**COURSE DESCRIPTION FORM**

**INSTITUTION**  FAST School of Computing, National University of Computer and Emerging Sciences, Islamabad

BS- CS, **Fall 2020**

**PROGRAM(S) TO BE EVALUATED**

**Course Description**

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| **Course Code** | SS-150 | | | |
| **Course Title** | English Composition & Comprehension | | | |
| **Credit Hours** | 2 | | | |
| **Prerequisites by Course(s) and Topics** | None | | | |
| **Assessment Instruments with Weights** (homework, quizzes, midterms, final, programming assignments, lab work, etc.) | Grading Policy: Relative Grading   |  |  |  | | --- | --- | --- | | Assessment Item | Number | Weight (%) | | Home Assignments | 2 | 06 | | Midterm-1 | 1 | 17 | | Midterm-2 | 1 | 17 | | Project | 1 | 10  (7+3) | | Final Exam | 1 | 50 | | | | |
| **Course Instructors** | Mr. Hashaam Ahmad, Ms. Iffat Nazir, Ms. Kulsoom Shahzor, Ms. Rafia Raza, Ms. Sadia Nauman, Mr. Shahzad Mahmood | | | |
| **Lab Instructors (if any)** |  | | | |
| **Course Coordinator** | Mr. Shahzad Mahmood | | | |
| **URL (if any)** |  | | | |
| **Current Catalog Description** | This integrated reading and writing skills course primarily focuses on practicing, developing and refining students’ reading and writing skills for academic purposes. The course aims to develop academic reading skills with particular emphasis on note-taking, vocabulary development, speed reading, dictionary skills and analytical comprehension. Furthermore, the course prepares students achieve proficiency in assessing the writing situations and exploring new ideas. This course approaches the study of writing with a focus on audience, authorial voice and style. It emphasizes on the writing process and the context governing the process. | | | |
| **Textbook** (or **Laboratory Manual** for Laboratory Courses) | Course Pack | | | |
| **Reference Material** | 1. “College Writing Skills with Readings” by John Langan   2. “Writing Talks” by Winkler & Mccuen | | | |
| **Course Learning Outcomes** | |  | | --- | | A. Course Learning Outcomes (CLOs) | | Upon successful completion of this course, students should be able to:   1. Identify the main idea (s) in the text, distinguish facts from opinions, guess meanings of unfamiliar words from context, and make inferences based on comprehension of a text. 2. Utilize a mature writing process that involves prewriting, planning, drafting, revising, and editing/proofreading. 3. Write unified, coherent paragraphs/essays, including effective introductions and conclusions, and transitions between and within paragraphs. 4. Avoid making common grammatical/mechanical mistakes. 5. Design the content and plan their formal presentations effectively | | |  |  | | --- | --- | | **B. Program Learning Outcomes** | | |  | | | |  |  | | --- | --- | | 1. Computing Knowledge: | Apply knowledge of mathematics, natural sciences, computing fundamentals, and a computing specialization to the solution of complex computing problems. | |  | | |  |  | | --- | --- | | 2. Problem Analysis: | Identify, formulate, research literature, and analyse complex computing problems, reaching substantiated conclusions using first principles of mathematics, natural sciences, and computing sciences.  . | |  | | |  |  | | --- | --- | | 3. Design/Develop Solutions: | Design solutions for complex computing problems and design systems, components, and processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations. | |  | | |  |  | | --- | --- | | 4. Investigation & Experimentation: | Conduct investigation of complex computing problems using research based knowledge and research based methods | |  | | |  |  | | --- | --- | | 5. Modern Tool Usage: | Create, select, adapt and apply appropriate techniques, resources, and modern computing tools to complex computing activities, with an understanding of the limitations. | |  | | |  |  | | --- | --- | | 6. Individual and Team Work: | Function effectively as an individual and as a member or leader in diverse teams and in multi-disciplinary settings. | |  | | |  |  | | --- | --- | | 7. Environment and Sustainability: | Understand and evaluate sustainability and impact of professional computing work in the solution of complex computing problems. | |  | | |  |  | | --- | --- | | 8. Ethics: | Apply ethical principles and commit to professional ethics and responsibilities and norms of computing practice. | |  | | |  |  | | --- | --- | | 9. Individual and Team Work: | Function effectively as an individual, and as a member or leader in diverse teams and in multi-disciplinary settings. | |  | | |  |  | | --- | --- | | 10. Communication: | Communicate effectively on complex computing activities with the computing community and with society at large. | | 11. Project Management and Finance: | Demonstrate knowledge and understanding of management principles and economic decision making and apply these to one’s own work as a member or a team. | | 12. Life Long Learning: | Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological changes. | | ✔ |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | C. Mapping of CLOs on PLOs  (CLO: Course Learning Outcome, PLOs: Program Learning Outcomes) | | | | | | | | | | | | |  | | PLOs | | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | CLOs | 1 |  |  |  |  |  |  | ✔ |  |  |  | | 2 |  |  |  |  |  |  | ✔ |  |  |  | | 3 |  |  |  |  |  |  | ✔ |  |  |  | | 4 |  |  |  |  |  |  | ✔ |  |  |  | | 5 |  |  |  |  |  |  | ✔ |  |  |  | | | | | |
| **Topics Covered in the Course, with Number of Labs on Each Topic** (assume 15-week instruction and Three-hours labs) | |  |  |  |  | | --- | --- | --- | --- | | Topics to be covered: | | | | | List of Topics | No. of Weeks | Contact Hours | CLO(s) | | The Writing Process | 1 | 2 | 2 | | Common Sentence Errors | 2 | 4 | 4 | | Paragraph Writing | 2 | 4 | 3 | | Essay Writing | 2 | 6 | 3 | | Reading Skills | 3 | 4 | 1 | | Critical Reading Skills | 01 | 2 | 1 | | Short Story Writing | 2 | 4 | 3 | | Vocabulary Development | 1 | 2 | 1 | | Total | 15 | 30 |  | | | | |
| **Laboratory Projects/Experiments Done in the Course** |  | | | |
| **Programming Assignments Done in the Course** | NA | | | |
| **Class Time Spent** (in hours) | Theory | Practice | Social and Ethical Issues |  |
| 17 | 12 | 1 |  |
| **Oral and Written Communications** | Every student is required to attempt 2 assignments, 03 quizzes and 1 project. | | | |

