



Course Specifications

Institution:	Majmaah University
Academic Department :	Department of Computer Science and Information
Programme :	In Computer Science and Information (B. Sc.)
Course :	Technical English
Course Coordinator :	Dr. Eng. Moustafa Reda AbdALLAH El-Tantawi
Programme Coordinator :	Prof. Yousry Azzam
Course Specification Approved Date :	22/ 12 / 1435 H

A. Course Identification and General Information

1 - Course title :	Technical English	Course Code:	ENG 210
2. Credit hours :	2 Credit Hours (Lecture: 2 Hrs. + Exercises: Zero Hrs.)		
3 - Program(s) in which the course is offered:	Computer Science and Information (B. Sc.) New Plane.		
4 - Course Language :	English		
5 - Name of faculty member responsible for the course:	Dr. Eng. Moustafa Reda AbdALLAH Eltantawi		
6 - Level/year at which this course is offered :	3rd Level		
7 - Pre-requisites for this course (if any) :	None		
8 - Co-requisites for this course (if any) :	None		
9 - Location if not on main campus :	College of Science in Az-Zulfi (Main Campus)		
10 - Mode of Instruction (mark all that apply)			
A - Traditional classroom	<input checked="" type="checkbox"/>	What percentage?	60.00%
B - Blended (traditional and online)	<input checked="" type="checkbox"/>	What percentage?	10.00%
D - e-learning	<input type="checkbox"/>	What percentage? %
E - Correspondence	<input type="checkbox"/>	What percentage? %
F - Other	<input checked="" type="checkbox"/>	What percentage?	30.00%

Comments :

1. Three-fifth of the course is introduced mainly inside well equipped traditional classrooms. So the student will be taught, in a tidy robust way, the main core of the course.
2. One-tenth of the course is conducted with a video conference. This mode will allow the student to skip the fear-threshold of scientific interaction.
3. Three-tenth of the course is presented orally in free discussion, and Listening to videos embedded in the course, will equipped labs. This will upgrade the students skills in listening and conversation, and will encourage him for continuous improvement.
The 2nd and 3rd modes of instructions makes the students feel "involved" in the discussions, rather than simply being outside spectators.



B. Objectives

B.1 What is the main purpose for this course?

The current course includes topics that reflect the latest developments in information technology, making them immediately relevant to students' needs. The purpose of this course is to enable the student to:

- 1.Enable computer science students to acquire technical and professional communication skills.
- 2.Developing students' understanding and use of language in spoken and written communication.
- 3.Use appropriate language in professional writings; making appropriate grammatical and lexical choices; writing effectively with a focus on content, form and language.
- 4.Engage in both individual and group work to write a professional resume and business letters.
- 5.Write a perfect technical proposal workplace and make technical oral presentations.
- 6.Achieve and conduct effective workplace interviews

B2. Briefly describe any plans for developing and improving the course that are being implemented :

- **IT**

- a. Use of Smart/Interactive Board. & b. Use of DBS Smart system.
- c. Applications of e-Learning.

- **Material**

- 1.Using group discussion through the internet with course attending students.
- 2.Updating the materials of the course to cover the new topics of the field.
- 3.Increasing the ability of the students to implement -on the computer selected assignments that are presented in the course.

C. Course Description

C.1 Topics to be Covered

List of Topics	No. of Weeks	Contact Hours
1) Unit One: Working in the IT Industry: Meeting people. Jobs in IT. Schedules. Abbreviations. Business matters.	2	4
2) Unit Two: Computer Systems: Computer Hardware. Computer Software. Working with computers. Computer Usage. Business matters.	2	4
3) Unit Three: Websites: Website Purpose. Types of Website. Website analytics. Website development (step-by-step). The best websites. Business matters.	2	4
4) Unit Four: Databases: Database Basics. Database Processing. Data Storage and Backup. Database System Benefits. Business matters.	2	4
5) Unit Five: E-Commerce: E-commerce Companies. E-commerce Features. Transaction Security. Online Transaction. Business matters.	2	4
6) Unit Six: Network Systems: Types of Networks. Networking Hardware. History of Networking. Network Range and Speed. Business matters.	2	4
7) Unit Seven: IT Support: Fault Diagnosis. Software Repair. Hardware Repair. Customer Services. Business matters.	2	4

C.2 Course components (total contact hours and credits per semester):

	Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours	30	---	---	---	---	30
Credit	30	---	---	---	---	30

C.3 Additional private study/learning hours expected for students per week.

The private self-study of my student is crucial for this course. It includes:

- Reading carefully the topics in the textbook or reference book,
- Browsing the websites that are concerned with the course,
- Solving the exercises that are assigned in each chapter,
- Discussing the course topics with the instructor in his office hours,
- Watching the video lectures of other instructors who presented related topics worldwide.

6 Hrs.

The total workload of the student in this course is then: $45 + 6 * 15 = 135$ work hours.



