اعتماد
NCAAA

T4

2020

Course Specifications

Course Title:	Communication Skills
Course Code:	150 Skl-2
Program:	Preparatory Year Program
Department:	Self-Development Skills
College:	Deanship of Preparatory Year
Institution:	Najran University

Table of Contents

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: First Semester 1444 / Level Two

4. Pre-requisites for this course (if any)**:**
NA

5. Co-requisites for this course (if any)**:**
NA

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	22	100 %
2	**Blended**	-	-
3	**E-learning**	-	-
4	**Distance learning**	-	-
5	**Other**	-	-

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	22
2	**Laboratory/Studio**	-
3	**Tutorial**	-
4	**Others** (specify)	-
	Total	22

B. Course Objectives and Learning Outcomes

1. Course Description

Communication skills course consists of five units:
1. Cognitive competencies.
2. Social competencies.
3. Receiving competencies.
4. Oral communication competencies.
5. Written communication competencies.

2. Course Main Objective

Develop communication skills and apply them in scientific and practical life.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	Define the concepts that associated with communication skills .	
1.2	Identify the components of communication competencies.	
2	**Skills :**	
2.1	Distinguish between the different elements of communication competencies.	
3	**Values:**	
3.1	Adhere to the communication etiquette with others.	

C. Course Content

No	List of Topics	Contact Hours
1	Course orientation, The concept of communication, communication etiquette, elements of the communicative situation, the importance of communication.	2
2	Communication competencies, patterns of formal communication, symbolic structure of communication.	2
3	Types of meanings, communication models, barriers to meaning.	2
4	Communicative Intelligence, Anger Control , Harry's Window.	2
5	Interacting with Different Types of People + positive listening.	2
6	Correct reading, five-step strategy and the comprehended reading (POSSEAR) strategy.	2
7	**Mid-Term Exam.**	2
8	Visual and verbal communication - Means of strengthening the communication message, Successful conversation.	2
9	Communication styles, and personal interview, Written communication. Writing steps, writing summaries, and summarizing steps.	2
10	Job Application & C.V. Writing.	2
11	Prepare presentations.	2
12	Final Exam	2
Total		24

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 and Understanding**		
1.1	Define the concepts that associated with communication skills.	Lecture, collaborative learning, brainstorming, problem-solving strategy, peer learning strategy, and question-posing strategy.	Tests and E-Assignments
1.2	Identify the components of communication competencies.		
2.0	**Skills**		
2.1	Distinguish between the different elements of communication competencies.	Lecture, collaborative learning, brainstorming, problem-solving strategy, peer learning strategy, and question-posing strategy.	Tests and E-Assignments
3.0	**Values**		
3.1	Adhere to the communication etiquette with others.	Discussion + Roles playing	A measure of values

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Assignments	3-6	20%
2	Mid Term Exam	6	30%
3	A measure of values	10	-
4	Final Exam	12-13	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 :

1- Submit documents and brochures about the nature of academic advising, and the nature of studying, reviewing and exams.
2- Provide individual and group feedback after each semester exam.
3- Communicate with students through individual and public blackboard forums and social media.
4- Faculty members' office hours(at least 3 Hrs.).
5- Communicate via the university's website (the deanship's website).
6- Academic advising for low-achievers and high-achievers.
7- Provide examples of the paper and electronic exams.
8- Submit announcements to students on the blackboard continuously.
9- Provide enrichment and remedial lectures for students.

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	➢ Communication Skills (2018)- Education Experts Company– Riyadh.
Essential References Materials	Recommended books and references (scholarly journals, reports ... etc.) (a list is attached): ➢ Habib, Rakan Abdel-Karim, and others. (2001). Introduction to means of communication. Zahran House Library for Publishing and Distribution, Jeddah ➢ Kafafy, Aladdin, and others. (2005). Communication and Interaction Skills in Teaching and Learning Processes, Second Edition, Al-Fikr House for Publishing and Distribution. ➢ Habib Allah, Muhammad Habib Allah. (2005). Reading Foundations and reading comprehension between theory and practice. Cairo: Al-Fajr House for Publishing and Distribution.
Electronic Materials	➢ http://forum.el-wlid.com/t333336.html ➢ http://kenanaonline.com/users/DrNabihaGaber/posts/94303 ➢ http://kenanaonline.com/users/DrNabihaGaber/posts/94303
Other Learning Materials	➢ Lectures are created as PowerPoint presentations, recorded lectures on the Black Board system, and the digital library.

2. Facilities Required

Item	Resources

Item	Resources
The facilities (Classrooms, laboratories, demonstration rooms/labs, etc.)	1- Seats required for the course within the classroom varies from one section to another depending on students' number, but it may range between 20-25 students, and the existing seats are sufficient. 2- Equipped classrooms with sufficient seats for students. 3- The nature of the course does not require laboratories as it is a theoretical study. 4- Some of the course topics need to be taught through classes equipped with projectors.
Technology Resources (AV, data show, Smart Board, software, etc.)	1- The course requires a computer device for the faculty member. 2- The course requires a data show through which the scientific material and the enrichment activities are presented to students.
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	NA.

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Strategies for obtaining student feedback on teaching effectiveness: • Students 'responses to the questionnaire on the university's website in which the course and the faculty member are evaluated by students. • Discussion sessions with a limited number of students over the blackboard.	Students	- Direct - Indirect
Other strategies for evaluating the teaching process: • Regular exams for students. • Students' response to the activities assigned to them. • Interact through forums and blackboard.	Department's faculty members	- Direct - Indirect
Course Learning Outcomes' Standards: • Prepare a final exam covers the planned learning outcomes in the fields of knowledge and skills. • Prepare a standard for values to measure the learning outcomes of the values field . • Apply the final exam and values standard on students and analyze the data.	Faculty members	Direct

Evaluation Areas/Issues	Evaluators	Evaluation Methods
• Prepare a report on the extent to which the course learning outcomes have been achieved.		

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.	14440608-0232-00002
Date	09/06/1444 – 02/01/2023