

**ROXBURY COMMUNITY COLLEGE
CURRICULUM COMMITTEE**

GUIDELINES FOR NEW COURSE PROPOSALS

Submit proposal according to the guidelines listed below:

1. Course Title:

Arabic I

2. Suggested Course Number:

LAN 161

3. Catalogue Description:

This course is designed for students with no previous knowledge, or very limited knowledge of the Arabic language. Arabic 161 focuses on learning the script, sound and writing systems in Modern Standard Arabic (MSA). It focuses on the four communication skills (listening, speaking, reading and writing and also presents culture in the Arabic speaking world through various activities.

4. Suggested number of credit hours:

Please list the following:

Clock Hours	150 min.
Classroom Hours	3 credit hours per week
Lab Hours	0

5. Course Prerequisites:

None

6. Statement indicating whether the course is a requirement or an elective.

This course will satisfy foreign language requirements or humanities elective.

7. Transferability:

This course will transfer as foreign language or humanities elective depending on the university the student is transferring to.

8. Narrative Rationale and Justification:

- Increase choices for foreign languages at RCC
- Offer non-western language
- Create cultural awareness
- Offer classes that appeal to a changing community
- Increase relevance of Arabic in today's society
- Recruit new students with an interest in cultural ties

9. Instructional Objectives:

Upon completion of Arabic I, students should be able to:

1. Recognize the letters of the Arabic alphabet, acquire a good pronunciation of basic sounds, and describe the development of the Arabic Writing System.
2. Write their names and make greetings in Arabic.
3. Write simple sentences based on chapter topics and vocabulary.
4. Formulate simple questions and answers, and carry out basic dialogues related to daily life.
5. Understand native speakers in simple conversations.
6. Be able to form and understand basic sentence structures of Arabic.
7. Read simple passages in Modern Standard Arabic.
8. Become familiar with some of the differences between formal and spoken Arabic and learn some aspects of Arab culture.

10. Competencies/Outcomes

Students will be able to:

- Recognize the letters of the Arabic alphabet, print and cursive
- Understand vocabulary: family, occupations, places
- Write and speak in complete sentences
- Describe locations using prepositions of place
- Describe people and things using appropriate adjectives
- Identify countries and capitols in Arabic

11. Instructional Methods and Materials:

Students will learn to recognize the letters of the alphabet, practice writing the letters of the alphabet and basic vocabulary. Students will recognize and write letters in print and in cursive. Students will actively participate in speaking and listening activities, first with teach modeling, and also modeling the cd. A cd. will be used in class and at home for reinforcement. Websites will be used for typing in Arabic and for other resources.

12. Suggested Texts:

Mastering Arabic, by Jane Wightwick and Mahmoud Gaatar, Publisher, Hippocrene Books, Inc.

13. Outline of Course Content:

Learning the alphabet and vowels
Putting words together
Making simple sentences
Family vocabulary
Occupations
Adjectives; describing things
Prepositions and interrogatives
Describing places
Countries, capitols and nationalities

14. Plan for Evaluating Student Outcomes

Course Requirements and Grading:

- Attendance and Participation (200 points, 20% of final grade)
- Homework (250 points, 25%)
- Quizzes (250 points, 25%)
- Midterm (200 points, 20%)
- Final Exam (100 points, 10%)

15. Library, TLC, or other required institutional resources

Additional Materials:

Brustad, Kristen, Mamoud Al Batal, and Abbas Al-Tonsi. *Alif Baa with DVDS; Introduction to Arabic Letters and Sounds*. Georgetown University Press, 2004.(Second Edition)

Al-Said Badawi and Fathi Ali Yunis. *al-Kitab al-assasi fi ta`lim al-lugha al-`arabiya.Vol I*. American University, Cairo Press.,2006

Recommended Material for Self-Study:

Cowan,J.M.,ed. *The Hans Wehr Dictionary of Modern Written Arabic*. Fourth Edition. Urbana, IL: Spoken Language Services, 1993.

Al-Ajeeb (includes exercises to improve your listening, reading, and speaking skills in Arabic.):

<http://afl.sakhr.com/freetour/menu/menu.html>.

Follow the Routing Signature Form in submitting your proposal.

Please note that the recommendations of the Departmental Faculty, Division Chair, and Academic Dean (hereinafter referred to as the reviewers) are only advisory. All proposals will be considered by the Curriculum Committee, whether or not each reviewer has recommended approval. If any reviewer fails to take action during the thirty (30) days following submission, the proposer may bring the proposal directly to the Curriculum Committee without the applicable signature(s).

