



Oman College of Management & Technology

General Foundation Program

Courses Description

LEVEL – I

1. LISTENING – 700013 (3 Credit Hours)
(Course offered in Fall and Spring Semester)

This course is intended to enhance a learner's listening skills and prepare them for future study in academic programs where English is the medium of instruction. Learners will also receive instructions on listening strategies, such as listening for main ideas, listening for specific information, and getting the meaning from context. GFP external and internal listening materials provide a rich base for the comprehension of spoken English. It will develop their ability to understand real life English through recordings of natural and spontaneous speech, selected and edited to make them accessible for foundation students. Listening tasks explore intellectually challenging and contemporary themes to develop critical thinking while improving listening skills. In order to avoid overburdening the students' capacities for comprehension many of our tasks require only understanding at the level of gist. Most listening pieces lead learners naturally on to making spoken comparison with their own situations. We believe that "Listening is relevant in all academic disciplines and in the curriculum of life".

2. READING – 700011 (3 Credit Hours)
(Course offered in Fall and Spring Semester)

The reading course will review basic reading comprehension concepts, such as identifying topics, identifying main ideas, and effective summarization. The emphasis of the course is short-medium length reading selections with real life activities. Students will learn successful reading strategies while engaging in analyzing readings, skimming and scanning for information, practicing the usage of different word forms, identifying vocabulary in context and participating in internet activities. Throughout the course a student-centred approach is maintained to facilitate learning. The goal of this course is to develop efficient textual analysis through effective basic comprehension strategies.

3. WRITING – 700012 (3 Credit Hours)

(Course offered in Fall and Spring Semester)

Writing Course is designed keeping in mind the English proficiency of the new entrants to Level-1 of Foundation Course. As the students are required to write all their exams in their academic courses in English, the course is so planned to prepare them for that level of expertise. Well graded writing books and in-house materials are used to create interest for learners. Learners are involved in pair and group activities to increase their participation and learning from others. Writing correct sentences, paragraph construction and different components and ways of writing a good paragraph are taught and students are given practice in them. Lessons start with guided writing and later students will have to write independently on different topics and subjects. To increase their involvement and interest, familiar and daily life situations are discussed and practiced for writing. Students are required to produce simple paragraphs of around 75-100 words.

4. GRAMMAR – 700016 (3 Credit Hours)

(Course offered in Fall and Spring Semester)

This basic grammar course will provide an introduction into the basics of English grammar. We'll cover many relevant topics, including sentence structure, writing basics, as well as review basic English structure in the form of nouns, verbs, prepositions, adjectives and adverbs. Students will also learn basic forms of English Grammar including simple and progressive verb tenses, prepositions, and an introduction to modals. Students will practice these structures through communicative and functional activities. The course is designed in such a way that grammar is taught in a graded manner with a lot of stress on practice exercises. Apart from the course book, a lot of in house tailor made materials are developed so that the learner finds it easy to comprehend the complexities of English grammar.

5. BASIC MATH – 500011 (3 Credit Hours)

(Course offered in Fall and Spring Semester)

This course is an introduction to basic and fundamental mathematics which includes the set of real numbers. The course also covers solving linear equations and linear inequalities and their graphs of equations with one or two variables. Also it includes a study of lines on the Cartesian plane and introduction to trigonometry. A unit on addition, subtraction and multiplication of polynomials completes the course. This component is compulsory for all GFP students. There are no prerequisites for this course. All secondary school graduates are entitled to enroll in this course. Successful completion of this course is a prerequisite for Applied Mathematics and Pure Mathematics. Learning outcomes are assessed without the use of any type of calculators in order to develop the mental mathematical skills of the students.

