|  |  |
| --- | --- |
| **Course Title:**  | **Technical and Professional Writing**  |
| **Course Code:** | **151 ENG-2** |
| **Program:** | **Preparatory Year**  |
| **Department:**  | **English Skills** |
| **College:** | **Deanship of Preparatory Year** |
| **Institution:** | **Najran University** |

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# A. Course Identification

|  |  |
| --- | --- |
| **1. Credit hours:** | **2** |
| **2. Course type** |
| **a.** | University |  | College |  | Department |  | Others | **PY** |  |
| **b.** | Required | **√** | Elective |  |  |
| **3. Level/year at which this course is offered:** | **Level 2**  |
| **4. Pre-requisites for this course** (if any)**:****Level 1** |
| **5. Co-requisites for this course** (if any)**:** |
|  |

## 6. Mode of Instruction (mark all that apply)

| **No** | **Mode of Instruction** | **Contact Hours** | **Percentage**  |
| --- | --- | --- | --- |
| **1** | **Traditional classroom** |  |  |
| **2** | **Blended**  | 6 | 100% |
| **3** | **E-learning** |  |  |
| **4** | **Correspondence** |  |  |
| **5** | **Other**  |  |  |

**7. Actual Learning Hours** (based on academic semester)

|  |  |  |
| --- | --- | --- |
| **No** | **Activity** | **Learning Hours** |
| **Contact Hours** |
| **1** | **Lecture** | 84 |
| **2** | **Laboratory/Studio** |  |
| **3** | **Tutorial**  |  |
| **4** | **Others** (specify) |  |
|  | **Total** | 84 |
| **Other Learning Hours\*** |
| **1** | **Study**  | 40 |
| **2** | **Assignments** | 20 |
| **3** | **Library** | 10 |
| **4** | **Projects/Research Essays/Theses**  |  |
| **5** | **Others** (specify) |  |
|  | **Total** | 70 |

**\*** The length of time that a learner takes to complete learning activities that lead to achievement of course learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times

# B. Course Objectives and Learning Outcomes

|  |
| --- |
| 1. Course Description The course brushes up the knowledge and skill of the students in writing. It furthers their competence level in formal writing and gives students introduction to formal writing tasks. It also prepares them for practical, professional and academic life ahead. The course aims to inspire students to research the subject matter and encourages them to work in team. |
|  |
| 2. Course Main Objective |
| The course will enable students to: * correct their mistakes in formal writing
* understand the formal English and its syntax
* write better in technical and professional context
* practice different types of formal writing
* undertake formal communication
* collaborate with class fellows and outsiders
* do initial research (related to their academic needs)
* write research reports
* meet future challenges
 |

## 3. Course Learning Outcomes

| **CLOs** | **Aligned****PLOs** |
| --- | --- |
| 1 | **Knowledge:** |  |
| 1.1 | Students will be able to identify different types and parts of formal compositions. |  |
| 1.2 | Students will be able to able to recognize different types of sentences.  |  |
| **2** | **Skills :** |  |
| 2.1 | The students will be able to recognize different terms and different forms of writing. |  |
| 2.2 | Students will be able to complete different types of composition e.g. paragraphs, summary etc. |  |
| 2.3 | The students will be able to use formal writing through electronic media and in real life scenarios. |  |
| **3** | **Competence:** |  |

# C. Course Content

|  |  |  |
| --- | --- | --- |
| **No** | **List of Topics** | **Contact Hours** |
| 1 | Mechanics of writing and formal sentences structure | 12 |
| 2 | Paragraph Writing | 12 |
| 3 | Paraphrase, Note Making, Summary  | 12 |
| 4 | Forms of Formal Writing (CV, Letters, Memo, Reports) | 12 |
| 5 | Vocabulary (Professional and Technical) | 12 |
| 6 | Writing Project (Field work for a research/ survey report) | misc |
| **Total** | 84 |

# D. Teaching and Assessment

## 1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

| **Code** | **Course Learning Outcomes** | **Teaching Strategies** | **Assessment Methods** |
| --- | --- | --- | --- |
| **1.0** | **Knowledge** |
| 1.1 | Students will be able to identify different types and parts of formal compositions. | Demonstrations and explanations, Classroom Discussions,Classroom Practice,Homework Assignments | Mid-Term Exams,Continuous assessment, FE  |
| 1.2 | Students will be able to recognize different types of sentences.  |  | Mid-Term Exams,Continuous assessment, FE |
| … |  |  |  |
| **2.0** | **Skills** |
| 2.1 | The students will be able to recognize different terms and different forms of writing. | Demonstrations and explanations, Classroom Discussions,Classroom Practice,Homework Assignments | Mid-Term Exams,Continuous assessment, FE |
| 2.2 | Students will be able to complete different types of composition like paragraphs, summaries etc. |  | Mid-Term Exams,Continuous assessment, FE |
| 2.3 | The students will be able to use formal writing through electronic media and in real life scenarios. | Demonstrations and explanations, Classroom Discussions,Classroom Practice,Homework Assignments | Mid-Term Exams,Continuous assessment, FE Writing Project |
| **3.0** | **Competence** |
| 3.1 |  |  |  |

##

## 2. Assessment Tasks for Students

| **#** | **Assessment task\***  | **Week Due** | **Percentage of Total Assessment Score** |
| --- | --- | --- | --- |
| **1** | FMT | 6 | 20 |
| **2** | SMT | 11 | 20 |
| **3** | Writing Project  | 12 | 10 |
| **4** | Final exam | 16-17-18 | 50 |

**\*Assessment task** (i.e., written test, oral test, oral presentation, group project, essay, etc.)

# E. Student Academic Counseling and Support

|  |
| --- |
| **Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :**Office Hours by each course team member: 10 hour per weekAcademic advisors: a dedicated academic advisor for each student available for all courses |

# F. Learning Resources and Facilities

## 1. Learning Resources

|  |  |
| --- | --- |
| **Required Textbooks** | The Faculty Developed Book and Material |
| **Essential References Materials** | English-Arabic Dictionary, The Faculty Developed Book and Material |
| **Electronic Materials** | Blackboard LMS |
| **Other Learning Materials** | As needed by the faculty  |

## 2. Facilities Required

| **Item** | **Resources** |
| --- | --- |
| **Accommodation**(Classrooms, laboratories, demonstration rooms/labs, etc.) | Classrooms with necessary facilities |
| **Technology Resources** (AV, data show, Smart Board, software, etc.) | Computers, Internet Access |
| **Other Resources** (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list) |  |

# G. Course Quality Evaluation

| **Evaluation****Areas/Issues**  | **Evaluators**  | **Evaluation Methods** |
| --- | --- | --- |
| Teaching and course delivery | Students, Program Leader, Peer Reviewer | Direct and Indirect |
| Course learning outcomes | Quality team | Direct and Indirect |
| Quality of learning resources | Course Team/ faculty | Direct and Indirect |
| Assessment | Course Team, Faculty, Program Leader | Direct and Indirect |

**Evaluation areas** (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

**Evaluators** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify) **Assessment Methods** (Direct, Indirect)

# H. Specification Approval Data

|  |  |
| --- | --- |
| **Council / Committee** | **Department Council** |
| **Reference No.** | **FS 40/41-1** |
| **Date** | **Sept 10th, 2019** |