

**ATTACHMENT 5.**

**Kingdom of Saudi Arabia  
The National Commission for Academic Accreditation &  
Assessment**

**T6. Course Specifications  
(CS)**

## Course Specifications

Institution: <i>King Khalid University</i>	Date: <i>2016</i>
College/Department: <i>Faculty of Languages and Translation, Department of English</i>	

### A. Course Identification and General Information

1. Course title and code: <i>Writing for Specific Purposes, (ENG 311)</i>
2. Credit hours: <i>3 Hours</i>
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs) <i>BA in English</i>
4. Name of faculty member responsible for the course: <i>Abdelhamid Bessaid</i>
5. Level/year at which this course is offered: <i>Level 6</i>
6. Pre-requisites for this course (if any): <i>ENG 217</i>
7. Co-requisites for this course (if any): <i>N.A</i>
8. Location if not on main campus:
9. Mode of Instruction (mark all that apply)
a. traditional classroom <b>100%</b>
b. blended (traditional and online.)
c. e-learning
d. correspondence
f. other
Comments: Each student is required to have a copybook in which he undertakes the different lectures and illustrative examples & exercises.

### ***B Objectives***

1. What is the main purpose for this course?

Summary of the main learning outcomes for students enrolled in the course.

- 1- To introduce students to practical writing as a discipline, specifically business English
- 2- To help students to develop skills necessary for composing business proposals; writing-up the minutes of meetings, business letters, memo, autobiographies, and request for information
- 3- Filling up job applications, résumés and compiling CVs (Curriculum Vitae)

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)

The same course is partially offered online. Some slight changes may be introduced to improve the course further.

Encouraging the students to make use of material available online.

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

Course Description: This course emphasizes on writing development to add a hands-on element to the academic skills that they have acquired in writing 1-4. Apart from reinforcing their skills of writing (the use of conventions and mechanics of written English, the appropriate and effective application of English structure, and the effective use of vocabulary), the course aims at the practical application of English language skills in the work environment.

### ***1. Topics to be Covered***

<i>List of Topics</i>	No. of Weeks	Contact hours
<b><i>1-</i></b> Presentation and Structuring of Business Documents; Salient features of Business Communication	<b>2</b>	<b>6</b>

2- Writing formats: Memos, Fax, E-mail	<b>2</b>	<b>6</b>
3- Job Applications: Résumé Writing, Curriculum Vitae	<b>2</b>	<b>6</b>
Revision, Drafting, Editing & First Mid-Term Exam (7 <sup>th</sup> Week)	<b>1</b>	<b>3</b>
4- College Applications: Request for Information	<b>2</b>	<b>6</b>
5- Writing an Autobiography	<b>1</b>	<b>3</b>
6- Writing Agenda and Minutes of the Meeting	<b>1</b>	<b>3</b>
7- Book Report	<b>1</b>	<b>3</b>
Revision, Drafting, Editing & Second Mid- Term Exam (13 <sup>th</sup> Week)	<b>1</b>	<b>3</b>
8- Writing a Term Paper: Writing a Bibliography	<b>2</b>	<b>6</b>
Revision, Drafting, Editing & Final Exam ( 16 <sup>th</sup> Week)	<b>1</b>	<b>3</b>

<b>2. Course components</b> (total contact hours and credits per semester):						
	Lecture	Tutorial	Laboratory or Studio	Practical	Other:	Total
Contact Hours	<b>48 hrs.</b>					<b>48</b>
Credit	<b>3</b>					<b>3</b>

3. Additional private study/learning hours expected for students per week.  
This should be an average for the semester not a specific requirement in each week. 48 hrs.

**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> Description of the knowledge to be acquired.		
1.1	Acquiring conventions and mechanics of written English-grammar and vocabulary.	Lecturing Discussion, Practicing writing formats.	Oral Questioning, Assignments.
1.2	Producing writing formats of business / official documents.	Pair work and Group work	Quizzes, and Mid-Term Exams.
<b>2.0</b>	<b>Cognitive Skills</b> Cognitive skills to be developed:		
2.1	Reasoning faculty with special focus on induction, deduction and cause/effect relationships.	Emphasizing the process of writing through the use of logical reasoning and elaboration.	Through general comprehension of the subject matter by examining their individual behavior vis-à-vis their classroom participation and interpersonal relationships.

