the transference of technology and modern advancements in scientific disciplines. It reviews the different types of translation. Also, it introduce major problems confronted by the translator: cultural and linguistic.



3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	To identify the different types of translation.	K2
1.2	To identify the grammatical problems in various texts.	K1
1.3	To mention the differences between the Arabic structure and the English structure.	K2
2	**Skills:**	
2.1	To be able to specify the grammatical problems.	S3/S4
2.2	To resolve grammatical problems.	S3/S4
3	**Values:**	
3.1	To show the ability to develop companionship among students in group work.	V1
3.2	To show the ability to develop self-learning skills related to the field of translation.	V2

C. Course Content

No	List of Topics	Contact Hours
1	Introduction	2
2	What is translation and what do we translate	4
3	How do we translate and types of translation	6
4	Translation problems: grammatical, lexical and stylistic problems	2
5	Grammatical problems: translation of verb to be / translation of verb to do	2
6	Grammatical problems: translation of present participle and past participle	2
7	Arabization	2
8	Translating texts (from multiple fields)	4
	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 know the different types of translation.	Lecture/ Assignment/ discussion / group work	Assignments / Asking questions and doing activities / Exam
1.2	To know the grammatical problems in various texts.	Lecture/ Assignment/ discussion / group work	Assignments / Asking questions and doing activities / Exam
1.3	To recognize the differences between the Arabic structure and the English structure.	Lecture/ Assignment/ discussion / group work	Assignments / Asking questions and doing activities / Exam

جامعة الملك خالد
الكلية التطبيقية
القبول والتسجيل

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
2.0	**Skills**		
2.1	To be able to specify the grammatical problems.	Lecture/ Assignment/ discussion / group work	Assignments / Asking questions and doing activities / Exam
2.2	To show the ability to deal with the grammatical problems.	Lecture/ Assignment/ discussion / group work	Assignments / Asking questions and doing activities / Exam
3.0	**Values**		
3.1	To show the ability to develop companionship among students in group work.	Lecture/ Assignment/ discussion / group work	Assignments / Asking questions and doing activities / Exam
3.2	To show the ability to develop self-learning skills related to the field of translation.	Lecture/ Assignment/ discussion / group work	Assignments / Asking questions and doing activities / Exam

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Midterm Exam	8	20%
2	Project	11	10%
3	Participation	All along	5%
4	Assignment	5	10%
5	Presentation	9	5%
6	Quiz	10	10%
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	Translation As Problems And Solutions by Hasan Ghazala



Essential References Materials	• Longman Dictionary of Contemporary English • Almawrid English- Arabic/ Arabic-English dictionaries • Dictionary of Economics and Commerce. Librairie du Liban Publishers • Abd Allah, Hassan: قاموس مصطلحات العلاقات و المؤتمرات الدولية • Browlie, Ian: *Principles of Public International Law.* Oxford: 1966 (1st Ed). • Wahba, Magdi: *A Dictionary of Modern Political Idiom: English-French-Arabic.* Librairie du Liban. 1978 (1st Ed.) • Watson, James, and Anne Hill: *A Dictionary of Communication and Media Studies.* London: Edward Arnold Publication. 1987 (1st Ed.), 2003 (4th Ed.)
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

