



## 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>linguistic skills Arabic 101</b>
2. In case that the course is taught in more than one department, select the department that the report is prepared for.	
3. Year and semester to which this report applies. <b>1434-1435 1<sup>st</sup> Term &amp; 2<sup>nd</sup> Term</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

### 1. Coverage of Planned Program

Topics Covered	Planned Contact Hours	Actual Contact Hours	Reason for Variations if there is a difference of more than 25% of the hours planned
97% of the course topics have been covered.	28	28	

## 2. Consequences of Non Coverage of Topics

For any topics given less time than planned in the course description, or in case they aren't not taught at all, make your comment depend on your opinion on the need to cover those topics to achieve the objectives of the program or the rest of the curriculum program, and suggest what compensatory steps could be taken.

<b>Topics (if any) not Fully Covered</b>	<b>Affected Learning Outcomes</b>	<b>Possible Compensating Action</b>
To revise the skills of understanding and assimilation in unit 5 <b><u>dedicated treasures</u></b>	It is less important as the goals of this unit have been previously explained and applied during the discussion of the lesson and its linguistics.	

## 4. Effectiveness of Planned Teaching Strategies for Intended Learning Outcomes set out in the Course Specification.

<b>Study fields</b>	<b>List Teaching Methods set out</b>	<b>Have they</b>	<b>Difficulties Experienced (if</b>
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	in Course Specification	been effective?		any) in Using the Strategy and Suggested Action to Deal with Those Difficulties.
		Yes	No	
<b>Knowledge</b>	- lectures + scientific discussions	Yes		Some students are shy of participating in the discussion lest they should make mistakes.
<b>Cognitive skills</b>	- lectures + scientific discussions	Yes		Some students attend lectures for fear of the absence percentage.
<b>Skills of dealing with others and taking responsibility</b>	- lectures + scientific discussions	Yes		
<b>Communication and numerical skills</b>	Data show + PowerPoint presentation	Yes		

<b>Psychomotor skills ( if any)</b>				
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**4- Summarize any actions you recommend for improving teaching strategies as a result of evaluations in table 3 above.**

- 1- Consolidate the love and demand of knowledge in the hearts of students through more seminars, conferences and training courses.
- 2- Focus on the discussion of students during the lecture, in order to remove shyness from their souls.
- 3- Generalizing requirements for using smart board (projector) on each classroom in college, for its importance of education, and attract students' attention.

**1. Distribution of Grades**

- 1- Number of students who began the study course: 42
- 2- Number of students who have completed the study course : 38
- 3- number of students who passed the percentage is
- 4- number of students who failed the percentage is
- 5- number of students who haven't completed the percentage is

<b>Letter</b>	<b>Number of</b>	<b>Student</b>	<b>Explanation of Distribution of Grades</b>
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<b>Grade</b>	<b>Students</b>	<b>Percentage</b>	
<b>A+</b>	10	95-100	
<b>A</b>	7	90-94	
<b>B+</b>	3	85-89	
<b>B</b>	4	80-84	
<b>C+</b>	4	75-79	
<b>C</b>	2	70-74	
<b>D+</b>	2	65-69	
<b>D</b>	5	60-64	
<b>E</b>	1	<60	
<b>Denied Entry</b>			
<b>In Progress</b>			
<b>Incomplete</b>			
<b>Pass</b>	<b>37</b>		
<b>Fail</b>			
<b>Withdrawn</b>			

<b>In Progress</b>	<b>Denied Entry</b>	<b>Withdrawn</b>	<b>Pass</b>	<b>Fail</b>
<b>42</b>	<b>3</b>	<b>1</b>	<b>37</b>	<b>1</b>
	<b>1.36%</b>		<b>97%</b>	<b>0.38%</b>

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

### 1. Distribution of Grades

1- Number of students who began the study course: 43

2- Number of students who have completed the study course : 41

<b>Letter Grade</b>	<b>Number of Students</b>	<b>Student Percentage</b>	<b>Explanation of Distribution of Grades</b>
<b>A</b>	10		
<b>B</b>	9		
<b>C</b>	10		
<b>D</b>	9		
<b>E</b>	3		

<b>Denied Entry</b>	<b>2</b>		
<b>In Progress</b>	<b>43</b>		
<b>Incomplete</b>	<b>2</b>		
<b>Pass</b>	<b>37</b>		
<b>Fail</b>	<b>3</b>		
<b>Withdrawn</b>			

<b>Incomplete</b>	<b>Pass</b>	<b>Fail</b>
<b>2</b>	<b>37</b>	<b>3</b>
<b>0.75%</b>	<b>85%</b>	<b>15%</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 : 31



<b>Letter Grade</b>	<b>Number of Students</b>	<b>Student Percentage</b>	<b>Explanation of Distribution of Grades</b>
<b>A</b>	10		
<b>B</b>	9		
<b>C</b>	10		
<b>D</b>	9		
<b>E</b>	3		
<b>Denied Entry</b>	3		
<b>In Progress</b>	34		
<b>Incomplete</b>	3		
<b>Pass</b>	28		
<b>Fail</b>	3		
<b>Withdrawn</b>			

<b>Incomplete</b>	<b>Pass</b>	<b>Fail</b>
<b>2</b>	<b>28</b>	<b>3</b>
<b>0.75%</b>	<b>89%</b>	<b>11%</b>

**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

**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).**

<b>Method(s) of Verification</b>	<b>Conclusion</b>
1. Review the exam papers by the board of examination from the teaching staff; then the report should be delivered to Head of Department and the committee of quality.	

**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.
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**E. Administrative Issues**

1 Organizational or administrative difficulties encountered (if any)  1- Size of the classroom is not enough for the number of students.  2- The staff members are	2. Consequences of any difficulties experienced for student learning in the course.
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involved in invigilation thus the correction process and recording marks are late.

## **F. Course Evaluation**

1- Student evaluation of the course (Attach survey results report)

It has been discussed in the questionnaire of tyue course.

a. List the most important recommendations for improvement and strengths

A- points of criticism:

- I. Size of the classroom is not enough for the number of students.
- II. No availability to operate the data show.
- III. Various edition of the course.
- IV. The older editions have errands, style and scientific mistakes.

B- points of strengths:

- I. The professor is punctual and on time.
- II. The professor uses discussion method.

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
1- Discussing the description of the course in the staff board and committee of quality to get rid of any obstacle.  2- Encouraging students to access references related to the course.	

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.

1- Encouraging the staff to follow the discussion and dialogue method during the lectures.

2- The staff members should attend training courses on the recent technology for university teaching.

### 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>
To follow up the reports made by both course coordinator to know the difficulties and try to end them.	The board of the committee of quality.	Dr. Sameh Alsabbagh Dr. Anwar Mohammed Alsayed

4- Recommendations for the program coordinator (if necessary)

**Name of Course Instructor** Dr. Adel Altemsahy

**Signature:**

**Date Report Completed** 10/3/1435

**Program Coordinator:** Dr. Sameh Alsabbagh

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