

وزارة التعليم العالي والبحث العلمي  
جهاز الإشراف والتقويم العلمي  
دائرة ضمان الجودة والاعتماد الأكاديمي

## استمارة وصف البرنامج الأكاديمي للكليات والمعاهد للعام الدراسي 2025-2024

الجامعة : جامعة شط العرب الاهلية  
الكلية /المعهد : الإدارة واقتصاد  
القسم العلمي : إدارة الاعمال

تاريخ ملء الملف : 2024/9/1

التوقيع :  
اسم المعاون العلمي: د. عبد الله عبد الله  
التاريخ : ٢٠٢٤/٩/١

التوقيع :  
اسم رئيس القسم : د. عبد الله عبد الله  
التاريخ : ٢٠٢٤/٩/١

دقق الملف من قبل  
شعبة ضمان الجودة والأداء الجامعي  
اسم مدير شعبة ضمان الجودة والأداء الجامعي:  
التاريخ : / /

أستاذ الدكتور محمد عبود ظاهر الظلوم  
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مصادقة السيد العميد



مصادقة السيد العميد  
د. عبد الله عبد الله

### Course Description Sample

## Subject: corporate governance

This course description provides a brief survey of the most important characteristics, expected learning output, showing whether students have made full use of the learning opportunities. These characteristics have to be matched with the description of the program.

1. Educational Institution	Shatt Al-Arab University - College of Administration and Economics
2. Department / Center	Business Administration
3. Course Title /Code	English Language
4. Lecturer Name	Liqaa Nabeel Sabeeh
5. Type of Teaching	Attendance
6. Academic Year /Term	3th
7. Total No. of Teaching Hours	30
8. Date of Preparing this Course Description	1/9/2024

### 9. Course Objectives

- |   |
|---|
| a. Enhance <b>Academic English Skills:</b><br>Develop students' ability to read, understand, and analyze academic texts relevant to their field of study. |
| b• Enhance <b>Academic English Skills:</b><br>Develop students' ability to read, understand, and analyze academic texts relevant to their field of study. |

<b>c• Improve Writing Proficiency:</b> Train students to write structured academic essays, reports, and summaries with clarity, coherence, and proper citation.
<b>d• Develop Listening and Speaking Abilities:</b> Strengthen students' listening comprehension and oral communication skills through discussions, presentations, and academic dialogues.
<b>e• Expand Vocabulary and Terminology:</b> Introduce subject-specific vocabulary and technical terms related to the students' major disciplines.
<b>f .Promote Critical Thinking in English:</b> Encourage students to express opinions, argue points of view, and engage in problem-solving using English.
<b>G .Integrate Language with Professional Skills:</b> Prepare students to use English in professional contexts, such as interviews, email writing, and formal communication.
<b>H .Foster Independent Language Learning:</b> Encourage the use of learning strategies and digital tools for ongoing self-improvement in English.
<b>I .Apply Grammar and Language Structures Effectively:</b> Reinforce advanced grammar usage to support both spoken and written communication.

## 10. Course Output, Methodology and Evaluation

### (A) Cognitive Objectives

Integrate ideas from multiple sources to write essays, reports, or presentations.
Recall key vocabulary, grammar rules, and language structures.
Identify main ideas and supporting details in academic and technical texts.
Justify personal opinions in discussions and writing using evidence and reasoning.
Explain the meaning of texts, phrases, and idiomatic expressions.
Summarize written or spoken English passages accurately.

### (B) Skill Objectives Related to the Program:

a. Scientific Skills
b. Leadership Skills
c. Skills Related to Administrative Work Challenges

### **Methods of Teaching and Learning**

a. Using already- prepared lectures.
b. Using up-to-date data shows.
c. Homework
d. Adopting group discussions.

### **Methods of Evaluation**

a. Oral tests
b. Monthly tests
c. Daily quizzes
d. Students' Regular Attendance

### **(C) Sentimental and Value Objectives**

a. Appreciate English as a global language and a tool for academic and professional advancement.
b.
c. Build confidence in using English in speaking, writing, and interacting with others, despite challenges or mistakes.
d.

