TQF.3

✓ Bachelor's Degree

⭕ Master's Degree

College of Hospitality Industry Management

Course Specification

Course Code: GEN0205

Course Title: English for Study Skills

Credits: 3 (3-0-6)

Program: Bachelor of Arts in Airine Business

College of Hospitality Industry Management,

Suan Sunandha Rajabhat University

(SSRU)

Semester: 2 Academic Year: 2021

Table of Contents

Section 1 General Information

1. **Code and Course Title:**

   Course Code: GEN 0205
   Course Title (English): English for Study Skills

   Course Title (Thai): None

2. **Credits:** 3

3. **Curriculum and Course Category:**

   3.1 Curriculum: Airline Business

   3.2 Course Category:

       ✿General Education   ◉ Required Course

       ◉ Elective Course   ◉ Others …………….

4. Lecturer Responsible for Course and Instructional

Course Lecturer (s):

4.1Lecturer Responsible for Course: Dr. Dee Jean, Ong

4.2 Instructional Course Lecturer(s):

      (1) -

      (2) -

5. Contact/Get in Touch

Room Number: 305   **Tel.** 093 190 5151

E-mail: dee.on@ssru.ac.th

6. Semester/ Year of Study

6.1 Semester: 2021 Year of Study: 2

6.2 Number of the students enrolled: 16

7. Pre-requisite Course (If any)

Course Code: None Course Title: None

8. Co-requisite Course (If any)

Course Code: None Course Title: None

9. Learning Location

College of Hospitality Industry Management, Suan Sunandha Rajabhat University, Nakhon Pathom Education Center

Teaching Schedule: Tuesday 9.00-12.00
Room No: 203

10. Last Date for Preparing and Revising this Course:
January 03, 2022

Section 2 Aims and Objectives

1. Course Aims

At the end of this course, the student will reach to five domains in the following areas of performance:

1.1 Morals and Ethics

(1) The ability to deliver or to complete a required task at or the appointed time,

(2) The ability to do the right thing according to morals and traditional values, beliefs and principles they claim to hold,

(3) The ability to make business decisions according to moral concepts and judgments.

1.2 Knowledge

(1) The ability to understand business theories and solve case studies,

(2) The ability to analyze and solve real practical problems and issues,

(3) The ability to apply business knowledge integrated with other disciplines.

1.3 Cognitive Skills

(1) The ability to gather and summarize information, and conduct research,

(2) Self-studying and sharing information with others,

(3) The ability to find original solution and their own method.

1.4 Interpersonal Skills and Responsibility

(1) The ability to have two responsibilities; they learn for themselves and help group member to learn,

(2) The ability to use adequate method for interpersonal communication and discussion,

(3) The ability to create some business ideas and to have leadership skills.

1.5 Numerical Analysis, Communication and Information Technology Skills

(1) The ability to use basic ICT skills and apply them to daily life,

(2) The ability to use statistics data to solve business problems,

(3) The ability to use business statistic methods in market analysis.

2. Objectives for Developing / Revising Course (content / learning process / assessment / etc.)

According to TQF (Thailand Quality Framework: HEd.) with the standards of professional knowledge and experience for General Education Courses, undergraduate students program in Airline Business should have essence of knowledge in cultural characteristics of Thai society on the benefits and the effects of being a part in global society.

Section 3 Characteristics and Operation

1. Course Outline

English for communication, including giving information, writing summary and expressing opinion; reading strategies; writing in daily life; citing references and using dictionary for reading and writing via Information system and electronic databases**.**

2. Time Length per Semester (Lecture – hours / Practice – hours / Self Study – hours)

Lecture(hours)	Remedial Class (hours)	Practice/ Field Work/ Internship(hours)	Self Study (hours)
48 hours	-	96 hours / week	3+ (if any)

3. Time Length per Week for Individual Academic Consulting and Guidance

(The lecturer responsible for course identifies the information, for example, 1 hour / week)

3.1 Self consulting at the lecturer's office: Room Number 305 Building SSRU CHM (Nakhonpathom Education Center/SSRU)

3.2 Consulting via office telephone/mobile phone: 093 190 5151

3.3 Consulting via E-Mail: dee.on@ssru.ac.th

3.4 Consulting via Social Media (Line): dj7.ong

3.5 Consulting via Computer Network (Internet/Web board) Teacher website:

Section 4 Developing Student's Learning Outcomes

1. Morals and Ethics

1.1 Morals and Ethics to be developed

- (1) The ability to deliver or to complete a required task at or the appointed time,

- (2) The ability to do the right thing according to morals and traditional values, beliefs and principles they claim to hold,

- (3) The ability to make business decisions according to moral concepts and judgments.

