هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

اعتماد NCAAA T4 2020

# Course Specifications

| | |
|---|---|
| **Course Title:** | Basic Morpho-Syntax |
| **Course Code:** | ENG 942 |
| **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
١٤٠٥هـ ١٤٠٦هـ
القبول والتسجيل

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## A. Course Identification

| |
|---|
| **1. Credit hours:**<br>3 hours. |
| **2. Course type**<br>**a.** University ☐ College ☐ Department [*] Others ☐<br>**b.** Required [*] Elective ☐ |
| **3. Level/year at which this course is offered:**<br>Level 4 / second year. |
| **4. Pre-requisites for this course:**<br>None. |
| **5. Co-requisites for this course:**<br>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 intended to introduce morphemes necessary for constructing well-formed simple sentences. It also aims at teaching students' syntactic analysis and syntactic rules, introducing students to the various morphological and syntactic structures of English and the most technical terms in the field of Morphology and syntax. In addition, it aims at expanding students' understanding and awareness of morphological and syntactic analyses and introducing students to a range of theoretical and practical approaches in relation to the study of morphology and syntax. In this course, students are expected to analyze different morphological processes properly and draw comparisons of different languages in terms of their morphology.

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## 2. Course Main Objective

- This course aims at developing students' ability to construct well-formed sentences.
- It teaches students to the syntactic rules and structure.
- It introduces students to the terms of syntax and morphology.
- It expands students' knowledge and awareness of the syntactic and morphological analyses
- It also introduces the students to the morphological process and enable them to draw comparison of different languages.

## 3. Course Learning Outcomes

| | CLOs | Aligned PLOs |
|---|---|---|
| 1 | **Knowledge and Understanding** | |
| 1.1 | To identify basic grammatical concepts. | K1 |
| 1.2 | To show understanding of basic morphological concepts. | K1 |
| 2 | **Skills:** | |
| 2.1 | To evaluate utterances critically and analytically. | S3 |
| 2.2 | To perform morphological analysis of words. | S3 |
| 2.3 | To perform syntactic analysis of phrases and sentences. | S3 |
| 3 | **Values:** | |
| 3.1 | To show the ability to develop companionship among students in team work. | V1 |
| 3.2 | To show self-monitor and self-correct problem areas. | V2 |

## C. Course Content

| No | List of Topics | Contact Hours |
|---|---|---|
| 1 | Introduction to Morphology and Syntax | 3 |
| 2 | Lexical Words Analysis<br>-suffixes and prefixes | 3 |
| 3<br>+4 | Function Words | 6 |
| 5 | Describing a Sentence<br>- sentence structure with regard to tense and voice | 3 |
| 6+7 | The Noun Phrase and the Adjective Phrase:<br>-Placement of AP and PP in NP | 6 |
| 8 | The Verb Phrase<br>-auxiliary and lexical verb | 3 |
| 9 | Morphology | 3 |
| 10 | Free Morphemes and Bound Morphemes | 3 |
| 11+<br>12 | Word Formation Processes | 6 |
| | **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 basic grammatical concepts | Lecture/ Cooperative learning-discussion/ Assignments | Participation/ quizzes/ midterm exam |
| 1.2 | To show understanding of basic morphological concepts. | Lecture/ Cooperative learning-discussion/ Assignments | Participation/ quizzes/ midterm exam |
| 2.0 | **Skills** | | |
| 2.1 | To evaluate utterances critically and analytically. | Discussion/ problem sets | Participation/midterm exam / assignments |
| 2.2 | To perform morphological analysis of words. | Discussion/ analyzing syntactic and morphological data on English | Participation/midterm exam / assignments |
| 2.3 | To perform syntactic analysis of phrases and sentences. | Discussion/ analyzing syntactic and morphological data on English | Participation/midterm exam / assignments |
| 3.0 | **Values** | | |
| 3.1 | To show the ability to develop companionship among students in team work. | Discussion/ assignments/ midterm exam | Problem set and discussion/ performance on midterm and final exam |
| 3.2 | To show self-monitor and self-correct problem areas. | Discussion/ assignments/ midterm exam | Problem set and discussion/ performance on midterm and final exam |

### 2. Assessment Tasks for Students

| # | Assessment task* | Week Due | Percentage of Total Assessment Score |
|---|---|---|---|
| 1 | Participation | All along | 10% |
| 2 | Quiz | 5 | 10% |
| 3 | Midterm Exam | 9 | 25% |
| 4 | Assignments | All along | 15% |
| 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** | Basic Morpho-Syntax<br>A booklet prepared by the Instructor.<br>• Fromkin, V., Rodman, R., & Hyams, N. (2011). *An introduction to language.* (9th Ed.) |
| **Essential References Materials** | Longman Dictionary of Contemporary English<br><br>Thomas, L. (1994). *Beginning Syntax.* Blackwell Publishers, Oxford, UK and USA.<br><br>Radford, A. (2004*). English Syntax.* Cambridge University Press.<br><br>Lieber, R. (2010). *Introducing Morphology.* Cambridge University Press.<br><br>Andrew, C. (2002*). An Introduction to English Morphology.* Edinburgh University Press |
| **Electronic Materials** | None |
| **Other Learning Materials** | None |

