

Communication Skills 110

Course Title	English Code /No	contact hours / week			C.H.
		Th.	Pr.	Tr.	TCH
Communication Skills	COMM 101	3	-	-	3
Pre-requisites:	None				

Brief contents, to be posted in university site and documents(4-5 lines):

COMM 101 is structured as an introductory communication course. It is designed to expose students to the theories, skills, and strategies needed to become effective communicators in academic and professional settings. It explains the major theories of human communication and persuasion in interpersonal, small group, and public communication contexts. The course also focuses on effective communication skills and strategies for writing reports and CV's and for preparing and delivering effective presentations.

Objectives :

Upon successful completion of the course students should be able to:

- Identify and describe the basic components of the communication model, the various types of communication, and the role communication plays to satisfy needs.
- Describe the different skills and strategies that enhance communication effectiveness
- Explain the major concepts used to describe interpersonal and small group processes
- Observe and utilize the recommended strategies for developing and delivering and evaluating effective public presentations.

Course Outcomes :

o Knowledge :

- This course requires the students to demonstrate the following:
- Appreciate the importance of communication for succeeding in the work environment and in personal relationships
- Demonstrate the skills and strategies essential for effective interpersonal communication
- Recognise ways to communicate with greater confidence and overcome anxiety
- Explain the major concepts used to describe interpersonal processes

o Cognitive Skills :

This course will enable students to:

- Explain and analyze the different communication theories and communication contexts
- Choose the appropriate communication techniques and skills to improve and enhance the vocal message
- Identify the steps in preparing and delivering presentation material
- Demonstrate mastery of the skills needed for writing CV's, reports and personal interviews.

English Language Level One - ELI 101

Course Title	English Code /No	contact hours / week			C.H.
		Th.	Pr.	Tr.	TCH
English Language Level One	ELI 101	18	-	-	0
Pre-requisites:	Oxford Online Placement Test (OOPT) score corresponding to beginner proficiency level and below				

Brief contents, to be posted in university site and documents(4-5 lines):

ELI 101 is a beginner course intended to provide students with a foundation from which they can advance from A1 Breakthrough to A2 Waystage on the Common European Framework of Reference for Languages (CEFR). It is a seven-week module course with 18 hours of instruction each week.

Objectives :

The course is intended to accomplish its goal in one full academic module of 7 weeks through developing students' language skills to:

1. Read and understand basic expressions and short, simple texts.
2. Engage in simple oral communications in order to provide and obtain essential information, using appropriate pronunciation and vocabulary*.
3. Write basic, simple sentences leading to a paragraph using appropriate vocabulary*.
4. Demonstrate limited control of basic vocabulary* and essential grammatical structures. o vocabulary from the word lists for units 19- and 11

Course Outcomes :

See the detailed 101 SLOs document in the ELI Curriculum Guide 20122013/.

Text book :

The core textbook is Soars, John and Liz, (2011), New Headway Plus Beginner Student's Book, Special Edition, Oxford University Press with the following support resources:

- o Workbook with DVD-ROM.
- o Learning Management System (LMS) for online practice at www.headwayplusonline.com accessed with the Student's Access Code found in the back of the Student's Book.
- o Headway Plus Beginner Writing Guide for additional writing support.

Other Information Resources :

http://eli.kau.edu.sa/Default.aspx?Site_ID=126&Lng=AR

o Assessment :

Student achievement is measured from a variety of assessment perspectives, including mid-module and final examinations (70%), two writing examinations (10%), two speaking examinations (10%) and continuous assessment/portfolio (10%). The mid-module and final examinations focus on listening and reading comprehension, grammar usage, and vocabulary. Continuous assessment/portfolio includes writing and reading assignments.

The assessment tools are designed and administered as follows:

o Mid-Module Examination :

- o Content: Listening & Reading Comprehension, Grammar Usage, Vocabulary.
- o Format: Multiple Choice Questions (MCQs).
- o Frequency: One mid-module exam.
- o Time: 90 minutes.
- o Weight: 30% of final grade.

o Final Examination :

- o Content: Listening & Reading Comprehension, Grammar Usage, Vocabulary.
- o Format: Multiple Choice Questions (MCQs).
- o Frequency: One at end of module.
- o Time: 105 minutes.
- o Weight: 40% of final grade.

o Writing Examination :

