



College of Communication Arts (CCA)

Suan Sunandha Rajabhat University

Thai Qualification Framework for Higher Education (TQF3) : Course Specification

Course Title : GEN0206 English for Career Development

Credit :3 (3-0-6)

Semester 1

Academic Year : 2021

Curriculum : Bachelor of Fine Arts in Digital Media and Creativity (International Program)

Lecturer : Dr. Niracharapa Tongdhamachart

College of Communication Arts

Section 1. General Information

1. Code and Course Title : English for Career Development
2. Credit :3 (3-0-6)
3. Curriculum and Course Category:

This course is designed for non-native English speakers who are interested in advancing their careers in the global marketplace. In this course, students will learn about the job search, application, and interview process. This course will also give students the opportunity to explore a global career path, while building vocabulary and improving English language skills to achieve professional goals. This course will introduce English grammar and speaking skills for the preparation of the job application process and provide strategies for identifying the jobs that match interests and skills. Students will take through the steps necessary to produce a professional-looking resume, and portfolio. Finally, students will be focused on the interview for the job and other skills at workplace such as interpersonal, teamwork and professional presentations.

4. Lecturer : Dr. Niracharapa Tongdhamachart
5. E-mail: ajarnjune@gmail.com
6. Semester / Year Level of Students: Semester 1/ 1st Year Students
7. Pre-Requisite (if any) : None
8. Co-Requisite (if any) : None
9. Learning Location : College of Communication Arts
Salaya campus, Suan Sunandha Rajabhat University
10. Late Date for Preparing and Revising this Course: -

Section 2. Aims and Objectives

1. Objectives of Course
At the end of the course, students should be able to:
 - 1.1 To develop communicative skills, which will enable them to prepare for career and function effectively
 - 1.2 To develop communicative skills, which will enable them to prepare for career and function effectively
 - 1.3 To equip themselves in oral and written communication to enhance their academic and professional use of language.
 - 1.4 To equip themselves in oral and written communication to enhance their academic and professional use of language.
 - 1.5 To train themselves in making effective presentations.
2. Objectives of Developing/Revising Course -

Section 3. Course Structure

1. Course Outline

The course topics are English grammar, idiom, proverbs, phonetics, stress, pronunciation, conversation in specific situation, and role plays

2. Time Length per Semester (Lecture-Hours / Practice-Hours / Self Study-Hours)

Lecture	Practice	Self Study	Addition
4 hours per week	-	5 hours per week	upon student request

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

3.1 Lecturer will be available every Wednesday from 9:00 to 16:00 at

College of Communication of Arts or an appointment can be made upon request.

3.2 Lecturer can also be reached via e-mail for any short consultations:

ajarnjune@gmail.com

Section 4. Developing Students' Learning Outcomes

Learning Standard/Outcomes	Learning Activities	Learning Assessment
1. Ethics and Morals		
1.Honesty 2.Integrity 3.Responsibility 4.Punctuality 5.Tolerance 6.Confidence	1. Rules setting such as attending the class on time and regularly 2. Group discussion 3. Group work 4. Responsible for given tasks and be honest in working and examination	1. Evaluation of on time class attendance 2. Evaluation of on time assigned tasks sending 3. Evaluation of harmony in students group working
2. Knowledge		
1. Able to apply knowledge in real working time 2. Able to create art work 3. Understand in working process rightly in standard 4. Good attitude to profession and work based on moralities and ethics of mass communicators	1. Explain and conclude ideas through teaching documents and presentation by programs of Microsoft PowerPoint, Microsoft Word and Internet 2. Single and group assignment and discussion 3. case studies in understanding and conclusion	1. Evaluation by behaviors, attention and class participation 2. Evaluation by group working 3. Evaluation by case study, questions, midterm examination and final examination (research paper).

Learning Standard/Outcomes	Learning Activities	Learning Assessment
3. Cognitive Skills		
1.Can apply theoretical section and practical part 2.Can analyze situations in the workplace	1.Practice and ideas conclusion by program of Microsoft PowerPoint 2.Assignment of group discussion and report 3. Role play	1. Evaluation by behaviors, attention and class participation 2. Evaluation by group discussion 3. Evaluation by class practice 4. Evaluation by students' ideas conclusion, analysis including with in class evaluation 5. Evaluation by quiz, role play
4. Interpersonal Skills and Responsibilities		
1.Relevant interpersonal skill and classmate 2.Skill of creation and maintenance of interpersonal relationship with colleagues and gain and loss people 3.Professional practice with self-responsibility and public responsibility based on moralities and ethics of mass communicators 4.Being leader and follower while working development	1.Explain and conclude ideas through teaching documents and presentation by programs of Microsoft PowerPoint, Microsoft Word and Internet 2.Group works assignment 3.Group presentation	1. Evaluation by behaviors, attention and class participation 2. Evaluation by group works 3. Evaluation by in class practice
5. Numerical Analysis, Communication and Information Technology Skills		
1.Effective communication skill which are listening, speaking, reading and writing skills 2.Information technology and new media usage skills to support speaking	1.Communicative technology usage practice such as assignment sending via e-mail and creation of forum for ideas sharing 2.In class discussion or playing of case studies games 3.Report presentation skill by using proper forms, tools and technology	1. Evaluation by behaviors, attention and class participation 2. Evaluation by group discussion and presentation 3. Evaluation by in class practice

