

Republic of Yemen

Ministry of Higher Education & Scientific Research

Council of Academic Accreditation & Quality Assurance of Higher

Education (CAQA)

21 September University of Medical and applied Sciences

Program of Bachelor Anesthesia Technician

Faulty of Applied Medical Sciences

Course Specification of :(English Language (101)

Course Code. (06 11 803)

2024



T4: This Template is Developed and Approved by CAQA-Yemen, 2023

Course Specification of English (101)

I. Course Identification and General Information:					
	Course Title:	(English Language (101)			
	Course Code & Number:	(06.11.403)			
	Credit hours:	C.H			
		Th.	Seminar	Pr	Tr.
		Theory 2	Seminars, exercises.	Practical	Field, training
	Study level/ semester at which this course is offered:	Level I Semester I			
	Pre –requisite (if any):	N/A			
	Co –requisite (if any):	N/A			
	Program (s) in which the course is offered:	All academic programs in all the faculties in the University			
	Language of teaching the course:	English			
	Location of teaching the course:	University Campus, different faculties in the University			
	Prepared By:	Dr group of academics			
	Date of Approval	2024			

II. Course Description:

This course is one of the University General Requirements. It is a prerequisite to other specialized courses which are offered in English. The course is designed to provide students with basic knowledge and skills in English language related to their field of study. The course covers language areas and skills (listening, speaking, reading and writing) which enable students to understand and use English in settings and contexts related to their fields of study. It covers wide range of topics with a view to introduce students to the required terminology in their various fields of study. It also provides students with the opportunity to take part in interactive and communicative activities representing their future professional careers.

مخرجات التعلم المقصودة من البرنامج (Program Intended Learning Outcomes)	مخرجات التعلم المقصودة من المقرر (Course Intended Learning Outcomes)
This course is requisite of university don't follow any ..program	- a1
	- a2
	-b1

III. Course Intended learning outcomes (CILOs) of the course (maximum 8CILOs)

On successful completion of the course, students should be able to:

a.1	Show an awareness of the key linguistic features and grammar rules essential for speaking and writing in contexts related to their fields of study.	
a.2	Demonstrate knowledge of wide range of vocabulary and basic technical terms related to their fields of study.	
b.1	Adopt critical thinking within the subject paradigm to evaluate different texts, determine their intended functions and extract specific information from them.	
b.2	Apply critical, analytical, and evaluative thinking to their own writing about issues and problems related to their fields of study.	
c.1	Effectively use a variety of reading strategies for analyzing a variety of texts and reading independently and intensively for specific information.	
c.2	Write simple texts and documents related to their fields of study, including summaries, reports, CVs, cover letters, advertisements, specifications, emails, text messages, posts to forums, etc.	
d.1	Communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.	
d.2	Apply the acquired skills of English language in Information and Communication Technology.	

(A) Alignment Course Intended Learning Outcomes of Knowledge and Understanding to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
a1. Show an awareness of the key linguistic features and grammar rules essential for speaking and writing in contexts related to their fields of study.	Lectures Tutorials Group discussion	Assignments, Quizzes, Tests, Technical reports and oral presentations

a2. Demonstrate knowledge of wide range of vocabulary and basic technical terms related to their fields of study.	Lectures Tutorials Group discussion	Assignments, Quizzes, Tests, Technical reports and oral presentations
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(B) Alignment Course Intended Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
b1. Adopt critical thinking within the subject paradigm to evaluate different texts, determine their intended functions and extract specific information from them.	Lectures Tutorials Problem solving Group discussion	Assignments, Quizzes, Tests, Technical reports and oral presentations
b2. Apply critical, analytical, and evaluative thinking to their own writing about issues and problems related to their fields of study.	Lectures Tutorials Problem solving Group discussion	Assignments, Quizzes, Tests, Technical reports and oral presentations

