

Course Description

Institution:	. College of Sciences in Al Zulfi,
Academic Department :	Arabic
Programme :	Arabic
Course :	Arabic Writing
Course Coordinator :	Dr. Adel Altemsahy
Programme Coordinator :	Dr. Fahd Almelhim
Course Specification Approved Date :	22/ 12 / 1435 H

A. Course Identification and General Information

1 - Course title :	Arabic Writing	Code:	ARAB103
2. Credit hours :	(28 Hours)		
3 - Program(s) in which the course is offered:	Arabic Language		
4 – Course Language :	Arabic		
5 - Name of faculty member responsible for the course:	Dr. Adel Altemsahy		
6 - Level/year at which this course is offered:	University requirement		
7 - Pre-requisites for this course (if any) :			
8 - Co-requisites for this course (if any) :			
9 - Location if not on main campus :			
10 - Mode of Instruction (mark all that apply)			
A - Traditional classroom	<input checked="" type="checkbox"/>	What percentage?	70%
B - Blended (traditional and online)	<input type="checkbox"/>	What percentage?	%
D - e-learning	<input checked="" type="checkbox"/>	What percentage?	30%
E - Correspondence	<input type="checkbox"/>	What percentage?	%
F - Other	<input type="checkbox"/>	What percentage?	%
Comments :		

B Objectives

What is the main purpose for this course?

Concentrating on the importance of the Arabic language concerning its benefit, easiness and pleasure.

To link the Arabic language to Heavenly message and the highness of the Islamic law.

To present Academic suggestions to the governmental schools.

To broaden the students' knowledge, raise their abilities of expression, enrich their vocabulary and to help them use correct connotations appropriately.

To educate students how to write correctly.

C. Course Description

1. Topics to be Covered

List of Topics	No. of Weeks	Contact Hours
Introducing the course and having a level test.	1	2
How to write Hamza at the beginning and the end of a word.	2	2
How to write Hamza in the middle of a word.	3	2
Adding and deleting letters.	4	2
How to write aleph at the end of a word as well as both closed and opened ta'.	5	2

Words meanings and their usage.	6	2
Dictionaries – first exam	7	2
First term	9	2
Paragraph writing	10	2
Essay writing	11	2
How to write a summary, an extract and a report	12	2
How to write an administrative message and an autobiography	13	2
Second exam – general revision	14	2

2. Course components (total contact hours and credits per semester):

	Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours	2					2
Credit	28					28

3. Additional private study/learning hours expected for students per week.

2

4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	Knowledge		
1.1	How to use Arabic dictionaries and to gain benefit.	Lecture	Discussion and quizzes
1.2	How to use punctuation marks appropriately.	Lecture	Discussion and quizzes
1.3	How to write a paragraph, an essay, a summary, a report an administrative message and an autobiography etc.	Lecture	Discussion and quizzes
1.4			
1.5			
2.0	Cognitive Skills		
2.1	The skill of using Arabic dictionaries	Practice	Discussion and quizzes
2.2	The skill of correct dictation	Exercises	Discussion and quizzes
2.3	The skill of writing a paragraph using good grammar and style.	Accessing some websites and studying references.	Discussion and quizzes

	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
2.4	The skill of typing.		
2.5	The skill of oral expression and self-confidence.		
2.6			
3.0	Interpersonal Skills & Responsibility		
3.1	To be able to be autonomous learner to do their assignment	Group work assignment	Checking group work assignment regularly.
3.2	To be able to generate ideas and to prove them logically and scientifically.	Individual assignment	Checking individual work assignment regularly.
3.3	To be able to follow methodology in functional writing.	Collective discussion	Collective discussions, analyzing mistakes and correcting them

	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
3.4			
3.5			
3.6			
4.0	Communication, Information Technology, Numerical		
4.1	To be able to edit and print computerized texts	Explaining the texts, vocabulary and associated applications.	Active participation in discussions.
4.2	To be able to surf the net and access websites linked to the course.	Answering the exercises that deals with the course issues.	Monitoring
4.3			Follow-up
4.4			
5.0	Psychomotor		
5.1	Not applicable	Not applicable	Not applicable
5.2	Not applicable	Not applicable	Not

	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
			applicable

Schedule of Students' assessment tasks during the second term.

	Assessment tasks	week	Ration from final assessment
1	Participation in class + preparing researches	The whole term	10%
2	Midterm exam	8 th	30%
3	Term exam	16 th	60%

D. Student Academic Counseling and Support

* The teachers of the course are available two days a week in their offices according to announced schedule.

* The teachers use "jusur" website, dialogue programme and chat rooms.

E. Learning Resources

1. List Required Textbooks :

Arabs book 103.

2. List Essential References Materials :

Books of grammar

3. List Recommended Textbooks and Reference Material :

- Basics of Arabic writing by Hussien Almonasarah, Omar Alameen and Mosaad Alshamman.
- Morphological application by Abdo Alraghey

4. List Electronic Materials :

- <http://www.al-mostafa.com/index.htm>
- <http://www.alwaraq.net/index>
- <http://www.almeshkat.net/books/index.php>
- <http://www.imamu.edu.sa/arabiyah/>
- <http://www.alukah.net/>
- <http://www.iwan.fajjal.com/>
- <http://www.alfaseeh.com/vb/login.php>

5. Other learning material :

- Comprehensive encyclopedia (CD)
- Grammar encyclopedia (CD)
- The Arabic writing course CD by electronic learning staff.

F. Facilities Required

1. Accommodation

Classroom size not less than 9m × 9m

2. Computing resources

* A computer for each student.

3. Other resources

- Data show
- Smart board

G Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching:

- Midterm exams
- Workshops
- Ongoing assessment tests
- Homework assignments

2 Other Strategies for Evaluation of Teaching by the Program/Department

Instructor :

- Continuous self-assessment
- Regular revision for the course.
- The general preparation committee follow up the professor to evaluate his performance and his aids.
- The evaluation of the visitor professors.

3 Processes for Improvement of Teaching :

- Develop the level of the professors through training courses.
- Conducting workshops to exchange opinions and experiences among the professors.
- Holding meetings at the beginning of each term to discuss the previous term problems and to find solutions.
- Encouraging professors to attend conferences that aims at developing

their levels.

4. Processes for Verifying Standards of Student Achievement

- Analyzing the results of midterms and terms exams to find out the students' weak points in writing, composition and language to treat them.
- Conducting workshops for the professors of the course.
- Hosting a visiting professor to evaluate the course.
- Forming a board of professors to check samples of corrected exam papers.

5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement :

Comparing the course with other similar courses.

Regular revision for the course and its vocabulary.

Updating the course resources to cope with the latest actions.

Analyzing the statistic results to assess the students and to develop the course.

Course's Coordinator

Name : Dr. Adel Nasourah
Mohammed
Altemsahy

Signature :

Date : 23 / 12 / 1435 H

Head of Department

Name : Dr. Fahd Bin Saleh
Almelhim

Signature :

Date : .../ ... / H

Course Specification Approved

Department Official Meeting No (3) Date 22 / 12 / 1435 H