### 2. Facilities Required

| Item | Resources |
|---|---|
| **Accommodation**<br>(Classrooms, laboratories, demonstration rooms/labs, etc.) | Classrooms. |
| **Technology Resources**<br>(AV, data show, Smart Board, software, etc.) | Data show. |
| **Other Resources**<br>(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 |

| Evaluation Areas/Issues | Evaluators | Evaluation Methods |
|---|---|---|
| Standards of students achievement | Faculty | Direct / Indirect |
| Improvement of teaching | Program leader | Direct |
| Teaching by the instructor or by the department | Peer Reviewer | Direct |

## 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

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# Course Specifications

| | |
|---|---|
| **Course Title:** | Semantics |
| **Course Code:** | ENG943 |
| **Program:** | Diploma of English Language - Administrative Sciences and Humanities |
| **College:** | Applied College |
| **Institution:** | Imam Mohammad Ibn Saud Islamic University |

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

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

| No | Mode of Instruction | Contact Hours | Percentage |
|---|---|---|---|
| 1 | **Traditional classroom** | * | 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 |

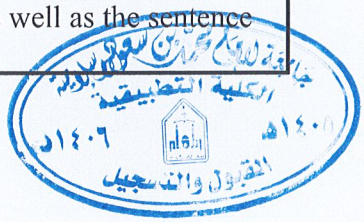
## B. Course Objectives and Learning Outcomes

**1. Course Description**

This course introduces semantic concepts and semantic analysis. It teaches types of meanings, sentence utterance, sense relations, (e.g., synonymy, hyponymy, contradiction, and ambiguity) reference, referring, expressions, predicates, deixis, and word meaning.

**2. Course Main Objective**

- To acquaint students with the fundamental notions of semantics and pragmatics, including lexical and sentence meaning, reference, sense and some basic semantic analysis.
- Recognize what the field of semantics is about, as being a main component of the interrelated branches of theoretical linguistics.
- Identify the concepts of meaning in language: lexical meaning as well as the sentence meaning.



- Identify other concepts of semantic relations such as reference, sense, proposition.
- Practice semantic analysis of words, phrases and sentences.
- Recognize different types of semantic analysis.
- Recognize other significant related notions to semantics like reference, truth and logic.
- Comprehend other issues of semantics such as the concept of pragmatics.

### 3. Course Learning Outcomes

| | CLOs | Aligned PLOs |
|---|---|---|
| 1 | **Knowledge and Understanding** | |
| 1.1 | To identify the fundamental notions of semantics and pragmatics, including lexical and sentence meaning, reference, sense and some basic semantic analysis. | K1 |
| 1.2 | To recognize what the field of semantics is about, as being a main component of the interrelated branches of theoretical linguistics. | K2 |
| 2 | **Skills:** | |
| 2.1 | To analyse different utterances semantically. | S2 |
| 2.2 | To evaluate the concepts of meaning in language: lexical meaning as well as the sentence meaning. | S2 |
| 3 | **Values:** | |
| 3.1 | To show their ability to comprehend other issues of semantics such as the concept of pragmatics. | V2 |
| 3.2 | To demonstrate ability to work within a group. | V1 |

## C. Course Content

| No | List of Topics | Contact Hours |
|---|---|---|
| 1 | Introduction | 2 |
| 2 | Sentence, Utterance and proposition | 4 |
| 3 | Semantic Features | 2 |
| 4 | Sense &Reference | 4 |
| 5 | Midterm exam | 2 |
| 6 | Similarity Relations | 2 |
| 7 | Dissimilarity Relations | 4 |
| 8 | Predicate& Predicator | 2 |
| 9 | Revision | 2 |
| | **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 fundamental notions of semantics and pragmatics, including | Lecture/ Group work / pair work/ discussion/ | Assignments Asking questions and |



| Code | Course Learning Outcomes | Teaching Strategies | Assessment Methods |
|---|---|---|---|
| | lexical and sentence meaning, reference, sense and some basic semantic analysis. | assignment | doing activities / Exam |
| 1.2 | To recognize what the field of semantics is about, as being a main component of the interrelated branches of theoretical linguistics. | Lecture/ Group work / pair work/ discussion/ assignment | Exam / participation/ assignment evolution |
| **2.0** | **Skills** | | |
| 2.1 | To analyse different utterances semantically. | Lecture/ Group work / pair work/ discussion/ assignment/ Presentation | Exam / participation/ assignment evolution |
| 2.2 | To evaluate the concepts of meaning in language: lexical meaning as well as the sentence meaning. | Lecture/ Group work / pair work/ discussion/ assignment/ Presentation | Exam / participation/ assignment evolution |
| **3.0** | **Values** | | |
| 3.1 | To show his ability to comprehend other issues of semantics such as the concept of pragmatics. | Lecture/ Group work / pair work/ discussion/ assignment | Exam / participation/ assignment evolution |
| 3.2 | To demonstrate ability to work within a group. | 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 | Assignment1 | 4 | 10% |
| 2 | First quiz | 5 | 5% |
| 3 | Midterm exam | 7 | 20% |
| 4 | Second quiz | 9 | 5% |
| 5 | Project | 10 | 10% |
| 6 | Presentation | 11 | 5% |
| 7 | Participation | All Along | 5% |
| 8 | Final | 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** | An Introduction to Linguistics |
| **Essential References Materials** | Saeed, I . Semantics. (4t Edition). 2016. Oxford: Oxford University Press. |
| **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