(C) Alignment Course Intended Learning Outcomes of Professional and Practical Skills to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
c1. Effectively use a variety of reading strategies for analyzing a variety of texts and reading independently and intensively for specific information.	Lecture, Tutorials problem solving case study independent study lab sessions	Assignments, Quizzes, Tests, experimental write-ups, tech reports, project reports, Lab Practical Exercises Presentations

c2. Write simple texts and documents related to their fields of study, including summaries, reports, CVs, cover letters, advertisements, specifications, emails, text messages, posts to forums, etc.	Lecture, Tutorials problem solving case study independent study lab sessions	Assignments, Quizzes, Tests, experimental write-ups, tech reports, project reports, Lab Practical Exercises Presentations
(D) Alignment Course Intended Learning Outcomes of Transferable Skills to Teaching Strategies and Assessment Strategies:		
Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
d1. Communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.	Lecture, Tutorials problem solving case study independent study lab sessions	Assignments Lab Practical Exercises project reports presentations
d2. Apply the acquired skills of English language in Information and Communication Technology.	Lecture, Tutorials problem solving case study independent study lab sessions	Assignments Lab Practical Exercises project reports presentations

IV. Course Content:

- Distribution of Semester Weekly Plan of Course Topics/Items and Activities.

A – Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	No. of Weeks	contact hours	CILOs
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1	Introduction	- Introducing ESP (Field of Study) - Introducing yourself and Others, - Everyday Objects; Numbers; Greetings - Parts of Speech (1) Nouns, Types of Nouns, Plural Forms of Nouns, Pronouns, Articles	1	2	a1, a2, b1 c2, d2
2	My Favourites (Personal Preferences)	- Reading: (Select subject-related passage) - Likes & Dislikes, Requests and Functions - Parts of Speech (2) Adjectives, Order of Adjectives, Predicate Adjectives, Comparatives and Superlatives - Writing Exercise: simple sentences about yourself and others and objects around.	1	2	a1, a2 b1, b2 c1, c2, d1, d2
3	Leisure Activities & Shopping	- Reading: Scanning for key words (Select subject-related passage) - Asking about Time, social expressions - Parts of Speech (3): Action and linking verbs, Intransitive verbs and transitive (indirect object, direct objects), adverbs and types of adverbs - Writing Task	1	2	a1, a2 b1, b2 c1, c2, d1, d2

4	Where I Live (Rooms and Furniture), Town and Country;	- Reading: Scanning for Information (Select subject-related passage) - Polite Requests, Directions - Types of Sentences 1- Declarative sentences: a. Affirmative: b. Negative: 2- Interrogative sentences a. wh-questions b. yes / no Questions 3- Imperative sentences 4- Phrases and Clauses Time clauses - Writing Task	1	2	- a1, a2 - b1, b2 - c1, c2, - d1, d2
5	The Way I Live (Lifestyle)	- Reading: Making inferences (Select subject-related passage) - Time and Tenses (1) - Present simple, present continuous, present perfect, and present perfect continuous - Writing Task	1	2	- a1, a2 - b1, b2 - c1, c2, - d1, d2
6	Special Occasions and Events	-Reading: Understanding sentences (Select subject-related passage) - Time and Tenses (2) - Past simple, past continuous, - Writing Task	1	2	- a1, a2 - b1, b2 - c1, c2, - d2
7	The Weather	-Reading: Learning about Context (Select subject-related passage) - Making Suggestions - Time and Tenses (3): - Future Simple, Future Continuous, and Future Perfect	1	2	- a1, a2 - b1, b2 - c1, c2,

		- Writing Task			
8	Traveling Around	-Reading: Guessing Word Meanings (Select subject-related passage) - Writing: Short Sequence - Present Passive - Writing Task	1	2	a1, a2 b1, b2 c1, c2, d2
9	I Can Do That! (Everyday Problems and Issues)	-Reading: Learning New Words in Categories (Select subject-related passage) - Auxiliary Verbs of prediction (will, may, might), abilities, permissions, etc. - Writing Task	1	2	a1, a2 b1, b2 c1, c2, d1, d2
10	Describing Feelings	-Reading: Comprehending Paragraphs (Select subject-related passage) -Giving advice, commands - Writing paragraphs	1	2	a1, a2 b1, b2 c1, c2, d2
11	A Change for the Better!	-Reading: looking for topics (Select subject-related passage) - Past Perfect, Past Perfect Continuous, Past Simple vs. Present Perfect - Writing short letters	1	2	a1, a2 b1, b2 c1, c2 d1,
12	Technology and Society	-Reading: looking for topics (Select subject-related passage) - Telephoning & Social Media - Past tense passive	1	2	a1, a2 b1, b2 c1, c2 d1,