- o Content: A series of complete simple sentences forming a descriptive paragraph, displaying control of appropriate spelling, grammar, vocabulary, punctuation and capitalization for this level in legible, neat, and comprehensible writing.
- o Frequency: Two per module.
- o Time: 30 minutes.
- o Weight: 10% of the final grade.

o Speaking Examination :

- o Content: Simple oral communication using high frequency vocabulary and basic sentence structures for this level.
- o Format: Short Interview followed by a picture description task.
- o Frequency: Two per module.
- o Time: Approximately 5 minutes.
- o Weight: 10% of the final grade.

o Continuous Assessment (Portfolio) :

- o Content: A variety of writing tasks and Reading Circles' assignments.
- o Format: Headway Plus Beginner Writing Guide and Graded Readers.
- o Weight: 10% of the final grade.

o Disclaimer :

Dates for the examinations will vary each module depending on the University calendar. Exact dates will be announced. Students are expected to present original work in all examinations. Plagiarism or copying the work of others in any form invalidates a test assessment, resulting in no credit or mark for that work.

English Language Level Two - ELI 102

Course Title	English Code /No	contact hours / week			C.H.
		Th.	Pr.	Tr.	TCH
English Language Level Two	ELI 102	18	-	-	2

Pre-requisites: Successful completion of ELI 101 or an Oxford Online Placement Test score corresponding to high beginner proficiency level.

Brief contents, to be posted in university site and documents(4-5 lines):

ELI 102 is an elementary level course aiming to build and further develop language proficiency at A2 Waystage level on the Common European Framework of Reference for Languages (CEFR), moving towards a higher level of proficiency at this stage. It is a seven-week module course with 18 hours of instruction each week.

Objectives :

The course is intended to accomplish its goal in one full academic module of 7 weeks through developing students' language skills to:

1. Read and understand simple texts and a range of high frequency vocabulary* in context.
2. Understand simple, spoken texts on familiar topics and talk about aspects of personal and everyday life, using appropriate vocabulary* and stress, intonation and rhythm.
3. Write simple cohesive paragraphs on familiar topics using appropriate vocabulary*.
4. Demonstrate some control of everyday high frequency* vocabulary and essential grammatical structures allowing for occasional inconsistencies.
 - o vocabulary from the word lists for units 24- and 713-.

Course Outcomes :

See the detailed 102 SLOs document in the ELI Curriculum Guide 20122013/.

Text book :

The core textbook is Soars, John and Liz, (2011), New Headway Plus Elementary Student's Book, Special Edition, Oxford University Press with the following support resources:

- o Workbook with DVD-ROM
- o Learning Management System (LMS) for online practice at www.headwayplusonline.com accessed with the Student's Access Code found in the back of the Student's Book.
- o Headway Plus Elementary Writing Guide for additional writing support.

Other Information Resources :

http://eli.kau.edu.sa/Default.aspx?Site_ID=126&Lng=AR

o Assessment :

Student achievement is measured from a variety of assessment perspectives, including mid-module and final examinations (70%), two writing examinations (10%), two speaking examinations (10%) and continuous assessment/portfolio (10%). The mid-module and final examinations focus on listening and reading comprehension, grammar usage, and vocabulary. Continuous assessment/portfolio includes writing and reading assignments.

The assessment tools are designed and administered as follows:

o Mid-Module Examination :

- o Content: Listening & Reading Comprehension, Grammar Usage, Vocabulary.
- o Format: Multiple Choice Questions (MCQs).
- o Frequency: One mid-module exam.
- o Time: 90 minutes.
- o Weight: 30% of final grade.

o Final Examination :

- o Content: Listening & Reading Comprehension, Grammar Usage, Vocabulary.
- o Format: Multiple Choice Questions (MCQs).
- o Frequency: One at end of module.
- o Time: 105 minutes.
- o Weight: 40% of final grade.

o Writing Examination :

- o Content: One or two cohesive narrative or descriptive paragraph(s), using facts, opinions, appropriate introduction and flow of events, accurate spelling, appropriate grammatical and lexical range and accuracy for this level in legible, neat, and comprehensible writing.
- o Frequency: Two per module.
- o Time: 30 minutes.
- o Weight: 10% of the final grade.

o Speaking Examination :

- o Content: Simple oral communication using high frequency vocabulary and basic sentence structures for this level.
- o Format: Interview followed by a picture description.
- o Frequency: Two per module.
- o Approximately 5 minutes.
- o Weight: 10% of the final grade.

o Continuous Assessment (Portfolio) :

- o Content: A variety of writing tasks and Reading Circles' assignments.
- o Format: Headway Plus Beginner Writing Guide and Graded Readers.
- o Weight: 10% of the final grade.

o Disclaimer:

Dates for the examinations will vary each module depending on the University calendar. Exact dates will be announced. Students are expected to present original work in all examinations. Plagiarism or copying the work of others in any form invalidates a test assessment, resulting in no credit or mark for that work.

