Princess Sumaya University for Technology جامعـــة الأميـــرة سميّـة للتكنولوجيا

Arabic Language Communication Skills (31112)

Second Semester 2023/2024

Coordination Unit of Service Courses

King Talal School of Business Technology

1. **Course Information:**

Second Semester 2023/2024

Course Name & ID	*Arabic Language Communication Skills 31112*
Prerequisites	Arabic Language Communication Skills (Remedial) 31021
Course Type	University Mandatory
Sustainable Development Goal	SDG 4 Sustainable Development Goal For more details, please click the picture below:
Course Teaching Method	Online
Credit Hours	3 credit hours
Level	First year
Lecture Schedule	M. W. 15:30-17:00
Lecture Location	M. W. 15:30-17:00: **Online Zoom meeting:** **https://psut-edu-jo.zoom.us/j/91500260333**
Textbook	**Booklet compiled by the course instructor.**
References	**Communication Skills in Arabic 100**; 2011, 2015, by: The University of Jordan, Language Center, Amman. **-Communication Skills**; 2013, by: Ibrahim Khalil Khader, Dar Al-jundi, Jerusalem. **-Functional and Creative Writing: Fields, skills, activities, and assessment**; 2010, by: Maher Shaban Abd Al-Bari, Dar Al-Masirah, Amman. **-The Art of Writing and Description**; 2rd Edition, 2009, by: Ibrahim Khalil, Imtinan Al-Smadi, Dar Al-Massira, Amman. **-Modern Arabic Prose Arts (1)**; 2007, by: Hosni Mahmoud & Others, Al-Quds Open University. **-Arab Liberation Art: its Controls and Patterns**; 2rd Edition, 1996, by: Mohammad Saleh Al-Shanti, Dar Al- Andalus, Hail. **-Lisan Al-Arab**; by: Ibn Manthur, Dar Al-Kutub Al-'ilmiyyah, Beirut. **-Al-Mu'jam Al-Waseet**; by: Ibrahim Mustafa & Others, Jordan Academy of Arabic, Cairo.
Instructor	Name: Dr. Shereen Jadallah Office No: GO1 Email: s.jadallah@psut.edu.jo Office phone: 065359949/ 5407-5408

Office Hours	S. M. T. W. Th 11:00 –12:00 in campus
E-learning Webpage	**https://elearning.psut.edu.jo/course/view.php?id=6627**
Teaching Assistant	N/A

2. Course Description:

This course addresses the Arabic Language Communication Skills (Reading, writing, listening and speaking). It focuses on the applications that develop these skills through a set of various basics and tools. The aim is to give students trainings so that they can read loudly and silently, comprehend what they listen to, deepen their abilities to write creatively and functionally, and develop 'speaking' skills through, debate, discussions and critical thinking.

3. Course Objectives:

Course Objectives

- Students can recognize the importance of Arabic as a tool for thinking, expression and communication in different situations since language is the daughter of the era and the human at the same time, moreover it is an organized thought before anything else.
- Students can identify the sentences structure, grammar, dictation, and punctuation because the proper using of the language indicates good thinking.
- Students can identify and apply different methods for using the dictionary.
- Students can practice the communication skills: reading, writing, listening and speaking in the natural functions of the language properly.
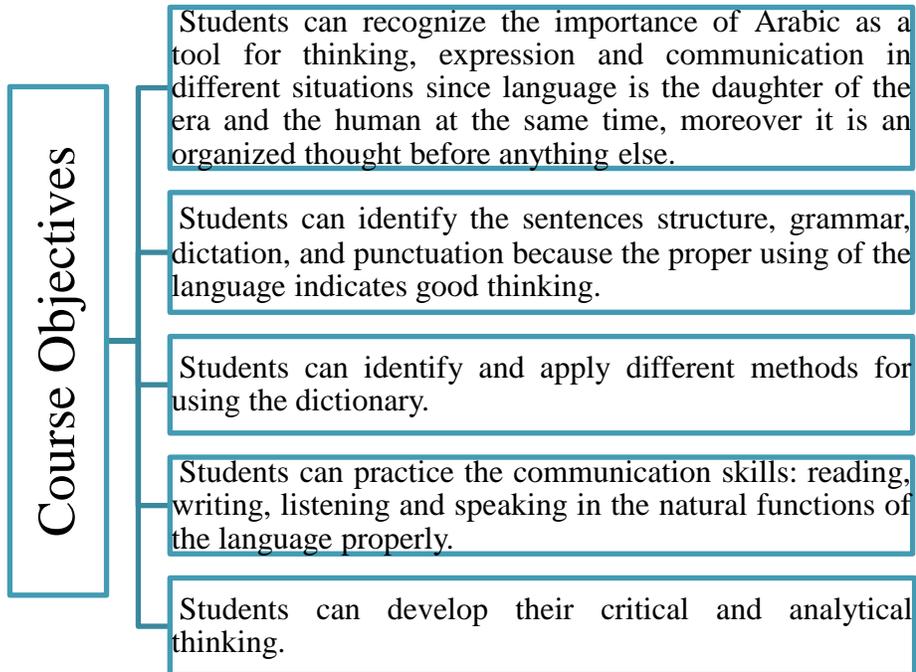- Students can develop their critical and analytical thinking.

