T-104
2022

Course Specification

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	Life Elementary A2
Course Code:	*Enter Course Code.*
Program:	Level 2- All
Department:	*Enter Department Name .*
College:	Applied College
Institution:	Imam Mohammad Ibn Saud Islamic University
Version:	*Course Specification Version Number*
Last Revision Date:	*Pick Revision Date.*

Table of Contents:

A. General information about the course:

Course Identification	
1. Credit hours:	15 hours

2. Course type

a.	University ☐	College ☒	Department☐	Track☐	Others☐
b.	Required ☒	Elective☐			

3. Level/year at which this course is offered: Elementary/ Level 2

4. Course general Description
This course is a required Intensive General English language course that aims to enhance the proficiency and communicative competency of students enrolled in Applied Colleges to obtain the level of A2 in accordance with the CEFR.

5. Pre-requirements for this course (if any):
Having completed English Level 1.

6. Co- requirements for this course (if any):
None

7. Course Main Objective(s)

The course intends to develop students' knowledge and ability of English language in all major skills which include reading, writing, listening, and speaking, as well as in sub-skills including grammar, vocabulary, and pronunciation at level A2.

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	120hrs	80%
2.	E-learning	30hrs	20%
3.	Hybrid • Traditional classroom • E-learning		
4.	Distance learning		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	120hrs
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)self-learning	30hrs
	Total	150hrs

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	**Vocabulary :** Vocabulary: Exhibit sufficient vocabulary to express him/herself with some circumlocutions on most topics pertinent to his/her everyday life such as family, hobbies and interests, work, travel, and current events.		Vocabulary is learnt through lexical sets, word-building, focus on collocations and through vocabulary in context and glossaries for above level words.	Formative and summative assessment
1.2	**Overall Listening comprehension:** - Understand straightforward factual information about common everyday or job related topics, identifying both general messages and specific details, provided speech is clearly articulated in a generally familiar accent. - Understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure etc., including short narratives. - understand the		Listening / role play	Formative and summative assessment

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	information content of the majority of recorded or broadcast audio material on topics of personal interest delivered in clear standard speech.			
1.3	**Grammatical accuracy:** Express with reasonable accuracy in familiar contexts; generally good control though with noticeable mother tongue influence. Errors occur, but it is clear what he/she is trying to express. Uses reasonably accurately a repertoire of frequently used 'routines' and patterns associated with more predictable situations.		Class presentation Of grammar and drilling exercises Pair-work	Formative and summative assessment
1.4	Through learning with Life, students will also have a wider awareness of the world they live in – the people, places and cultures – and the importance of global citizenship.			
2.0	Skills			

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.1	**Overall spoken interaction:** Express in unprepared conversation of familiar topics, personal opinions and exchange information on topics that are familiar, of personal interest or pertinent to everyday life. - Communicate with some confidence on familiar routine and non-routine matters related to his/her interests and professional field. - Make his/her opinions and reactions understood as regards solutions to problems or practical questions of where to go, what to do, how to organize an event. - Take part in routine formal discussion of familiar subjects which is conducted in clearly articulated speech which involves the exchange of factual information, receiving instructions or the discussion of			Formative and summative assessment

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	solutions to practical problems.			
2.2	Overall written production: - Convey information and ideas on abstract as well as concrete topics, check information and ask about or explain problems with reasonable precision. - Write straightforward connected texts on a range of familiar subjects within his/her field of interest, by linking a series of shorter discrete elements into a linear sequence. - Summaries, report and give his/her opinion about accumulated factual information on familiar routine and non-routine matters within his/her field with some confidence. - Write very brief, reports to a standard conventionalized format, which pass on routine factual information and state reasons for actions.		Active learning - Pre-reading/ pre-writing	Formative and summative assessment

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.3	Overall reading comprehension: - Read straightforward factual texts on subjects related to his/her interests and professional field with a satisfactory level of comprehension. - Scan longer texts in order to locate desired information, and gather information from different parts of a text, or from different texts in order to fulfil a specific task. - Find and understand relevant information in everyday material, such as letters, brochures and short official documents.		-Active learning -Intrapersonal learning -interpersonal + collaborative learning +group work	Formative and summative assessment
3.0	Values, autonomy, and responsibility			
3.1	Develop an awareness of the values of global citizenship, being able to see different perspectives, show empathy and understanding. There will also be greater awareness of the issues surrounding sustainability.			

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
3.2	Develop collaborative and communicative skills, and the values that are needed to work successfully together.			
...				