English Language Level Three - ELI 103

Course Title	English Code /No	contact hours / week			C.H.
		Th.	Pr.	Tr.	TCH
English Language Level Three	ELI 103	18	-	-	2
Pre-requisites:	Successful completion of ELI 102 or an Oxford Online Placement Test score corresponding to elementary proficiency level.				

Brief contents, to be posted in university site and documents(4-5 lines):

ELI 103 is a pre-intermediate level course aiming to build and further improve language proficiency at A2 Waystage level on the Common European Framework of Reference for Languages (CEFR), moving into the B1 Threshold on the CEFR. It is a seven-week module course with 18 hours of instruction each week.

Objectives :

The course is intended to accomplish its goal in one full academic module of 7 weeks through developing students' language skills to:

1. Read and understand the main ideas of a variety of texts.
 2. Understand the main ideas in short oral communications and participate effectively in a short conversation using appropriate language.
 3. Produce a range of text types using coherent and cohesive paragraphs and appropriate vocabulary* in an adequately developed response.
 4. Demonstrate control of a limited range of vocabulary* and grammatical structures with minor inconsistencies.
- o vocabulary from the word lists for units 312-.

Course Outcomes :

See the detailed 103 SLOs document in the ELI Curriculum Guide 2012/2013.

Text book :

The core textbook is Soars, John and Liz, (2011), New Headway Plus Pre-Intermediate Student's Book, Special Edition, Oxford University Press with the following support resources:

- o Workbook with DVD-ROM.
- o Learning Management System (LMS) for online practice at www.headwayplusonline.com accessed with the Student's Access Code found in the back of the Student's Book.
- o Headway Plus Pre-Intermediate Writing Guide for additional writing support.

Other Information Resources :

http://eli.kau.edu.sa/Default.aspx?Site_ID=126&Lng=AR

o Assessment :

Student achievement is measured from a variety of assessment perspectives, including mid-module and final examinations (70%), two writing examinations (10%), two speaking examinations (10%) and continuous assessment/portfolio (10%). The mid-module and final examinations focus on listening and reading comprehension, grammar usage, and vocabulary. Continuous assessment/portfolio includes writing and reading assignments.

The assessment tools are designed and administered as follows:

o Mid-Module Examination :

- o Content: Listening & Reading Comprehension, Grammar Usage, Vocabulary.
- o Format: Multiple Choice Questions (MCQs).
- o Frequency: One mid-module exam.
- o Time: 90 minutes.
- o Weight: 30% of final grade.

o Final Examination :

- o Content: Listening & Reading Comprehension, Grammar Usage, Vocabulary
- o Format: Multiple Choice Questions (MCQs).
- o Frequency: One at end of module.
- o Time: 105 minutes.
- o Weight: 40% of final grade.

o Writing Examination :

- o Content: Two to three coherent and cohesive paragraphs (descriptive, narrative, or discursive), using facts, opinions, appropriate introduction, supporting details, conclusion, and displaying accurate spelling and appropriate grammatical and lexical range and accuracy for this level in legible, neat, and comprehensible writing.
- o Frequency: Two per module.
- o Time: 30 minutes.
- o Weight: The average of the two writing exam grades is 10% of the final grade.

o Speaking Examination :

- o Content: A short talk on a familiar topic.
- o Format: A talk delivered in front of the assessors.
- o Frequency: Two per module.
- o Time: Approximately 7 minutes.
- o Weight: 10% of the final grade.

o Continuous Assessment (Portfolio) :

- o Content: A variety of writing tasks and Reading Circles' assignments.
- o Format: Headway Plus Pre-Intermediate Writing Guide and Graded Readers.
- o Weight: 10% of the final grade.

o Disclaimer :

Dates for the examinations will vary each module depending on the University calendar. Exact dates will be announced. Students are expected to present original work in all examinations. Plagiarism or copying the work of others in any form invalidates a test assessment, resulting in no credit or mark for that work.