Figure 1 The Objectives of this Module

4. Program Learning Outcomes:

The program learning outcomes that are mapped for the course and accreditation purposes are:

Table 1 Program Learning Outcomes

Program Learning outcomes (PLOs)
Knowledge and understanding
PLO1: Demonstrate knowledge in business and technology.
PLO2: Apply business and technology concepts that can help develop business solutions.
Critical thinking
PLO3: Critically analyze business issues taking into account economic, sustainable, and ethical factors.
PLO4: Integrate key analytical methods that can help provide creative and innovative solutions.
Teamwork
PLO5: Collaborate effectively within a team to build jointly-prepared projects.
Communication
PLO6: Demonstrate the written communication skills essential in business settings.
PLO7: Demonstrate effective use of the oral presentation skills that are essential in business.

5. Course learning outcomes (*Knowledge, Understanding and Skills*):

The course learning outcomes (CLO) are:

Table 2 Arabic Language Communication Skills Course Learning Outcomes

Course Learning Outcomes (CLOs)	Aligned Program Learning Outcomes (PLOs)	SDGs Targets
CLO 1: distinguish between different forms of speech.	PLO 6	SDG4.4
CLO 2: identify and apply the creative and functional writing rules, dictation grammar, punctuation, and dictionary.	PLO 6	SDG4.4
CLO 3: identify the linguistic system and its levels in a way that highlights the strong interconnection between these levels in their structure, composition and semantic.	PLO 6	SDG4.4
CLO 4: analyze various literary texts.	PLO 6	SDG4.4
CLO 5: employ the linguistic skills in the real life.	PLO 7	SDG4.4

6. Curriculum Design:

This course will cover core concepts in Arabic Language Communication Skills. The topics and their respective chapter in the recommended textbook are highlighted below:

Table 3 Course Topics and their Respective Chapters

Week	Topic	Chapter
1-2	Introduction: - Communication: its concept, forms, elements, objectives, types, patterns. - How does the communication process work? -Communication Impediments. -Comprehension Exercises.	Zero Unit
2-5	The art of the short story: its concept, inception, writers, elements, and characteristics. Halima al-Majnuna - Comprehension exercises. - Analysis. - Language and dictionary. - Grammar and exercises. - Dictation.	1
6-7	The Arabic Dictionary - Dictionary applications.	Zero Unit
8-11	Biography art: Linguistic and idiomatic concept, Biography types, Arabs and biography, The relationship between biography and life abstract. Amman fi al'arbaeinat - Comprehension exercises. - Analysis. - Language and dictionary. - Grammar and exercises.	2
12-14	min nawadir albukhala' - Comprehension exercises. - Analysis. - Language and dictionary. - Dictation. - Grammar and exercises.	3

14-15	Punctuation Marks. - Exercises.	Zero Unit
15-16	Article: The science of respect - Comprehension exercises. - Analysis. - Language and dictionary. - Grammar and exercises. - Dictation.	4

Disclaimer: *Instructors may deviate from schedule*

7. Teaching Methods:

Several teaching techniques and methods will be used to effectively facilitate the learning process of this course. These methods will include lectures, coursework, group discussions, tests and exams. Where possible, guest speakers will be invited to provide students with practical experiences that will help them to deepen their theoretical knowledge.