		- Writing e-mails			
13	Jobs and Careers, the World of Work	- Reading: looking for details (Select subject-related passage) - Job descriptions, interview and requirements -Modal verbs, should, must, will shouldn't, must not Writing CV	1	2	a1, a2 b1, b2 c1, c2 d2
14	It's a Wonderful World!	- Saying Goodbye - Predictions & Future Developments - Affixes, Prefixes, Suffixes - Writing reports (1)	1	2	a1, a2 b1, b2 c1, c2 d1, d2
Number of Weeks /and Units Per Semester			14	28	

V. Teaching strategies of the course:

Lecture
Tutorials
problem solving
case study
independent study
practical lab sessions (listening and pronunciation exercises)
Individual and group work

Mini-writing projects

Presentations

Role-plays

Seminars and workshops

VI. Assignments & Activities:

No	Assignments	Aligned CILOs (symbols)	Week Due	Mark
1	Reading Assignments	a1, a2	1, 3, 4, 9, 12	5
2	Workbook in-class activities	b1,b2,c1,c2,	Every class	5
3	Writing a summary of a text	c1, c2, d1	7	5
4	Mini-project	a2, c1, c2, d1	13	5
Total				20

VII. Schedule of Assessment Tasks for Students during the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1	Assignments	Every class	10	10%	a1, a2, c1,c2
2	Activities	Every class	10	10%	a1, a2, c1,c2, d1,d2

3	Class Quizzes	5 & 12	5	5%	a1, a2, b1, c1, c2, d1
4	Mid-term (written)	8	10	10%	a1, a2. b1, b2, c1,c2
5	Mid-term (oral)	8	5	5%	a1, a2. b1, b2, c1,c2, d1, d2
6	Final Exam (written)	16	60	60%	a1, a2. b1, b2, c1,c2, d1, d2

VIII. Learning Resources:

- Written in the following order: (Author - Year of publication – Title – Edition – Place of publication – Publisher).

1- Required Textbook(s) (maximum two).

- Murphy, Raymond. **Essential Grammar in Use**. Cambridge University Press
- Harrison, Richard. **Keep Writing (Book 1)** Longman Group UK.
- Richards, Jack C & David Bohlke. **Speak Now 1 and 2** (Series) SB and Oxford University Press, USA; UK ed. edition (June 28, 2012)
- Liz and John Soars. **New Headway Plus** (Series), Oxford University Press.

2- Essential References.

- Arnavete, M.& Barrel.(1981). *Paragraph Development*. New Jersey: Prentice Hall.
- Azar, B.S. (2003). *Fundamentals of English Grammar* (3rd• Edition). New York: London.
- Eastwood, J. (2006). *Oxford Practice Grammar – Intermediate*. OUP.
- Glendinning, Eric H. (2007). *Technology 1 (Oxford English for Careers)*, New York: Oxford University Press.
- Ibboston, Mark. (2009). *Professional English in Use (Engineering)*. Cambridge: Cambridge University Press.
- Gledinning and Mc Ewan. (2006). *Oxford English for Information Technology*. OUP.
- Glendinning. E. and N. Glendinning. (2006). *Oxford English for*



Electrical and Mechanical Engineering. OUP.

