



الجامعة السعودية الإلكترونية  
SAUDI ELECTRONIC UNIVERSITY  
2011 -1432



# Online English Diploma Procedural Guide

University Vice Presidency  
for Educational Affairs

1443 H



## Contents

Introduction .....	3
Teaching process for the online English language diploma.....	4
Blackboard (our Learning Management System) .....	5
Educational process requirements.....	6
Study plan.....	6
Academic Procedures.....	8
Registration of courses.....	8
Financial affairs.....	9
Academic calendar.....	9
Online portal.....	10
Means of communication.....	10

## Introduction

In light of the efforts of the University Vice Presidency for Educational Affairs and in coordination with the Department of English and Translation at the College of Science and Theoretical Studies, and the constant quest to develop the department's academic programs to serve the labor market and meet the professional needs of community members, the Online English Language Diploma program has been created to join the rest of the department's programs, aiming at raising the level of trainees, enhance their capabilities, and refine their language skills required by the labor market. In the light of this, this procedural guide comes from the point of view of the definition of the diploma, its foundations, and the course of its educational process.

### Objectives of the Program:

- Raising the competitiveness of university outputs in the labor market.
- Developing the English language and translation skills necessary for the work environment.
- Preparing trainees to succeed in standardized tests of the English language.
- Developing the basic research skills needed for university education.
- Localizing English language education and reaching the largest segment of society in the Kingdom.

### Career opportunities for diploma graduates (Online English language Diploma)

The Online English Diploma qualifies cadres capable of working in various jobs, including but not limited to:

- Secretary, administrative employee.
- A digital content creator.
- Editor and proofreader.
- Translator x translator from English into Arabic.
- Interpreter from English to Arabic.
- Media person: (news anchor and reporter, TV presenter and host, radio announcer)

## Teaching Process for the online English language diploma:

The program is characterized by applying the adaptive learning method in all its courses for the first time in the Kingdom of Saudi Arabia, which is known as one of the learning methods in which learning is presented according to the different types, styles and characteristics of learners, and according to the learning method of each learner; Through the use of artificial intelligence techniques to adapt digital content; with the aim of accelerating learners' assimilation, and increasing their self-confidence.

The design of the program also took into account the use of the Blackboard learning management system by applying the theory of the flipped classroom, by interacting with carefully designed digital content from the Department of English and Translation. The learner watches a video followed by questions, then an audio clip, followed by questions, and then a reading text, followed by questions. The learners interact with all these materials at the appropriate time before meeting the course professor. At the time of the synchronized virtual lecture on Blackboard, the learners discuss with the professors, and then the professor highlights the most important goals of the week and the basic concepts that the learner needs to understand.




Learners of the Online English Language Diploma will acquire valuable skills that are academically and professionally important, such as: communication arts, critical thinking, as well as research skills that are used in presentations, which will help them successfully pass standard English language tests such as IELTS in addition to increasing the knowledge dimension on the areas of computer applications used in language and translation. This actually provides the skills currently required in the global and local labor market.



## **Blackboard (our Learning Management System):**

The Blackboard Learning Management System is defined as an information system that provides diverse and easy-to-use systems for learning management, educational content, communication and assessment via the Internet. It helps teachers to interact through actual and virtual interactive classes, it also integrated with Rhapsode platform which offers content in an adaptive manner to provide many services and tools that give flexibility and effectiveness to e-learning and, that allow classroom experience to overcome traditional classrooms.

### **Tools for educational systems:**

	<b>Educational content presentation</b>	This service enables the presentation of the scientific content of the syllabus, accompanied with pictures, drawings, documents and files related to the subject of the study.
	<b>Virtual Classes</b>	This tool provides learners with virtual classes in which workshops and lectures will be held, and through which they can also view recorded lectures.
	<b>Instructions</b>	This service enables obtaining more details and information about how to use the system, its available tools and the necessary technical requirements.



