



Course Specifications

Course Title:	Listening & Speaking
Course Code:	NAJM 165
Program:	
Department:	
College:	College of Business Administration
Institution:	Prince Sattam bin Abdulaziz University

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A. Course Identification

1. Credit hours: 5 (4, 1, 0)
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: 2022-2023; First Semester/Level 1
4. Pre-requisites for this course (if any): Grammar (NAJM 161)
5. Co-requisites for this course (if any): Nil

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	72	100
2	Blended		
3	E-learning		
4	Distance learning		
5	Other		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	72
2	Laboratory/Studio	NA
3	Tutorial	NA
4	Others (specify)	NA
	Total	72

B. Course Objectives and Learning Outcomes

1. Course Description

The course offers intensive Listening & Speaking training in the field of Business administration. It features short conversational excerpts from real business situations that aim at teaching the students the different conversational skills needed in the field. In this course, the students also learn interaction strategies used in spoken English, differentiating between facts and opinions and formal v/s informal discourse, grasping the central idea and making inferences. In addition to teaching the students the specialized terminology, the course lays emphasis on correct pronunciation and intonation as well as on clarity of expression.

2. Course Main Objective

What is the main purpose for this course?

- **Illustrate communication techniques to develop interpersonal skills through spoken English.**
- **Perform strong listening skills**
- **Analyze and infer meaning from the spoken language.**
- **Develop knowledge of phonetic sounds.**
- **Prepare and get familiarity and ease in production of individual sounds and connected speech.**

Use the appropriate psychomotor taxonomy that helps the learner to identify basic language and grammatical structures in language learning process.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Describe impromptu situations.	K2
1.2	Memorize grammar topics like simple present tense, simple past tense, and gerund and to infinitive.	K3
1.3	State and respond to content of a lecture or listening passage orally and/or in writing.	K5
1...		
2	Skills :	
2.1	Predict word meanings, and their uses for subject specific task	S5
2.2	Differentiate main ideas from supporting details.	S2
2.3		
2...		
3	Values:	
3.1	Interact with academic content	V1
3.2	Demonstrate knowledge on how to ask questions and make requests politely	V3
3.3		
3...		

C. Course Content

No	List of Topics	Contact Hours
1	Unit 1: How can you find a god job?	12
2	Unit 2: Why do we study other cultures?	12
3	Unit3: What is the best kind of vacation?	12
4	Unit 4: Who makes you laugh?	12
5	Unit 5: Why do we enjoy sport?	12
6	Unit 6: When is honesty important?	12
7	Unit 7: Is it ever too late to change?	12
8.		
Total		84

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	Describe impromptu situations.	Classroom Lectures	Exams
1.2	Memorize grammar topics like simple present tense, simple past tense, and gerund and to infinitive.	Integrated Skills (Reading and writing)	Exams
1.3	State and respond to content of a lecture or listening passage orally and/or in writing.	Small group work	Presentation
2.0	Skills		
2.1	Predict word meanings, and their uses for subject specific task	Lecture Brainstorming	Exams Presentation
2.2	Differentiate main ideas from supporting details.	Lecture Brainstorming	Exams
3.0	Values		
3.1	Interact with academic content	Integrated Skills (Listening, Speaking, Reading and writing)	Presentations
3.2	Demonstrate knowledge on how to ask questions and make requests politely	Brainstorming	Exams

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	1 st Mid. Term exam	Week 5 th	20%
3	Presentation 1	Week 3 th & 4 th	15%
4	Presentation 2	Week 8 th	15%
5	Final exam	Week 12 th & 13 th	50%
6			
7			
8	Total		100

*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 :

Each faculty member of management department is required to assign 6 hours per week as office hours for students' consultation and guide. Students are informed in the beginning of the classes about the office hours.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Q: Skills for Success-Listening & Speaking (Special Edition), Second Edition, By Jamie Scanlon Oxford University Press
Essential References Materials	<ul style="list-style-type: none"> - Text book, lectures, external internet exercises - Teacher provided learning materials.
Electronic Materials	<ul style="list-style-type: none"> • www.esl-lab.com/ • http://www.youtube.com/watch?v=WCy5C5drX0E • http://www.englishclub.com/speaking/ http://esl.about.com/od/conversationlessonplans/a/ask_low.htm
Other Learning Materials	Other learning material such as computer-based programs/CD, professional standards or regulations and software.

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	<ul style="list-style-type: none"> • 35 chairs • Teacher table or desk • Power supply
Technology Resources (AV, data show, Smart Board, software, etc.)	<ul style="list-style-type: none"> • Active boards or smart boards • Wireless internet.
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	None

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods

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	
Reference No.	
Date	