1.2 Teaching Strategies

(1) The team of students reminds other team members to be on time

(2) Provide an example of integrity in classroom such as no plagiarism,

(3) Provide a case study that explains business ethics.

1.3 Evaluation Strategies

(1) Check student attendance every class,

(2) Evaluate from number of students who cheat during the examinations,

(3) Evaluate students' responsibility on their participation in group projects.

2. Knowledge

2.1 Knowledge to be acquired

- (1) The ability to understand business theories and solve case studies,

- (2) The ability to analyze and solve real practical problems and issues,

- (3) The ability to apply business knowledge integrated with other disciplines.

2.2 Teaching Strategies

(1) Use problem-based learning,

(2) Use cooperative learning techniques,

(3) Invite guest speakers who are expert in real business and business regulation.

2.3 Evaluation Strategies

(1) Pop-quiz, midterm, and final examination,

(2) A group project,

(3) Class presentations.

3. Cognitive Skills

3.1 Cognitive Skills to be developed

- (1) The ability to gather and summarize information, and conduct research,

- (2) Self-study and sharing information to the class,

- (3) The ability to solve problems from case studies.

3.2 Teaching Strategies

(1) Group presentations,

(2) Participate in real competitions such as business plan writing,

(3) Problem-based learning.

3.3 Evaluation Strategies

(1) Evaluate individual and group research and studies,

(2) Evaluate in class activities and personal involvement,

(3) Class presentations and discussion.

4. Interpersonal Skills and Responsibility

4.1 Interpersonal Skills and Responsibility to be developed

- (1) The ability to have two responsibilities; they learn for

themselves and help group member to learn,

❧ (2) The ability to use adequate method for interpersonal communication and discussion,

● (3) The ability to create some business ideas and to have leadership skills.

4.2 Teaching Strategies

(1) Implement student center learning method and problem-based learning.

(2) Encourage students to work together in small groups,

(3) Implement business manner practices and social skills,

4.3 Evaluation Strategies

(1) Assess students' participation in teamwork,

(2) Observe students business manner and social skills,

(3) Evaluate students' business creativities and innovativeness by keynote speaker involvement or students contest organization.

5. Numerical Analysis, Communication and Information Technology Skills

5.1 Numerical Analysis, Communication and Information Technology Skills to be developed

❧ (1) The ability to use basic ICT skills and apply them to daily life,

● (2) The ability to use statistics data to solve business problems,

● (3) The ability to use business statistic methods in market analysis.

5.2 Teaching Strategies

(1) Use case studies that allow students to implement their knowledge of statistics to solve business problems,

(2) Encourage students to use statistics and ICT in research and projects conduction,

(3) Encourage students to actively use ICT and social media in daily life.

5.3 Evaluation Strategies

(1) Evaluate the correct application of statistics to solve problems,

(2) Evaluate effectiveness of ICT usage in research and presentations,

(3) Evaluate their ability to use software and application in their work and studies.

6. Other Domain

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Remark: Symbol● means 'major responsibility'

Symbol ○ means 'minor responsibility'

No symbol means 'no responsibility'

The above symbols were shown in 'Curriculum Mapping' of TQF 2. (Program Specification)

Section 5 Lesson Plan and Assessment

1.Lesson Plan

Week	Topic/Outline	Periods	Learning Activities and Medias	Lecturer(s)
1 04/01	**Unit 1: Study Skills and Learning Styles**	3 hr	-Lecture -Discussion -Practice	Dr. Dee Jean Ong
2 11/01	**Unit 1: Study Skills and Learning Styles**	3 hr	-Take home task	Dr. Dee Jean Ong
3 18/01	**Unit 2: Giving Information and Writing in Daily Life**	3 hr	-Lecture -Discussion -Practice	Dr. Dee Jean Ong
4 25/01	**Unit 2: Giving Information and Writing in Daily Life**	3 hr	Take home task	Dr. Dee Jean Ong
5 01/02	**Unit 3: Expressing Opinions**	3 hr	-Lecture -Discussion -Practice	Dr. Dee Jean Ong
6 08/02	**Unit 3: Expressing Opinions**	3 hr	Take home task	Dr. Dee Jean Ong
7 15/02	**Self-Study Week**	3 hr	Self-study	Dr. Dee Jean Ong
8 22/02	**Assignment 1 Submission: Movie Critique (60%)**	3 hr	- Online submission	Dr. Dee Jean Ong
9 01/03	**Unit 4: Reading Strategies and Critical Thinking**	3 hr	-Lecture Discussion	Dr. Dee Jean Ong
10 08/03	**Unit 4: Reading strategies and Critical Thinking**	3hr	Take home task	Dr. Dee Jean Ong