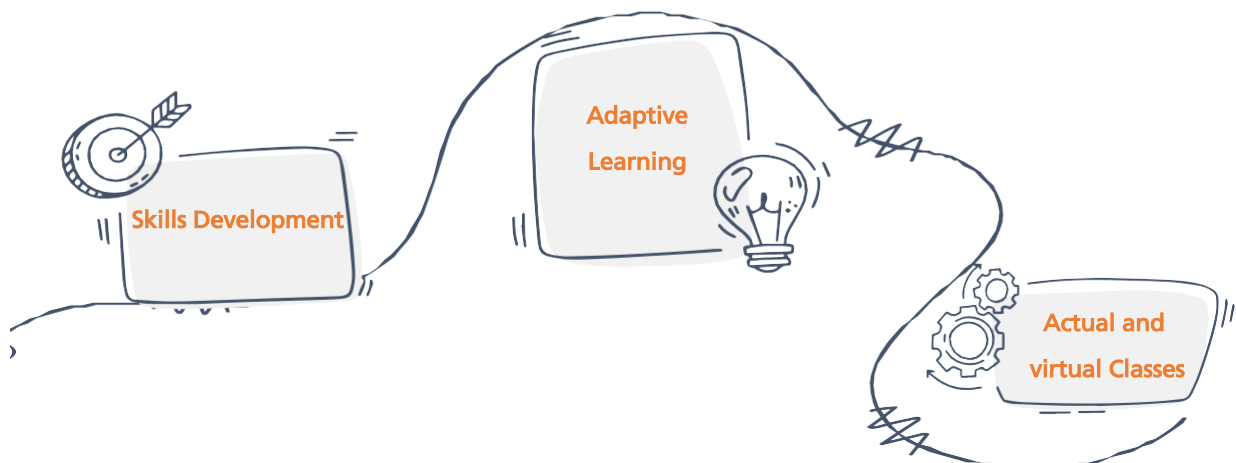
## Educational process requirements:

Trainees need a stable internet connection and up-to-date computers with updated versions; To embark on a unique adaptive learning experience, integrating with the Blackboard Learning Management System.

## Study plan:

The Online English Language Diploma offers twenty courses in various areas of English as a second language, translation and interpretation, research methods and presentation skills. These courses are designed by qualified and experienced faculty members whose research and scientific interests lie in these academic fields. The online English Language Diploma aims to prepare the learner who is interested in studying English to make them highly proficient in practicing English.

Academic Degree	Intermediate Diploma in English language <b>(In accordance with the Saudi classification)</b>
Basic Program Duration	The basic program duration is four semesters
Maximum program Duration	The maximum duration of the program is five semesters
Total numbers of hours	The program hours are 60 hours.
Program medium of instructions	The language of the program is English language, and Arabic language is used in translation courses.
Type of Education	Distance Education



Kind of Requirement	Course Code	Course Title	Credit Hours	Pre-requisites
First Semester	DENG100	Writing Skills	3	None
	DENG110	Listening and speaking	3	
	DENG120	Editing and Proofreading	3	
	DENG130	English Language and Culture	3	
	DENG140	Language Quality Standards	3	
Total			15	

Kind of Requirement	Course Code	Course Title	Credit Hours	Pre-requisites
Second Semester	DENG200	Academic Writing	3	First Semester
	DENG210	Conversation Skills	3	
	DENG220	Reading Development 1	3	
	DENG230	English Grammar 1	3	
	DTRA240	Computer Application in Translation	3	
Total			15	

Kind of Requirement	Course Code	Course Title	Credit Hours	Pre-requisites
Third Semester	DENG300	Language Awareness	3	Second Semester
	DTRA310	Interpreting	3	
	DENG320	Reading Development 2	3	
	DENG330	English Grammar 2	3	
	DTRA340	Language Awareness	3	
Total			15	

Kind of Requirement	Course Code	Course Title	Credit Hours	Pre-requisites
Fourth Semester	DENG400	Critical Thinking Writing	3	Third Semester
	DENG410	English Language in the Workplace	3	
	DTRA420	Community Interpreting	3	
	DENG430	Research and Presentation Skills	3	
	DTRA440	Translation in the Workplace	3	
Total			15	



## Academic Procedures:

Procedures	Details
Grades distribution	<ul style="list-style-type: none"> <li>■ 25% for interaction via Blackboard Learning Management System.</li> <li>■ 20% for interaction via adaptive learning Platform.</li> <li>■ 5% for attending synchronous and asynchronous</li> <li>■ 50% for final exam.</li> </ul>
Final Exam Denial	<ul style="list-style-type: none"> <li>■ A student is prohibited from entering the final if his/her absence from lectures exceeds 25%.</li> </ul>
Courses Registration	<ul style="list-style-type: none"> <li>■ Courses are registered automatically every semester, and there is no deletion of all or some course.</li> </ul>
Grades Symbols	<ul style="list-style-type: none"> <li>■ NP: Pass without grade</li> <li>■ NF: Fail without grade.</li> </ul>
Graduation Requirements	<ul style="list-style-type: none"> <li>■ Successful completion of 60 credit hours.</li> </ul>
Delay or Apology	<ul style="list-style-type: none"> <li>■ Semester postponement or apology is not available.</li> </ul>
Cancellation of admission or withdrawal	<ul style="list-style-type: none"> <li>■ Times and dates are available according to academic calendar.</li> </ul>

\* Exceptions to academic procedures are announced on the university's website.



