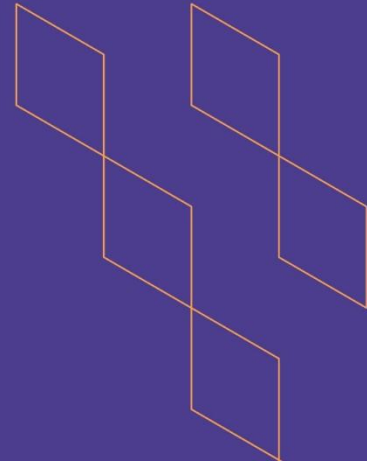




T-104  
2022

## Course Specification



Course Title: <b>Technical Writing</b>
Course Code: <b>ENGL201</b>
Program: <b>All University Programs</b>
Department: <b>English Language Department (ELD)</b>
College: <b>Deanship of Educational Services</b>
Institution: <b>The University of Prince Mugrin (UPM)</b>
Version: <b>1.0</b>
Last Revision Date: <b>12 March 2023</b>



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## 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: LEVEL 3 / YEAR 2

#### 4. Course General Description

Students write a 1500-word themed, source-based report on a problem-solution topic related to their majors. They are taught the APA style of documentation and advanced internet research skills. Instruction focuses on a process-based approach, including audience analysis, narrowing and focusing a report topic, citation methods and referencing, document design, paraphrasing, summarizing, and writing an abstract. Additional instruction is given on advanced presentation skills for their research reports. In the second half of the course, students are taught the job application process involving cover letters, résumés and interviews leading to important aspects of business correspondence, such as letter format, style, tone and two important business letters (inquiry and complaint). Furthermore, students are instructed to realize the importance of academic honesty in oral and written communication.

5. Pre-requirements for this course (if any):  
ENGL102

6. Co- requirements for this course (if any):  
None

#### 7. Course Main Objective(s)

In this course, students will...

1. be coached to compose and present a source-based research report on one topic related to their major.
2. be taught effective communication in written and oral forms in both academic and professional contexts.
3. be instructed to display communicative competence in all written and oral forms of the course.
4. be educated to make appropriate use of relevant vocabulary and expressions orally and in writing.
5. be instructed to realize the importance of academic honesty in oral and written communication.
6. be trained to develop and demonstrate advanced oral presentation skills.



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

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	60	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	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	15
5.	Others (specify)	
	<b>Total</b>	<b>60</b>



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

Code	Course Learning Outcomes	Code of CLOs aligned with ACCT / FIN program	Teaching Strategies	Assessment Methods
1.0	By the end of this course, students will be able to..... Knowledge and understanding			
1.1	<b>Integrate</b> academic word lists, terminologies, expressions, procedures and standard conventions in business correspondence and academic contexts.	ACCT PLO K2 FIN PLO K3	<ul style="list-style-type: none"> <li>• Cooperative Learning,</li> <li>• Visualization,</li> <li>• Modeling,</li> <li>• Graphic Organizers,</li> <li>• Providing Feedback,</li> <li>• Class Discussions, and Inquiry-</li> <li>• Guided Instruction</li> <li>• presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehension Check</li> <li>• Activity Sheets,</li> <li>• Online Practice</li> <li>• Quizlets,</li> <li>• Graded Quizzes,</li> <li>• MCQs</li> <li>• Matching</li> <li>• Fill in the blanks</li> </ul>
1.2	<b>Recognize</b> report writing process including audience analysis, narrowing and focusing report topics, citation methods, referencing, document design, paraphrasing, summarizing, and abstract writing.	ACCT PLO K2 FIN PLO K3	<ul style="list-style-type: none"> <li>• Inquiry</li> <li>• Guided Instruction,</li> <li>• Visualization,</li> <li>• Modeling,</li> <li>• Class Discussions,</li> <li>• Collective Feedback</li> <li>• Presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehension Check</li> <li>• Activity Sheets,</li> <li>• Online Practice</li> <li>• Quizlets,</li> <li>• Graded Quizzes,</li> <li>• MCQs</li> <li>• Matching</li> <li>• Fill in the blanks</li> </ul>
2.0	Skills			
2.1	<b>Compose</b> a 1500-word source-based research report on a problem-solution topic related to the student's major according to APA guidelines.	ACCT PLO S3 FIN PLO S3	<ul style="list-style-type: none"> <li>• Brainstorm</li> <li>• Design project</li> <li>• Presentations</li> <li>• Research projects</li> <li>• Written assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Term Report Writing</li> <li>• Outlines</li> <li>• Research projects</li> <li>• Written assignment</li> </ul>



