

المملكة العربية السعودية الهيئة الوطنيسة التقويم والاعتماد الأكاديمسي

ATTACHMENT 2 (e)

Course Specifications

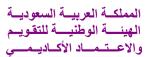
Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

Course Specifications (CS)

Communication & Learning Skills PSSC 114





Course Specifications

Institution	Almajma'ah University	Date of Report 14/12/2015
College/Depar	tment : Preparatory year/ Communication Skills	

A. Course Identification and General Information

1. Course title and code: Communication	n & Learning skills, PSSC114	
2. Credit hours: 2		
3. Program(s) in which the course is offer	ered:	
Medicine, Medical Science, Computer,		
4. Name of faculty member responsible f	for the course : Mr.Basel Suwwa	an
5. Level/year at which this course is offer	red: 1/ Preparatory year	
6. <i>Pre-requisites for this course</i> : None		
7. Co-requisites for this course: None		
8. Location if not on main campus: Prep	paratory year Buildings in Majma	aah and Zulfi
9. Mode of Instruction (mark all that app	nly)	
a. Traditional classroom	What percentage?	20 %
b. Blended (traditional and online)	What percentage?	40 %
c. e-learning	What percentage?	40%
d. Correspondence	What percentage?	
f. Other	What percentage?	
Comments: All the materials of the course are compute workshops.	erized and designed in power poi	ints slides for all the



B Objectives

1. What is the main purpose for this course?

This course aims at improving the society via directing the affective knowledge toward the youth. We hope that the course will have a deep effect on the young students who are the potential future leaders, and this will be achieved by enriching their skills, knowledge and attitude. Thus, the course focuses on the importance of the youth's participation in effective and positive activities to build their abilities in order to activate their role of decision making and establish solid communication channels among them in the deferent areas and social experience of the community.

2. Briefly describe any plans for developing and improving the course that are being implemented.

- Changes in content as a result of new research in the field of communication skills.
- Increase the use of ICT tools specially power point slides, data show, smart board, video's and soft pictures.
- Build new abilities for students that not exist in the course through training workshops.
- Build new abilities for trainers who are giving the course through training workshops.

C. Course Description (Note: General description in the form to be used for the Bulletin or handbook should be attached)

1. Topics to be Covered		
List of Topics	No. of Weeks	Contact Hours
Introduction to Communication	1	2
Communication in The University Environment	1	2
Ethics of Communication in the University Environment	1	2



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Communication & Feedback	1	2
Listening skills	1	2
Speaking Skills	1	2
Self awareness	1	2
Self confidence	1	2
Anger Management	1	2
Time Management	1	2
Internet Skills	1	2
Team work	1	2
Reading & Studying	1	2
Vocational Skills	1	2
Project discussion	1	2

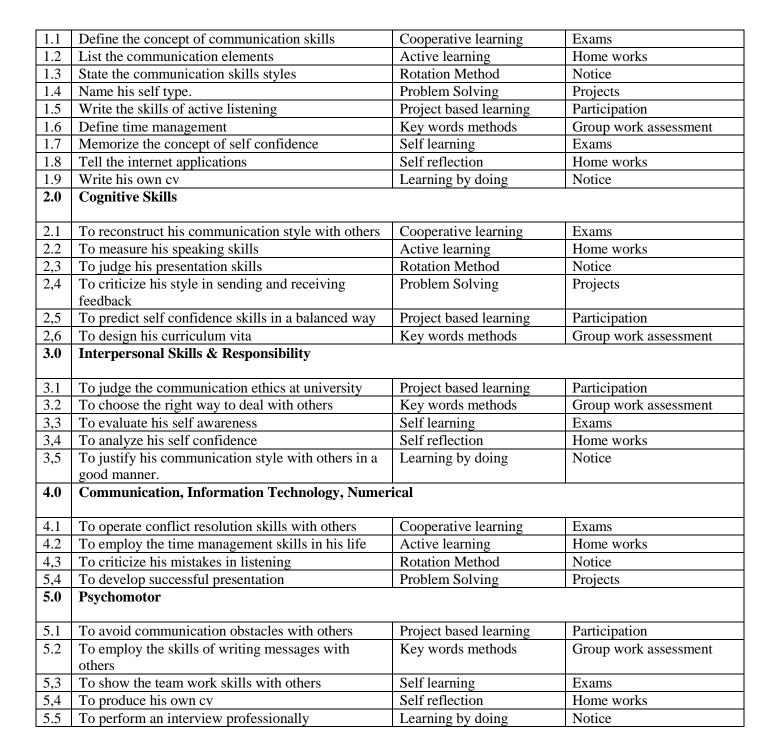
2. Course con	nponents (tot	tal contact ho	urs and credits	per semester):		
	Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours	15	4		10	5	30
Credit	15	4		10	5	30

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

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

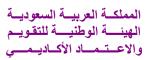
	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	Knowledge	-	

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5. Sc	hedule of Assessment Tasks for Students During the Semester		
	Assessment task	Week Due	Proportion of Total
			Assessment
1	Midterm test	6	20%





2	Final test	15	40%
3	Group project	13	20%
4	Presentation and, participation, attendence	15	20%

D. Student Academic Counseling and Support

1.	Arrangements	for a	availability	of	faculty	and	teaching	staff	for	individual	student	consultations	and
ac	ademic advice.	(incl	ude amount	of	time tea	chin	g staff are	expe	cted	to be avail	able eacl	h week)	

- (expected	office	hours t	for the	teaching	staff ner	semester is	6 h	Ours
- 1	capecieu	OHICE	Hours I	ioi un	t teaching	stan per	Schiester is	UΠ	ours

E. Learning Resources

1. List Required Textbooks

Suwwan, Basel Mohammad, Communication & learning skills, Amman, Dar Althaqafa, 2014.

- 2. List Essential References Materials (Journals, Reports, etc.)
- 3. List Recommended Textbooks and Reference Material (Journals, Reports, etc)
- 4. List Electronic Materials (eg. Web Sites, Social Media, Blackboard, etc.)

Power point slide for the same author, smart board

5. Other learning material such as computer-based programs/CD, professional standards or regulations and software.

Compact cd and pc's

F. Facilities Required

1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)

20 seats in each classroom

One book for each student

Data show or overhead projector

Smart board



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2. Computing resources (AV, data show, Smart Board, software, etc.)

AV,

data show,

Smart Board,

Software (PowerPoint slides)

3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)

Main Laptop and charger

Flash memory or cd for the software

Video player

Picture player

G Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching

On time feedback giving from the trainer

Team working between the student

Peer tutoring

Individual work

Individual assessment

Discussion

Presentation

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

Project presentation with discussion

Debate program

Cooperative learning

Classroom activities from the book

Role play

3 Processes for Improvement of Teaching

- To improve the content of the text book periodically according to the latest updated in the communication skills.
- To employ the ICT tools in learning.
- To reflect and monitor the student skills via authentic projects in the college

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To check marking by an independent member teaching staff of a sample of student work.To Share projects between the trainers
5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.
 To review the latest improvement in communication and learning skills that reflects on the text book b making new version. To promote the new techniques and training strategies
Faculty or Teaching Staff: MT. Basel Mohammad Suwwan
Signature: Basel Suwwan Date Report Completed: 14/12/2015

Dean/Department Head: Dean/Preparatory Year

Date: _____

Received by: Dr. Waleed Al Besher

Signature: