



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

## **ATTACHMENT 5.**

# **T6. COURSE SPECIFICATIONS (CS)**



هيئة تقويم التعليم  
Education Evaluation Commission

## Course Specifications

<b>Institution:</b> Umm Al-Qura University	<b>Date:</b> 22/12/2020
<b>College/Department:</b> Al Jamoum University College	

### A. Course Identification and General Information

<b>1. Course title and code:</b> English Language 23091103-4			
<b>2. Credit hours:</b> 4.0			
<b>3. Program(s) in which the course is offered.</b> (If general elective available in many programs indicate this rather than list programs) Applied Sciences			
<b>4. Name of faculty member responsible for the course:</b> Faculty members of English- Al-Jamoum University College			
<b>5. Level/year at which this course is offered:</b> Level 1/Year 1			
<b>6. Pre-requisites for this course (if any):</b> None			
<b>7. Co-requisites for this course (if any):</b> None			
<b>8. Location if not on main campus:</b> Al-Jamoum University College			
<b>9. Mode of Instruction (mark all that apply):</b>			
a. traditional classroom	<input checked="" type="checkbox"/>	What percentage?	<input type="text" value="100%"/>
b. blended (traditional and online)	<input type="checkbox"/>	What percentage?	<input type="text"/>
c. e-learning	<input type="checkbox"/>	What percentage?	<input type="text"/>
d. correspondence	<input type="checkbox"/>	What percentage?	<input type="text"/>
f. other	<input type="checkbox"/>	What percentage?	<input type="text"/>
<b>Comments:</b>  The course is offered online now due to the pandemic.			

## B Objectives

### 1. What is the main purpose for this course?

The aim of this EGP (English for General Purposes) course is to develop the language and skills that the students need to succeed in their programs. It enables students to communicate in English effectively. It integrates all language skills grammar, vocabulary, reading, writing, listening, and speaking.

Students are required to successfully pass this courses in order to enroll in the English for Specific Purposes (ESP) course in the second semester.

2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)

## C. Course Description (Note: General description in the form used in Bulletin or handbook)

**Course Description:** English Language 23091103-4 is an EGP (English for General Purposes) course designed for students who study Applied Sciences. It runs in the first semester of every year. The course is offered in 16 weeks with a 10-hour-per-week teaching plan. The New textbook, *Milestones in English*, contains ten units. Each unit consists of five lessons. The first two lessons of each units focus mainly on grammar while the other three focus on the rest of the skills including writing. The Workbook contains additional exercises. *Milestones in English* also incorporates an additional online component which is the Oxford Online Skills Program. It provides a variety of materials and exercises for extra practice on the fours skills.

English Language 23091103-4 aims to develop the necessary skills that would enable students to read, write and speak the English language effectively. It prepares them for the English for Specific Purposes course (English for Science 23091104-4) offered in the second semester. Students are required to successfully complete this course before enrolling in the ESP course.

### 1. Topics to be Covered

List of Topics	No. of Weeks	Contact hours
Orientation	Week 1	
Unit 1: Introduction	Week 2	10
Unit 2: People and places	Week 3	10
Unit 3: Family and things	Week 4, 5	10
Portfolio	Week 5	3
Unit 4: Food around the world	Week 5, 6	10

Review	Week 6	3
Unit 5: Free Time	Week 7	10
Midterm Exam	Week 8	
Unit 6: Daily life	Week 9,10	10
Unit 7: The world around us	Week 11	10
Unit 8: Life in the past	Week 12, 13	10
Review	Week 13	3
Unit 9: Famous people	Week 14	10
Unit 10: Plans	Week 15	10
Review	Week 15	3
Final Exam	Week 16	2

**2. Course components (total contact hours and credits per semester):**

	Lecture	Tutorial	Laboratory/ Studio	Practical	Other:	Total
<b>Contact Hours</b>	10 per week (16 weeks)					10 per week (16 weeks)
<b>Credit</b>	4.0					4.0

**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**

**On the table below are the five NQF Learning Domains, numbered in the left column.**

**First**, insert the suitable and measurable course learning outcomes required in the appropriate learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each course learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process. (Courses are not required to include learning outcomes from each domain.)

Code #	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
<b>1.0</b>	<b>Knowledge</b>		
1.1	<u>Vocabulary:</u> <ul style="list-style-type: none"> <li>Students will be able to build their English vocabulary repertoire.</li> <li>Students will be able to use a sufficient range of vocabulary to communicate on a range of topics mostly at the general level.</li> </ul>	<ul style="list-style-type: none"> <li>Vocabulary records</li> <li>Use of dictionaries</li> <li>Encouraging students to use the new vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>Vocabulary multiple choice items in quizzes, midterm and final exams.</li> </ul>



		<ul style="list-style-type: none"> <li>▪ A variety of vocabulary exercises</li> <li>▪ Workbook vocabulary exercises</li> <li>▪ Oxford online skills program</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continuous assessment of the use of vocabulary through classroom exchanges and group discussions throughout the semester.</li> <li>▪ Assessment of the students' ability to use vocabulary in oral presentations on relevant topics.</li> </ul>
1.2	<p><u>Grammar:</u></p> <ul style="list-style-type: none"> <li>▪ Students will be able to understand and use a sufficient range of grammatical structures while being engaged in the four language skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Explaining grammatical rules in details</li> <li>▪ Giving the opportunity to practice each grammatical rule</li> <li>▪ Encouraging students to use grammar appropriately</li> <li>▪ Grammar worksheets</li> <li>▪ A variety of grammar exercises</li> <li>▪ Workbook grammar exercises</li> <li>▪ The Oxford Online Skills Program</li> </ul>	<ul style="list-style-type: none"> <li>▪ Grammar multiple choice items in quizzes, midterm and final exams.</li> <li>▪ Continuous assessment of the use of grammatical structures through classroom exchanges, tasks and assignments throughout the semester.</li> <li>▪ Assessment of the students' ability to use a range of grammatical structures in oral presentations.</li> </ul>
<b>2.0</b>	<b>Cognitive Skills</b>		
2.1	<p><u>Reading:</u></p> <ul style="list-style-type: none"> <li>▪ Students will be able to comprehend and process English texts on a range of topics and answer questions about them.</li> </ul>	<ul style="list-style-type: none"> <li>▪ An integrative approach to teaching all language skills.</li> <li>▪ A variety of exercises</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reading and listening comprehension tasks in quizzes, midterm and final exams.</li> <li>▪ Continuous assessment of</li> </ul>
2.2	<p><u>Writing:</u></p> <ul style="list-style-type: none"> <li>▪ Students will be able to write effectively in English for various general and academic purposes using</li> </ul>		

	the conventions of standard English.	<ul style="list-style-type: none"> <li>▪ Workbook exercises</li> <li>▪ Oxford online skills program.</li> </ul>	<p>students' ability to read and listen to English texts throughout the semester.</p> <ul style="list-style-type: none"> <li>▪ Continuous assessment of students' speaking and writing abilities in tasks and assignments throughout the semester.</li> <li>▪ Oral presentation on a relevant topic.</li> </ul>
2.3	<p><u>Listening:</u></p> <ul style="list-style-type: none"> <li>▪ Students will be able to understand English dialogues and identify the overall message as well as specific details.</li> </ul>		
2.4	<p><u>Speaking:</u></p> <ul style="list-style-type: none"> <li>▪ Students will be able to express their ideas and communicate in English.</li> <li>▪ Students will be able to present topics orally in English.</li> </ul>		
<b>3.0</b>	<b>Interpersonal Skills &amp; Responsibility</b>		
3.1	<p><u>Pragmatics and Social communication:</u></p> <ul style="list-style-type: none"> <li>▪ Students will be able engage in discussions and interact in English.</li> <li>▪ Students will be able to use speech acts and formulaic expressions appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Encouraging active engagement in English</li> <li>▪ Explicit teaching of speech acts and formulaic expressions and encouraging students to use them in roleplay and other activities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continuous assessment of student's ability to communicate in English through classroom exchanges and group discussions.</li> <li>▪ Continuous assessment of the use of speech acts and formulaic expressions through a variety of exercises and assignments throughout the semester.</li> <li>▪ Oral presentation assessment with a focus on clear message delivery.</li> </ul>
<b>4.0</b>	<b>Communication, Information Technology, Numerical</b>		
4.1	<p><u>Numerical skills:</u></p> <ul style="list-style-type: none"> <li>▪ Students will be able to read and write dates, quantities, and different forms of numbers correctly.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Explicit teaching of how to read and write different forms of numbers, quantities and dates.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continuous assessment of student's ability to use numbers appropriately</li> </ul>

		<ul style="list-style-type: none"> <li>Encouraging students to use them appropriately in their spoken and written outputs.</li> </ul>	through classroom exchanges, group discussions and writing assignments.
<b>5.0</b>	<b>Psychomotor</b>		
5.1	Not applicable		

5. Schedule of Assessment Tasks for Students During the Semester			
	Assessment task (i.e., essay, test, quizzes, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	Coursework (including quizzes, assignments, presentations and participation)	All semester	20%
2	Midterm exam	7 or 8	30%
3	Final exam	16	50%

#### D. Student Academic Counseling and Support

<p><b>1. Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)</b> four office hours a week. email</p>
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#### E Learning Resources

<p><b>1. List Required Textbooks</b></p> <ul style="list-style-type: none"> <li>Philpot, S. (2016). <i>Milestones in English: Student's Book with Online skills (A1)</i>. Oxford University Press. Oxford, UK.</li> <li>Aldridge-Morris, K. (2016). <i>Milestones in English: Workbook (A1)</i>. Oxford University Press. Oxford, UK.</li> </ul>
<p><b>2. List Essential References Materials (Journals, Reports, etc.)</b></p> <ul style="list-style-type: none"> <li>Lea, D., Bull, V. &amp; Webb, S. (eds.) (2014). <i>Oxford Learner's Dictionary of Academic English</i>. Oxford: Oxford University Press.</li> </ul>
<p><b>3. List Electronic Materials, Web Sites, Facebook, Twitter, etc.</b> The Online Skills Program provided by Oxford (<a href="http://www.oxfordlearn.com">www.oxfordlearn.com</a>)</p>
<p><b>4. Other learning material such as computer-based programs/CD, professional standards or regulations and software.</b> None.</p>

## F. Facilities Required

<b>Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access, etc.)</b>
<b>1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)</b> <ul style="list-style-type: none"> <li>▪ Language laboratories/classrooms with internet access.</li> </ul>
<b>2. Technology resources (AV, data show, Smart Board, software, etc.)</b> <ul style="list-style-type: none"> <li>▪ Data show or smart board</li> <li>▪ Computer</li> <li>▪ Speakers</li> </ul>
<b>3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)</b> None.

## G Course Evaluation and Improvement Processes

<b>1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching</b> End of term college evaluation of course by students
<b>2. Other Strategies for Evaluation of Teaching by the Instructor or by the Department</b> The University evaluation of the course
<b>3. Processes for Improvement of Teaching</b> Teachers are encouraged to attend workshops and professional development conferences.
<b>4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments with staff at another institution)</b> <ul style="list-style-type: none"> <li>▪ By the end of the semester, instructors submit a course report for every group they have taught.</li> <li>▪ Check marking of a sample of examination papers either by a resident or visiting faculty member.</li> <li>▪ Students who believe they are under graded can have their papers checked by a second reader.</li> </ul>
<b>5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.</b>

Name of Course Instructor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Specification Completed: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_