



Course Specifications

Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

MAJMA'AH UNIVERSITY

COURSE SPECIFICATION

GENERAL ENGLISH 2

PENG: 121



Course Specifications

Institution: Al-Majma'ah College	Date of Report: 15/12/2015
College/Department : English Department	

A. Course Identification and General Information

1. Course title and code: General English (PENG 121)		
2. Credit hours : 6Hours		
3. Program(s) in which the course is offered. Medicine, Medical Science, Computer, Science, Engineering and Dentistry		
4. Name of Coordinator responsible for the course: Malik Asif Ali		
5. Level/year at which this course is offered : Level 2/Second Semester (Preparatory Year)		
6. Pre-requisites for this course (if any) None		
7. Co-requisites for this course (if any): None		
8. Location if not on main campus: Preparatory Year buildings in Majmaah and Zulfi		
9. Mode of Instruction (mark all that apply)		
a. Traditional classroom	<input checked="" type="checkbox"/> What percentage?	<input type="text" value="90%"/>
b. Blended (traditional and online)	<input type="checkbox"/> What percentage?	<input type="text"/>
c. e-learning	<input checked="" type="checkbox"/> What percentage?	<input type="text" value="10%"/>
d. Correspondence	<input type="checkbox"/> What percentage?	<input type="text"/>
f. Other	<input type="checkbox"/> What percentage?	<input type="text"/>
Comments:		

B Objectives



<p>1. What is the main purpose for this course?</p> <p>➤ The purpose of this course is to develop students' receptive and productive language skills and sub-skills. It also aims to enable students to comprehend spoken English in extended conversation containing some unfamiliar words in familiar contexts, participate in increasingly extended conversations about topics beyond survival or routine activities, differentiate between fact and fiction in simplified reading material and some authentic material using a variety of word analysis skills to determine the meaning of new words, and organize relevant ideas and appropriate details into one or more clearly organized paragraph in a report or personal correspondence.</p>
<p>2. Briefly describe any plans for developing and improving the course that are being implemented.</p> <p><i>Workshops and presentations about the course teaching methodology</i></p>

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 , <u>Unit 19</u> –[Lesson 1,2,3 : Radio reporter , I want to do that , Computer training] Writing practice.	1	14
<u>Unit 20</u> - [Lesson 1,2,3: I made it! Look before you leap , Real estate] Writing Practice.	1	14
<u>Unit 21, 22</u> - [Lesson 1,2,3: Common ground, Just a trim , Commuter's tale] [Lesson 1,2,3: Model behavior 1, Model behavior 2, Emergency] Writing Practice.	1	14
<u>Unit 23</u> - [Lesson 1,2 ,3 : New York express, Chef's story , A good trip] Revision Units(19,20,21,22,23) Quiz.1 Level:3	1	14
<u>Unit 24, 25</u> -[Lesson 1,2,3 : He drives her crazy, Big house hunt, The post card] [Lesson 1,2,3 : The post card, Guest survey, Bargain hunting] Writing Practice.	1	14
<u>Unit 26</u> – [Lesson 1,2,3: Arrival tips, Schedules, Reporting live] Writing Practice.	1	14
<u>Unit 27</u> –[Lesson 1,2,3 The future , Nothing fancy, Good bye and good luck!] Writing Practice.	1	14
Quiz.2 Level:3 Speaking Exam Final Exam	1	14
<u>Unit 28,29</u> - [Lesson 1,2,3 : Start the day right, Potential client, He's famous] [Lesson 1,2,3 : New tenants, Life is tough , Home news] Writing Practice.	1	14



Unit 30, 31 – [Lesson 1,2,3: Sweet sixteen, You're my hero, The 2 a.m. rush] [Lesson 1,2,3 : Breakfast for your brain, No sense of color, Pastimes] (Revision Units:28,29,30,31) Quiz.1 Level:4	1	14
Unit 32,33,34 – [Lesson 1,2,3 : What day is it? Disasters, Interruptions] [Lesson 1,2,3 : Good things come in small packages, Run, Richard, run! The rules of the game][Lesson 1,2,3: A new man , Strange customs, Four Seasons Guide to Massachusetts]	1	14
Unit 35,36 - [Lesson 1,2,3 : You're impossible, The Jersey devil, First impression] [Lesson 1,2,3 : Parking downtown, Yvonne, Try groveling] (Revision of Level 4)	1	14
Unit 37, 38- [Lesson 1,2,3 : New work ethic, Another pedestrian crosswalk for Coolidge Corner? ,Let's have a star] [Lesson 1,2,3 : I can't find, Perfect harmony, A model museum] Writing Practice.	1	14
Unit 39 , 40- [Lesson 1,2,3 :Will she? Won't she? Rules, Table talk][Lesson 1,2,3 :The customer is always right, One more thing, Heart to heart]	1	14
Revision of all L4	1	14

