



Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

**COURSE REPORT**

**(CR)**

**A. Course Identification and General Information**

1. Course title: Arabic Writing	Code: <b>Arabic 103</b>
2. In case that the course is taught in more than one department, select the department that the report is prepared for.	<b>Division: 168</b>
3. Year and semester to which this report applies.	<b>1434-1435 Semester 1<sup>st</sup></b>
4- location( in case it isn't inside the main building)	
Faculty of Education in Zulfi	
Institution Majmaah University	
College/ Department Faculty of Education – Arabic Department	

**B - Course Delivery**

<b>1. Coverage of Planned Program</b>		
Topic	No. of weeks	Contact hours

How to write Hamza at the beginning and the end of a word.	1	2	
How to write Hamza in the middle of a word.	1	2	
Adding and deleting letters.	1	2	
How to write aleph at the end of a word as well as both closed and opened ta'.	1	2	
Words meanings and their usage.	1	2	
Dictionaries – first exam	1	2	
Paragraph writing	1	2	
Essay writing	1	2	
How to write a summary, an extract and a report	1	2	
How to write an administrative message and an autobiography	1 1 1	2 2 2	
Topics Covered	Planned Contact Hours	Actual Contact Hours	Reason for Variations if there is a difference of more than 25% of the hours planned

First text: How to write Hamza at the beginning and the end of a word.	2	2	

<b>2. Consequences of Non Coverage of Topics</b>		
<b>Topics (if any) not Fully Covered</b>	<b>Affected Learning Outcomes</b>	<b>Possible Compensating Action</b>
Typing on the computer		To be treated theoretically and asking students to do home assignments.
Rhyme		

<p><b>4. Effectiveness of Planned Teaching Strategies for Intended Learning Outcomes set out in the Course Specification.</b></p> <ul style="list-style-type: none"> <li>• Lectures</li> <li>• Discussion and dialogues</li> <li>• Practice</li> <li>• Home assignments</li> </ul>
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- Selecting applicable samples.

The plans were achieved according to the system of lectures and exams.

Study fields	List Teaching Methods set out in Course Specification	Have they been effective?		Difficulties Experienced (if any) in Using the Strategy and Suggested Action to Deal with Those Difficulties.
		Yes	No	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- lectures</li> <li>- scientific discussions</li> <li>- practice</li> <li>- home assignments</li> </ul>	Yes		
<b>Cognitive skills</b>	<ul style="list-style-type: none"> <li>• To raise student's ability of expression.</li> <li>• To train students to form correct sentences in language and style.</li> <li>• To train students to use Arabic dictionaries.</li> <li>• To train students to use punctuation marks.</li> <li>• To train students on scientific functional writing.</li> </ul>			<ul style="list-style-type: none"> <li>• Some students don't do home assignments.</li> <li>• Students lack the basic linguistic skills.</li> <li>• It is suggested to increase the duration of the Arabic writing course.</li> </ul>
<b>Skills of dealing with others and taking responsibility</b>	<ul style="list-style-type: none"> <li>• To enhance the skill of oral reading.</li> <li>• Utilizing the skill of discussion and dialogue to build relationships with others.</li> <li>• To discover the talented in</li> </ul>			<ul style="list-style-type: none"> <li>• The time dedicated for application is not enough.</li> <li>• There is no plan to discover the talented and encourage</li> </ul>

	oratory.			them. <ul style="list-style-type: none"> <li>Deactivating the innovative distinctive centre.</li> </ul>
<b>Communication and numerical skills</b>	To make the programmes available to students to benefit and apply them in writing.			
<b>Psychomotor skills ( if any)</b>				

**4- Summarize any actions you recommend for improving teaching strategies as a result of evaluations in table 3 above.**

**1. Distribution of Grades**

1- Number of students who began the study course: 13

2- Number of students who have completed the study course : 13

3- number of students who passed 13 the percentage is

4- number of students who failed the percentage is

5- number of students who haven't completed the percentage is

Letter Grade	Number of Students	Student Percentage	Explanation of Distribution of Grades
A+	11	95-100	
A	2	90-94	
B+		85-89	

<b>B</b>		80-84	
<b>C+</b>		75-79	
<b>C</b>		70-74	
<b>D+</b>		65-69	
<b>D</b>		60-64	
<b>E</b>		<60	
<b>Denied Entry</b>			
<b>In Progress</b>			
<b>Incomplete</b>			
<b>Pass</b>	<b>13</b>		
<b>Fail</b>			
<b>Withdrawn</b>			

## 2. Analyze special factors (if any) affecting the results

### 1. Distribution of Grades

1- Number of students who began the study course: 34

2- Number of students who have completed the study course : 28

3- number of students who passed 25 the percentage is 89%

4- number of students who failed 3 the percentage is 0.84%

5- number of students who haven't completed 6 the percentage is 2.4%

Letter Grade	Number of Students	Student Percentage	Explanation of Distribution of Grades
A+	4	95-100	
A	4	90-94	
B+	3	85-89	
B	4	80-84	
C+	3	75-79	
C	3	70-74	
D+	2	65-69	
D	2	60-64	
E	3	<60	
Denied Entry	2		
In Progress	43		
Incomplete			
Pass	25		
Fail			
Withdrawn	4		

**2. Analyze special factors (if any) affecting the results**

**3. Variations from planned student assessment processes (if any) (see Course Specifications).**

a. Variations (if any) from planned assessment schedule (see Course Specification)

Variation	Reason

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**b. Variations (if any) from planned assessment processes in Domains of Learning (see Course Specification)**

Variation	Reason

**4. Student Grade Achievement Verification (eg. cross-check of grade validity by independent evaluator).**

Method(s) of Verification	Conclusion
1. Review the exam questions by another member of the teaching staff.	Suitable
2- Review the results by another member of the teaching staff.	Suitable

**D. Resources and Facilities**

1. Difficulties in access to resources or facilities (if any)	2. Consequences of any difficulties experienced for student learning in the course.  1- Time is not enough.  2- The students' linguistic skills are weak.
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**E. Administrative Issues**

1 Organizational or administrative difficulties encountered (if any)	2. Consequences of any difficulties experienced for student learning in the course.
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None	
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**F. Course Evaluation**

1 Student evaluation of the course (Attach survey results report)
a. List the most important recommendations for improvement and strengths 1- Time is not enough.
b. Response of instructor or course team to this evaluation 1- To raise interest for presenting and developing skills.
2. Other Evaluation (e.g. by head of department, peer observations, accreditation review, other stakeholders)
a. List the most important recommendations for improvement and strengths
b. Response of instructor or course team to this evaluation

**G. Planning for Improvement**

1. Progress on actions proposed for improving the course in previous course reports (if any).	
Actions recommended from the most recent course report(s)	Actions Taken in each step-effects

Other steps to develop the level of the course this semester / academic year. Give a quick summary of any other steps that have been taken to develop the level of the course and the

results achieved.

**3. Action Plan for Improvement for Next Semester/Year**

- **Preparing computers and programmes.**
- **Setting a plan to discover the talented and the innovative.**

<b>Actions Recommended</b>	<b>Completion Date</b>	<b>Person Responsible</b>

4- Recommendations for the program coordinator (if necessary)

Number of students for the course is not more than 20.

**Name of Course Instructor** Dr. Fahd Bin Saleh Almelhim

**Signature:**

**Date Report Completed** 16/3/1436

**Program Coordinator:** Dr. Adel Altemsahy

**Signature:** \_\_\_\_\_