## Registration of courses:

1. Courses for diploma are registered automatically each semester in accordance with the following:
  - Successfully pass all courses of a semester.
  - In the case of a failure of one or two courses, the courses of the following semester will be registered, and at the end of the program an extra (fifth) semester will be available to pass the failed courses, and fees are calculated according to the number of the hours registered for this extra semester.
2. In the case of a failure in three or more courses, the student will be suspended from studying, and the study can reapply to the program in again the following year.





## Financial Affairs:

Tuition fees are estimated at 3000 riyals per a semester, 200 riyals per teaching unit. The total tuition fees can also be calculated by multiplying the total semester hours by the value of the teaching unit.

Tuition fees are paid after the registration of the study schedules at the beginning of each semester via the electronic gate. In the case not paying the tuition fees, the study schedule will be deleted and the enrollment will be folded from the program.



## Academic Calendar:

The academic calendar for the students of online English language diploma program provides the most important dates, as the academic year will be implemented in three terms as follows:

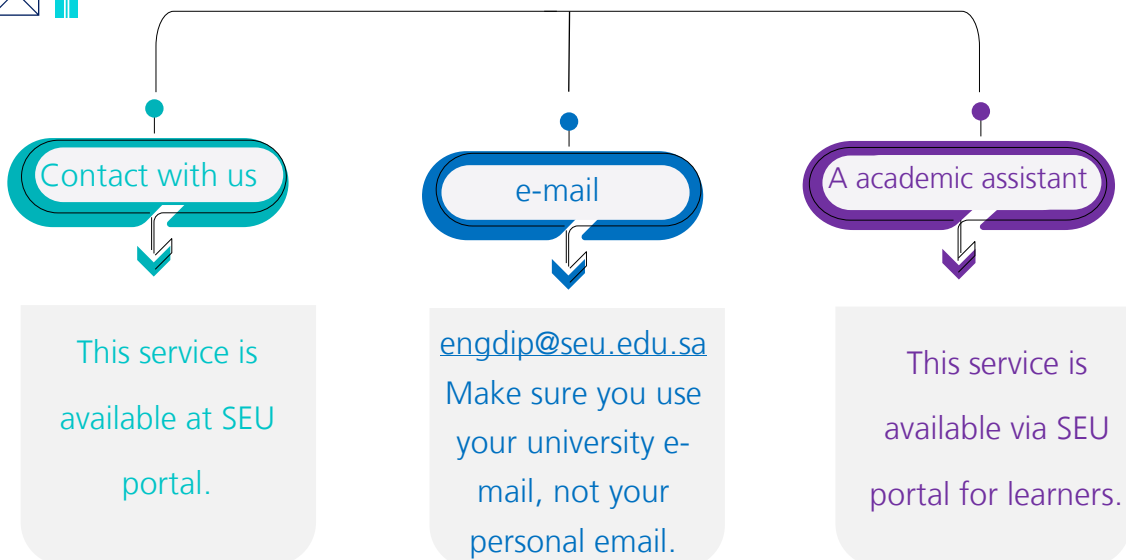
First semester	Second semester	Third semester	Fourth semester
Sunday 21/01/1443 h 29/08/2021 13 weeks	Sunday 01/05/1443 h 05/12/2021 13 weeks	Sunday 17/08/1443 h 20/03/2022 13 weeks	To be announced later TBA

## **SEU Portal:**

SEU portal provides learners with many electronic services that facilitate the learning process.

Service	Service Description
Academic status	This service provides a learner's data and general academic status
Identification certificate	This service shows the learner's data and his semester schedule
Academic record	Contains course codes and grades.
Uploading excuses for lectures' absence	This service facilitates the removal and excuses for lectures' absences
Fees payment	Through this service tuition fees can be paid after registering the study schedule.
Withdrawal	This service is to cancel admission to diploma or final withdrawal from the program.
My organization	This service provides quick links to learning systems as well as to how-to guides and tutorials for all services.

## **Means of Communication:**



# University Vice Presidency for Educational Affairs

1443 H



الجامعة السعودية الإلكترونية  
SAUDI ELECTRONIC UNIVERSITY  
2011-1432