English Language Level Four - ELI 104

Course Title	English Code /No	contact hours / week			C.H.
		Th.	Pr.	Tr.	TCH
English Language Level Four	ELI 104	18	-	-	2
Pre-requisites:	Successful completion of ELI 103 or an Oxford Online Placement Test score corresponding to pre-intermediate proficiency level.				
Brief contents, to be posted in university site and documents(4-5 lines): ELI 104 is an intermediate level course aiming to build and further improve language proficiency at B1 Threshold level on the Common European Framework of Reference for Languages (CEFR). It is a seven-week module course with 18 hours of instruction each week.					

Objectives :

The course is intended to accomplish its goal in one full academic module of 7 weeks through developing students' language skills to:

1. Read and understand a wide variety of extended texts.
2. Listen to, understand, and participate in extended oral communications using appropriate vocabulary*.
3. Construct a range of coherent and cohesive texts with multiple paragraphs using appropriate vocabulary* in a fully developed response.
4. Use a sufficient range of vocabulary* and grammatical structures to communicate on a range of topics although flexibility may be limited when communicating on less familiar topics.

* vocabulary from the word lists for units 310- and 12

Course Outcomes :

See the detailed 104 SLOs document in the ELI Curriculum Guide 20122013/.

Text book :

Soars, John and Liz, (2011), New Headway Plus Intermediate, Special Edition, Oxford University Press with the following support resources:

- o Workbook with DVD-ROM.
- o Learning Management System (LMS) for online practice at www.headwayplusonline.com accessed with the Student's Access Code found in the back of the Student's Book.
- o Headway Plus Intermediate Writing Guide for additional writing support.

Other Information Resources :

http://eli.kau.edu.sa/Default.aspx?Site_ID=126&Lng=AR

o Assessment :

Student achievement is measured from a variety of assessment perspectives, including mid-module and final examinations (70%), two writing examinations (10%), two speaking examinations (10%) and continuous assessment/portfolio (10%). The mid-module and final examinations focus on listening and reading comprehension, grammar usage, and vocabulary. Continuous assessment/portfolio includes writing and reading assignments.

The assessment tools are designed and administered as follows:

o Mid-Module Examination :

- o Content: Listening & Reading Comprehension, Grammar Usage, Vocabulary
- o Format: Multiple Choice Questions (MCQs).
- o Frequency: One mid-module exam.
- o Time: 90 minutes.
- o Weight: 30% of final grade.

o Final Examination :

- o Content: Listening & Reading Comprehension, Grammar Usage, Vocabulary
- o Format: Multiple Choice Questions (MCQs).
- o Frequency: One at end of module.
- o Time: 105 minutes.
- o Weight: 40% of final grade.

o Writing Examination :

- o Content: A coherent and cohesive descriptive, narrative, or discursive essay of at least three paragraphs on a familiar topic, using facts, opinions, appropriate introduction, supporting details, conclusion, and displaying accurate spelling and appropriate grammatical and lexical range and accuracy for this level in legible, neat, and comprehensible writing.
- o Frequency: Two per module.
- o Time: 40 minutes.
- o Weight: 10% of the final grade.

o Speaking Examination :

- o Content: Oral presentation on a familiar topic
- o Format: A short talk delivered in front of the class and assessors followed by a Q&A session.
- o Frequency: Two per module.
- o Time: Approximately 10 minutes.
- o Weight: 10% of the final grade.

o Continuous Assessment (Portfolio) :

- o Content: A variety of writing tasks and Reading Circles' assignments.
- o Format: Headway Plus Intermediate Writing Guide and Graded Readers.
- o Weight: 10% of the final grade.

o Disclaimer :

Dates for the examinations will vary each module depending on the University calendar. Exact dates will be announced. Students are expected to present original work in all examinations. Plagiarism or copying the work of others in any form invalidates a test assessment, resulting in no credit or mark for that work.