C. Course Content

No	List of Topics	Contact Hours
1.	**Unit 1** **Sun.** (1a) **Mon.** (1b – 1d) **Tues.** (1c- 1e) **Wed.** (1f- review) **Thur. (self-study learning)**	15hrs
2.	**Unit 2** **Sun.** (2a) **Mon.** (2b – 2d) **Tues.** (2c - 2e) **Wed.** (2f- review) **Thur. (self-study learning)**	15hrs
3.	**Unit 3** **Sun.** (3a) **Mon.** (3b – 3d) **Tues.** (3c- 3e) **Wed.** (3f- review) **Thur. (self-study learning)**	
4.	**Unit 4** **Sun.** (4a) **Mon.** (4b – 4d)	15hrs

	Tues. (4c- 4e) **Wed.** (4f- review) **Thur.** (self-study learning)	
5.	**Unit 5** **Sun.** (5a) **Mon.** (5b – 5d) **Tues.** (5c- 5e) **Wed.** (5f- review) **Thur. (self-study learning)**	15hrs
6.	**Unit 6** **Sun.** (6a) **Mon.** (6b – 6d) **Tues.** (6c - 6e) **Wed.** (6f- review) **Thur. (self-study learning)**	15hrs
7.	**Unit 7** **Sun.** (7a) **Mon.** (7b – 7d) **Tues.** (7c- 7e) **Wed.** (7f- review) **Thur. (self-study learning)**	15hrs
8.	**Unit 8** **Sun.** (8a) **Mon.** (8b – 8d) **Tues.** (8c- 8e) **Wed.** (8f- review) **Thur. (self-study learning)**	15hrs
9.	**Unit 9** **Sun.** (9a) **Mon.** (9b – 9d) **Tues.** (9 c- 9e) **Wed.** (9f- review)	15hrs

	Thur. (self-study learning)	12	
10	**Unit 10** **Sun.** (10a) **Mon.** (10b – 10d) **Tues.** (10c- 10e) **Wed.** (10f- review) **Thur. (self-study learning)**		
	Total		150hrs

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quiz	Week 4	10%
2.	Project	Week 5 or 7	10%
3.	Oral task	Week 9	10%
4.	Participation	All along	10%
5.	Self-learning	Every Thursday	10%
6.	Midterm Examination	Week 6	20%
6.	Final Examination	Week 11	30%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Life Elementary Students' Book and Workbook
Supportive References	Life Elementary Teachers' Book and companion website (www.eltngl.com/life2e)
Electronic Materials	Life Elementary Classroom Presentation Tool, Life Online Workbook (accessed through MyELT)
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms, laboratories.
Technology equipment (projector, smart board, software)	
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

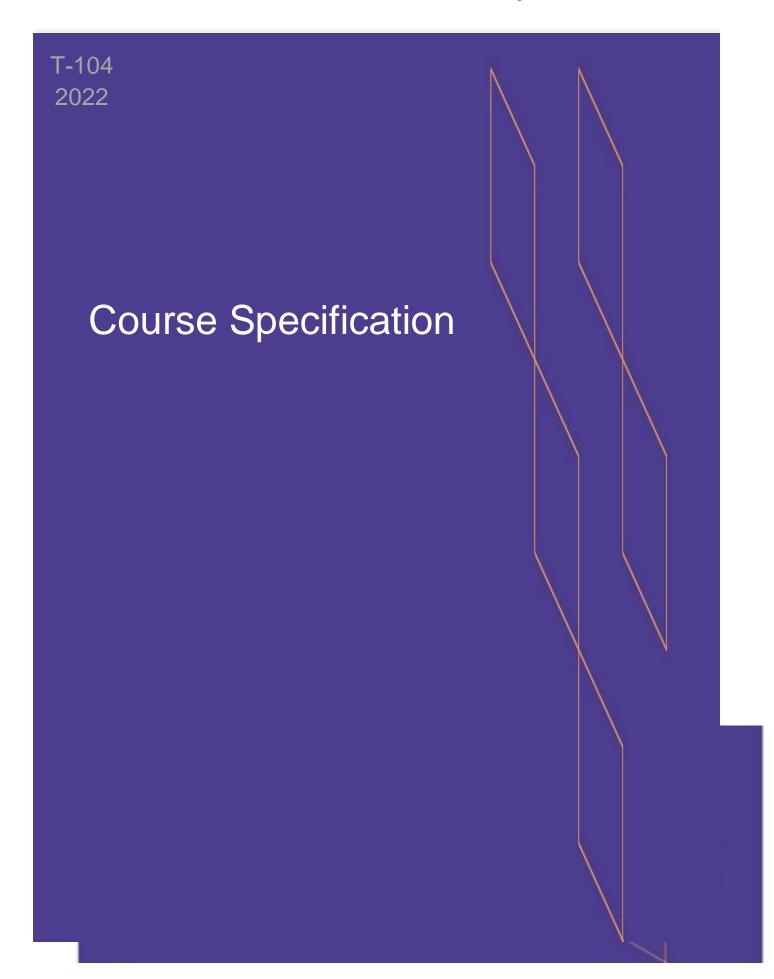| Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students, classroom observation, external reviewers' visit from the Accreditation Agency	Students survey Formal classroom observation
Effectiveness of students assessment	Quality and Development Unit, Curriculum Committee, Assessment Committee	Item analysis data, teachers' feedback, students' feedback, course reports.
Quality of learning resources	Quality and Development Unit	Annual quality improvement program review
The extent to which CLOs have been achieved	Quality and Development Unit	Course report, data analysis of achievement test
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	

