Course Specifications

Course Title:	Communication Skills
Course Code:	150 SKL – 2
Program:	**Preparatory Year**
Department:	**Self-Development Skills**
College:	**Preparatory Year**
Institution:	**Najran University**

Table of Contents

A. Course Identification

1. Credit hours:

2. Course type
a.   University ☑   College ☐   Department ☐   Others ☐
b.   Required ☑   Elective ☐

3. Level/year at which this course is offered: Level Two – PYP – 1439 -1440 H

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	28	100%
2	Blended		
3	E-learning		
4	Correspondence		
5	Other		

7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
Contact Hours		
1	Lecture	28
2	Laboratory/Studio	---
3	Tutorial	2
4	Others (specify)	---
	Total	30
Other Learning Hours*		
1	Study	--
2	Assignments	1
3	Library	
4	Projects/Research Essays/Theses	--
5	Others (specify)	--
	Total	1

* 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
This course aims to develop communication skills for level two PYP's students (1439/1440 H)

2. Course Main Objective
Development of some communication skills among students of the second level of the academic year 1439/1440 AH

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge:**	
1.1	Define communication skills concepts	
1.2	Identify components of communication competencies	
2	**Skills :**	
2.1	Distinguish between elements of different communication competencies	
3	**Competence:**	
3.1	Maintain good relationships with peers and teachers.	
3.2	Take responsibility for learning.	
3.3	Engage-in communication and IT skills in learning.	

C. Course Content

No	List of Topics	Contact Hours
1	The concept and etiquette of communication, the elements or components of the communication situation, and The significance of communication.	
2	communication adequacy, formal communication styles, Factors that affect communication, and The symbolic structure of communication	
3	types of meanings, Model of communication, and obstacles of getting the meaning, Communicative intelligence	
4	control of anger, Johari Window , Dealing with different kinds of people	
5	First exam + Assignment	
6	From positive listening to the strategy of having the moon.	
7	From visual and verbal communication to ways of strengthening the communicational message	
8	The success of conversation, samples of communication effects	
9	Personal or interviews	
10	second exam	
11	Written communication, Steps of writing and essay writing	
12	Writing summary, steps of writing a summary, filling out application forms (Cover Letter).	
13	Writing (CV) , preparing Power Point presentations	
14	revision	
15	The final test	
Total		

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	Define communication skills concepts	- Developed lecture Cooperative learning	- written exam mid & final
1.2	Identify components of communication competencies		

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
…			
2.0	**Skills**		
2.1	Distinguish between elements of different communication competencies	- Discussion. Cooperative learning	written exam
3.0	**Competence**		
3.1	Maintain good relationships with peers and teachers.	Blended Learning Cooperative learning	Observation Card
3.2	Take responsibility for learning.		
…	Engage in communication and IT skills in learning.		

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	First Examination	6	20%
2	Second Examination	11	20%
3	*Assignment*	8-12	10%
4	Final Examination	15	50%
8			

*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 :

- Sending documents and brochures about the concept of academic guidance and its nature, and the nature of the recall and review and tests.
- Provide individual and group feedback after each quarterly test.
- Holding lectures to strengthen the students and the enrichment lectures for outstanding students.
- Stand on the causes of stumbling
- Provide training modules for paper and electronic tests.
- Office hours for faculty members in the department.
- Communication through the university's website (Deanship website).
- Periodic announcements of students on the Blackboard continuously for students.

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	Communication Skills-1439/1440 H – 2018/2019 G. Third edition. Education Experts Center –Riyadh
Essential References Materials	1-Almasaudi , Saad (2007) Communication Skills , King Abdulaziz University-Jeddah .

	2-Aljayousi , Mohammed Bilal (2002) You and Me , an introduction in human communication skills , Arab bureau of education for gulf states , Riyadh . 3-Salam , Aza Mohammed (2007) communication skills , the center for advancement of post-graduate studies and research , Cairo
Electronic Materials	http://forum.el-wlid.com/t333336.html http://kenanaonline.com/users/DrNabihaGaber/posts/94303 http://kenanaonline.com/users/DrNabihaGaber/posts/94303
Other Learning Materials	The lectures will be designed as PPT and uploaded on the Blackboard system of e learning.

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	
Technology Resources (AV, data show, Smart Board, software, etc.)	Data projector, Smart whiteboard, Blackboard
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
The extent to which the learning outcomes of the course are collected		Direct written test (first)
The extent to which the learning outcomes of the course are collected	Second level students	Direct written test (second)
The extent to which the learning outcomes of the course are collected		Direct Editing Test (Final)
Assignment as questions		Indirectly via the Blackboard

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	Department Council
Reference No.	(2) second semester
Date	15/5/1440 H