



Course Specifications

Course Title:	English (1)
Course Code:	11030117
Program:	Business Administration
Department:	English Language Center
College:	Deanship of Preparatory Year
Institution:	Albaha University

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A. Course Identification

1. Credit hours: 3
2. Course type
a. University <input type="checkbox"/> College <input checked="" type="checkbox"/> Department <input 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 1- First Year
4. Pre-requisites for this course (if any): No
5. Co-requisites for this course (if any): No

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	120	70%
2	Blended		
3	E-learning	48	30%
4	Correspondence		
5	Other		

7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
Contact Hours		
1	Lecture	168
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	Total	168
Other Learning Hours*		
1	Study	56
2	Assignments	28
3	Library	
4	Projects/Research Essays/Theses	
5	Others (specify)	
	Total	84

* 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

It is a goals-based English language course which prepares first year students to interact successfully in real-life situations. It aims to provide them with rich, high-frequency vocabulary and explicit grammar syllabus to achieve such goals. It also builds cultural awareness and develops A1 and A2 level of proficiency across the four skills via explicit presentation of grammar, vocabulary, reading texts and social exchange in conversations and listening activities related to general topics.

2. Course Main Objective

This course is taught as part of the first year program for students majoring in business administration related fields. It is designed to provide students with a strong foundation in general English. Its main goal is to develop and to improve students' English language proficiency level A1 and A2: listening, reading, speaking and writing, vocabulary and grammar.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge:	
1.1	Knowledge of Grammar: Recall A1 and A2 level grammar structures.	
1.2	Knowledge of Vocabulary: Recognize the meaning of A1 and A2 level words and expressions used in different real-life contexts.	
2	Skills :	
2.1	Reading Comprehension: Analyze A1 and A2 level reading passages to determine their main idea and details.	
2.2	Listening Comprehension: Understand very short and short talks about different topics covered in class.	
3	Competence:	
3.1	Written Interaction Compose simple phrases and sentences, as well as very short paragraphs related to the covered topics	
3.2	Spoken Interaction Deliver very short and short talks about different topics covered in class.	

C. Course Content

No	List of Topics	Contact Hours
1	Introduction Unit 1 – Hello	12
2	Unit 2 – People Unit 3 – Where and when (first part)	12
3	Unit 3 – Where and when (Second part) Unit 4 – About you	12
4	Unit 5 – Things to buy Unit 6 – Every day (first part)	12

5	Unit 6 –Every day (Second part) Unit 7 – Last week	12
6	Unit 8 – Places Unit 9 – Going out	12
7	Revision and Midterm Exam	12
8	Unit 10 - People’s lives Revision on Book (1)	12
English Unlimited, Special edition, Book (2)		
9	Introduction Unit 1 – People in your life	12
10	Unit 2- Away from how Unit 3 – Your time (first part)	12
11	Unit 3 –Your time (second part) Unit 4 – Change	12
12	Unit 5 – Your space Unit 6 – What would you like?	12
13	Unit 7- Work life balance Unit 8- What’s she like?	12
14	Final Revision	12
Total		168

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	Knowledge of Grammar: Recall A1 and A2 level grammar structures.	Using both deductive and inductive approaches, as well as pair and group work	Assignments and midterm and final exams
1.2	Knowledge of Vocabulary: Recognize the meaning of A1 and A2 level words and expressions used in different real-life contexts.	Classroom discussions, reading texts, and representations of new vocabulary (e.g. Photos and realia).	Assignments and midterm and final exams
2.0	Skills		
2.1	Reading Comprehension: Analyze A1 and A2 level reading passages to determine their main idea and details	Reading activities done individually, in pairs, and in groups	Assignments, and midterm and final exams
2.2	Listening Comprehension: Understand very short and short talks about different topics covered in class.	Playing recorded lectures and dialogs	listening activities and quizzes

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
3.0	Competence		
3.1	Written Interaction Compose simple phrases and sentences, as well as very short paragraphs related to the covered topics.	Writing activities done individually, in pairs, and in groups.	Assignments, midterm and final exams
3.2	Spoken Interaction Deliver very short and short talks about different topics covered in class	Oral presentation, pair work, group work, games, and role-play	speaking activities and quizzes

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Midterm (Grammar, Vocabulary, Reading and Writing)	Week Seven	40%
2	Activities (Oral Skills)	Weekly	20%
3	Final Exam (Grammar, Vocabulary, Reading and Writing)	Week Fifteen	40%

*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 :

Six office hours per week.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	List Required Textbooks
	1- Doff, A. (2017). <i>English Unlimited Series</i> , Special Edition, Book (1). Cambridge: Cambridge University Press. 2- Tilbury, A, Clementson, T, Hendra, L. A, & Rea, D. (2017). <i>English Unlimited Series</i> , Special Edition, Book (2). Cambridge: Cambridge University Press.
Essential References Materials	<ul style="list-style-type: none"> <i>English Unlimited E-Portfolio DVDs.</i>

Electronic Materials	<ul style="list-style-type: none"> • Web sites, digital book version, My English Lab • https://www.englishclub.com • https://www.englishlive.ef.com/ar-sa/learn-english-online/ • https://www.esl-lab.com/ • https://www.podcastsinenglish.com/ • Cambridge :LMS.
Other Learning Materials	<ul style="list-style-type: none"> • Reader's Digest Magazine • Sunset Magazine • British Council Magazine

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	<ul style="list-style-type: none"> • <i>Spacious classrooms to accommodate 25 students per class with traditional and smart whiteboards.</i>
Technology Resources (AV, data show, Smart Board, software, etc.)	<ul style="list-style-type: none"> • <i>Smart boards.</i> • <i>Internet connection</i>
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	N/A

G. Course Quality Evaluation


Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Teaching	<ul style="list-style-type: none"> • Students • Quality and Development Unit 	<ul style="list-style-type: none"> • <i>Analyzing students' marks of the midterm exam and the final exam.</i> • <i>Students' surveys to collect their feedback about the course materials and instructors</i> • <i>Formal classroom observation</i>
Effectiveness of Assessment	Quality and Development Unit	<ul style="list-style-type: none"> • Item Analysis Data • Teacher Feedback • Student Feedback • Course Reports
Extent of Achievement of Course Learning Outcomes	Quality and Development Unit	<ul style="list-style-type: none"> • Item Analysis Data • Course Reports • Annual Program Review

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

Program Coordinator	Dr. Abdella Kormie Dinga 
Program Chair	Dr. Saleh Abdullah Alghamdi
Council / Committee	Business Administration Department Board Meeting
Reference No.	2 nd Board Meeting 1441-1442
Date	24/12/2020