



وكالة الجامعة للشؤون التعليمية
إدارة البرامج الدراسية والتطوير

نموذج (٥)

مختصر توصيف المقرر

(Course Syllabus)

NAJM 101

GENERAL ENGLISH-1 FOR BUSINESS AND
ADMINISTRATION

اسم المقرر:	
رقم المقرر:	
اسم ورقم المتطلب السابق:	
مستوى المقرر:	
الساعات المعتمدة:	

معلومات المقرر * (Course Information):

اسم المقرر:	General English1 (Business and Administration)
رقم المقرر:	NJM 101
اسم ورقم المتطلب السابق:	Secondary School Level
اسم ورقم المتطلب المرافق:	None
مستوى المقرر:	1
الساعات المعتمدة:	3
Module Title:	General English -1 (for Business and Administration)
Module ID:	NJM 101
Prerequisite (Co-requisite) :	Secondary School Level
Co-requisite :	Level
Course Level:	1
Credit Hours:	3

Module Description

وصف المقرر :

This is a general proficiency English course intended to develop the students' language skills beyond the secondary school level. It generally takes a communicative and integrated approach to the development of the four skills; listening, speaking, reading and writing. The course draws on

the most recent and latest perspectives and methods of teaching these skills and attempts to adapt them to the students' educational and socio-cultural milieu. To this end, instructor employ a set of process-based strategies that may include learner-centred, content-oriented (probably include ESP material), meaning-negotiation and socially-engaged tasks and activities. Grammar items are taught both inductively and deductively as this will make them more form-conscious while still using the grammatical items meaningfully and communicatively.

Instructors may utilize various classroom methods and techniques such as role-play, information-gap, information-transfer, project, opinion-sharing, etc. Assessment will preferably be varied and dynamic and utilizing some alternative-assessment strategies.

Textbook(s) may vary considerably but **TOPNOTCH (1)** and or **TOTAL ENGLISH** are recommended along with an ESP component that may be included if deemed appropriate and useful.

Module Aims

أهداف المقرر :

1	Possess a good command of the four skills (relative to their proficiency level): listening and speaking; reading and writing.	
2	Discuss various topics related to real life and strategies to cope with unknown vocabulary, develop fluency, listen to general passages, summarizing text, listen for gist, and detail.	
4	Describe people, things and situations.	
5	Possess some writing skills (both top-down and bottom-up, process-based and product-based writing strategies: Identifying paragraph format, indentation, margins, topic, topic sentences, and supporting sentences	
6	Write simple descriptive and narrative paragraphs.	
7	Comprehend various texts for a critical analysis.	
8	Use internet and social media to have better communicative skills.	
9	Compare and contrast things.	

مخرجات التعليم: Learning Outcome

1	Listen, speak, read and write English fluently and accurately (relative to their intermediate-post intermediate levels).
2	Understanding basic sentence structure, develop basic handwriting, grammatical forms and basic punctuation.

3	Write simple narrative and descriptive paragraphs
4	Describe people, things and situations
5	Read for a purpose and use background knowledge for a more effective interaction with a text.
6	Use English to communicate effectively in a variety of situations and contexts.
7	Discuss various topics in good, clear and appropriate English.
8	Compare people and things using the right and appropriate forms (e.g. comparatives and superlatives).

Course Contents: محتوى المقرر:

ساعات التدريس (Hours)	عدد الأسابيع (Weeks)	قائمة الموضوعات (Subjects)
3	1,2,	Orientation with English Department and Introduction to the Course
9	3,4,5	Unit 1 Name and Occupations
9	6,7,8	Unit 2 Relationship
6	9,10	Unit 3 Directions and Transportation
9	11,12,13	Unit 4 People
9	14,15	Unit 5 Events and Times

Textbook and References: الكتاب المقرر والمراجع المساندة:

ISBN	سنة النشر Publishing Year	اسم الناشر Publisher	اسم المؤلف (رئيسي) Author's Name	اسم الكتاب المقرر Textbook title
ISBN 10: 0133819264 ISBN 13: 9780133819267	2012	Pearson	Joan Saslow and Allen Ascher	Top Notch FUNDAMENTALS
	سنة النشر Publishing Year	اسم الناشر Publisher	اسم المؤلف (رئيسي) Author's Name	اسم المرجع Reference
ISBN9788130928470	2017	W. W. Norton and Company New York	Laura Brown	How to Write Anything A Complete Guide
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				Oxford Learners' Dictionary
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* يتم تعبئة معلومات المقرر فقط باللغتين العربية والانجليزية وباقي المعلومات بلغة التدريس المعتمدة ويكرر لكل مقرر في الخطة الدراسية

* Course Information should be filled in Arabic and English. Other information should be filled using the approved teaching language at the college.

Online References:

1. <http://www.bbc.co.uk/skillswise/topic-group/speaking-and-listening>
2. www.eslcafe.com
3. www.geocities.com/soho/atrium
4. www.204.pair.com/ebaack
5. www.io.com
6. <http://owl.english.purdue.edu/>
7. www.better.english.com
8. www.eviews.net/references.html
9. www.ohiou.edu/esl/english/index.html
10. EnglishExercises.org

***Note:** There is no rigidity about textbooks. The Units can be chosen from the prescribed textbooks or supplemented from other resources in consonance with the course requirements.