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| **Weeks** | **Contents/Topics** | **Assessment Items  (Case Study/ Exercise Assignment/ Quiz etc.)** |
| ***Week-01*** | **Course Introduction & Description**  **Reading Textbooks Effectively** |  |
| ***Week-02*** | **Common Sentence Errors**   * Use of Apostrophe * Subject Verb Agreement |  |
| ***Week-03*** | **Reading Comprehension Skills**   * **Key Skills with activities:** * Recognizing definitions and examples, enumerations, headings and subheadings, signal words, main ideas in paragraphs and short selections * Skimming and Scanning * Highlighting and Marking * Outlining * Summarizing * Making inferences | A1 |
| ***Week-04*** | **Summary Writing:** Characteristics of an Effective Summary, Criteria for writing Summaries, Overall Organization, Summary Writing Process |  |
| ***Week-05*** | **Common Sentence Errors**   * Run-on Sentences * Sentence Fragments * Verb Tense Consistency |  |
| ***Week-06*** | **The Writing Process**  **Understanding Paragraphs**   * Topic Sentence * Supporting details * Concluding Sentence |  |
| ***Week-07*** | **Writing Effective Paragraphs**   * Purpose * Audience * Unity * Coherence * Development |  |
| ***Week-08*** | **Vocabulary Development** |  |
| ***Week-09*** | **Essay Writing**   * **Types of Paragraphs in a basic Essay:** * **Introductory Paragraphs** * How to Begin an Essay, Developing Thesis Statement, Engaging Strategies * **Body Paragraphs** * Developing topic sentence & Supporting Details * **Transitional Paragraphs** * **Concluding Paragraphs** | A2 |
| ***Week-10*** | * **Patterns of Essay Development:** * Narration * Definition * Comparison and Contrast | **Project** |
| ***Week-11*** | **Critical Reading Skills**   * Connotative and Denotative Meanings * Implied Meaning * Figurative Language * Analysing Language, Tone and Purpose * Objective and Subjective Language |  |
| ***Week-12*** | **Short Story Writing:**   * Elements of short story |  |
| ***Week-13*** | **Short Story Writing Cont.** |  |
| ***Week-14*** | * **Do’s & Don’ts for an Effective Presentation** * **Overcoming Nerves when giving a Presentation**   Written Project and Presentation |  |
| ***Week-15*** | Written Project and Presentation |  |