

**Course Syllabus**  
Course title (NO. and code)  
----- semester, 14 /14 H

**Please insert in this first page**  
Vision, mission and goals of the program where this course is offered

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**Vision:**

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**Mission:**

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**Goals:**

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**Course Syllabus**  
**----- semester, 14 /14 H**

**Course title and code:**

**Program in which the course is offered:**

**Credit hours**

**total contact hours per semester**

**Level at which this course is offered:**

**Course prerequisites:**

**Time:**

**Location:**

**College member responsible for the course**

**Contact information:**

**Office Number:**

**Phone :**

**Email:**

**Website:**

**Office hours:**

**Course Description**

**Course Objectives**

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**Teaching strategies**

**Learning Resources**

**Required Text (s)**

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**Essential References**

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**Recommended Journals**

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**Electronic Materials and Web Sites**

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1 Topics to be Covered		
List of Topics	No of Weeks	Contact hours

**5. Schedule of Assessment Tasks for Students During the Semester**

	Assessment task (e.g. essay, test, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
a.			
b.			
c.			
d.			
e.			

<b>Week Due</b>	<b>Topics/Details</b>
<b>Weeks (1 and 2)</b>	
	•
<b>Weeks (3 and 4)</b>	
	•
<b>Weeks (5 and 6)</b>	
	•
<b>Weeks (7 and 8)</b>	
	•
<b>Week (9)</b>	
	•
<b>Week (10)</b>	
	•
<b>Week (11)</b>	
	•
<b>Weeks (12 and 13)</b>	
	•
<b>Weeks (14 and 15)</b>	

### Course rules

**Attendance:** Attending at least 75% of the lectures is mandatory otherwise students will be denied access to the final exam. Students who arrive to class 15 minutes late for two times will be considered absent for one class.

**Special examination:** NO special examination will be given for students who have missed the scheduled examination time except in cases of special circumstances accompanied with the necessary documentation. In this case, students have to take the exam during the next week from the initial scheduled examination time.

**Participations:** Positive participation with the instructor is recommended, but side talks are prohibited.

Using mobiles is prohibited during the lecture

### Class Leader:

A class leader is a student in the class who will be chosen by the majority of class students. He should fulfill the following criteria:

- GPA: not less than 3.5 /5.00
- Good relationship with all students in the class
- High moral standards and effective communication skills.

### Duties of the Class leader:

- Acquiring contact information from all students in the class
- Maintaining continuous contact with the course instructor with quick interaction
- Delivering information and answering questions to the students quickly
- Delivering students concerns, information and questions to the instructor quickly

### Advantages for the class leader:

- If the Class leader is successful in performing the above mentioned duties, he will get the full mark in **Class discussion and assignment** (10 marks)
- If the group leader fails in these duties, the instructor has the right to call for choosing another Class leader.