Course Specification
(Bachelor)

Course Title:	Workplace English
Course Code:	
Program:	English Language Diploma
Department:	English Language Unit/Department
College:	Applied College
Institution:	Najran University
Version:	2024
Last Revision Date:	11/3/2025

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A. General information about the course:

1. Course Identification

1. Credit hours: (2)					
2. Course type					
A.	☐University	☒ College	☐Department	☐Track	☐Others
B.	☒ Required		☐Elective		
3. Level/year at which this course is offered: (4)					
4. Course General Description:					
Workplace English is a course designed to develop English language proficiency of comprehension, production, interaction in a workplace environment, and business skills. The course caters for Common European Framework Reference for languages (CEFR) at B1 level. The course follows the communicative/integrated learning approach.					
5. Pre-requirements for this course (if any)**:**					
None					
6. Co-requisites for this course (if any)**:**					
None					
7. Course Main Objective(s):					
*To develop Professional English language skills at B1 level as per the CEFR. • To use professional vocabulary required for workplace competency • To understand and use grammatical categories at intermediate level which facilitate the use of English language at the level of all the skills in a workplace context. • To understand main points and extract information from a variety of professional mediums. • To search the internet for key information and scan short texts. • To actively participate in meetings and group discussions, encouraging others to participate also. .• To take notes and write short paragraphs for a variety of professional purposes, including emails. • To learn business skills at the intermediate level, including networking, participating in meetings, and developing critical and creative thinking.					

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom		
2	E-learning		
3	Hybrid • Traditional classroom • E-learning		
4	Distance learning	2	100

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	**Lectures**	2*15
2.	**Laboratory/Studio**	
3.	**Field**	
4.	**Tutorial**	
5.	**Others (specify)**	
Total		30

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

Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
1.0	**Knowledge and understanding**			
1.1	**Vocabulary**: Understand, use, and recognize vocabulary of intermediate level, related to industry, projects, markets, products, and communication.		Pre-Teaching Activities: PowerPoint presentation, audio visual aids. During Teaching Activities: demonstrations, controlled practice using app. Post Teaching Activities: Recapitulation and summarizing.	Midterm Examination Final Examination (Assessment of skills by using rubrics)

Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
1.2	**Grammar**: Understand intermediate grammatical structures, including simple and complex tenses, adverbs of degree, and modals of obligation.		Pre-Teaching Activities: PowerPoint presentation, audio visual aids. During Teaching Activities: demonstrations, role-play, controlled practice using app. Post Teaching Activities: Recapitulation and summarizing.	Midterm Examination Final Examination (Assessment of skills by using rubrics)
...				
2.0	**Skills**			
2.1	**Listening Comprehension**: Understand main points from TV programs, podcasts, meetings, and extract information from presentations, conversations between colleagues and on the phone.		Pre-Teaching Activities: PowerPoint presentation, audio visual aids. During Teaching Activities: demonstrations, role-play, controlled practice using app. Post Teaching Activities: Recapitulation and summarizing.	Midterm Examination Final Examination (Assessment of skills by using rubrics)
2.2	**Reading Comprehension**: Search the internet for key information and scan short texts for specific information.			
2.3	**Speaking:** Express opinions and give personal views, contributing to work meetings and group discussion by showing interest, giving reasons, and responding to others.			
2.4	**Writing**: Take notes in professional situations and write short emails, product descriptions, comments, complaints, and reports.		Pre-Teaching Activities: PowerPoint presentation, audio visual aids. During Teaching Activities: demonstrations, role-play, controlled practice using app. Post Teaching Activities: Recapitulation and summarizing.	Presentations/Project Midterm Examination Final Examination (Assessment of skills by using rubrics)

Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
3.0	**Values, autonomy, and responsibility**			
3.1	Develop critical and creative thinking, including problem formulation, problem solving, reasoning and extrapolation..		Pre-Teaching Activities: PowerPoint presentation, audio visual aids. During Teaching Activities: Lecture demonstrations, role-play, controlled practice using app. Post Teaching Activities: Recapitulation and summarizing.	Midterm Examination Final Examination (Assessment of skills by using rubrics)

C. Course Content

No	List of Topics	Contact Hours
1.	Unit 1: Career Choices	3
2.	Unit 2: Business Sectors	3
3.	Unit 3: Projects	3
4.	Unit 4: Global Markets	3
5.	Revision and Mid-Term Exam	3
6.	Unit 5: Design and Innovation	3
7.	Unit 6: Safety and Security	3
8.	Unit 7: Customer Service	3
9.	Unit 8: Communication	3
10.	Revision and Final Exam	3
Total		**30**

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quizzes		20%
2.	Assignments		20%
3.	Midterm Examination		20%
4.	Final Examination		40%

*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	**Business Partner B1**. Student's Book & Interactive eBook with Online Practice.I SBN: 9781292392967
Supportive References	
Electronic Materials	Pearson Practice English App: Roadmap A2MyEnglishLab Roadmap A2Mondly English. Level: Intermediate Self-study for extra scaffolded support
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classroom size should not be more than 24. Language labs Examination Halls well equipped with computers in case of computer-based exams.
Technology equipment (projector, smart board, software)	Overhead projectors, white boards, smart boards, computers, internet, speakers, headphone with mic, printers, photocopier and laptops for teachers
Other equipment (depending on the nature of the specialty)	Resource room for teachers, modern seminar room, meeting room, record room and recreational area

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students, classroom observation, external reviewers' visit from the Accreditation Agency.	Students survey Formal classroom observation
Effectiveness of Students assessment	Quality and Development Unit, Curriculum Committee, Assessment Committee	Item analysis data, teachers' feedback, students' feedback, course reports.
Quality of learning resources	Quality and Development Unit	Annual quality improvement program review
The extent to which CLOs have been achieved	Quality and Development Unit	Course report, data analysis of achievement test
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewers, Others (specify)
Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	