Computer Skills - CPIT 100

Course Title	English Code / No	contact hours / week			C.H.
		Th.	Pr.	Tr.	TCH
Computer Skills	CPIT 100	1	3	-	3
Pre-requisites:	None				

Brief contents, to be posted in university site and documents(4-5 lines):

This course aims to provide the students with advanced skills to operate and make use of a personal computer in different environments such as in academia, in business, and at home. The course introduces the students to the main concepts and terminologies of information technology, and equipped them with the knowledge to administer one of widely-used operating systems. The course also aims to provide the students with the practical skills to utilize an office productivity package for different purposes. The course will prepare the students to new learning methodologies, namely distance learning and e-learning. The delivery of the course contents will be based on a hands-on approach

Contents :

- o Introduction to information Technology
- o Operating Systems (Microsoft Windows©)
- o Word Processing (Microsoft Word©)
- o Data Sheets (Microsoft Excel©)
- o Databases (Microsoft Access©)
- o Presentations (Microsoft Power Point©)
- o Internet (Microsoft IE©)
- o E-Mails (Microsoft Outlook©)
- o E-Learning and Distance Learning

Course Outcomes :

Upon finishing this course, the student should:

- o Understand all the basic concepts of information technology and its related terminologies.
- o Have the advanced skills developed for the use of office productivity packages.
- o The ability to search through the Internet effectively.
- o The ability to fully utilize an e-mail service.
- o Knowledge of e-learning and Distance Learning systems and how they work and their benefits.

Text book :

"Computer Skills," Prepared by Computer Skills Unit, Fourth Edition.

Course Calendar :

Section	Time Needed
Introduction to Info. Technology	1
Operating Systems	1
Word Processing	3
Data Sheets	2
Databases	3
Presentations	1
Internet (Microsoft IE®)	1
E-Mails (Microsoft Outlook®)	1
E-Learning and Distance Learning	1
Total	14 weeks

Detailed Course Contents

Introduction to Information Technology

1. Identifying Computer's Components and Generations
2. Computer Hardware and Measuring Units
3. Computer Software
4. Computer Networks and The Use Of Telephone Networks
5. Information Technology Concepts · Remote Working · and Electronic Commerce
6. Information Technology Security

Computer's Operating Systems (Windows)

1. Starting and Closing The System
2. Working With Windows· Icons· Desktop· and Task Bar
3. Changing Desktop Properties (Wallpaper· Screen Saver and Color Scheme)
4. Creating Files· Folders· Working With Diskettes and Desktop Symbols Contents
5. Viewing System Properties· Different Views of Files· Searching and Closing Them
6. Date and Time Setting· Control Panel· System Language
7. Audio and Mouse Setting· Folders Properties and Compression
8. Printer Setting and Applying
9. The Use of System Tools (Backup· Disk Cleanup and Scanning)
10. Types of Viruses and An Overview on Notepad Application (Words Editor)

Word Processing (MS- Word)

1. Starting The Program· Creating and Saving New Document· Writing and Formatting Text
2. Shortcuts Commands (Undo· Redo· Find and Replace)
3. View Types and Working With Toolbars
4. Page Header and Footer and Inserting Page Breaks · Symbols and Bookmarks
5. Inserting Pictures· Charts· Word art· and Auto-Shapes
6. Move/Copy Objects With Different Opened Documents
7. Inserting Comments and Formatting Paragraph Borders
8. Bullets and Numbering and Drop Caps
9. Formatting Text and Text Tools
10. Inserting and Formatting Tables and Properties
11. Formatting Table Texts· Mail Merge and Creating New Document Using Templates

Spreadsheets (MS-Excel)

1. Starting The Program· Screen Contents · Work Sheet· Writing Texts and Numbers
2. Formatting Tables· Text · Copy/Move Cells Into Spreadsheet
3. Opening and Saving New Book · Working With Multiple Books At The Same Time
4. Working With Toolbars· Inserting Rows and Columns
5. Auto Fill· Search and Replace and Sheet Commands
6. Applying Arithmetic Operations and Equations
7. Computing Percentages and Sorting Cells
8. Formatting Cells (Numbers· Margins· Fill· and Adjusting)
9. Inserting · Formatting and Working With Charts
10. Setting Page Properties and Page Breaks
11. Printing and Programs Options

Database (MS-Access)

1. Starting The Program· Opening a New Database and Screen Contents
2. Creating and Designing a Database Table
3. Working With Records and Fields
4. Types of Data · Field Property and Searching Inside Fields
5. Working With Tables (Formatting · Printing and Relationships)
6. Creating and Designing Forms and Linking Them With Tables
7. Arithmetic Operation With Form's Fields
8. Operations on Records and Printing Settings
9. Creating and Designing Queries and Setting/Printing Criteria
10. Creating and Designing Reports · Printing and Setting

Presentations (MS-PowerPoint)