- Graff, G. (2014). *They Say / I Say: The Moves That Matter in Academic Writing (Third Edition)*.
- McCarthy, Michael. (2003). *English Vocabulary in Use, Pre-Intermediate & intermediate*, UK, University of Cambridge.
- Murphy, R. (2012). *English Grammar in Use. (4th edition)*.
- Smoke, T. (1998). *A Writer's Workbook: An Interactive Writing Text for ESL Students*. Cambridge: Cambridge University Press.
- Straus, J. (2014). *The Blue Book of Grammar and Punctuation (11th Edition)*, An online version of this book is available through the Dalarna University library website - http://dalbib.du.se/record=b1436269*eng
- Esteras, S. R. (2012) *Infotech: English for Computer Users (Student's Book)*. Cambridge: Cambridge University Press.
- Esteras, S. R. (2003) *Infotech: English for Computer Users (Work Book)*. Cambridge: Cambridge University Press.
- British Council (2012) *English for Skills (Vocational English for ICT)*. Albania: British Council
- Liz and John Soars. *New Headway Plus*, Oxford University Press.
- Chabner, Davi-Ellen, *Medical Terminology: A short Course*
- Leech Geoffrey & Savartivik Jan. (2000). *A Communicative Grammar of English*. Pearson Education Ltd,
- Donald, Robert. Moore ,James and Morrow (1987) Betty. *Writing Clear Paragraphs*. New Jersey: Prentice Hall, Inc,
- Chabner, Davi-Ellen, *Medical Terminology: A Short Course (US , Saunders, 2014)*
- Venes, Donald (ed.), *Taber's cyclopedic medical dictionary (USA: F. A. DAVIS COMPANY, 2005)*
- David, Edward Marcinko, *Dictionary of Health Information Technology And Security (New York: Springer, 2007)*

3- Electronic Materials and Web Sites etc.

[1. www.cambridge.org/elt](http://www.cambridge.org/elt)

[2. BBC English Language Learning Webpage](#)

[3. www.headwayplusonline.com](http://www.headwayplusonline.com)

4- Blackboard online Activities

5- CNN Learning Resources

IX. Course Policies:

Class Attendance:

- Students are allowed one absence without a required written excuse for every semester credit hour taken.
- It is the student's responsibility and entitlement to meet and discuss all absences or planned absences with their instructors.
- Upon the prudence and judgment of the instructor, a course grade of "F" may be given to any student who exceeds 25% of absences in a semester.
- No student shall neglect more than 25 % of their class attendance, whether excused or unexcused, in a given semester.
- For students who exceed the specified number of unexcused absences, an official documented excuse from the Faculty Dean may be required.
- Once a student reaches approximately ten to fifteen percent of absences in a class, he/she shall receive a warning.
- The Dean/Faculty Council have the right to permit a student's withdrawal from a course, if presented with a suitable and acceptable explanation for excessive absences. This will be coordinated with the consent of the Registrar.

Tardy:

- Late arrival to class three times will be regarded as an absence. Each instructor is responsible to define the rules for which a student is considered late to class.

Exam Attendance/Punctuality:

- All students have to attend exam as specified.
- A student who fails to attend the exam has to hand on his/her excuse within 48 hours.
- All students must come to exam on time and no excuses are accepted for late coming.

Assignments & Projects:

- All assignment and projects have to be submitted, as scheduled, on time.
- Late submission might result in deduction of marks.

Cheating:

- All students are required and expected to act and behave according to the university Academic Integrity Code of Conduct as explained and detailed in the student handbook. Punitive actions for any and all students not abiding by these rules is also outlined in the student handbook.
- Any student caught in the act of or is suspected of cheating will receive a grade of "0" for that exam, quiz, project, or assignment.
- Any recurring attempt in cheating will be a matter for immediate dismissal from the



	University.
	Any student who assists, contributes, or in any way is found to be involved in helping another student cheat will receive an equivalent and equal penalty.
6	Plagiarism: 21september University regulations will be pursued and enforced on any plagiarism attempts.
7	Other policies: As per the university regulations (Students Affairs Bylaws)

Template for Course Plan (Syllabus)

I- Information about Faculty Member Responsible for the Course:

Name of Faculty Member	Dr. Abdelrahman obeed	Office Hours					
Location & Telephone No.		SAT	SUN	MON	TUE	WED	THU
E-mail							

II. Course Identification and General Information:

1	Course Title:	(English Language (101)				
2	Course Number & Code:	(06 11 803)				
3	Credit hours:	C.H				Total
		Th.	Seminar	Pr.	F. Tr.	
		Theor y 2	Seminars, exercises.	Practical	Field, training	2
4	Study level/year at which this course is offered:	Level/ Semester I				
5	Pre –requisite (if any):	N/A				
6	Co –requisite (if any):	N/A				
7	Program (s) in which the course is offered	All academic programs in all the faculties of the University				
8	Language of teaching the course:	English				



9	System of Study:	Regular, Fulltime
10	Mode of delivery:	Regular interactive classes
11	Location of teaching the course:	University Campus, different faculties in the University

III. Course Description:

This course is one of the University General Requirements. It is a prerequisite to other specialized courses which are offered in English. The course is designed to provide students with basic knowledge and skills in English language related to their field of study. The course covers language areas and skills (listening, speaking, reading and writing) which enable students to understand and use English in settings and contexts related to their fields of study. It covers wide range of topics with a view to introduce students to the required terminology in their various fields of study. It also provides students with the opportunity to take part in interactive and communicative activities representing their future professional careers.