LEVEL – 2

1. LISTENING – 700023 (3 Credit Hours) **(Course offered in Fall and Spring Semester)**

This is the second level listening/speaking course that is required of all students. This expands upon level one by focusing upon practical, everyday speech patterns and listening to slightly more complicated listening activities. Fluency will be practiced via numerous question and answer activities as pairs, groups and to the class with error correction emphasized. Accuracy will be worked upon through the production of short to medium length speech activities and at-home assignments. Natural speech and the different forms of English heard throughout the world will be used in this course to enhance their listening abilities and improve listening for concepts and main ideas. Similar to the reading courses new vocabulary will be learnt and expanded upon with basic grammar forms looked at again to help improve understanding and relevance. Pronunciation will be used in both the listening and speaking classes to develop and improve clarity, intonation and word stress. This course will prepare the students for the more detailed concepts that will be used and focused upon in the third and final Listening and Speaking foundation course.

2. READING – 700021 (3 Credit Hours) **(Course offered in Fall and Spring Semester)**

This reading course is developed to expand upon the basic reading comprehension concepts learned in level one. Students will focus and further develop their reading with medium length reading texts on contextual topics. Vocabulary knowledge will be increased through relating it to the passage, dictionary use and sentence formation outside the context. Comprehension will be emphasized by learning to find the main ideas of the passage and paragraphs, distinguishing fact from opinion and identifying purpose and tone. Grammar concepts and sentence structure will also be included to further improve their reading and comprehension skills.

3. WRITING – 700022 (3 Credit Hours) **(Course offered in Fall and Spring Semester)**

Level 2 writing is a progression from level 1 in that its writing tasks gradually get more and more challenging. Lessons will also be partly guided in that the topics will be briefly explained and then independent and group work will be used so that the students can produce a writing plan in order to formulate ideas coherently. In order to write effectively in post foundation this course will begin with the key concepts of academic writing, that is how to write an Introduction, Body and Conclusion. These structures will be introduced and expanded upon as the course progresses. Research techniques will also be introduced and used to further reinforce the concepts taught in Study Skills so that students know how to properly produce and write academic essays and assignments. The length of the written paragraphs the learners should produce is between 100 to 150 words.

4. COMPUTER – 500021 (3 Credit Hours)
(Course offered in Fall and Spring Semester)

This course allows students to learn the various basic IT concepts like introduction to computers, definition, types of computers and devices, hardware & software, input/output devices, information networks etc. The course also covers topics like computers in everyday life, working with Windows and managing files and folder. MS Office 2007 programs, such as, Word, Excel & PowerPoint will be covered and use of internet & email (how to use & search information from the Internet and how to create an email id using college email and commercial email. The students should do a project work at the end of each exam (First, Second & Final) using Word, Excel and PowerPoint. The course is designed taking into consideration the modern era of globalization, the knowledge-based economy and the 'paperless' office, where people need to be computer-literate in order to perform independently and productively in the work-place.

5. APPLIED MATH – 50002 (3 Credit Hours)
(Course offered in Fall and Spring Semester)

Applied Mathematics is a follow-up-course of Basic Mathematics. This course covers the principles of different topics like functions and graphs, analytical geometry descriptive statistics, probability and logarithms. This component is designed for secondary school graduates with Applied Mathematics background. According to the current Omani higher education system, these students are entitled to pursue their higher education studies in Business, Education (in History, Geography, Religious Studies, etc), Linguistic Studies, Social Sciences, Arts, etc. Students are entitled to enroll in this course only after successfully passing Basic Mathematics.

5. PURE MATH – 500023 (3 Credit Hours)
(Course offered in Fall and Spring Semester)

Pure Mathematics is a follow-up-course of Basic Mathematics. This course covers the principles of different topics like functions and graphs, analytical geometry, descriptive statistics, probability and trigonometry. This component is designed for secondary school graduates with Pure Mathematics background. According to the current Omani higher education system, these students are entitled to pursue their studies in Engineering, Sciences, Agriculture, Medicine and Health Sciences, Education (Science and Mathematics), Law, etc. Students are entitled to enroll in this course only after successfully passing Basic Mathematics.