Course Specification

Course Specification

Course Title:	**Airport Operations Fundamentals**
Course Code:	**AVM**0103
Program:	Aviation Management
Department:	**Aviation Management**
College:	**Applied College**
Institution:	**Imam Muhammad Bin Saud Islamic University**
Version:	*1st version*
Last Revision Date:	**27 July 2023**

Table of Contents:

A. General information about the course:

Course Identification				
1. Credit hours:	4			

2. Course type

a.	University ☐	College ☐	Department ☒	Track☐	Others☐
b.	Required ☒	Elective☐			

3. Level/year at which this course is offered:	First year

4. Course general Description

This course highlights the fundamentals of the operations in the airport environment in order to provide key knowledge concepts to the respective learner.

5. Pre-requirements for this course (if any):

6. Co- requirements for this course (if any):

7. Course Main Objective(s)

Upon completion of this course, the student will be able to:
- Define the Airport Environment and Organizations that Operate within the Industry.
- Identify the differences between the Types of Supporting Subsidiaries within the Sector.
- Familiarization of Standard Operating Procedures used within the Aviation Environment.
- Identify the Key Components within the Airport Infrastructure
- Learn the Differences in Equipment used within the Airport Ground Handling Activities.
- Identify Airport and Airside Lighting, Signage and Markings.

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	60	100%
2.	Blended		
3.	E-learning		
4.	Correspondence		
5.	Other		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	60
2.	Laboratory/Studio	
3.	Tutorial	
4.	Others (specify)	
	Total	60

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Gain knowledge about the multiple operational and business functions of airports	K1	Class lectures, Class discussion, Quizzes and Homework	Quizzes, Homework, Assignment, Presentations and Exams.
1.2	Know the history of aviation and understand the role airports play in the economy	K2	Class lectures, Class discussion, Quizzes and Homework	Quizzes, Homework, Assignment, Presentations and Exams
2.0	Skills			
2.1	Acquire skills and competencies needed for professional practice	K3	Class lectures, Class discussion, Quizzes and Homework	Quizzes, Homework, Assignment, Presentations and Exams
2.2	Discover one's strengths and limitations within the field of aviation	K8	Class lectures, Class discussion, Quizzes and Homework	Quizzes, Homework, Assignment, Presentations and Exams
3.0	Values, autonomy, and responsibility			
3.1	Coordinate effective implementation of core processes and procedures between operational stakeholders	S3	A combination of lecture and group discussion	Oral Presentation
3.2	Describe Airport issues and challenges methods to overcome these challenges	S2	A combination of lecture and group discussion	Oral Presentation

C. Course Content

No	List of Topics	Contact Hours
1.	Operational functions of the airport	14
2.	Rescue, firefighting and other support services	12
3.	Airport issues and challenges	12
4.	The future of airports	10
5.	Technological developments	12
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quiz 1	4	5%
2.	Quiz 2	8	5%
3.	Participation	Continuous Assessment	5%
4.	Midterm Exam	6	20%
5.	Homework	Continuous Assessment	5%
6.	Project	10	30%
7.	Final Exam	12	30%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Airport Operations Fundamentals IATA Textbook ICAO Annex 14 (Aerodromes), the ICAO Airport Services Manual (Doc 9137), and the Security Manual (Doc 8973) "Airport Operations" by Norman Ashford, Pierre Coutu, and John Beasley "Introduction to Airport Planning and Management" by Alexander Wells and Seth B. Young "Introduction to Airport Management" by Dr. Clayton T. Christensen "Practical Airport Operations, Safety, and Emergency Management: Protocols for Today and the Future" by Jeffrey Price and Jeffrey Forrest "Managing Airports: An International Perspective" by Anne Graham and Peter Morrell
Supportive References	N/A
Electronic Materials	N/A
Other Learning Materials	N/A