IV. Intended learning outcomes (ILOs) of the course:

- Brief summary of the knowledge or skill the course is intended to develop:

On successful completion of the course, students should be able to:

1. Show an awareness of the key linguistic features and grammar rules essential for speaking and writing in contexts related to their fields of study.
2. Demonstrate knowledge of wide range of vocabulary and basic technical terms related to their fields of study.
3. Adopt critical thinking within the subject paradigm to evaluate different texts, determine their intended functions and extract specific information from them.
4. Apply critical, analytical, and evaluative thinking to their own writing about issues and problems related to their fields of study.
5. Effectively use a variety of reading strategies for analyzing a variety of texts and reading independently and intensively for specific information.
6. Write simple texts and documents related to their fields of study, including summaries, reports, CVs, cover letters, advertisements, specifications, emails, text messages, posts to forums, etc.
7. Communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
8. Apply the acquired skills of English language in Information and Communication Technology.

V. Course Content:

- Distribution of Semester Weekly Plan of Course Topics/Items and Activities.

A – Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	No. of Weeks	contact hours	CILOs
1	Introduction	- Introducing ESP (Field of Study) - Introducing yourself and Others, Everyday Objects; Numbers; Greetings - Parts of Speech (1) Nouns, Types of Nouns, Plural	1	2	a1, a2, b1 c2, d2

		Forms of Nouns, Pronouns, Articles			
2	My Favourites (Personal Preferences)	-Reading: (Select subject-related passage) - Likes & Dislikes, Requests and Functions Parts of Speech (2) Adjectives, Order of Adjectives, Predicate Adjectives, Comparatives and Superlatives - Writing Exercise: simple sentences about yourself and others and objects around.	1	2	a1, a2 b1, b2 c1, c2, d1, d2
3	Leisure Activities & Shopping	- Reading: Scanning for key words (Select subject-related passage) - Asking about Time, social expressions - Parts of Speech (3): Action and linking verbs, Intransitive verbs and transitive (indirect object, direct objects), adverbs and types of adverbs - Writing Task	1	2	a1, a2 b1, b2 c1, c2, d1, d2
4	Where I Live (Rooms and Furniture), Town and Country;	- Reading: Scanning for Information (Select subject-related passage) - Polite Requests, Directions - Types of Sentences 1- Declarative sentences: a. Affirmative: b. Negative: 2- Interrogative sentences a. wh-questions	1	2	a1, a2 b1, b2 c1, c2, d1, d2

		b. yes / no Questions 3- Imperative sentences 4- Phrases and Clauses Time clauses - Writing Task			
5	The Way I Live (Lifestyle)	- Reading: Making inferences (Select subject-related passage) - Time and Tenses (1) Present simple, present continuous, present perfect, and present perfect continuous - Writing Task	1	2	a1, a2 b1, b2 c1, c2, d1, d2
6	Special Occasions and Events	-Reading: Understanding sentences (Select subject-related passage) - Time and Tenses (2) Past simple, past continuous, - Writing Task	1	3	a1, a2 b1, b2 c1, c2, d2
7	The Weather	-Reading: Learning about Context (Select subject-related passage) - Making Suggestions - Time and Tenses (3): Future Simple, Future Continuous, and Future Perfect - Writing Task	1	2	a1, a2 b1, b2 c1, c2,
8	Mid-Term Test	Oral test Written Test	1	2	a1, a2 b1, b2 c1, c2, d1, d2
9	Traveling Around	-Reading: Guessing Word	1	2	a1, a2

