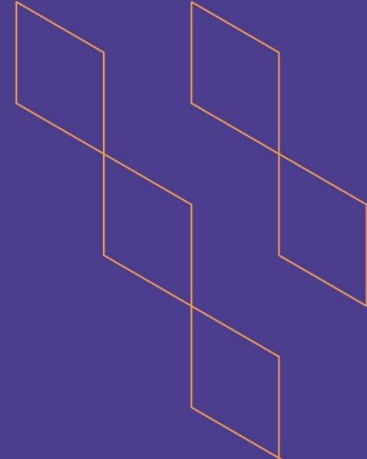




T-104
2022

Course Specification



Course Title: English Language 3
Course Code: 3250-110
Program: : Intermediate Professional Diploma in Executive Secretary
Department Applied College
College: Applied College
Institution: King Faisal University
Version: 1
Last Revision Date:



Table of Contents:

Content	Page
A. General Information about the course	3
1. Teaching mode (mark all that apply)	3
2. Contact Hours (based on the academic semester)	3
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods	4
Course Content	5
D. Student Assessment Activities	6
E. Learning Resources and Facilities	7
1. References and Learning Resources	7
2. Required Facilities and Equipment	7
F. Assessment of Course Quality	7
G. Specification Approval Data	7





A. General information about the course:

Course Identification

1. Credit hours: 3

2. Course type

a. University College Department Track Others

b. Required Elective

3. Level/year at which this course is offered:

3rd Semester / 1st Year

4. Course general Description

1. Course Description

This course provides a solid foundation in grammar, vocabulary, and the four skills (reading, listening, speaking and writing). **Cutting Edge Pre-Intermediate** is for complete beginners or those who need to brush up on the basics before moving on the **Intermediate Level**. The focus on high-frequency useful vocabulary helps students say what they want to say. The regular, well-structured speaking tasks encourage students to express themselves more extensively and fluently. With a task-based learning approach, the main objective is for students to use the language that they know in order to achieve a particular communication goal.

5. Pre-requirements for this course (if any):

English Language 2

6. Co- requirements for this course (if any):

N/A

2. Course Main Objective

By the end of the course, the students will be able to:

- Express themselves more extensively and fluently.
- Show comprehension of simple reading passages.
- Master High frequency, Useful Vocabulary.
- Answer questions of a general nature.
- Read efficiently and increase reading speed with full comprehension.
- Utilize context clues in understanding order and sequencing information.

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom		
2.	E-learning	45	100%
3.	Hybrid <ul style="list-style-type: none"> • Traditional classroom • E-learning 		
4.	Distance learning		



2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	15
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Recorded lectures	30
	Total	45

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Define the meaning of the new vocabulary from the context and use them in sentences.	K1	Listening/Speaking /Reading/Writing exercises	Self Evaluation Final written Exam
1.2	Master the grammar rules and use them productively.	K2	Listening/Speaking /Reading/Writing exercises	Self Evaluation Final written Exam
1.3	Develop listening and speaking skills.	K3	Listening/Speaking /Reading/Writing exercises	Self Evaluation Final written Exam
1.4	Provide answers to listening questions.	K4	Listening/Speaking /Reading/Writing exercises	Self Evaluation Final written Exam
2.0	Skills			
2.1	Differentiate between the main idea and the details in a listening / reading passage	S1	Computer-based methods. Independent learning tasks. Video\multi-media resources. Active learning systems	Self evaluation of the students.
2.2	Apply and use English grammatical rules in speaking / writing (deductively)	S2	Computer-based methods. Independent learning tasks. Video\multi-media resources.	Self evaluation of the students.

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
			Active learning systems	
2.3	Figure out the grammatical rules in a reading passage (inductively)	S3	Computer-based methods. Independent learning tasks. Video\multi-media resources. Active learning systems	Self evaluation of the students.
2.4	Differentiate between different tenses, sentence structure and question structure.	S4	Computer-based methods. Independent learning tasks. Video\multi-media resources. Active learning systems	Self evaluation of the students.
3.0	Values, autonomy, and responsibility			
3.1	Present assigned homework and class duties in class in the form of role-play short conversations.	V1	- Cooperative learning	Self evaluation of the students.

B. Course Content

No	List of Topics	Contact Hours
1	Unit: 01 Leisure and Sport	3
2	Unit: 02 Firsts and Lasts	4.5
3	Unit: 03 Work and Rest	3
4	Unit: 04 Special Days	3
5	Unit: 05 Your Look	3
6	Unit: 06 Going Away	4.5
7	Unit: 07 Success	3
8	Unit: 08 Places to live	4.5



9	Unit: 09 Old and New	4.5
10	Unit: 10 Take Care!	3
11	Unit: 11 The Best Things	4.5
12	Unit: 12 Brand New	4.5
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignment	Through the semester	10%
2.	Participation	Through the semester	10%
3.	Live & Recorded Sessions	Through the semester	10%
4.	Final Exam	At the end of semester	70%
5.	Total		100%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)



E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Cutting Edge Pre-Intermediate: KSA Edition, Student's Book. By Sarah Cunningham, Peter Moor & Araminta Crace, Publisher: Pearson.
Supportive References	http://www.pearsonlongman.com/newcuttingedge/starter/
Electronic Materials	N/A
Other Learning Materials	N/A

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Online classroom
Technology equipment (projector, smart board, software)	Data Show
Other equipment (depending on the nature of the specialty)	N/A

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching		Direct
Effectiveness of students assessment	Students	Self evaluation
Quality of learning resources		Direct
The extent to which CLOs have been achieved	Leaders	Indirect
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	المجلس التنفيذي
REFERENCE NO.	الثالثة
DATE	الموافق 1444/9/21 هـ 12/4/2023