1. Starting The Program· Saving and Creating Titles Text
2. Working With Slide Texts
3. Saving Presentation With Different Types
4. Inserting Slide and Adding Auto-shapes· Charts and Pictures
5. Drawing Objects and Inserting Slides From File
6. Operations on Slides and Charts· Inserting Animation and Slides Transitions
7. Changing Bullets and Numbering · Headers and Footer and Outlines
8. Setup Shows· Printing and Program Options

Internet (MS-Internet Explorer)

1. Introduction to Internet
2. Internet Network
3. Recommendations to Internet Users
4. Important Networks and Internet Terminology and Some Basic Concepts
5. Installing and Starting The Program and Connecting With Network
6. Searching· Printing· Copying Site Contents and Saving The Sites on The Computer
7. Viewing List of Addresses and History and Program Options
8. Creating and Working With E-Mail
9. Working With E-Mail Messages (Move and Delete)

E-mail (MS-Outlook)

1. Setup the program and creating mail account
2. Receiving and viewing letters and replying
3. Attaching file with letter and opening it and working with folders
4. Working with letters (flags· copy/delete)
5. Instructions· toolbars· spelling and grammar
6. Working with address book (adding addresses to letters)
7. Sorting· searching· printing and adding new e-mail account

E-Learning and Distance Learning

1. Introduction to E-Learning
2. Concepts of E-Learning
3. Direct E-learning
4. Computer-Based E-Learning
5. Dimensions of E-Learning
6. Benefits of E-Learning
7. Characteristics of E-Learning Systems
8. Components of E-Learning Management System
9. Virtual Classes
10. Interaction within Virtual Classes
11. E-Leaning Systems
12. E-Learning and the Internet
13. E-Courses Design Tools

Exams Procedures

Paper-Based Exams

For each paper-based exam, the course coordinator prepares a bank of questions to be distributed to faculty members. The bank is built as follows:

- Questions with a high level of difficulty.
- Questions with a medium-level of difficulty.
- Questions with a simple level of difficulty.

The question will be given to the faculty members through periodical meetings or through direct contact with the course coordinator. The faculty members prepare the paper-based exam for each section by selecting questions from the bank mentioned above, as follows:

- 5 Questions with a high level of difficulty
- 10 Questions with a medium-level difficulty
- 5 Questions with a simple level difficulty

After grading the paper-based exam of each section, the faculty members should send the exam sample and the grades to the course coordinator within a week of the exam date

Practical Exams

For each of the practical exams, the course coordinator should prepare a bank of questions to be distributed to faculty members.

The faculty members compile the exam from those questions, as follows:

o The first practical Exam:

- One question on operating system (5 marks).
- One question on word processing (10 marks).

o The second practical exam:

- One question on spreadsheets (9 marks).
- One question on database (6 marks).

o The Final practical Exam:

- One exam on presentations (10 marks)
- One question on e-mail (5 marks)

The faculty members should supervise the practical exam at the lab and log the grades after the students have done what is required on the PC.

Arabic Language Skills – ARAB 101

Course Title	English Code /No	contact hours / week			C.H.
		Th.	Pr.	Tr.	TCH
Arabic Skills	ARAB 101	3	-	-	3

Pre-requisites: None

Brief contents, to be posted in university site and documents(4-5 lines):

The main focus of this course is to improve students' vocabulary, grammar and reading skills through in-class learning activities and self-study. The course aims to give students a firm grounding in the basic language structure by covering syntax, word morphology, spelling and punctuation. The course also focuses on how students can become effective writers and editors by evaluating their own writing.

Objectives :

Upon successful completion of the course students should be able to:

- o Communicate simply but effectively in Arabic
- o Appreciate the importance of Arabic for personal enrichment and professional success
- o Gain knowledge of basic grammatical and sentence structures.
- o Distinguish and pronounce all Arabic alphabet and sounds.
- o Demonstrate accurate spelling by writing from dictation
- o Write accurately from dictation.
- o Recognize and use properly ancient and modern dictionaries to look up words and meanings.

Course Outcomes :

o Knowledge :

This course requires the students to demonstrate the following:

1. Gain knowledge of basic grammatical and sentence structures.
2. Write grammatically correct, stylistically pleasing, and diverse sentences, free of punctuation and spelling errors.
3. Demonstrate mastery of editing and reviewing techniques.