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# Course Specifications

| | |
|---|---|
| **Course Title:** | Advanced Computer Applications |
| **Course Code:** | Com 401 |
| **Program:** | Diploma of English Language - Administrative Sciences and Humanities |
| **College:** | Applied College |
| **Institution:** | Imam Mohammad Ibn Saud Islamic University |



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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 ..... 7

**E. Student Academic Counseling and Support** ..... **7**

**F. Learning Resources and Facilities** ..... **7**

1.Learning Resources ..... 7

2. Facilities Required ..... 8

**G. Course Quality Evaluation** ..... **8**

**H. Specification Approval Data** ..... **8**

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## A. Course Identification

| | |
|---|---|
| **1. Credit hours:** | (3 نظري) 3 |
| **2. Course type**<br>**a.** University ☐ College [*] Department ☐ Others ☐<br>**b.** Required [*] Elective ☐ | |
| **3. Level/year at which this course is offered:**<br>level 4 / second year | |
| **4. Pre-requisites for this course** (if any):<br>Com 201 | |
| **5. Co-requisites for this course** (if any):<br>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 is a continuation to the topics that have been introduced in Com 101, but in a deeper and more specific manner scope focusing on the practical side of application. and the course covers topics related to library computer applications related to word processing, databases and spreadsheets Access & Excel & Word

**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.



## 3. Course Learning Outcomes

| | CLOs | Aligned PLOs |
|---|---|---|
| 1 | **Knowledge and Understanding** | |
| 1.1 | To mention the importance of office softwares in doing work, correspondence, data saving and management. | K2 |
| 1.2 | To know about the most prominent office softwares, their interfaces, and their components. | K2 |
| 1.3 | To state the concept of databases, their types, and their most popular applications. | K1/K2 |
| 2 | **Skills :** | |
| 2.1 | To use the word processing program skillfully in correspondence. | S2 |
| 2.2 | To design templates and use them in word processing program. | S2 |
| 2.3 | To use charts programs to organize, display, search for data. | S2 |
| 2.4 | To use database programs to create, modify, design, and accurately build connections between databases. | 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 | برامج معالجة النصوص ( Microsoft word)<br>- الأعمدة وتحريرها Columns.<br>- الأنماط.<br>- انشاء الماكرو Macro.<br>- استخدام مسجل الماكرو Record Macro<br>- انشاء قالب جديد وحفظه Template.<br>استخدام قالب موجود. | 3 |
| 2 | - انشاء المراسلات Mail Merge.<br>- دمج المراسلات.<br>المغلفات وبطاقات العنونة. | 3 |
| 3 | برامج الجداول الإلكترونية ( Microsoft Excel)<br>- تنظيم البيانات داخل الجدول.<br>- انشاء نماذج البيانات Data Forums.<br>- البحث داخل النموذج.<br>- البحث داخل النموذج باستخدام المعايير.<br>- تغيير البيانات داخل النموذج.<br>حذف البيانات من النموذج واغلاقه. | 3 |
| 4 | - فرز البيانات من خلال ( الحروف, الأكبر والأصغر, التاريخ ) Data Sort.<br>- الفرز عبر أكثر من معيار للبيانات.<br>- تصفية البيانات Filter.<br>التنسيق الشرطي للبيانات Conditional Formatting. | 3 |
| 5 | - طرق عرض ورقة العمل.<br>- تكرار طباعة صفوف أو أعمدة العناوين.<br>- ادراج رأس وتذييل لورقة العمل Header & footer .<br>ادراج فواصل الصفحات Page breaks. | 3 |

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|---|---|---|
| | طباعة الجداول أو نطاق معين داخل الجدول. | |
| 6 | - التحقق من صحة البيانات Data Validation<br>- التعامل مع القوالب Templates<br>انشاء وتسجيل الماكرو Macro | 3 |
| 7 | قواعد البيانات:<br>- مقدمة عن قواعد البيانات Data bases<br>- مفهوم قواعد البيانات.<br>- مكونات قاعدة البيانات.<br>- أنواع قواعد البيانات.<br>- مزايا قواعد البيانات.<br>- أنواع المستخدمين لقواعد البيانات.<br>- أنواع الحقول في قواعد البيانات.<br>مقدمة لبرامج قواعد البيانات ( Access 2013 )<br>- فتح واغلاق قاعدة البيانات.<br>- انشاء قاعدة بيانات جديدة.<br>- انشاء جدول في قاعدة البيانات.<br>حفظ, تعديل , الغاء السجلات من الجدول. | 3 |
| 8 | - الجداول<br>- تحديد المفتاح الأساسي للجدول Primary Key.<br>- ازالة المفتاح الأساسي للجدول.<br>- انشاء العلاقات بين جدولين Relations.<br>تعديل قاعدة البيانات( حذف واضافة). | 3 |
| 9 | - الاستعلام Query.<br>- انشاء استعلام من معالج الاستعلام.<br>- انشاء استعلام بطريقة عرض التصميم Design View<br>- الاستعلام وفقا لمعيار معين.<br>- الاستعلام وفقا لنوع الحقل ( رقم , نص, تاريخ , نعم أو لا ).<br>- التعديل على معايير الاستعلام.<br>استخدام أكثر من معيار في الاستعلام. | 3 |
| 10 | - انشاء النماذج Forms.<br>- تعديل النموذج وحذف السجلات وتعديلها.<br>- فرز السجلات Sort.<br>- استخدام التصفية على السجلات Filter.<br>- التصفية حسب النماذج.<br>طباعة جداول قاعدة البيانات. | 3 |
| 11 | | 3 |
| **Total** | | 33hrs |

