



Course Specifications

Course Title:	Business English	
Course Code:	100 MGT-3	
Program:	Business Administration	
Department:	Business Administration	
College:	College of Business	
Institution:	King Khalid University	



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A. Course Identification

1. Credit hours:	3
2. Course type	
a.	University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered: First Year – Level 2	
4. Pre-requisites for this course (if any): None	
5. Co-requisites for this course (if any): None	

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	30	75
2	Blended	15	25
3	E-learning	-	-
4	Distance learning	-	-
5	Other	-	-

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	30
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	15
	Total	45

B. Course Objectives and Learning Outcomes

<p>1. Course Description</p> <p>This course is designed to help Business English elementary to pre-intermediate learners learn the vocabulary of business. It is for students who study English before starting work and for those who need English in their job. In addition to developing company vocabulary, the course helps them learn the language required for essential skills in business communication.</p>
<p>2. Course Main Objective</p> <p>In addition to enhancing student business vocabulary, the course targets students majoring in business administration as they will need business English in their job later on after they graduate and get jobs. The course also aims to provide them with the vocabulary they need to improve their communication skills for business.</p>

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Comprehensive knowledge and criticized understanding of topics, principles, theories and their current applications in the fields of business administration, human resources and finance .	
1.2	Knows modern methods of professional practices in the field of business administration, human resources and finance	
1.3	It mentions changes in the local and international environment and methodological issues affecting the specialization of business administration, human resources and finance .	
2	Skills :	
2.1	It applies modern methods in the fields of business administration, human resources and finance	
2.2	Handles problems in the field of business in an innovative and creative way	
2.3	Collaborates constructively with others when addressing issues and problems	
3	Values:	
3.1	Continuously and sensitively deals with ethical issues related to business	C3
3.2	Commitment to correct Islamic ethics and controlling behavior on the personal and social levels in the field of study	C3
3.3	Uses role models and leadership styles	C3

C. Course Content

No	List of Topics	Contact Hours
1	Management an Overview	3
2	Decision Making	3
3	The Nature of Organizational Structure	6
4	The Nature of Motivation	3
5	Leadership	6
	Decision Making	3
.6	Fist midterm exam.	3
7	Communication	3
8	Control as a Management Function	3
9	Computer-Based Information Systems: An Overview	3
10	E-business, E-Commerce, and E-marketing in the New digital Age	3
11	Marketing Environment.	6
Total		45

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 and Understanding		
1.1	Comprehensive knowledge and criticized understanding of topics, principles, theories and their current applications in the fields of business administration, human resources and finance .	+ Lectures -individual discussions- Group discussions - Case Study + desk research Posts Scientific Meetings Forums	+ Achievement and assessment questions during the lectures - Written exams Oral exams Evaluation of work papers, assignments, and resident forums + Students participate in active learning A survey of the opinions of students registered in the program
1.2	Knows modern methods of professional practices in the field of business administration, human resources and finance	+ Lectures -individual discussions- Group discussions - Case Study + desk research Posts Scientific Meetings Forums	+ Achievement and assessment questions during the lectures - Written exams Oral exams Evaluation of work papers, assignments, and resident forums + Students participate in active learning A survey of the opinions of students registered in the program
1.3...	It mentions changes in the local and international environment and methodological issues affecting the specialization of business administration, human resources and finance .		+ Achievement and assessment questions during the lectures - Written exams Oral exams Evaluation of work papers, assignments, and resident forums

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
			+ Students participate in active learning A survey of the opinions of students registered in the program
2.0	Skills		
2.1	It applies modern methods in the fields of business administration, human resources and finance	+ Lectures -individual discussions- Group discussions - Case Study. Simulation and problem solving role play . Participation and interaction in electronic lectures +Learning in small groups and workshops by participating in forums on the e-learning site - Cooperative training	+Semester and final exams Presentation calendar Evaluation of research papers Evaluation of forums on the e-learning website -Cooperative Training. + Questions about the opinions of registered students expected to graduate - a survey of the opinion of the graduates of the program A survey of the opinions of faculty members on the program Surveying the opinion of employers on the graduates of the program after joining work Students' grades upon graduation
2.2	Handles problems in the field of business in an innovative and creative way	+ Lectures -individual discussions- Group discussions - Case Study.	+Semester and final exams Presentation calendar

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
		Simulation and problem solving role play . Participation and interaction in electronic lectures. +Learning in small groups and workshops by participating in forums on the e-learning site - Cooperative training	Evaluation of research papers Evaluation of forums on the e-learning website -Cooperative Training. + Questions about the opinions of registered students expected to graduate - a survey of the opinion of the graduates of the program A survey of the opinions of faculty members on the program Surveying the opinion of employers on the graduates of the program after joining work Students' grades upon graduation
...2.3	Collaborates constructively with others when addressing issues and problems	+ Lectures -individual discussions- Group discussions - Case Study. Simulation and problem solving role play . Participation and interaction in electronic lectures. +Learning in small groups and workshops by participating in forums on the e-learning site - Cooperative training	+Semester and final exams Presentation calendar Evaluation of research papers Evaluation of forums on the e-learning website -Cooperative Training. + Questions about the opinions of registered students expected to graduate - a survey of the opinion of the graduates of the program A survey of the opinions of faculty

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
			members on the program Surveying the opinion of employers on the graduates of the program after joining work Students' grades upon graduation
3.0	Values		
3.1	Continuously and sensitively deals with ethical issues related to business	+individual discussions - Group discussions - Case Study. role play Presentations. + Cooperative training Simulation and problem solving. participating in forums on the e-learning site. Participation in the activities and events of the Business and Money Club directed to serve the community -	+Assessment of student behavior during lectures - Assessment of group assignments in academic courses -Individual assessment of each student's contribution to group activities in the classroom - Evaluating students' participation in the forums on the e-learning website and the extent of each student's contribution to the posts + Employer questionnaires. -Cooperative Training Supervisor Reports -Personal interviews with employers
3.2	Commitment to correct Islamic ethics and controlling behavior on the personal and social levels in the field of study	Many forums are available on blackboard	Interact and participate in forums on the e-learning website
3.3...	Uses role models and leadership styles		

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Assignments and duties - Group Projects	Every two weeks	20
2	Mid-term Exam	Week 9	30
3	Final Exam	Week 16	50

#	Assessment task*	Week Due	Percentage of Total Assessment Score
4			

*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 :

Arrangements for making the teaching staff and teaching staff available for consultation and special academic guidance to each student through the use of office hours, i.e. 10 hours per week.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	1. Business vocabulary in use elementary to pre-intermediate –Bill Mascull-Cambridge University-2010	
Essential References Materials	Business English- Mohamed Nassir 2. List Essential References Materials (Journals, Reports, etc.) POWER POINT concerning the course topics .	
Electronic Materials	Blackboard will be used to manage the classroom and monitor its progress	
Other Learning Materials	websites	

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	- Classroom with a capacity of 40 students equipped with modern presentation devices. - Computers.
Technology Resources (AV, data show, Smart Board, software, etc.)	2. Computing resources (AV, data show, Smart Board, software, etc.) Computer lab support WinQSB & TORA
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Student survey and suggestions	Faculty and unit of Measurement and Evaluation	Questionnaires and through the BlackBoard Discussion Forum
Continuous Evaluation	Faculty and unit of Measurement and Evaluation	Analysis of students' results in electronic tests and Mid-term and Final tests

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	مجلس قسم إدارة الاعمال
Reference No.	السادسة عشر
Date	22/10/1443 هـ