<b>3.0</b>	<b>Interpersonal Skills &amp; Responsibility</b> Description of the interpersonal skills and capacity to carry responsibility to be developed.		
3.1	Communication with confidence both in writing and speech in work environment.	Teaching by elaborating the writing process and encouraging students' input	Observing students' interaction in pair/group work.
3.2	Interact with co-workers as an individual or as a part of team.	Teaching by focusing the group/ pair works.	Noting each members' interaction as part of the team
<b>4.0</b>	<b>Communication, Information Technology, Numerical</b>		
4.1	NA	NA	NA
4.2	NA	NA	NA
<b>5.0</b>	<b>Psychomotor</b> NA		
5.1	NA	NA	NA
5.2	NA	NA	NA

**5. Map course LOs with the program LOs.** (Place course LO #s in the left column and program LO #s across the top.)

Course LOs #	Program Learning Outcomes (Use Program LO Code #s provided in the Program Specifications)								
	1.1	1.2	1.3	2.1	2.2	3.1	3.2	4.1	4.2
1.1									
1.2									
2.1									
2.1									
3.1									
3.2									
4.1									
4.2									

**6. Schedule of Assessment Tasks for Students During the Semester**

	Assessment task (e.g. essay, test, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	Mid- term 1	7 <sup>th</sup> week	20%
2	Quiz	9 <sup>th</sup> week	10%
3	Mid-term 2	13 <sup>th</sup> week	20%
4	Final Exam	16 <sup>th</sup> week	50%

#### ***D. Student Academic Counseling and Support***

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)

Teachers are available 8 hours every week in their offices to provide individual student consulting.

#### ***E Learning Resources***

1. List Required Textbooks
  - a- Successful Writing at Work (2009) by Philip Colin. ([www.cengage.co.uk](http://www.cengage.co.uk))
  - b- Material prepared by the department

2. List Essential References Materials (Journals, Reports, etc.)

Oxford Advanced Learner's Dictionary.

3. List Recommended Textbooks and Reference Material (Journals, Reports, etc.)

NA

4. List Electronic Materials, Web Sites, Facebook, Twitter, etc.

NA

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

#### ***F. Facilities Required***

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.)

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

NA

2. Computing resources (AV, data show, Smart Board, software, etc.) NA
3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)  NA

### ***G Course Evaluation and Improvement Processes***

<p><b>1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching</b> Confidential completion of standard course evaluation questionnaire by students at the end of each semester. Occasional student-faculty meetings to get students' feedback.</p>
<p><b>2. Other Strategies for Evaluation of Teaching by the Instructor or by the Department</b> In-class observation by other colleagues Peer observation Observation by external experts</p>
<p><b>3 Processes for Improvement of Teaching</b> Workshops by internal and external experts Coordination between teachers of different sections of the same course Training and orientation for new instructors of the course</p>
<p><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> Establishing guidelines for uniformity, objectives, and fairness of evaluation standards by the department Mutual checking of random samples of examination papers by the coordinators and other teachers of the same course</p>
<p><b>5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.</b> Regular meetings between teachers and course coordinator Regular meeting by the Curriculum Review Committee Departmental council meetings to discuss and finalize proposals made by the Curriculum Review Committee.</p>



Name of Instructor: **ABDELHAMID BESSAID**

Signature: \_\_\_\_\_ Date Report Completed: April 6<sup>th</sup>, 2016

Name of Field Experience Teaching Staff

Program Coordinator: **ABDELHAMID BESSAID**

Signature: \_\_\_\_\_ Date Received: April 6<sup>th</sup>, 2016

Name(s) of instructor(s): **Dr. ABDELWAHED AL ZUMHOR**