2. Required Facilities and equipment

Items	Resources
Facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms
Technology equipment (projector, smart board, software)	X
Other equipment (depending on the nature of the specialty)	None

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Faculty	Direct Method Assessment KPI indicator
Effectiveness of student's assessment	Students	Indirect Method Survey
Quality of learning resources		
The extent to which CLOs have been achieved		
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
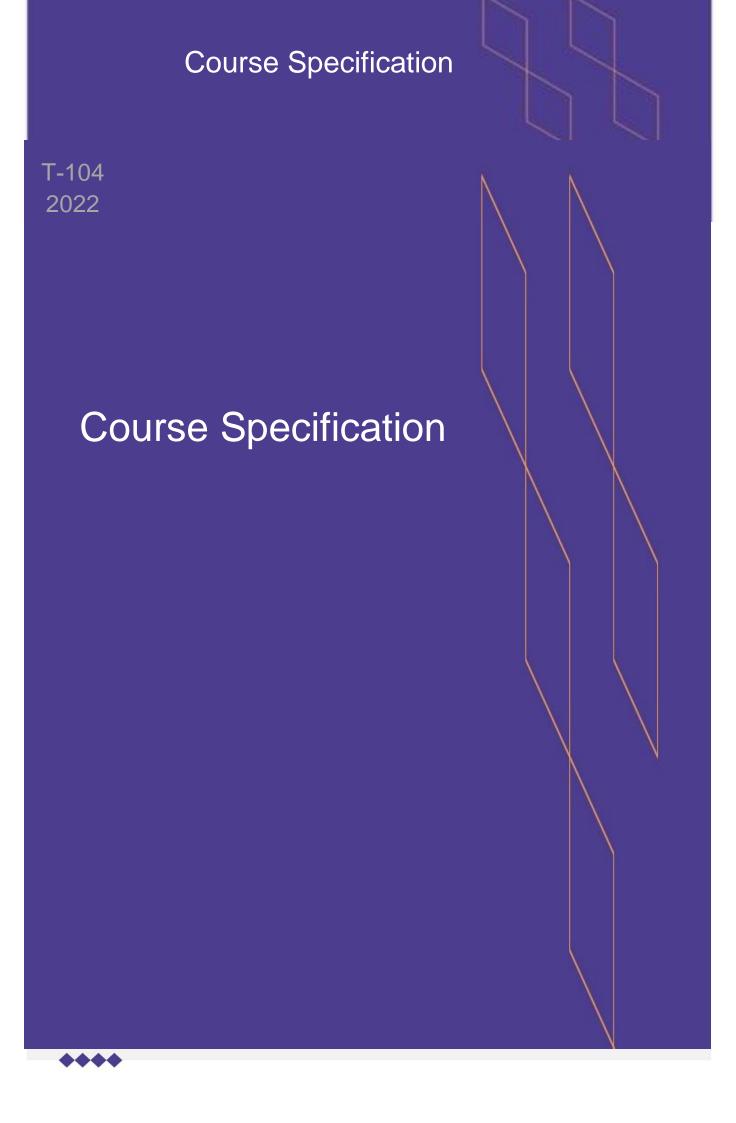**Assessment Methods** (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	

T-104
2022

Course Specification

—

Course Title:	**Airport Ramp Services**
Course Code:	**AVM 0102**
Program:	Aviation Management
Department:	**Aviation Management**
College:	**Applied College**
Institution:	**Imam Muhammad Bin Saud Islamic University**
Version:	*1st version*
Last Revision Date:	**27 July 2023**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:		4			
2. Course type					
a.	University ☐	College ☐	Department ☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered:		First year			

4. Course general Description

Airport ramp services encompass a range of activities carried out on the apron or ramp area of an airport. These services involve handling aircraft, coordinating with ground support staff, and ensuring the safe movement of aircraft and equipment. Ramp services also include baggage handling, aircraft marshaling, refueling, towing, and catering services. This course equips individuals with the necessary knowledge and skills to excel in this dynamic field.