## 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 mention the importance of office softwares in doing work, correspondence, data saving and management. | Lectures/group discussions/collaborative learning/projects/ presentation / e-learning. | Assignments / Asking questions and doing activities / Exam |

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| Code | Course Learning Outcomes | Teaching Strategies | Assessment Methods |
|---|---|---|---|
| 1.2 | To know about the most prominent office softwares, their interfaces, and their components. | Lectures/group discussions/collaborative learning/projects/ presentation / e-learning. | Assignments / Asking questions and doing activities / Exam |
| 1.3 | To mention the concept of databases, their types, and their most popular applications. | Lectures/group discussions/collaborative learning/projects/ presentation / e-learning. | Assignments / Asking questions and doing activities / Exam |
| **2.0** | **Skills** | | |
| 2.1 | To use the word processing program skillfully in correspondence. | 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 design templates and use them in word processing program. | 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 charts programs to organize, display, search for data. | 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 |
| 2.4 | To use database programs to create, modify, design, and accurately build connections between databases. | 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 | classroom questions/self-evaluation and peer |



الكلية التطبيقية
القبول والتسجيل

| Code | Course Learning Outcomes | Teaching Strategies | Assessment Methods |
|---|---|---|---|
| | | projects/ Collaborative learning. | 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 | 15% |
| 2 | Midterm exam 1 Access (practical+ Theoretical ) | 4 | 25% |
| 3 | Midterm exam 2 Excel ( practical ) | 10 | 10% |
| 4 | Practical evaluation | All along | 30% |
| 5 | Final exam | End of semester | 20% |

***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:<br>- assignments are submitted electronically.<br>- discussions and questions are raised.<br>- course content is uploaded so that students can have access to it.<br>- electronic quizzes are published.<br>- direct feedback is provided to the students.<br>*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.<br>Microsoft Office 2007 or later.<br>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. |
| **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 |

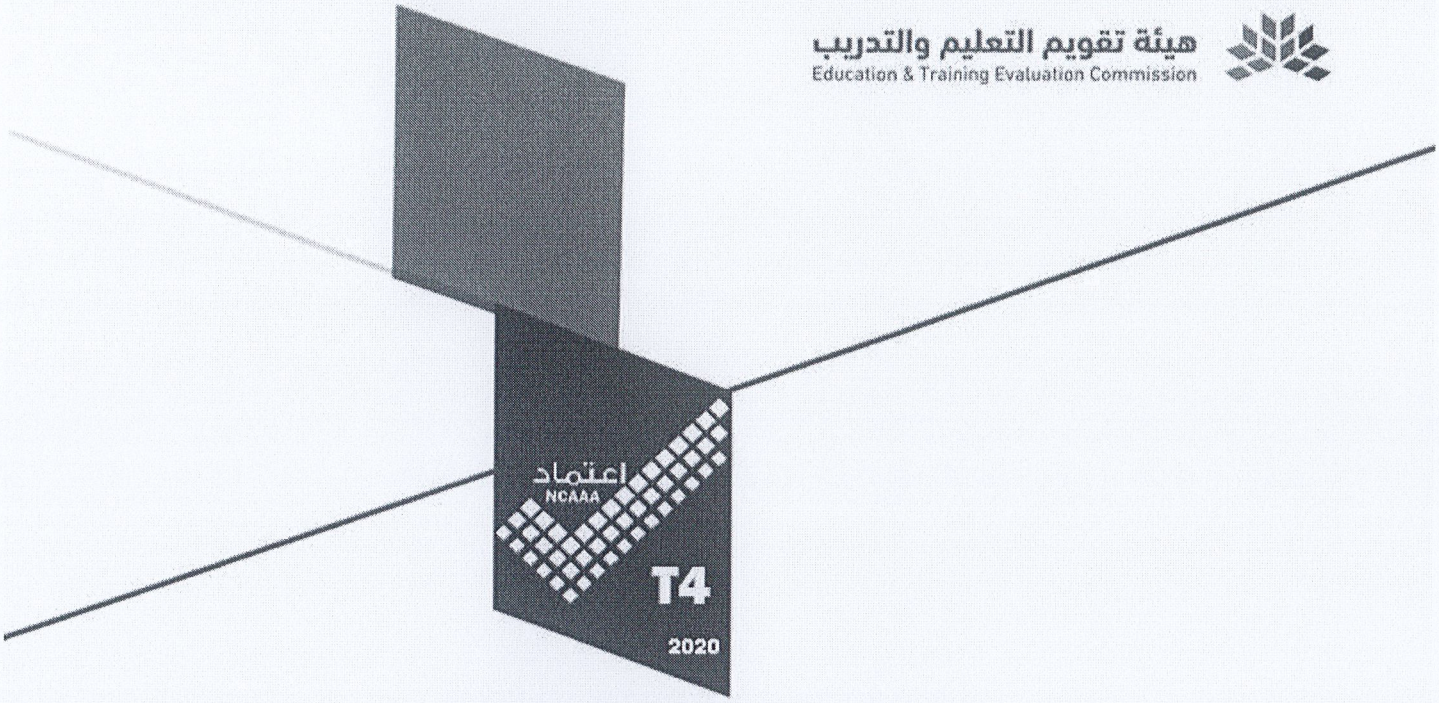
**Evaluation areas** (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
**Evaluators** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
**Assessment Methods** (Direct, Indirect)