C.4 Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assess- ment Methods
1.0	Knowledge		
1.1	Recognize and Describe the meaning of technical abbreviations, terms, and expressions.	Developing basic communicative ability through: - Lecturing, - Team work, - Oral Discussion, Home Assignments	- Quizzes, - Web search, - Graded home-work, - Class Participa-tion, - Midterm and Final Exams
2.0	Cognitive Skills		
2.1	Familiarity with new Software products terminology.	<ul style="list-style-type: none"> • Lectures • Exercises • Case studies • Individual • Presentations • Brainstorming 	<ul style="list-style-type: none"> - Class Partici-pation - Essay Ques-tion - Presentation - Research
2.2	Familiarity with new Hardware components specifications.		
3.0	Interpersonal Skills & Responsibility		
3.1	Safe and Precise use of new available commercial software and of new educational computer systems.	<ul style="list-style-type: none"> • Small group discussion • Whole group discussion • Brainstorming • Presentation 	<ul style="list-style-type: none"> • Written Exam • Web search and writing reports. • Lab assignments • Class Activities • Quizzes
4.0	Communication, Information Technology, Numerical		
4.1	Team working skills: cooperative working in groups inside the class, or/and efficient participation in take-home-assignments.	<ul style="list-style-type: none"> • Small group discussion • Whole group discussion • Brainstorming • Presentation 	<ul style="list-style-type: none"> • Written Exam • Web search and writing reports. • Lab assignments • Class Activities • Quizzes
4.2	Oral Skills: free discussions save the students' time and allow them to feel "involved" in the discussion, rather than simply being outside spectators.		
5.0	Psychomotor		
5.1	NA		



C.5 Schedule of Assessment Tasks for Students During the Semester:

	Assessment task	Week Due	Proportion of Total Assessment
1	Class Activities:		30.00%
	Homework assignments, Oral discussions	Weekly	
	Written summary reports through web search	3, 7, 9, 13	
	Class participation in solving problems	Weekly	
	Take-home-exams	5, 11	
	Project groups	5, 10	
	Quizzes	2, 4, 8, 14	
2	First Written Exam	6	15 %
3	Second Written Exam	12	15 %
4	Final Exam	16	40 %
Total			100%

D. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)

- Office hours: Sunday: 10-13, Thursday: 10-13. & 2. Office call: Wed 12-14
- E-mail: m.eltantawi@mu.edu.sa is permanently available.

E. Learning Resources

E.1 List of Required Textbooks :

- Maja Olejniczak; "English for Information Technology"; Pearson Longman; 2012.

E.2 List of Essential References Materials :

- Norma D. Mullen; "English for Computer Science"; revised updated Edition ; Oxford University press; March 1988; ISBN-10: 0194376559; ISBN-13: 978-0194376556.
- Iris Eisenbach; "English for Materials Science and Engineering"; Vieweg and Teubner; 2011; Print ISBN 978-3-8348-0957-5; Online ISBN 978-3-8348-9955-2.

E.3 List of Recommended Textbooks and Reference Material :

- Nell Ann Pickett, Ann Appleton Laster , Katherine E. Staples; "Technical English: Writing, Reading and Speaking"; Longman; 8th Edition; August 18, 2000; ISBN-10: 0321003527 - ISBN-13: 978-0321003522
- Williams I; "English for Science and Engineering Student's Book"; Heinle; 2006; ISBN-10: 1413020917 ; ISBN-13: 9781413020915.



E.4 List Electronic Materials :

- Lectures as videos.

E.5 Other learning material :

- A CD is available with the Text Book.

F. Facilities Required

F.1 Accommodation

Lecture rooms are well equipped with:

- air conditioned with at least 20 adequate seats.
- Interactive/smart Board.
- Up-to-date projector.

An Auditorium is well equipped with:

- Air conditioned with at least 100 adequate seats.
- Interactive/smart Board.
- .date projector-to-Up

F.2 Computing resources

- Personal computer with necessary up-to-date software.
- DBS Smart Systems.
- Interactive Board.
- Laptop.

F.3 Other resources

1. Colored Printer (needed)
2. Central laser-Printer, and Scanner.
3. Wall Boards (are essentially needed.)
4. Internet inside the classroom (missed.)
5. Library: Up to date scientific books, in the library.
6. Wi-Fi and internet connections are available inside the teaching staff rooms, and the seminar room.

G. Course Evaluation and Improvement Processes

G.1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching:

- Questionnaires (course evaluation) achieved by the students and it is electronically organized by the University.
- Students-faculty management meetings.



G.2 Other Strategies for Evaluation of Teaching by the Program/Department Instructor :

A department committee is established to be responsible for the development of the strategies of Teaching through:

- Discussions within the staff member teaching the course.
- Departmental internal review of the course.

G.3 Processes for Improvement of Teaching :

Availability of all the tools that facilitate the education process considering both the students and staff, through:

- Providing the computer labs with up-to-date computers and software.
- Conducting and attending workshops given by experts on the teaching and learning methodologies.
- Periodical departmental revision of methods of teaching.
- Monitoring of teaching activates by senior faculty members.
- Training Courses.

G.4 Processes for Verifying Standards of Student Achievement

Efficiency of course will be reflected on the results of the class, so reviewing the final exam questions and a sample of corrected papers is essential. This could be achieved by members of the teaching staff (or/and external reviewers) in addition to other duties such as discussing ideas and ways of teaching and learning. The course should be developed periodically to ensure that it contains the latest developments in the field of study. Development could be put as an objective in the report of the course to be achieved each semester.

G.5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement :

- 1- Course Evaluation
- 2- Exam Evaluation
- 3- Improvement plan
- 4- Program Outlearning with course outlearning
- 5- Outlearning from the pre-requisite course

Course Specification Approved

Department Official Meeting No (6) Date 22 / 12 / 1435 H

Course's Coordinator

Department Head

Name : Dr. Eng. Moustafa Reda
AbdALLAH Eltantawi

Name : Prof. Yousry Azzar

Signature :

Signature :

Date : 22/ 12 / 1435 H

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