



(Vision for the Future)

Centre for Preparatory Studies
Course Syllabus (Tentative)
FPEC 100: Foundation Program English for Computer Science
(Special Needs)

(A) University Vision, Mission and Values

Vision

Dhofar University aspires to occupy a distinct position among the leading institutions of higher education in the Arab Region.

Mission

To provide quality teaching and learning, conduct research in an inspiring environment conducive to creativity and innovation, and engage with the community.

Core Values

The core values of Dhofar University are:

- **Excellence** – Our commitment to excellence drives us to do better consistently.
- **Integrity** – We believe in honesty and coherence between our words and actions.
- **Responsibility** – We accept full responsibility for our actions all the times.
- **Commitment** – We are committed to give our best and deliver what we promise.
- **Transparency** – For us, transparency is the foundation of trust.
- **Adaptability** – We believe adaptability is the key to success in an ever-changing environment.

B) CPS Vision and Mission

Vision

- The Centre for Preparatory Studies aspires to become one of the leading Centers to provide foundation and other preparatory courses in the Arab region, equipping students to be more competitive in colleges inside and outside Oman.

Mission

- The Centre for Preparatory Studies strives to expose students to rich, engaging curricula using innovative teaching and learning strategies that enable students to tap their learning potential to become autonomous, and long-life learners.

Values

- The core values of the Centre for Preparatory Studies are:
 - Excellence
 - Commitment
 - Discipline
 - Responsibility and Accountability
 - Integrity
 - Life-long Learning

(C) Course/ Instructor/ Coordinator Information

Course Code : FPEC 100
Course Title : Foundation Program English for Computer Science
Credit Hours : NA [10 Teaching Hours per week]
Pre-requisite : Secondary School Certificate
Co-requisite : NA
Delivery Mode : Lecture/Tutorial

Course Schedule (For all sections):

Section	Class Room	Days	Time	Instructor Name	Email	Office Room	Office Telephone
1	205D	Sun - Thu	13:00-15:00	Tahir Alam	tawan@du.edu.om	219A	7545
	xxx	xxx	xxx	xxx	xxx	xxx	xxx

Course Coordinator : Shad Ba Abood
Email : shahdbaabood@du.edu.om
Office Extension : 7510
Office Room : 235 D

(D) Course Description

FPEC 100 is an intensive elementary-level English course for Special Educational Needs Students (SENS) designed to develop both English language skills and good study habits. Skills taught include Reading & Writing. Upon completion, students are expected to have attained an elementary level of English.

(E) Course Learning Outcomes:

Course Learning Outcomes		Assessment Tools
Reading		
1	Read and demonstrate understanding of short, simplified narrative texts on familiar topics and sequence of events.	FA, Midterm, Final exam
Writing		
1	Write complete simple sentences.	FA, Midterm, Final exam
General Study Skills		
1	Managing time and accepting responsibility	in-class

(F) Additional Reading Materials, References and Resources

Textbook	Unlock Basic Skills– Listening, Speaking, Reading, and Writing, –Student’s Book, by Sabina Ostrowska, Cambridge University Press, 2017, ISBN: 978-1-316-63645-9
Reference Books	NA
Handouts	Dhofar University Moodle and Microsoft Law /SW OneDrive
Useful Websites	Unlock Cambridge
Software(s)	Unlock - Presentation Plus
Other Resources	Course PPT
e-learning Resources	Online Worksheets

(G) Teaching/Learning Strategies and Use of Technology

The course is completely skill-based and aims at teaching reading and writing to special needs students who have difficulty in hearing and speaking. One instructor handles the course. Teaching is more like training and facilitating learning. It includes pair/group work, homework, assignments, in-class participation and formative quizzes. Students need to use the textbooks in the classroom on a regular basis. Presentation Plus software provided by Cambridge University Press is used to display course materials to students in the classroom. The Present, Practice and Produce (PPP) method is used to teach all skills. Regular class attendance is important and will be monitored. Students study 10 hours a week reading & writing. Additionally, General Study Skills (GSS) are embedded into each course to equip students with fundamental study and academic skills needed for higher education studies.

(H) Weekly Course Content Outline: Refer to Level 1 study plans for specific details

Week No.	Topics/Activities to be Covered
1	Placement Test & Registration
2	STARTER UNIT & Unlock Basic Skills Unit 1
3	Unlock Basic Skills Unit 1
4	Unlock Basic Skills Unit 2
5	Unlock Basic Skills Unit 2 &3
6	Unlock Basic Skills Unit 3 ,mock test
7	Midterm Exams
8	Unlock Basic Skills Unit 4
9	Unlock Basic Skills Unit 4
10	Unlock Basic Skills Unit 5
11	Unlock Basic Skills Unit 5& Revision and Mock
12	Final Exams

(I) Assessment Methods and Schedule

Assessment	Grade Proportion	Week/Dates
Midterm Exam	30%	7 th Week
Continuous Assessment	30%	Ongoing in class
Final exam	40%	End of Term
Total	100%	

(J) Important Information for Students**1) University Academic Integrity Policy**

The university requires its student to adhere to the academic integrity policy and avoid indulgences in the acts of cheating, collusion or plagiarism during examinations or continuous assessment. Any act of academic misconduct will invite sanctions as per DU policy.

(Please refer to DU student handbook and Academic Integrity Policy for detailed guidelines.)

2) Class Attendance Rules

Attendance of all classes and course-related activities is obligatory. The maximum absences allowed for a student is 25% of the total number of classes of a particular course. Before reaching the withdrawal stage, LOGSIS warns the students by way of three warnings sent to their DU email account by DAR. This email messages to students is a formal communication of the university with its students so students are strongly advised to access their DU email accounts on daily basis to track their absences, along other important things, to respond appropriately when needed.

3) The warnings of absences are as follows:

- a) **First warning:** this is when a student's absence reaches **07%** of the total number of classes of a particular course.
- b) **Second warning:** this is when a student's absence reaches **14%** of the total number of classes of a particular course.
- c) **Final warning:** this is when a student's absences reach **21%** of the total number of classes of a particular course.

If the absence crosses 25%, the student will be dismissed from the course and a "WA" will be shown in his/her transcript against the dismissed course and dismissal letter will be sent to his DU email account.

4) Withdrawal from course: NA

5) End-Term Evaluation by Students

All students are required to complete "Online Evaluation" of Course, Graduate Attributes and Course Instructor at the end of the term. The specific dates for evaluation shall be announced by the course instructor in the class. It is mandatory for the students to complete this online evaluation, without which their final grades shall not be announced.

6) Additional information, if any

For the benefits of the group, all students are asked to participate actively in all aspects of the course. Those wishing to succeed must:

- Arrive on time and attend all classes.
- Complete all work on assigned dates.
- Complete all writing assignments on assigned dates.
- Take part in oral discussions and make presentations as assigned.
- Participate in class on a regular basis.
- Never miss quizzes, tests, presentations and other alternative assessments as they prepare students for midterms and finals.

Students are promoted to major if their Cumulative Final Grade is 50 or above.

If a student misses any test (midterm/final), the student will only be given a make-up test with a valid excuse approved by the CPSC.