LEVEL – 3

1. LISTENING – 700033 (3 Credit Hours)

(Course offered in Fall and Spring Semester)

This course is designed to further enhance a student's listening ability especially in the area of academics. The listening skills already learnt by the student in the level 1 and 2 will be recycled and the components of the course provide intensive language exercises that meet the entry level language comprehension requirements of the academic programs at the college. Furthermore, the students are expected to do more complex and challenging tasks. Professionally designed audio programs and high interest topics help students to develop their listening strategies, such as predicting and identifying main ideas and specific details. Its focus is on helping students understand the actual sound structure of English, how change or are sounds lost or are inserted and how sounds run together-helping students recognize what they are hearing and unlocking meaning.

2. READING – 700031 (3 Credit Hours)

(Course offered in Fall and Spring Semester)

The reading course at this stage is based on material which develops extensive and intensive reading skills students will need to achieve academic success in English. Apart from continuing to develop basic reading comprehension concepts, this course will look at broader issues like trends in living, issues in society, justice and crime, and science and history. The course provides directed practice in development of reading skills, emphasizing vocabulary skills, comprehension skills, and reading for study. Vocabulary skills include dictionary use, word components and etymology, context clues, and multiple meanings of words. Comprehension skills include main ideas and support words signalling key concepts. Reading for study includes effective textbook study methods, outlining, summarizing, and textbook graphics.

3. WRITING – 700032 (3 Credit Hours)

(Course offered in Fall and Spring Semester)

This course is a continuation of level 2. Students are required to do more advanced tasks such as writing applications, creating official letters, responding to emails advertisements, and comparing places, people or things. Students are required to do more research work on given topics. The role of the teacher becomes less and the students do more independent work such as reference to sources such as library books, internet sources, and be able to make their own paragraphs and projects. The length of the written paragraphs the learners should produce is between 200 to 250 words. Learners should write, check their work, find another student, and finally exchange and correct each other's work prior to submission. This increases their responsibility and also helps them identify mistakes and avoid them in future.

4. STUDY SKILLS – 700014 (3 Credit Hours)

(Course offered in Fall and Spring Semester)

This course is especially designed to brush upon learners' study skills and to sharpen their will and determination in preparation for future study in academic settings where English is the medium of instruction. Learners will get useful tips on how they can organize their study by following advice to be acted on within and outside campus. Time management skills will help the learners to make an optimum and maximum use of their time. When they become familiar with the basics and techniques of study in academic settings, they are taken to a practical field in the world of study, namely how to give a good presentation. Here students will be instructed as to what makes a good or bad talk. They will be taught techniques of which most people are oblivious and unaware. Students will be shown how to make use of the lecture by an attempt at writing down whole ideas through short notes. Finally, they will be given the basics of research. They will be able to investigate and consult such different resource tools as dictionaries, paper references and electronic or online references. We have a strong and firm belief that 'Study Skills' is relevant to all subjects students are going to take throughout their study until they graduate.

5. APPLIED MATH – 500032 (3 Credit Hours)

(Course offered in Fall and Spring Semester)

Applied Mathematics 500032 is a follow-up-course of Applied Mathematics 500022 L2. This course covers different topics like Introduction to Statistics including descriptive statistics, graphs, mean, median, mode, standard deviation, variance and introduction to probability. This component is designed for secondary school graduates with Applied Mathematics background. According to the current Omani higher education system, these students are entitled to pursue their higher education studies in Business, Education (in History, Geography, Religious Studies, etc), Linguistic Studies, Social Sciences, Arts, etc. Students are entitled to enroll in this course only after successfully passing level 2 Applied Math.

5. PURE MATH – 500033 (3 Credit Hours)

(Course offered in Fall and Spring Semester)

Pure Mathematics 500033 (L3) is a follow-up-course of Pure Mathematics 500023 (L2). This course covers different topics like Matrix Algebra, Introduction to Statistics including descriptive statistics, graphs, mean, median, mode, standard deviation, variance and introduction to probability. This component is designed for secondary school graduates with Pure Mathematics background. According to the current Omani higher education system, these students are entitled to pursue their studies in Engineering, Sciences, Agriculture, Medicine and Health Sciences, Education (Science and Mathematics), Law, etc. Students are entitled to enroll in this course only after successfully passing level 2 Pure Math.