2. Course components (total contact hours and credits per semester):						
	Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours	210	-	-	-	-	210
Credit	90	-	-	-	-	90

3. Additional private study/learning hours expected for students per week. ♦ 5 hours per week
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4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy
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	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	Knowledge		
1.1	This course is designed to give knowledge to the students about the development of their competence in oral communication.	Class discussion Collaborative learning.	Class participation



1.2	It will enable them to use their language skills in their education or at work places.	Group Assignments Team Work	Homework and Quizzes
2.0	Cognitive Skills		
2.1	Ability to listen and speak English Language in a proper way.	Learning strategies	Presentations
2.2	Abilities to express their feelings in different way.	-	Group work
3.0	Interpersonal Skills & Responsibility		
3.1	Students can build up their skills of communication, listening and evaluating their strengths and weaknesses by regular class discussions.	Individual counseling with students about their learning or writing difficulties	Performance in exams. Research papers.
3.2	Students can act responsibly and learn the skills of management by carrying out different group projects or individual assignments.	Lectures in which students can develop their skills by discussion.	Active class participation.
4.0	Communication, Information Technology, Numerical		
4.1	Use of PowerPoint, lap-top and projector systems.	Encourage students to bring web-based materials for the assignments.	Bonus marks for the web-based homework or assignments
5.1	Not Applicable.		

5. Schedule of Assessment Tasks for Students During the Semester			
	Assessment task	Week Due	Proportion of Total Assessment
1	Quiz1 , Quiz 2 (Level 3)	4	8%
2	Speaking & Final Exam (Level 3)	7	14%
3	Quiz 1, Quiz 2 (Level 4)	9	8%
4	Speaking & Final Exam (Level 4)	11	14%
5	Quiz 1, Quiz 2 (Level 5)	14	8%
7	Homework and participation	All along	8%
8	Final Exam	15	40%
9	Total	-	100%

D. Student Academic Counseling and Support

The staff members along with the Academic Counseling Committee offer advice to students in their office hours (4 hours a week), tell them about their attendance and give them warning letters when exceeding 5%, 10% and 15% of total contact hours.



E. Learning Resources

1. List Required Textbooks
<ul style="list-style-type: none">• Alexander, Louis George. <i>Direct English, Level 2</i> London: Linguaphone Group, Second Edition 2011.
2. List Essential References Materials (Journals, Reports, etc.)
<ul style="list-style-type: none">➤ General Exercises of Modern English for the support of Non-Native Speakers.
3. List Recommended Textbooks and Reference Material (Journals, Reports, etc)
N/A
4. List Electronic Materials (eg. Web Sites, Social Media, Blackboard, etc.)
<ul style="list-style-type: none">• Smart board• Laptops• Overhead Projector• TVs
N/A
5. Other learning material such as computer-based programs/CD, professional standards or regulations and software.
<ul style="list-style-type: none">➤ PowerPoint programs designed by Direct English ,Audio & Video CDs for the audio visual proficiency.

F. Facilities Required

1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)
Classrooms, 5 desks, 20 chairs for 20 students, 20 laptops, smart-boards and whiteboards.
2. Computing resources (AV, data show, Smart Board, software, etc.)
<ul style="list-style-type: none">➤ Laptop Computers, Electric Podiums, Projectors.
3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)
<ul style="list-style-type: none">➤ LCD screens with Satellite News Channels and proper internet attached connections.



G Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching

- **Online questionnaires**
- **Direct feedback to the academic supervisors.**

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

- An annual class evaluation of every teacher is carried out by a native speaker.
- Class observation done by supervisors.
- Evaluation to assess the ability of faculty members.

3 Processes for Improvement of Teaching

- By organizing different workshops about new teaching strategies about ESL learning abilities.
- By arranging the presentations among English teachers once a week for helping and sharing each other's methods and experiences.
- Regular meetings to solve the problems faced by the students or teachers.
- Arrangement of professional development conferences for creating a better work environment.
- Teachers should be rewarded for their extra efforts; such rewards can inspire them to pay more attention towards their duties.

4. Processes for Verifying Standards of Student Achievement

- Papers are marked by other teachers not by the class teachers; the same checked papers are then double checked to minimize the chances of errors.
- Exams are made by another institute or faculty to make it unseen for both teachers and students.

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



- Comparison of syllabus and course description with other universities and their method of teaching.
- Arrange annual meetings among faculty members to discuss the ideas for improvement.
- Have a curriculum committee to review the teaching methods , course

Faculty or Teaching Staff: Malik Asif Ali

Signature: _____

Date Report Completed: 15/12/2015

Received by: Dr. Waleed Al Beshar

Dean/Department Head: Dean/Preparatory Year

Signature: _____

Date: _____