## 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




# Course Specifications

| | |
|---|---|
| **Course Title:** | Translation Applications and Office Work 2 |
| **Course Code:** | ENG 945 |
| **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 ..... 5

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

**F. Learning Resources and Facilities** ..... **5**

1.Learning Resources ..... 6

2. Facilities Required ..... 6

**G. Course Quality Evaluation** ..... **6**

**H. Specification Approval Data** ..... **7**



## A. Course Identification

| |
|---|
| **1. Credit hours:**<br>4hours |
| **2. Course type**<br>**a.** University [ ] College [ ] Department [*] Others [ ]<br>**b.** Required [*] Elective [ ] |
| **3. Level/year at which this course is offered:** Level 4 / Second year |
| **4. Pre-requisites for this course** (if any)**:**<br>Eng936. |
| **5. Co-requisites for this course** (if any)**:**<br>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**<br>This course gives students advanced strategies and rules of translation methods. |
| **2. Course Main Objective**<br>By the end of this course, student will have the ability to translate sentences from Arabic into English and vice versa, following the advanced rules of translation. Moreover, this course enables learners to apply these methods to texts from multiple fields and real-life situations. It also prepares those who are interested in administration, human resources, and many other jobs. |



### 3. Course Learning Outcomes

| | CLOs | Aligned PLOs |
|---|---|---|
| 1 | **Knowledge and Understanding** | |
| 1.1 | To identify the concepts of technical language, and terminology. | K1 |
| 1.2 | To show understanding of vocabulary related to political, economic, business, and legal fields. | K1 |
| 1.3 | To identify syntactic and cultural difficulties in translation due to the differences between Arabic and English. | K2 |
| 2 | **Skills :** | |
| 2.1 | To utilize various translation references. | S4 |
| 2.2 | To apply technical translation, especially in relation to economic, legal and administrative translation. | S4 |
| 3 | **Values:** | |
| 3.1 | To show adaptability to translation strategies to text and real-life situation. | V2 |
| 3.2 | To work effectively and efficiently within a group. | V1 |

## C. Course Content

| No | List of Topics | Contact Hours |
|---|---|---|
| 1 | Introduction | 4 |
| 2 | Translation strategies | 4 |
| 3 | Hire and Fire sentences, real-life situations, and application | 8 |
| 4 | Jobs and related verbs, real-life situations, and application | 8 |
| 5 | Collocations with money, real-life situations, and application | 12 |
| 6 | Writing a CV (translation from Arabic to English and vise-versa) | 4 |
| 7 | Common Questions in Job Interviews (translation) | 4 |
| 8 | Translating texts (from multiple fields) | 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 identify the concepts of technical language, and terminology. | Lecture/ Assignment/ discussion / group work | Assignments / Asking questions and doing activities / Exam |
| 1.2 | To show understanding of vocabulary related to political, economic, business, and legal fields. | Lecture/ Assignment/ discussion / group work | Assignments / Asking questions and doing activities / Exam |



| Code | Course Learning Outcomes | Teaching Strategies | Assessment Methods |
|---|---|---|---|
| 1.3 | To identify syntactic and cultural difficulties in translation due to the differences between Arabic and English. | Lecture/ Assignment/ discussion / group work | Assignments / Asking questions and doing activities / Exam |
| **2.0** | **Skills** | | |
| 2.1 | To utilize various translation references. | Lecture/ Assignment/ discussion / group work | Assignments / Asking questions and doing activities / Exam |
| 2.2 | To apply technical translation, especially in relation to economic, legal and administrative translation. | Lecture/ Assignment/ discussion / group work | Assignments / Asking questions and doing activities / Exam |
| **3.0** | **Values** | | |
| 3.1 | To show adaptability to translation strategies to text and real-life situation. | Lecture/ Assignment/ discussion / group work | Assignments / Asking questions and doing activities / Exam |
| 3.2 | To work effectively and efficiently within a group. | 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 | 15% |
| 3 | Participation | All along | 5% |
| 4 | Assignment | 5 | 5% |
| 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

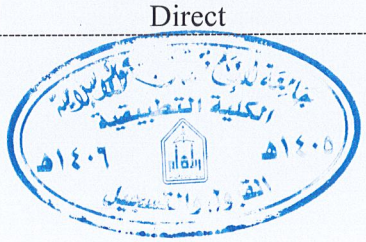
| | |
|---|---|
| **Required Textbooks** | Farghal, Mohammed and Shunnaq, Abdullah. (1999) Translation with reference to English & Arabic: A practical guide. Dar Al-Hilal for Translation: Irbid. |
| **Essential References Materials** | • Longman Dictionary of Contemporary English<br>• Almawrid English- Arabic/ Arabic-English dictionaries<br>• Dictionary of Economics and Commerce. Librairie du Liban Publishers<br>• Abd Allah, Hassan: قاموس مصطلحات العلاقات و المؤتمرات الدولية<br>• Browlie, Ian: *Principles of Public International Law*. Oxford: 1966 (1st Ed).<br>• Wahba, Magdi: *A Dictionary of Modern Political Idiom: English-French-Arabic*. Librairie du Liban. 1978 (1st Ed.)<br>• 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** | • Translation As Problems And Solutions by Hasan Ghazala<br>• 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 |



| Evaluation Areas/Issues | Evaluators | Evaluation Methods |
|---|---|---|
| Teaching by the instructor or by the department | Peer Reviewer | Direct |

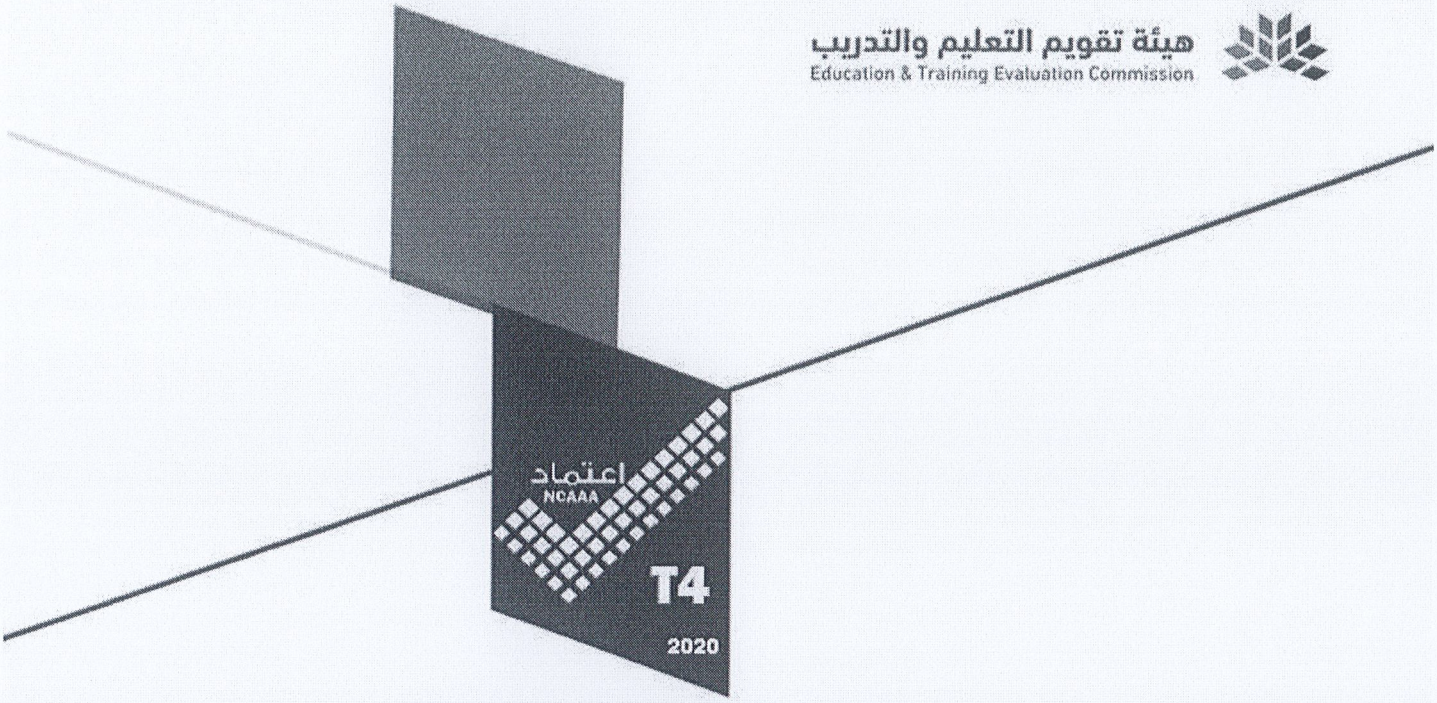
**Evaluation areas** (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
**Evaluators** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
**Assessment Methods** (Direct, Indirect)