5. Pre-requirements for this course (if any):

6. Co- requirements for this course (if any):

7. Course Main Objective(s)

Upon completion of this course, the student will be able to:
- Working environment of ground operations.
- Airside safety and security awareness.
- Ground service equipment.
- Aircraft characteristics and ground handling.
- Standard ramp operations terminology

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	60	100%
2.	E-learning		
3.	Hybrid • Traditional classroom • E-learning		
4.	Distance learning		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	60
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	60

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Learn how ramp safety is addressed from the early stages of an airport's design and development by embedding safety into the ramp layout and ground markings	K1	A combination of lectures, Class discussion and tutorials	Examinations
1.2	Learn ramp safety aspects, considerations and precautions in major ground handling operations carried out on the ramp	K3	A combination of lectures, class discussion and tutorials	Examinations
2.0	Skills			
2.1	Become familiar with the departments of an airport and how they work together	K8	A combination of lectures, class discussion and tutorials	Examinations
2.2	Learn all the procedures for key aircraft ground servicing tasks	K7	A combination of lectures, class discussion and tutorials	Examinations
3.0	Values, autonomy, and responsibility			
3.1	Comply with all airport authority and carrier security requirements	S6	A combination of discussions	Class Assessment
3.2	Acquire a solid foundation for further professional development in the field of ground operations	S4	A combination of discussions	Class Assessment

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to airport ramp services	4
2.	How an airport works	6
3.	Aircraft ground handling	8
4.	Aircraft loading and unloading	8
5.	Wide-bodied, containerized aircraft and dangerous goods	6
6.	Catering	6
7.	Other ground handling services	5
8.	Airside safety	6
9.	Security	6
10.	Future in the industry	5
Total		60

D. Students Assessment Activities
*

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quiz 1	4	5%
2.	Quiz 2	8	5%
3.	Participation	Continuous Assessment	5%
4.	Midterm Exam	6	20%
5.	Homework	Continuous Assessment	5%
6.	Project	10	30%
7.	Final Exam	12	30%

Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Airport Ramp Services IATA e-book
Supportive References	ICAO Airport Services Manual (Doc 9137)
Electronic Materials	N/A
Other Learning Materials	N/A

2. Required Facilities and equipment

Items	Resources
Facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms
Technology equipment (projector, smart board, software)	X
Other equipment (depending on the nature of the specialty)	None

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Faculty	Direct Method Assessment KPI indicator
Effectiveness of student's assessment	Students	Indirect Method Survey
Quality of learning resources		
The extent to which CLOs have been achieved		
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
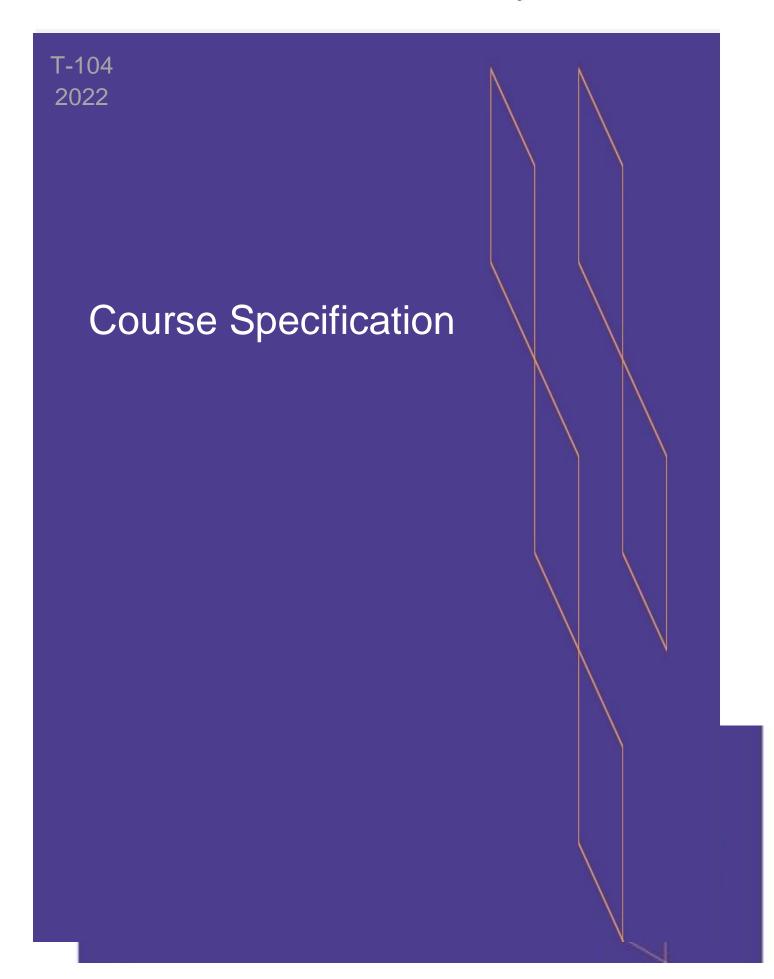**Assessment Methods** (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	