11 15/03	**Unit 5: Taking Notes, Studying for Exams and Dealing with Stress**	3hr	-Lecture -Exercise	Dr. Dee Jean Ong
12 22/03	**Unit 5: Taking Notes, Studying for Exams and Dealing with Stress**	3hr	Take home task	Dr. Dee Jean Ong
13 29/3	**Final Exam Mock up practice**	3 hr	-Discussion -Practice	Dr. Dee Jean Ong
14 05/04	**Revision Week**	3 hr	Take home task	Dr. Dee Jean Ong
15 12/04	**Group Project and presentation**	3 hr	-Group project and presentation	Dr. Dee Jean Ong
16 19/4	**Make Up Class**	3 hr		Dr. Dee Jean Ong
17	**Final -Exam**	3 hr	-Final-test	Dr. Dee Jean Ong

2. Learning Assessment Plan

	Learning Outcome	Assessment Activities	Time Schedule (Week)	Proportion for Assessment (%)
1	**Morals and Ethics**	-Class and presentation participation -Classmate assistance -Teamwork contribution -Individual and collective fulfillment -Non-plagiarism or cheating in report and exams -Attend class and submit assignment on time	1-15	10%
2	**Knowledge**	-Exercise, test, presentation and dictation	1-15	Assignment 40% Midterm Test 20% Final Exam 30%
3	**Cognitive Skills**	-Case studies discussion	1-15	
4	**Interpersonal Skills and Responsibilities**	-Group discussion - Teamwork practice in presentation and role play	1-7 and 9-15	
5	**Numerical Analysis, Communication and Information Technology Skills**	-Technology in data finding and computer literacy	1-15	

Section 6 Learning and Teaching Resources

1. Textbook and Main Documents

- (2016)The Skills You Need: Guide for Students ISBN: 978-1-911084-10-5 www.skillsyouneed.com

- Hains, Paul & Anna Johnson. Mastermind Grammar for Advanced Proficiency Classes. Burlington Books, latest edition. ISBN: 9789963487356

2. Important Documents for Extra Study

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3. Suggestion Information (Printing Materials/Website/CD/Others)

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Section 7 Course Evaluation and Revising

4   Strategies for Course Evaluation by Students

Using survey questions to collect information from the students' opinions to improve the course and enhance the curriculum. Examples of question:

(1) Content objectives were made clear to the students.

(2) The content was organized around the objectives.

(3) The content was sufficiently integrated.

(4) The content was sufficiently integrated with the rest of the first year curriculum.

(5) The instructional materials were used effectively.

(6) The learning methods appropriately assess the students' understanding of the content.

(7) Overall, students are satisfied with the quality of this course.

2. Strategies for Course Evaluation by Lecturer

2.1 Lecturers team observes the class and discuss the results as follow:

(1) The lecturer is well prepared for class sessions.

(2) The lecturer answers questions carefully and completely.

(3) The lecturer uses examples to make the materials easy to understand.

(4) The lecturer stimulates interest in the course.

(5) The lecturer made the course material interesting.

(6) The lecturer is knowledgeable about the topics presented in this course.

(7) The lecturer treats students respectfully.

 (8) The lecturer is fair dealing with students.

(9) The lecturer makes students feel comfortable about asking questions.

 (10) Course assignments are interesting and stimulating.

(11) The lecturer uses technology to enhance learning in the classroom.

2.2 The director/ head of program construct assessment items to evaluate four dimensions of lecturer's competencies: teaching skills, organization and presentation of materials, management of the learning environment, and teaching attitudes

3. Teaching Revision

Lecturer revises teaching/ learning process based on the results from the students' survey questions, the lecturer team's observation, and classroom research.

4. Feedback for Achievement Standards International College

Administrator Committee monitors the assessment process and grading.

5. Methodology and Planning for Course Review and Improvement

(1) Revise and develop course structure and process every three years.

(2) Assign different lecturers teach this course to enhance students' performance.

Curriculum Mapping Illustrating the Distribution of Program Standard Learning Outcomes to Course Level

Course	1. Morals and Ethics				2. Knowledge			3. Cognitive Skills		4. Interpersonal Skills and Responsibility			5. Numerical Analysis, Communication and Information Technology Skills		
	1	2	3	4	1	2	3	1	2	1	2	3	1	2	3
GEN0205 English for Study Skills	ఴ	ఴ	ಐ	ಐ	ఴ	ಐ	ಐ	ఴ	ಐ	ಐ	ಐ	ఴ	ಐ	ఴ	ఴ