Proper use of dictionaries

o Cognitive Skills :

This course will enable students to:

1. Write fluently and grammatically in a style appropriate to the task requested
2. Apply the processes of revising, editing and proofreading to obtain a polished piece of writing.
3. Distinguish between primary & secondary sources

o Interpersonal skills and responsibilities :

1. Function effectively as a valued collaborator in various professional settings.
2. Develop professional work and teamwork habits.
3. Assuming responsibility for self-learning.
4. Adhering to professional ethics and practices.

o Analysis and communication :

1. Understanding and analysing information.
2. Using techniques and strategies to communicate effectively with others.
3. Gathering, interpreting, and documenting information logically, efficiently, and ethically.
4. Using communication technologies to improve and update personal knowledge

Text book :

Salem S. Al-Khammash (2008) Arabic Language skills, Jeddah, King Abdulaziz University, Centre for Scientific Publications. (In Arabic).

Supplementary references :

Mohammad S. Al-Shanti (1994) Arabic Language skills, Dar Al-Andalous, Hail, Saudi Arabia. (In Arabic).

Other Information Resources :

www.alwaraq.net
www.drmosad.com

Time table for distributing theoretical/practical course contents :

Topics	No of weeks	Teaching Hours
1. Importance of learning Arabic / language & communication / Importance of Reading	1	3
2- Basic grammatical rules: Syntactic rules: Parts of speech / Case: The dynamic (Mu'rab) & Indeclension (Mabni)	1	3
3- Nouns & Pronouns / Enclitic Pronouns Grammatical cases	1	3
4- Overt verbs	1	3
5- The Imperfective Tense / Strong, sick and imperfective verbs (five verbs)	1	3
6- The Dual & Plural / Unnonated Nouns Types of declension Diptotes & Triptotes	1	3
7- Subject & Predicates / Weak verbs	1	3
8- The doer / The Accusative object	1	3
9- Subject of the predicate	1	3
10- Morphology / auxiliary consonants	1	3
11- Plural & dual formation / Spelling rules for 'Hamza' (medial & final)	1	3
12- Types of 'Hamza'/ Punctuation rules	1	3
13- Texts & Dictionaries	1	3
Final Exam	13	39

Islamic Culture – ISLS 101

Course Title	English Code /No	contact hours / week			C.H.
		Th.	Pr.	Tr.	TCH
Islamic Culture 1	ISLS 101	3	-	-	3
Pre-requisites:	None				

Brief contents, to be posted in university site and documents(4-5 lines):

This course aims to familiarize students with the fundamental aspects and the basic concepts of Islamic culture. It further discusses the basic tenets of Islam as well as the issues and principles related to faith and their impact on both individuals and society. The course also looks at the position of Islamic culture vis-a-vis other cultures and civilizations.

Objectives :

Upon successful completion of the course students should be able to:

- o Recognize Islamic culture concepts, characteristics and origins.
- o Explain Islamic culture concepts, principles, issues and their impact on individuals and society.
- o Clarify the meaning of worship in Islam, its characteristics, motives and provisions.
- o Identifying wrong religious concepts and misguided practices.

Course Outcomes :

o Knowledge :

This course requires the students to demonstrate the following:

1. Gain full understanding of the basic concepts, characteristics, and importance of Islamic culture.
2. Develop appreciation of Islamic culture in relation to other cultures.
3. Acquire awareness of the concept of Islamic faith, its characteristics and impact on both individuals and society.
4. Identify the meaning of worship in Islam, its characteristics, aims, and motives.
5. Become aware of the wrong concepts and misguided acts of worship.

o Cognitive Skills :

This course will enable students to:

1. Explain the essence of Islamic culture and its relation to other cultures
2. Demonstrate knowledge of beliefs of mainstream Islam
3. Identify misguided worship practices.

o Interpersonal skills and responsibilities :

1. Working collaboratively by demonstrating interpersonal skills and acting responsibly in professional settings.
2. Assuming responsibility for self-learning.
3. Adhering to professional ethics and practices

o Analysis and communication :

1. Understanding and analysing information.
2. Using oral and written modes of communication efficiently to enhance academic and practical skills and capabilities.
3. Using communication technologies to improve and update personal knowledge.
4. Mastering basic computer skills.