DRAFT

PROCEDURES FOR NEW COURSE PROPOSALS

1. Prepare proposal according to the *Guidelines for New Course Proposals*.
2. Discuss proposal with faculty at department meeting. Obtain faculty signatures.
3. Discuss proposal with your division chairperson. Obtain signature.*
4. Please submit a copy of the proposal to the Curriculum Committee Co-Chairs.
The Chairs will place proposals on the Curriculum Committee Agenda in the order in which they are received.*
5. The proposer is responsible for distributing the proposal to all members of the committee at least **two weeks** prior the meeting. The committee chairpersons will provide a list of current members.
6. Upon receiving Curriculum Committee approval, please submit the original proposal for a signature and then make arrangements through your Division Chair to present the original proposal to the Dean of Academic Affairs.
7. The Academic Dean will forward recommended proposals to the Acuerdo. Please be sure to attend the Acuerdo meeting at which your proposal will be discussed.*
8. It is imperative that the proposer follow up on the process by making sure that the Registrar has been informed of any new courses or changes to existing courses.

***NOTE: It is not clear if the procedures outlined in Steps 3, 4 and 7 are in the proper order. Further clarification is needed at this time.**

The role (if any) of the Dean of Curriculum and Instruction in this process is not clear.

The text in the box regarding the 30 days and so forth makes no sense if we are following the steps outlined above.

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GUIDELINES FOR NEW COURSE PROPOSALS

Submit proposal according to the guidelines listed below:

2. Course Title:

Arabic II

2. Suggested Course Number:

LAN162

3. Catalogue Description:

Arabic 162 is a continuation of Arabic 161. The main focus will be building vocabulary and mastering basic grammatical structures. Training in reading and writing Arabic sentences and in enhancing spoken skills necessary for a variety of daily activities will also be stressed. Emphasis will be placed on assimilating the language for more complex communicative purposes related to describing self, family members, career plans, and abstract concepts such as personal feelings and decisions.

4. Suggested number of credit hours:

Please list the following:

Clock Hours	150 minutes per week
Classroom Hours	3 credit hours
Lab Hours	none

5. Course Prerequisites:

Arabic I or consent of instructor

6. Statement indicating whether the course is a requirement or an elective:

Elective

7. Transferability:

This course will transfer as a foreign language or humanities elective depending on the university the student is transferring to.

8. Narrative Rationale and Justification:

- Enable students from Arabic I to further linguistic and cultural competence
- Increase choices for foreign languages at RCC
- Offer non-western language
- Create cultural awareness
- Offer classes that appeal to a changing community
- Increase relevance of Arabic in today's society
- Recruit new students with an interest in cultural ties

GUIDELINES FOR COURSE PROPOSALS

9. Instructional Objectives:

At the end of the course, students should:

9. Be able to read texts on familiar topics and understand the main ideas without using the dictionary and have confidence in their ability to guess the meaning of new words from context.
10. Be able to speak about themselves and their environment, carry out basic transactions related to daily life orally and in writing, and initiate and sustain conversations on a number of topics.
11. Be able to write brief compositions in Modern Standard Arabic such as their past studies and work experience.
12. Be able to understand many aspects of Arab culture, such as customs and traditions, family life, education systems, and many dealings that take place in contemporary Arab culture.

9. Competencies/Outcomes

Students will be able to:

- Recognize Arabic numbers and count
- Recognize shapes and colors
- Use the past and future tenses in sentences
- Use the conditional and make comparisons
- Recognize days of the week, time and weather

11. Instructional Methods and Materials:

Students will practice writing the Arabic alphabet, basic vocabulary and sentences. Students will recognize and write letters in print and in cursive. Students will actively participate in speaking and listening activities, first with teacher modeling, and also modeling the cd. An electronic tutorial will be used in class and at home for reinforcement. Students will discuss cultural aspects of the Arabic speaking world. Websites will be used for typing in Arabic and for other resources.

12. Suggested Texts:

Mastering Arabic, by Jane Wightwick and Mahmoud Gaatar
Publisher, Hippocrene Books, Inc.

13. Outline of Course Content:

Arabic numbers and counting, shapes and colors
Past tense
Conditionals
Days of the Week, time, weather
Food
Comparisons and future

14. Plan for Evaluating Student Outcomes

- Attendance and Participation (200 points, 20% of final grade)
- Homework (250 points, 25%)
- Quizzes (250 points, 25%)
- Midterm (200 points, 20%)
- Final Exam (100 points, 10%)

15. Library, TLC, or other required institutional resources

Additional Materials:

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