		Meanings (Select subject-related passage) - Writing: Short Sequence - Present Passive - Writing Task			b1, b2 c1, c2, d2
10	I Can Do That! (Everyday Problems and Issues)	-Reading: Learning New Words in Categories (Select subject-related passage) - Auxiliary Verbs of prediction (will, may, might), abilities, permissions, etc. - Writing Task	1	2	a1, a2 b1, b2 c1, c2, d1, d2
11	Describing Feelings	-Reading: Comprehending Paragraphs (Select subject-related passage) -Giving advice, commands - Writing paragraphs	1	2	a1, a2 b1, b2 c1, c2, d2
12	A Change for the Better!	-Reading: looking for topics (Select subject-related passage) - Past Perfect, Past Perfect Continuous, Past Simple vs. Present Perfect - Writing short letters	1	2	a1, a2 b1, b2 c1, c2 d1,
13	Technology and Society	-Reading: looking for topics (Select subject-related passage) - Telephoning & Social Media - Grammar: past tense passive - Writing e-mails	1	٢	a1, a2 b1, b2 c1, c2 d1,
14	Jobs and Careers, the	- Reading: looking for details	1		a1, a2

	World of Work	(Select subject-related passage) - Job descriptions, interview and requirements - Modal verbs, should, must, will shouldn't, must not Writing CV		2	b1, b2 c1, c2 d2
15	It's a Wonderful World!	- Saying Goodbye - Predictions & Future Developments - Affixes, Prefixes, Suffixes - Writing reports (1)	1	2	a1, a2 b1, b2 c1, c2 d1
16	Final Exam	Written Test	1	2	a1, a2 b1, b2 c1, c2, d1, d2
Number of Weeks /and Units Per Semester			16	32	

VI. Teaching strategies of the course:

The main focus is put on students' activity during classes, their interaction with each other and teacher. Communicative method of language teaching is to be used. Exercises are prepared so that they facilitate the understanding of the text and practice the vocabulary and other characteristics of the language related to the profession. Some of the exercises are prepared so that they inspire students to practice their language skills by using their wider knowledge of the subject matter. In short, instructors should use a variety of teaching strategies, in-class activities and teaching aids that can create an interesting and motivating learning environment. This includes:

Lecture

Tutorials

problem solving
case study
independent study
practical lab sessions (listening and pronunciation exercises)
Individual and group work
Mini-writing projects
Presentations
Role-plays
Seminars and workshops

VII. Assignments & Activities:

No	Assignments	Aligned CILOs (symbols)	Week Due	Mark
1	Reading Assignments	a1, a2	1, 3, 4, 9, 12	5
2	Workbook in-class activities	b1,b2,c1,c2,	Every class	5
3	Writing a summary of a text	c1, c2, d1	7	5
4	Mini-project	a2, c1, c2, d1	13	5
Total				20

VIII. Schedule of Assessment Tasks for Students during the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes

1	Assignments	Every class	10	10%	a1, a2, c1,c2
2	Activities	Every class	10	10%	a1, a2, c1,c2, d1,d2
3	Class Quizzes	5 & 12	5	5%	a1, a2, b1, c1, c2, d1
4	Mid-term (written)	8	10	10%	a1, a2. b1, b2, c1,c2
5	Mid-term (oral)	8	5	5%	a1, a2. b1, b2, c1,c2, d1, d2
6	Final Exam (written)	16	60	60%	a1, a2. b1, b2, c1,c2, d1, d2

IX. Learning Resources:

- Written in the following order: (Author - Year of publication – Title – Edition – Place of publication – Publisher).

1- Required Textbook(s) (maximum two).

- Murphy, Raymond. **Essential Grammar in Use**. Cambridge University Press
- Harrison, Richard. **Keep Writing (Book 1)** Longman Group UK.
- Richards, Jack C & David Bohlke. **Speak Now 1 and 2** (Series) SB and Oxford University Press, USA; UK ed. edition (June 28, 2012)
- Liz and John Soars. **New Headway Plus** (Series), Oxford University Press.

2- Essential References.

- Arnavete, M.& Barrel.(1981). *Paragraph Development*. New Jersey: Prentice Hall.
- Azar, B.S. (2003). *Fundamentals of English Grammar* (3rd• Edition). New York: London.