## 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:** | Advanced Writing |
| **Course Code:** | ENG 941 |
| **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 ..... 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:**<br>3hours |
| **2. Course type**<br>**a.** University ☐ College ☐ Department * Others ☐<br>**b.** Required * Elective ☐ |
| **3. Level/year at which this course is offered:** Level 4 / second year |
| **4. Pre-requisites for this course** (if any)**:**<br>Eng935 |
| **5. Co-requisites for this course** (if any)**:**<br>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**<br>This advanced course focuses on developing students' skills in writing well-organized paragraphs and developed essays. It improves students' abilities in writing paragraphs, and then allows them to use the developed knowledge in writing unified essays. Also, the course focuses on developing students' advanced grammar, vocabulary and spelling through meaningful practice. |
| **2. Course Main Objective**<br>This course is designed in order to help students develop their advanced knowledge of paragraph structure, organization, and function. In this course, students are expected to identify the components and types of paragraph and essays. Students should be trained in writing different types of essays using different grammatical tenses. |



### 3. Course Learning Outcomes

| | CLOs | Aligned PLOs |
|---|---|---|
| 1 | **Knowledge and Understanding** | |
| 1.1 | To recognize the steps in the writing process. | K1 |
| 1.2 | To identify ideas in order of importance, give reasons, limit information and write topic and concluding sentences. | K1 |
| 2 | **Skills :** | |
| 2.1 | To differentiate between the different types of paragraphs and essays. | S2 |
| 2.2 | To write a paragraph following the steps in the writing process. | S3 |
| 2.3 | To present, in a written form, ideas and opinions in an organized way and support them with details and examples. | 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 | Orientation | 3hrs |
| 2 | Chapter 1: Education and Student Life | 6hrs |
| 3 | Chapter 2: City Life | 6hrs |
| 4 | Chapter 4: Jobs and Professions | 6hrs |
| 5 | Chapter 5: Lifestyles Around the World | 6hrs |
| 6 | Chapter 10: Ceremonies | 6hrs |
| 7 | 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 recognize the steps in the writing process. | Lecture / Assignment / activities / discussion | Exam /Assignment evaluation / Asking questions and doing activities |
| 1.2 | To identify ideas in order of importance, give reasons, limit information and write topic and concluding sentences. | Lecture / Assignment / activities / discussion | Exam /Assignment evaluation / Asking questions and doing activities |
| 2.0 | **Skills** | | |
| 2.1 | To differentiate between the different types of paragraphs and essays. | Lecture / Assignment / activities / discussion | Exam /Assignment evaluation / Asking questions and doing activities |



| Code | Course Learning Outcomes | Teaching Strategies | Assessment Methods |
|---|---|---|---|
| 2.2 | To write a paragraph following the steps in the writing process. | Lecture / Assignment / activities / discussion | Exam /Assignment evaluation / Asking questions and doing activities |
| 2.3 | To present, in a written form, ideas and opinions in an organized way and support them with details and examples. | 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** | Pavlik Cheryl, Segal Margaret Keenan. Interactions 2 - Writing - Middle East Gold 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. |
| **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 |

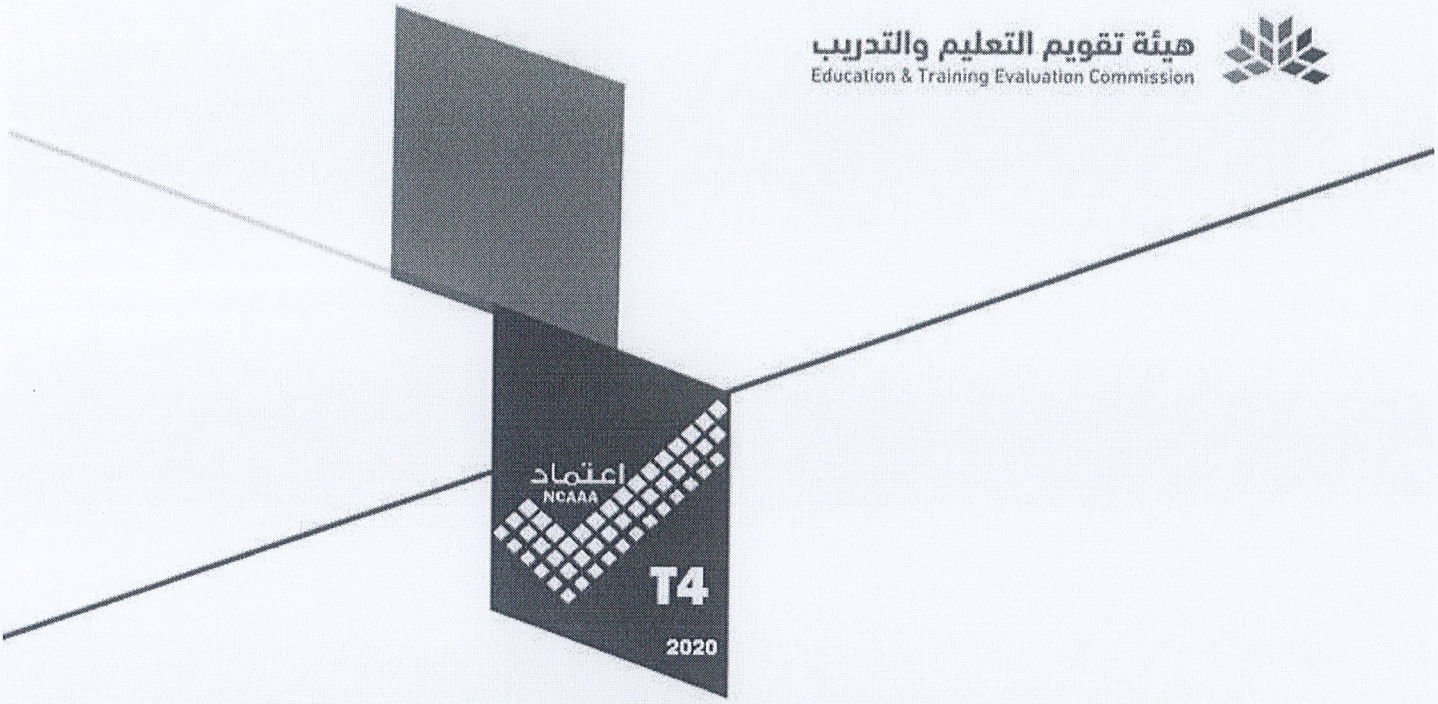
**Evaluation areas** (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
**Evaluators** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
**Assessment Methods** (Direct, Indirect)