Code	Course Learning Outcomes	Code of CLOs aligned with ACCT / FIN program	Teaching Strategies	Assessment Methods
2.2	<b>Communicate</b> professionally in both academic and work-related settings, using business correspondence skills.	ACCT PLO S3 FIN PLO S3	<ul style="list-style-type: none"> <li>• Active participation in classroom activities</li> <li>• Brainstorm ideas</li> <li>• Group discussions</li> <li>• Present in front of the audience</li> <li>• Problem-solving activities</li> <li>• Role-play</li> <li>• Written assignments (business correspondence )</li> </ul>	<ul style="list-style-type: none"> <li>• Answer questions</li> <li>• Ability to follow procedures</li> <li>• Critical questioning</li> <li>• Feedback and peer evaluation</li> <li>• Willingness to participate</li> <li>• Written assignments</li> <li>• Role-play (interviews)</li> </ul>
2.3	<b>Deliver</b> an oral presentation on the written research report.	ACCT PLO S3 FIN PLO S3	<ul style="list-style-type: none"> <li>• presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Final Individual Presentation</li> </ul>
3.0	Values, Autonomy, and Responsibility			
3.1	<b>Value</b> the importance of academic honesty and integrity in the report writing process and product.		<ul style="list-style-type: none"> <li>• Debates</li> <li>• Opinionated writing piece</li> <li>• Reflection exercises (reflection paper)</li> <li>• Self-report</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Neatness and carefulness (with minimal errors and plagiarism) of submitted work</li> <li>• Meet deadlines</li> <li>• Proposals of new reports</li> <li>• Rating scale</li> </ul>
3.2	<b>Apply</b> life-long learning skills in business communication settings.		<ul style="list-style-type: none"> <li>• Critical reflection</li> <li>• Group projects</li> </ul>	<ul style="list-style-type: none"> <li>• Criteria for group projects</li> </ul>



Code	Course Learning Outcomes	Code of CLOs aligned with ACCT / FIN program	Teaching Strategies	Assessment Methods
...			<ul style="list-style-type: none"> <li>Self-report goals (personally and academically)</li> </ul>	<ul style="list-style-type: none"> <li>Self-evaluation</li> <li>SMART goals</li> </ul>

### C. Course Content

No	List of Topics	Contact Hours
1.	Recruitment	12
2.	Business Correspondence	12
3.	Source Evaluation	3
4.	Report Writing	12
5.	Oral Presentations	3
6.	Interview Simulations	3
<b>Total</b>		<b>45</b>

### D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	4 In-Class Writing Quizzes	Weeks 6, 10, 13, &14	20%
2.	Midterm Exam	Week 8	20%
3.	Research Report	Week 12	20%
4.	Oral Presentation	Weeks 16&17	5%
5.	Interview Simulation	Weeks 16&17	5%
6.	Final Exam	Week 18	30%

\*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	Kolin, P. (2012). Successful writing at work. (Concise 3rd Edition ed., Vol. International Edition, pp. 359-369). Boston, MA: Wadsworth.
Supportive References	PowerPoint slides, KFUPM and UPM English Departments
Electronic Materials	Purdue Online Writing Lab <a href="https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html">https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html</a>
<ul style="list-style-type: none"> <li>Other Learning Materials</li> </ul>	<ul style="list-style-type: none"> <li>Target based activity sheets</li> <li>Progressive instructional materials including handouts</li> </ul>

### 2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Ordinary 25 seat classrooms are the main requirement for the course
Technology equipment (projector, smart board, software)	High quality data show and smart board facilities are highly required for the course.
Other equipment (depending on the nature of the specialty)	None

## F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course Instructor, Course Coordinator, Department Coordinator, and Students	Comprehension Check Questions, Evaluation & Feedback Questionnaires, and Performance Assessment Reports
Effectiveness of students' assessment	Course Instructor, Course Coordinator, Department Coordinator, and Students	Evaluation & Feedback Questionnaires, and Performance Assessment Reports
Quality of learning resources	Course Instructors & Course Coordinators	Discussion and Collective Feedback
The extent to which CLOs have been achieved	Course Instructors & Coordinators	Evaluation Rubrics & Report Evaluation
Other		







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

**Assessment Methods** (Direct, Indirect)

## G. Specification Approval Data

COUNCIL /COMMITTEE	ELD COUNCIL
REFERENCE NO.	03282023
DATE	MARCH 28, 2023