### **Methods of Teaching and Learning**

a. Lectures on university instructions.
b. Educational guidance lectures.
c. Continuous directing.
d. Visiting State and private institutions.
e. Showing practical cases.

### **Methods of Evaluation**

a. Daily quizzes.
b. Classroom discussions and commitment to ethics and sublime values.
c. Special marks for class activities.
d. Monthly and quarterly evaluation.

**D) General and Qualitative Skills (other skills related to the ability of employment and personal development)**

a. Take responsibility for learning progress by completing assignments, seeking feedback, and using resources independently.
b. Work respectfully and effectively in pairs or groups, showing willingness to listen, share ideas, and support peers.
c. Use English in ways that promote honesty, integrity, and respectful dialogue in academic and professional contexts
d. Develop a mindset that sees language learning as a continuous and valuable life skill.

**11. Course Structure**

<b>Week</b>	<b>No. of Hours</b>	<b>Topic</b>	<b>Skills Focus</b>	<b>Activities &amp; Assignments</b>
1	2	Introduction & Course Overview	Orientation, Diagnosis	Course briefing, student needs analysis, placement test
2	2	Academic Vocabulary I	Reading, Vocabulary	Reading tasks, vocabulary list building, dictionary use
3	2	Paragraph Writing Review	Writing	Writing descriptive paragraph, peer review



4	2	Listening for Main Ideas	Listening, Note-taking	Audio tasks, identifying key points, practice questions
5	2	Formal vs Informal English	Speaking, Writing	Role-plays, email rewriting, vocabulary discussion
6	2	Essay Structure (Intro–Body–Conclusion)	Writing	Planning and writing a basic academic essay
7	2	Reading Comprehension Strategies	Reading	Skimming, scanning, answering comprehension questions
8	2	Midterm Review & Exam	All Skills	Midterm written & oral exam
9	2	Presentation Skills	Speaking	Group presentations, individual feedback
10	2	Cause and Effect Essay	Writing, Organization	Essay drafting, linking words, structure checking
11	2	Grammar: Complex Sentences	Grammar, Writing	Sentence combining, error correction, grammar quiz
12	2	Summarizing & Paraphrasing	Reading, Writing	Practice with short academic texts, plagiarism awareness
13	2	Listening: Understanding Arguments	Listening, Critical Thinking	Debate listening, identifying

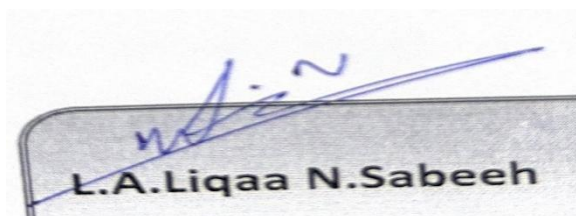
				claims and evidence
14	2	Final Project: Integrated Skills	Speaking, Writing	Submit essay, oral presentation of written work
15	2	Final Exam & Course Wrap-up	All Skills	Final exam, course feedback, reflection

## 12. Infrastructure

a. Textbooks	Sheets prepared by Liqaa N. Sabeeh
b. References	<b>Pre-Intermediate students book , New Headway plus, John and Liz Soars , Oxford</b>
c. Recommended books and periodicals (journals, reports, etc.)	
d. Electronic references, internet websites, etc	

## 13. The Plan of Improving the Course

<ul style="list-style-type: none"> <li>• Include activities like CV writing, email writing, and job interviews.</li> </ul>
<ul style="list-style-type: none"> <li>• Simulate workplace communication scenarios.</li> </ul>
<ul style="list-style-type: none"> <li>• Encourage spontaneous and real-life conversations in class.</li> </ul>

  
L.A. Liqaa N. Sabeeh



Head of Deptment

D.r Zain AlAbidean J. Mohammed