## 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:** | Advanced Translation |
| **Course Code:** | ENG 944 |
| **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 ..... 5

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

**F. Learning Resources and Facilities** ..... **5**

1.Learning Resources ..... 6

2. Facilities Required ..... 6

**G. Course Quality Evaluation** ..... **6**

**H. Specification Approval Data** ..... **7**



## A. Course Identification

| |
|---|
| **1. Credit hours:**<br>2 hours |
| **2. Course type**<br>**a.** University [ ] College [ ] Department [*] Others [ ]<br>**b.** Required [*] Elective [ ] |
| **3. Level/year at which this course is offered:** Level 4 / Second year |
| **4. Pre-requisites for this course** (if any)**:**<br>Eng 932. |
| **5. Co-requisites for this course** (if any)**:**<br>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 course offers an intensive training in written translation with specific reference to translation from Arabic to English and vice versa. It also promotes further awareness of linguistic and cultural problems.

**2. Course Main Objective**

By the end of the course, students will:

- Be trained in translating from Arabic to English and vice versa.
- Be aware of the cultural and linguistic problems they will face in translation from Arabic to English and vice versa.
- Develop their skills in translation.

جامعة الملك محمد بن سعود
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١٤٠٦هـ
القبول والتسجيل

### 3. Course Learning Outcomes

| | CLOs | Aligned PLOs |
|---|---|---|
| 1 | **Knowledge and Understanding** | |
| 1.1 | To identify the different types of translation. | K2 |
| 1.2 | To recognize the grammatical and lexical problems in various texts. | K2 |
| 1.3 | To show understanding of the overall context of sentences and texts. | K1 |
| 2 | **Skills :** | |
| 2.1 | To pinpoint the grammatical and lexical problems. | S3 |
| 2.2 | To deal with the grammatical and lexical problems. | S3 |
| 2.3 | To translate from Arabic into English and vice versa | 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 | Types of translation | 2 |
| 3 | Translation of Polosemy and Monosemy | 2 |
| 4 | Translation of Collocation | 6 |
| 5 | Midterm Exam | 2 |
| 6 | Translation of Idioms | 2 |
| 7 | Translation of Metaphors | 2 |
| 8 | Translating texts (from multiple fields) | 6 |
| | **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 different types of translation. | Lecture/ Assignment/ discussion / group work | Assignments / Asking questions and doing activities / Exam |
| 1.2 | To recognize the grammatical and lexical problems in various texts. | Lecture/ Assignment/ discussion / group work | Assignments / Asking questions and doing activities / Exam |
| 1.3 | To show understanding of the overall context of sentences and texts. | Lecture/ Assignment/ discussion / group work | Assignments / Asking questions and doing activities / Exam |
| 2.0 | **Skills** | | |

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| Code | Course Learning Outcomes | Teaching Strategies | Assessment Methods |
|---|---|---|---|
| 2.1 | To pinpoint the grammatical and lexical problems. | Lecture/ Assignment/ discussion / group work | Assignments / Asking questions and doing activities / Exam |
| 2.2 | To deal with the grammatical and lexical problems. | Lecture/ Assignment/ discussion / group work | Assignments / Asking questions and doing activities / Exam |
| 2.3 | To translate from Arabic into English and vice versa | 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<br>• Almawrid English- Arabic/ Arabic-English dictionaries<br>• Dictionary of Economics and Commerce. Librairie du Liban Publishers<br>• Abd Allah, Hassan: *قاموس مصطلحات العلاقات و المؤتمرات الدولية*<br>• Browlie, Ian: *Principles of Public International Law.* Oxford: 1966 (1st Ed).<br>• Wahba, Magdi: *A Dictionary of Modern Political Idiom: English-French-Arabic.* Librairie du Liban. 1978 (1st Ed.)<br>• 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 |

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**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 |