Text book :

Dr. Ali O. Badahdah & Dr. Mohammad A. Ba-Jaber (2008) Islamic Culture (level 1), King Abdulaziz University, Centre for Scientific Publications. (In Arabic)

Supplementary references :

- Hindi Saleh & Al-Hawari Mohammad (2000): Islamic Culture, Amman, Dar Al-Fikr. (In Arabic).
- Al-Khatib Omar (1975): Glimpses of Islamic Culture, Beirut, Dar Al-Kitab Al-Lubnani. (In Arabic)
- Jamal A. Mohammad (1977): Lectures on Islamic Culture, Jeddah. King Abdulaziz University, Fifth Ed. (In Arabic)
- Al-Sayyid A. Taha (1996): Islamic Culture, Amman, Dar Al-Manahij. (In Arabic)

Other Information Resources :

www.turath.com

Time table for distributing theoretical/practical course contents :

List of Topics	No of Weeks	Contact Hours
1- The concept & origin of Islamic culture	1	2
2- The importance of Islamic culture & its relationship to other cultures	1	2
3- The concept & foundations of Islamic faith	1	2
4- The characteristics of Islamic faith	1	2
5- The effects of faith on individuals & society	1	2
6- Issues in faith: relationship between faith & Shari'a Law, freedom of belief in Islam	1	2
7- Issues in faith: Major sins & faith, implementing Shari'a Law, mocking religion, loyalty and disavowal	1	2
8- Issues in faith: extremism in Islam, reason & revelation	1	2
9- The concept of worship	1	2
10- Motives & conditions of worship	1	2
11- Provisions, characteristics & purpose of worship	1	2
12- Wrong concepts & practices of worship	1	2
Final Exam		

Communication Skills 110

Course Title	English Code /No	contact hours / week			C.H.
		Th.	Pr.	Tr.	TCH
Communication Skills	COMM 101	3	-	-	3
Pre-requisites:	None				

Brief contents, to be posted in university site and documents(4-5 lines):

COMM 101 is structured as an introductory communication course. It is designed to expose students to the theories, skills, and strategies needed to become effective communicators in academic and professional settings. It explains the major theories of human communication and persuasion in interpersonal, small group, and public communication contexts. The course also focuses on effective communication skills and strategies for writing reports and CV's and for preparing and delivering effective presentations.

Objectives :

Upon successful completion of the course students should be able to:

- Identify and describe the basic components of the communication model, the various types of communication, and the role communication plays to satisfy needs.
- Describe the different skills and strategies that enhance communication effectiveness
- Explain the major concepts used to describe interpersonal and small group processes
- Observe and utilize the recommended strategies for developing and delivering and evaluating effective public presentations.

Course Outcomes :

o Knowledge :

This course requires the students to demonstrate the following:

- Appreciate the importance of communication for succeeding in the work environment and in personal relationships
- Demonstrate the skills and strategies essential for effective interpersonal communication
- Recognize ways to communicate with greater confidence and overcome anxiety
- Explain the major concepts used to describe interpersonal processes

o Cognitive Skills :

This course will enable students to:

- Explain and analyze the different communication theories and communication contexts
- Choose the appropriate communication techniques and skills to improve and enhance the vocal message
- Identify the steps in preparing and delivering presentation material
- Demonstrate mastery of the skills needed for writing CV's, reports and personal interviews.

o Interpersonal skills and responsibilities :

- Working collaboratively by demonstrating interpersonal skills and acting responsibly in professional settings.
- Assuming responsibility for self-learning.
- Adhering to professional ethics and practices.

o Analysis and communication :

- Understanding and analyzing information.
- Exercising ethical considerations in the development and presentation of ideas.
- Using techniques and strategies to communicate effectively with others.
- Using oral and written modes of communication efficiently to enhance academic and practical skills and capabilities.
- Using communication technologies to improve and update personal knowledge.
- Gain control and command over speech anxiety.

Text book :

Saad B. Al-Masoodi (editor) (2006) Communication skills, Jeddah, King Abdulaziz University, Centre for Teaching & Learning Development. (In Arabic).Supplementary references

Other Information Resources :

www.comm-unit.ne

Time table for distributing theoretical/practical course contents :

List of Topics	No of Weeks	Contact Hours
Induction Week	1	2
Introduction to human communication	2	6
Intrapersonal communication	1	2
Verbal communication	1	2
Non-verbal communication	2	6
Listening skills	1	2
Human communication for better human relationships	1	2
Communication within small groups	1	2
Public Speaking	1	2
Writing up CV's, letters & reports/ personal interview prep tips	2	6
Final Exam	13	39