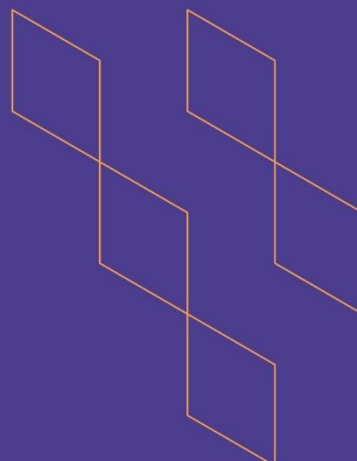




T-104  
2022

## Course Specification



Course Title: <b>Communication Skills</b>
Course Code: <b>NGD 203-2</b>
Program: <b>Associate of Science (AS): 3-year Diploma</b>
Department: <b>Chemical Engineering Technology (CHET), Electrical Power Engineering Technology (EPET), Mechanical Maintenance Engineering Technology (MMET)</b>
College: <b>College of Applied Industrial Technology (CAIT)</b>
Institution: <b>Jazan University</b>
Version: <b>1</b>
Last Revision Date: <b>11/01/2023</b>



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## A. General information about the course:

Course Identification	
1. Credit hours:	2 (Contact hours: 3 hours/ week)
2. Course type	
a.	University <input checked="" type="checkbox"/> College <input type="checkbox"/> Department <input type="checkbox"/> Track <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 3/ Trimester 3
4. Course general Description	
<p>NGD 203 is a 2 Credit, Trimester, pre-intermediate level course, equivalent to <i>CEFR</i> B1, which gives students the opportunity to practice and expand their communicative competence and to extend the limits of their knowledge of vocabulary and idioms, within the context of oral English. The course is designed to build upon the language skills already acquired by the students while completing successfully the courses offered in the preceding trimesters. Students planning to participate in the Co-Op summer training programs improve in both speaking and writing, in preparation for the program.</p> <p><b>Benchmark:</b> CEFR Level B1 &amp; SAQF* Level 5. LRSK 142, Communication Skills, Deanship of Preparatory Year, University of Dammam (ref. <a href="https://www.iau.edu.sa/sites/default/files/resources/lrsk-142_english_form_0.pdf">https://www.iau.edu.sa/sites/default/files/resources/lrsk-142_english_form_0.pdf</a> )</p> <p style="text-align: right;">*Common European Framework of Reference for Languages *Saudi Arabian Qualifications Framework</p>	
5. Pre-requirements for this course (if any): NGD 102-6	
6. Co- requirements for this course (if any): None	
7. Course Main Objective(s)	
<p>This course intends to develop students' critical thinking and communicative competence as an essential 21<sup>st</sup> Century Skills for the workplace and is designed to comprehensively improve their fluency in the listening and speaking skills needed to achieve academic and personal success. This provides students with a foundation from which they can further consolidate their communicative skills in English language. The course ranges from the conversational and responsive use of English in dealing with real-life ad hoc situations in the industrial workplace to techniques required in presenting information orally. It encourages students to think quickly, to listen, interpret and respond, to express opinions, and to justify their ideas. Students prepare PPTs to practice and deliver. By the end of this course, students would be able to: develop essential 21st century skills, including critical thinking, collaboration, and visual literacy; speak confidently in any situation, and learn to listen for main ideas and details, and enhance their note-taking skill.</p>	

## 1. Teaching mode (mark all that apply)

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

## 2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	10
2.	Laboratory/Studio	20
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	30

## 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	Reproduce spoken and written communication skills, and demonstrate awareness of Co-Op training requirements.	K.1	Expanding upon speaking, writing strategies, exposing to a variety of preparatory exercises for summer training program.	Oral presentation, Quiz, Worksheets, Exams
1.2	Demonstrate awareness of 21 <sup>st</sup> Century Skills for the workplace, including critical thinking, collaboration and visual literacy.	K.1	Exposure to hypothetical workplace situations, Role-plays, Information gathering	Classroom activities, Quiz, Assignment
1.3	Demonstrate the ability to synthesize relevant	K.1	Training to research relevant topics, and	Classroom activities,