Course Specification

Course Specification

Course Title:	**Introduction to Aviation Management**
Course Code:	**AVM0101**
Program:	Aviation Management
Department:	**Aviation Management**
College:	**Applied College**
Institution:	**Imam Muhammad Bin Saud Islamic University**
Version:	*1st version*
Last Revision Date:	**27 July 2023**

Table of Contents:

A. General information about the course:

Course Identification				
1. Credit hours:	3			
2. Course type				
a.	University ☐	College ☐	Department ☒ Track☐	Others☐
b.	Required ☒	Elective☐		
3. Level/year at which this course is offered:	Second Level			

4. Course general Description

The course introduces the core concepts, characteristics and principles of aviation management. The structure of the air transport industry and air transport practices are explained and analyzed. Regional and worldwide trends in the industry trends are examined and the ethical issues in business practices within the industry are discussed.

5. Pre-requirements for this course (if any): ADM 0103

6. Co- requirements for this course (if any): n/a

7. Course Main Objective(s)

The course aims at preparing students majoring in aviation management with the ability to:
- Describe commercial airline operations and identify key benchmarks;
- Describe and demonstrate understanding of the aviation industry's components including fuel management, catering, gets assignment, and baggage handling;
- Scrutinize and discuss the integration of the industry's components and their contribution to airline operations.

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	43	100%
2.	Blended		
3.	E-learning		
4.	Correspondence		
5.	Other		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Tutorial	
4.	Others (specify)	
	Total	45

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Students will be able to express to others a working knowledge of the air transportation industry.	K1	Class lectures, Class discussion, Quizzes and Homework	Quizzes, Homework, Assignment, Presentations and Exams.
1.2	Students will be able to recognize elementary principles used in overseeing the air transportation industry.	K2	Class lectures, Class discussion, Quizzes and Homework	Quizzes, Homework, Assignment, Presentations and Exams
2.0	Skills			
2.1	Students can elaborate on contemporary issues that impact the air transportation industry.	K3	Class lectures, Class discussion, Quizzes and Homework	Quizzes, Homework, Assignment, Presentations and Exams
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate oral communication skills in reporting information 5.1 regarding the air transportation industry	S3	A combination of lecture and group discussion	Oral Presentation

C. Course Content

No	List of Topics	Contact Hours
1.	The Airline Industry: Trends, Challenges, and Strategies	3
2.	Aviation: An Overview	3
3.	Historical Perspective	3
4.	Midterm 1/Air Transportation: Regulators and Associations & General Aviation	3
5.	The Airline Industry	3
6.	Economic Characteristics of the Industry	3
7.	Airline Management and Organization	3
8.	Midterm 2/Forecasting Models & Airline Passenger Marketing	3
9.	Airlines in Social Media	3
10.	Airline Pricing, Demand and Output Determination	3
11.	Air Cargo	3
12.	Principles of Airline Scheduling & Fleet Planning: The Aircraft Selection Process	3
13	Airline Labor Relations/Oral Presentations	3
14	Oral Presentations/Airline Financing	3
15	International Aviation	3
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quiz 1	4	5%
2.	Quiz 2	8	5%
3.	Participation	Continuous Assessment	5%
4.	Midterm Exam	6	20%
5.	Homework	Continuous Assessment	5%
6.	Project	10	30%
7.	Final Exam	12	30%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	J.G. Wensveen, Air Transportation: A Management Perspective, 8th Edition (2015), Ashgate (ISBN 9781472436788)
Supportive References	N/A
Electronic Materials	N/A
Other Learning Materials	N/A

2. Required Facilities and equipment

Items	Resources
Facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms
Technology equipment (projector, smart board, software)	X
Other equipment (depending on the nature of the specialty)	None

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Faculty	Direct Method Assessment KPI indicator
Effectiveness of student's assessment	Students	Indirect Method Survey
Quality of learning resources		
The extent to which CLOs have been achieved		
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	