

Course Specifications and Course Reports

General Principles

- ❖ For each course there should be a **“Course File”**
- ❖ The **“Course File”** should contain:
 - the course specifications
 - the course reports
 - samples of previous examination sheets
 - results of student evaluation of the course
 - the percentages of students dropping out, passing and failing the course
 - any other relevant information
- ❖ There should be 2 copies of the course file, one for the course lecturer(s) and the other for the head of the department or the program coordinator.

❖ Each time there is a change in the course specifications, the **Department Council** should approve the new course specifications or the changes, e.g.:

- when first preparing or developing an educational programme and before authorization of the programme by higher authorities
- in case of changing some of the course content or objectives.
- in case of changing the time when the course is available for students

❖ **Course Coordinator**

❖ Number of **Lecturers** on each Course

❖ Number of **Examiners** for each Course

Template for Course Specification

First Part:

Programme(s) on which the Course is given:

Compulsory or Elective in the Programme(s): 

Department offering the Programme:

Department offering the Course:

Semester (on which the Course is given): 

Date of Specification Approval:

A - Basic Information on the Course

Course Name :

Course Code:

Credit Hours: [Lectures: ; Practical:]

Second Part:

B - Professional Information on the Course

1 – Overall aims of the course

- Overall course aims are general statements about the purpose of the course. They should be expressed as the outcomes that the institution / teaching staff hope to achieve through the course.
- Aims are written in terms of teaching intentions and indicate what the teacher intends to cover in the block of learning (curriculum coverage).

Types of Aims:

- ⇒ **Student-based** (showing the benefits to the students from studying this particular course)
- ⇒ **Employer-based** (showing the benefits to potential employers)
- ⇒ **Society-based** (showing the benefits to the community)
- ⇒ **Department-based** or **Subject-based** (highlighting the excellence of the department or the importance of the subject)
- ⇒ Aims can also incorporate more than one of these previous categories.

2 – Intended learning outcomes of course

(ILOs)

ILOs of the course are expressed in terms of:

- a. **Knowledge and understanding**
 - a1. **Explain**
 - a2. **Demonstrate**
- b. **Intellectual skills**
 - b1. **Analyze**
 - b2. **Compare**
- c. **Professional/Practical skills**
 - c1. **Apply**
 - c2. **Diagnose**
- d. **General and transferable skills**
 - d1.
 - d2.

3- Contents

Topic	No. of hours	Lectures	Seminars / Presentations	Practical

The table should contain: the main course topics and the number of hours allocated for teaching each topic (showing the number of hours for lectures, library hours, seminars, group activities, exercises, laboratory work, field work, ...etc.)

4- Teaching and learning methods

The methods used in delivering the course are enumerated.

4.1-.....

4.2-.....

4.3-.....

4.4-.....

5- Student assessment methods

- 5.1. written exams to assess a1, a2, b2,
- 5.2. course work to assess b3, c1, c2, d1,
- 5.3..... to assess
- 5.4..... to assess

Assessment schedule

This is a time schedule to specify the date for each assessment in the semester.

Assessment	Description	Date

Weighing of assessments

This is a table showing the allocated marks to each assessment tool and their percentage from the total.

Assessment	Allocated Marks	Weighing
Total	100	100%

Formative-only Assessment

6- List of References

References include:

- Lectures notes (in the form of a book authorized by the department or hand-outs to the students)
- **Essential books / Text books**
 - Journals, periodicals, web sites, ...etc.
- They should be written in the standard scientific way.
- The locations for reading or buying the specified references should be mentioned.

7- Facilities required for teaching and learning

For example: Lecture classroom / Lab facilities

Data show for power point presentations

White board & markers

IT & AV aids: available in IT- Centre at the

HIPH

Library and internet search facilities at the

Thank You