8. Assessment:

The course is intended to provide students with theoretical and practical knowledge that will help them in putting theory in practice. Various assessment techniques will be used to assess students' understanding of the module. The breakdown of the weight of each element is:

Table 4 Assessment Breakdown for this Module

Assessment	Expected Due Date	Weight
Semester Work *-Online Quizzes: (2x 7.5 marks) 15%* *Through e-learning platform* *-Online Homework: 7% (1,2,3)= 7%* *Through e-learning platform* *-Participation & In Class Ethical Behavior 3%* **Micro-Credential Assignment: 5%*	TBD TBD Throughout the course 19/5/2024	30%
Midterm Exam	TBD	30%
Final Exam	End-of-term	40%
Total		100%

* The Micro-Credential online program:

Each student is expected to:

1-   Attend this course, which is free of charge, through the following link:

https://www.edraak.org/programs/course/cvw-v1/

Or through the following link

https://www.edraak.org/programs/course/ew101-vt3_2018/

2-   Complete it during the semester,

3-   Provide a certificate showing that he/she finished that course,

4-   A certificate must be completed and submitted to the instructor by the due date to get the "5" mark given for this Micro-Credential Assignment. Failure to submit the certificate by the due date will automatically result in a "0" mark,

5-   Due Date: 19/5/2024.

The links between each assessment with CLO are:

Assessment type	CLO1	CLO2	CLO3	CLO4	CLO5
Quiz 1		√			
Quiz 2		√			
Homework 1, 2, 3	√				
Micro-Credential Assignment					√
Participation	√	√	√	√	√
Midterm Exam		√	√	√	
Final exam		√	√	√	

Rubric for Evaluating Homework				
Criteria/Band	**Fail**	**Marginal**	**Merit**	**Distinction**
Content & Knowledge	Lacks theoretical understanding of the core concepts and no link to practice.	Shows good understanding of the theory and its application in practice	Shows good understanding of the subject area. There is a good link between theory and practice.	Shows solid understanding of the core concepts with strong link between theory and practice.
Organization & Style	Sequence of information is difficult to follow. No apparent structure or continuity. Purpose of work is not clearly stated.	Good presentation of information with some flow in sections. Purpose of work is present.	Information is presented in a logical manner, which is easily followed. Purpose of work is clearly stated and assists the structure of work.	Arguments are well-put and justified properly. Purpose is clearly stated and explains the structure of work.

Format & Aesthetics	Work is illegible, format changes throughout, e.g. font type, size etc.	Format is generally consistent including heading styles and captions. Figures/tables are captioned.	Report is well-structured with figures/tables are clearly captioned. Heading styles appropriately used.	Professionally presented with exceptional structure and use of captions.
Spelling & Grammar	Numerous spelling and grammatical errors.	Minor spelling and grammatical mistakes	Limited misspellings and/or grammatical errors.	Negligible misspellings and/or grammatical errors.
References	Information presented lacks literature support and no references given	Good use of references mainly cited from the textbook. References appropriately cited using APA style.	Various literature sources are used to support the arguments. References appropriately cited using APA style.	Significant use of references to back up the arguments made. APA style is used correctly.

Rubric for In-Class Participation				
Criteria/band	*Fail*	*Marginal*	*Merit*	*Distinction*
Interaction and participation in classroom discussions And classroom learning activities	No participation during the session and often causes distractions to colleagues.	Some participation throughout the course.	Frequently contributes to the discussion by raising thoughtful questions, analysing relevant issues.	Always contributes to the discussion by raising thoughtful questions, analysing relevant issues, building on others' ideas, synthesizing across readings and discussions.

9. Rules and Regulations:

Class Attendance and Participation:

According to the University rules, class attendance is mandatory. Students are expected to attend all classes. Students who repeatedly arrive late to the lecture will be considered absent. Participation points are given to encourage students' active class participation and discussion. Students will be rewarded with a high score as long as they come to class and actively contribute to the class discussion during recitations and lectures.

Academic Integrity:

Students must refrain from copying each other's work or using information without acknowledging the source of this information (i.e., providing a reference and in-text citation). A Turnitin plagiarism of 15-20% could result in a range of disciplinary measures ranging from written warning to deductions of marks from the submitted work. However, if the submitted work exceeds this percentage, the academic staff reserves the right to open a plagiarism investigation case. At the initial investigation stage (before any formal allegation of academic misconduct is made) a decision will be reached about whether the case constitutes plagiarism as opposed to poor scholarship. Where an initial investigation is conducted, the case will be forwarded to the Students' Violation Committee to take appropriate actions. If the case constitutes plagiarism, the student(s) will be given a "0" mark for the entire module.

Late Assignments:

Assignments must be completed and submitted to me by the due date assigned by the module leader. Failure to submit the assignment by the due date will automatically result in "0" mark given for this assignment. If a student has an exceptional circumstance, they have to submit a mitigating circumstances form to the module leader a week prior to the assignment due date. If the form is approved, the student will receive an extra week to submit their work.