Section 5. Lesson Plan and Assessment

1. Lesson Plan

Week	Topics	Hours	Learning Activities and Medias	Lecturer
1	Course orientation English grammar -sentence structure - Part of Speech (Noun, Verb, adjective, adverb) -Vocabulary building	3	-lecture with Power point -pretest -English worksheet	Dr. Niracharapa Tongdhamachart
2	English grammar -Active and passive voice - Preposition - Punctuations	3	-lecture with Power point -Exercises -quiz	Dr. Niracharapa Tongdhamachart
3	English grammar -compound sentence -complex sentence -Conjunction	3	-Lecture with Power points - Exercises -Quiz	Dr. Niracharapa Tongdhamachart
4	English grammar -Tenses -Present tense -Past Tense - present /past continuous tense	3	-lecture with Power point - English worksheet	Dr. Niracharapa Tongdhamachart
5	English grammar -future Tense -Perfect tense	3	-Exercises	Dr. Niracharapa Tongdhamachart
6	Mid term			
7	Phonetic symbols	3	-You tube -Quiz	Dr. Niracharapa Tongdhamachart
8	Techniques of pronunciation like native speakers	3	-lecture with Power point - Exercises =Quiz	Dr. Niracharapa Tongdhamachart
9	Entering the job market -At a workplace -Self introduction -Be ready for the interview -Negotiations for job offer	3	-lecture with Power point - Exercises -Home work	Dr. Niracharapa Tongdhamachart

10	Create a professional resume and a cover letter	3	- lecture with Power point -English worksheet -Home work	Dr. Niracharapa Tongdhamachart
11	How to create a portfolio for the job	3	-lecture with Power point -Practice -Reading quiz -You tube	Dr. Niracharapa Tongdhamachart
12	Structuring and delivering a presentation. Video conferencing – Basics of video conference Video conferencing	3	-lecture with Power point -Phonetic exercises	Dr. Niracharapa Tongdhamachart
13	Interpersonal Communication	3	-lecture with Power point -Role play -You tube	Guest lecturer
14	Professional presentation	3	-lecture with Power point -Role play -You tube	Guest lecturer
15	Teamwork at the workplace	3	-lecture with Power point -Role play -You tube	Dr. Niracharapa Tongdhamachart
16	How to overcome stress	3	-lecture with Power point -Role play -You tube	Dr. Niracharapa Tongdhamachart
17	- Final exam	3		Dr. Niracharapa Tongdhamachart
Total		51		

2. Learning Assessment Plan

Learning Outcomes	Assessment Activities	Time Schedule	Proportion of Assessment
1. Ethics and Morals			
1. Honesty 2. Integrity 3. Responsibility 4. Punctuality 5. Tolerance 6. Confidence	Behaviors and Class Practical Participation	Every Week	Class Attendance 10%
2. Knowledge			
1. Apply knowledge in real working time 2. Use creativity in setting up the scene 3. Understand in working process rightly in standard 4. Good attitude	Midterm Exam /final exam	week 6 ,week 17	Midterm Examination 40% 60%

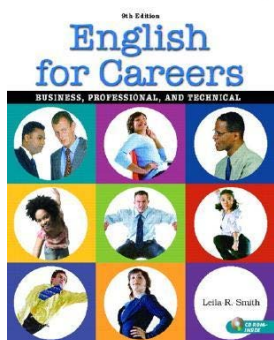
profession and work based on moralities and ethics of mass communicators			
3. Cognitive Skills			
1.Can apply theoretical section and practical part 2.Can complete the exercises/assignment	Exercises, quiz, homework Assignment	week 1-2, week 4, week 8, week 12	Practice 15%
4. Interpersonal Skills and Responsibilities			
1.Relevant interpersonal skill and classmate 2.Skill of creation and maintenance of interpersonal relationship with colleagues and gain and loss people 3.Professional practice with self-responsibility and public responsibility based on moralities and ethics of mass communicators 4.Being leader and follower while working development	Class Participation, homework, role play	Every Week	Class Participation 10%

Learning Outcomes	Assessment Activities	Time Schedule	Proportion of Assessment
5. Numerical Analysis, Communication and Information Technology Skills			
1.Effective communication skill which are listening, speaking, reading and writing skills 2. Information technology and new media usage skills to support practical skills	Group Presentation	week 1-3, week 9, week 12, week 14-15	Quiz/assignment 15%

Section 6. Learning and Teaching Resources

Major books and documents

1. Handouts by Dr. Niracharapa Tongdhamachart
2. English grammar books by Raymond Murphy
3. English for Careers by Leila R. Smith



Section 7. Course Evaluation and Improvement

Strategies for Course Evaluation by Students

- 1.1 Explain to students to understand significance of subject development and students' roles in subject effectiveness evaluation as gain and loss people of program management
- 1.2 Support subject effectiveness evaluation by students before and after studying
- 1.3 Create opinion sharing atmosphere about subject effectiveness between lecturer and students while studying

Strategies for Course Evaluation by Lecturer

- 2.1 Evaluation majorly based on students' participation such as students' behaviors and participation consideration
- 2.2 Evaluation by lecturer's point of view such as teaching potential according to set teaching plan evaluation and teaching atmosphere consideration
- 2.3 Evaluation by students' scores
- 2.4 Evaluation of teaching by faculty's academic section

Teaching Revision

Feedback for Achievement Standards

- 3.1 Students' outcomes, group works' quality and single assignment the whole semester harmony consideration
- 3.2 Proper teaching management plan evaluation, teaching activities creation, giving assignments, evaluation and score assessment with subject description and program objectives
- 3.3 Cooperation with the next subject lecturer for previous subject evaluation Methodology and Planning for Course Review and Improvement

Section 8 Grading System

Marks (%)	Grade	Meaning	Value
86-100	A	Exceptional	4.00
82-85	A-	Excellent	3.75
78-81	B+	Very Good	3.50
74-77	B	Good	3.00
70-73	B-	Fairly Good	2.75
66-69	C+	Very Satisfactory	2.50
62-65	C	Satisfactory	2.00

