

Course Specifications

Course Title:	Report Writing
Course Code:	151ENG-2
Program:	Preparatory Year Program
Department:	English
College:	Preparatory Year
Institution:	Najran University

Table of Contents

A. Course Identification.....	3
6. Mode of Instruction (mark all that apply)	3
B. Course Objectives and Learning Outcomes.....	3
1. Course Description	3
2. Course Main Objective.....	4
3. Course Learning Outcomes	4
C. Course Content	4
D. Teaching and Assessment	4
1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods	4
2. Assessment Tasks for Students	5
E. Student Academic Counseling and Support	5
F. Learning Resources and Facilities.....	6
1.Learning Resources	6
2. Facilities Required.....	6
G. Course Quality Evaluation	6
H. Specification Approval Data	v

A. Course Identification

1. Credit hours: 2			
2. Course type			
a.	University <input type="checkbox"/>	College <input type="checkbox"/>	Department <input checked="" type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input checked="" type="checkbox"/>	Elective <input type="checkbox"/>	
3. Level/year at which this course is offered: Level 2 –Preparatory Year			
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	70%
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 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		Λξ

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,	Mid-Term Exams, Classroom Quizzes,

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
		Classroom Practice, Homework Assignments	
1.2	Students will be able to recognize different types of sentences.		Mid-Term Exams, Classroom Quizzes,
...			
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, Classroom Quizzes, Homework Assignments
2.2	Students will be able to complete different types of composition like paragraphs, summaries etc.		Mid-Term Exams, Classroom Quizzes, Homework Assignments
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, Classroom Quizzes, Homework Assignments, Writing Project
3.0	Competence		
3.1			

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Classroom Quiz	2	---
2	Classroom Quiz	3	---
3	First Mid-Term	5	20%
4	Classroom Quiz	7	---
5	Second Mid-Term	8	20%
6	Classroom Quiz	10	---
7	Writing Project – a report on the given topic	12	10%
8	Final exam	Last	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 week

Academic 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	Adnan Hakeem
Reference No.	1-18-5-1440
Date	29\2\2019