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	research related to their areas of study (electrical, mechanical, and chemical).		prepare the final presentation.	Quiz, Slip-Test, Exams
2.0	Skills			
2.1	Demonstrate information gathering techniques, practicing and delivering the final oral presentations.	S.3, S.4	Directed lab sessions to focus on technological and communication skills.	Oral presentation, Activities Assessment - oral
2.2	Describing common workplace tasks, receiving and giving work-related instructions.	S.1, S.2	Individual mentoring, pair-work, peer review, group observation, feedback	Classroom activities, Quiz, Slip-Test, Exams
2.3	Use the conventions of communicative skills to speak in a generally appropriate way and communicate straightforward ideas.	S.3	Role-plays, simulating on-the-job situations, giving/ receiving information, seeking clarification, explaining completed actions, affirming understanding of work regulations, etc.	Oral presentation, Quiz, Slip-Test, Exams
3.0	Values, autonomy, and responsibility			
3.1	Develop group participation and leadership qualities.	V.1	Counseling and instruction to learn and practice healthy attitudes and behavior	Feedback, Assessment, Activities
3.2	Exhibit professional code of conduct and ethical values.	V.2	Guidance - teamwork and individual responsibility	Observation, Assessment, Quizzes - pair work
3.3	Act with responsibility in personal and professional situations.	V.2	Guidance – instruction on ethical standard behavior	Group work participation, Observation

## C. Course Content

No	List of Topics	Contact Hours
1.	21 <sup>st</sup> Century Communication 1: Unit 1. Small Actions, Big Results	8
2.	21 <sup>st</sup> Century Communication 1: Unit 2. Connecting to Nature	8
3.	21 <sup>st</sup> Century Communication 1: Unit 3. Going Places	7
4.	21 <sup>st</sup> Century Communication 1: Unit 4: Music, Music Everywhere	7
Total		30

## D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quiz 1	4	10%
2.	Progress Test (Mid-Term Exam)	6	20%
3.	Quiz 2	8	10%
4.	Formative Assessment, Values: Through the trimester		10%
5.	Final Exam	11	50%
6.	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	<b>21<sup>st</sup> Century Communication 1:</b> Student Book & Online Workbook, Lida Baker, Laurie Blass. National Geographic Learning. - Essential listening, speaking, and presentation skills to help learners succeed with their academic and professional goals. - Students learn key academic skills as they engage with thought-provoking TED Talks and 21st century themes and skills such as global awareness, information literacy, and critical thinking. - Engaging tasks with fascinating National Geographic content. - Fully integrated National Geographic content for each unit.
Supportive References	<a href="https://eltngl.com/sites/21st-century-communication/student">https://eltngl.com/sites/21st-century-communication/student</a>
Electronic Materials	<a href="http://www.facebook.com/NGLearningUK">http://www.facebook.com/NGLearningUK</a> <a href="http://www.twitter.com/NGLearningUK">http://www.twitter.com/NGLearningUK</a> <a href="http://www.youtube.com/NGLearningUK">http://www.youtube.com/NGLearningUK</a>
Other Learning Materials	<a href="http://www.facebook.com/NGLearningUK">http://www.facebook.com/NGLearningUK</a> <a href="http://www.twitter.com/NGLearningUK">http://www.twitter.com/NGLearningUK</a> <a href="http://www.youtube.com/NGLearningUK">http://www.youtube.com/NGLearningUK</a>

## 2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Spacious classrooms to accommodate 35 students per class with traditional and smart whiteboards as well as smart touch screens connected to a high-quality sound system. Internet connection for students to work on their projects, assignments. (if applicable)
Technology equipment (projector, smart board, software)	Smart Board Sound system Internet Speakers (for audio) Laptop (with internet connectivity) Microphone (for recording speaking skills) Audio player Audio recorder OHP
Other equipment (depending on the nature of the specialty)	Whiteboard of good quality (to be used as a screen for playing videos as well) Whiteboard markers (a total of 5 sets of 4 pens for the course per group) Paper for photocopying quizzes and extra practice materials (4 packets per group) Photocopying and printing facilities for the teachers and the students

## F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Quality Assurance and Accreditation Unit, ELI	Classrooms visits and observation. <b>Direct</b>
Effectiveness of students assessment	Faculty	Marking and remarking of sample of Progress Test and Final Test papers between teachers. <b>Direct</b>
Quality of learning resources	Faculty	Surveys designed by the English Language Institute (ELI)/ University – distributed among the course instructors. <b>Direct/Indirect</b>
The extent to which CLOs have been achieved	Program Leaders	Statistical analysis of students' marks in Progress Test and Final Tests. <b>Direct</b>



Assessment Areas/Issues	Assessor	Assessment Methods
Course effectiveness	Quality Assurance and Accreditation Unit, ELI	Reviewed bi-annually, improvements are planned and implemented

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

**Assessment Methods** (Direct, Indirect)

## G. Specification Approval Data

COUNCIL /COMMITTEE	QUALITY ASSURANCE & ACCREDITATION UNIT (QAU), ENGLISH LANGUAGE INSTITUTE
REFERENCE NO.	JU/ELI/QAU/CS/CAIT/NGD203-2/ T3
DATE	8 <sup>TH</sup> DECEMBER 2022