- Eastwood, J. (2006). *Oxford Practice Grammar – Intermediate*. OUP.
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- Ibboston, Mark. (2009). *Professional English in Use (Engineering)*. Cambridge: Cambridge University Press.
- Glendinning and Mc Ewan. (2006). *Oxford English for Information Technology*. OUP.
- Glendinning, E. and N. Glendinning. (2006). *Oxford English for Electrical and Mechanical Engineering*. OUP.
- Graff, G. (2014). *They Say / I Say: The Moves That Matter in Academic Writing (Third Edition)*.
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- Murphy, R. (2012). *English Grammar in Use. (4th edition)*.
- Smoke, T. (1998). *A Writer's Workbook: An Interactive Writing Text for ESL Students*. Cambridge: Cambridge University Press.
- Straus, J. (2014). *The Blue Book of Grammar and Punctuation (11th Edition)*, An online version of this book is available through the Dalarna University library website - http://dalbib.du.se/record=b1436269*eng
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- Esteras, S. R. (2003) *Infotech: English for Computer Users (Work Book)*. Cambridge: Cambridge University Press.
- British Council (2012) *English for Skills (Vocational English for ICT)*. Albania: British Council
- Liz and John Soars. *New Headway Plus*, Oxford University Press.
- Chabner, Davi-Ellen, *Medical Terminology: A short Course*
- Leech Geoffrey & Savartivik Jan. (2000). *A Communicative Grammar of English*. Pearson Education Ltd,
- Donald, Robert. Moore ,James and Morrow (1987) Betty. *Writing Clear Paragraphs*. New Jersey: Prentice Hall, Inc,
- Chabner, Davi-Ellen, *Medical Terminology: A Short Course (US , Saunders, 2014)*
- Venes, Donald (ed.), *Taber's cyclopedic medical dictionary (USA: F. A. DAVIS COMPANY, 2005)*
- David, Edward Marcinko, *Dictionary of Health Information Technology And Security (New York: Springer, 2007)*

3- Electronic Materials and Web Sites etc.

www.cambridge.org/elt

2. [BBC English Language Learning Webpage](http://www.bbc.com/learningenglish)

3. www.headwayplusonline.com



4- Blackboard online Activities

5- CNN Learning Resources

I. Course Policies:

Class Attendance:

- Students are allowed one absence without a required written excuse for every semester credit hour taken.
- It is the student's responsibility and entitlement to meet and discuss all absences or planned absences with their instructors.
- Upon the prudence and judgment of the instructor, a course grade of "F" may be given to any student who exceeds 25% of absences in a semester.
- No student shall neglect more than 25 % of their class attendance, whether excused or unexcused, in a given semester.
- For students who exceed the specified number of unexcused absences, an official documented excuse from the Faculty Dean may be required.
- Once a student reaches approximately ten to fifteen percent of absences in a class, he/she shall receive a warning.
- The Dean/Faculty Council have the right to permit a student's withdrawal from a course, if presented with a suitable and acceptable explanation for excessive absences. This will be coordinated with the consent of the Registrar.

Tardy:

- Late arrival to class three times will be regarded as an absence. Each instructor is responsible to define the rules for which a student is considered late to class.

Exam Attendance/Punctuality:

- All students have to attend exam as specified.
- A student who fails to attend the exam has to hand on his/her excuse within 48 hours.
- All students must come to exam on time and no excuses are accepted for late coming.

Assignments & Projects:

- All assignment and projects have to be submitted, as scheduled, on time.
- Late submission might result in deduction of marks.

Cheating:

- All students are required and expected to act and behave according to the university Academic Integrity Code of Conduct as explained and detailed in the student handbook. Punitive actions for any and all students not abiding by these rules is also outlined in the student handbook.
- Any student caught in the act of or is suspected of cheating will receive a grade of "0" for that exam, quiz, project, or assignment.
- Any recurring attempt in cheating will be a matter for immediate dismissal from the



	University.
	Any student who assists, contributes, or in any way is found to be involved in helping another student cheat will receive an equivalent and equal penalty.
6	Plagiarism: 21septembar University regulations will be pursued and enforced on any plagiarism attempts.
7	Other policies: As per the university regulations (Students Affairs Bylaws)