T-104
2022

Course Specification

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	English A1 (Life)
Course Code:	ENG 0001
Program:	Level 1- 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: Beginner/ Level 1					
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 A1 in accordance with the CEFR.					
5. Pre-requirements for this course (if any):					
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 A1.					

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**: Comprehend a basic vocabulary repertoire of isolated words and phrases related to particular concrete situations		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:** follow speech that is very slow and carefully articulated, with long pauses for him/her to assimilate meaning. Recognize concrete information (e.g. places and times) on familiar topics encountered in everyday life, provided it is delivered in slow and clear speech		Listening / role play	Formative and summative assessment
1.3	**Grammatical accuracy:** Exhibit limited control of a few simple grammatical structures and sentence patterns in a learnt repertoire.		Class presentation of grammar and drilling exercises Pair-work	Formative and summative assessment
2.0	Skills			
2.1	**Overall spoken interaction:** interact in a simple way, but		- Active learning - Pair work / whole class and discussion	Formative and summative assessment

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	communication is totally dependent on repetition at a slower rate of speech, rephrasing and repair. Ask and answer simple questions, initiate and respond to simple statements in areas of immediate need or on very familiar topics. Take part in a simple conversation of a basic factual nature on a predictable topic, e.g. his/her home country, family, school			
2.2	**Overall written production:** write simple isolated phrases and sentences. Write simple phrases and sentences about themselves and imaginary people, where they live and what they do. Copy out single words and short texts presented in standard printed format.		Active learning - Pre-reading/ pre-writing	Formative and summative assessment
2.3	**Overall reading comprehension:** Understand very short, simple texts a single phrase at a time, picking up familiar names, words and basic		- Active learning - Pre- reading	Formative and summative assessment

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	phrases and rereading as required. Get an idea of the content of simpler informational material and short simple descriptions, especially if there is visual support.			
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.			
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)	15hrs

	Tues. (2c-2e) **Wed.** (2f- review) **Thur. (self-study learning)**	
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) **Tues.** (4c - 4e) **Wed.** (4f- review) **Thur. (self-study learning)**	15hrs
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)	15hrs

	Thur. (self-study learning)	
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) **Thur. (self-study learning)**	15hrs
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%

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
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 Beginner Students' Book and Workbook
Supportive References	Life Teachers' Book and companion website (www.eltngl.com/life2e)
Electronic Materials	Life Beginners 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	

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

اعتماد NCAAA T4 2020

Course Specifications

Course Title:	Computer Mathematics
Course Code:	CS 0117
Program:	Network technology, Programming technology and Cybersecurity
Department:	Applied Sciences
College:	Applied College
Institution:	Imam Mohammad Ibn Saud Islamic University

Table of Contents

A. Course Identification

1. Credit hours: 3
2. Course type **a.** University ☐ College ☑ Department ☐ Others ☐ **b.** Required ☑ Elective ☐
3. Level/year at which this course is offered: Second Level
4. Pre-requisites for this course (if any)**:** None
5. Co-requisites for this course (if any)**:** None

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	3hours\week	100%
2	**Blended**		
3	**E-learning**		
4	**Distance learning**		
5	**Other**		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	36
2	**Laboratory/Studio**	
3	**Tutorial**	
4	**Others** (specify)	
	Total	36

B. Course Objectives and Learning Outcomes

1. Course Description

This course introduces the students to a body of mathematical concepts essential for the mastery of some of the higher-level computer science courses. The course covers fundamental concepts of mathematics for computer science and engineering. It emphasizes mathematical definitions and proofs as well as applicable methods.

2. Course Main Objective

Providing the ideas and mathematical concepts essential that are widely used in computer science and engineering. In addition, this course teaches the students techniques in how to think logically and mathematically and apply these techniques in solving problems. To achieve this goal, students will learn counting systems, sets, arithmetic operations of counting systems, logical operations, Boolean algebra, and logic gates.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	**Knowledge and understanding**	
1.1	Describe the different numbering systems in computer science.	ع1,ع5
1.2	Identify the expressions, logic gates, and operations on them.	ع1,ع5
1.3	Define the concept of sets and operations and their properties.	ع1,ع5
2	**Skills:**	
2.1	Ability to convert between different counting systems.	م1, م2, م7
2.2	Perform various arithmetic operations on the binary system.	م1, م2, م7
2.3	Apply essential logical operations to expressions and logic gates.	م1, م2, م7
2.4	Design of logic circuits using logic gates.	م1, م2, م7
2.5	Perform various operations on sets.	م7, 2
3	**Values:**	
3.1	Cooperation, teamwork, and professional ethics.	ق1
3.2	Take responsibility for continuous learning and continuing personal development.	ق2
3.3	Efficient and effective time management when applying acquired knowledge and skills.	ق3

C. Course Content

No	List of Topics	Contact Hours
1	• **Counting Systems and Sets:** ○ Counting Systems: ▪ Decimal System. ▪ Binary System. ▪ Hexadecimal System. ▪ Converting Between Counting Systems. ○ Computer Coding Systems: ▪ ASCII Code. ▪ EBCDIC Code. ▪ Unicode.	8
2	• **Arithmetic Operations of Binary Systems:** ○ Binary Addition. ○ Binary Subtraction. ○ Binary Multiplication. ○ Binary Division.	8

3	• **Logic expressions and operations:**
	  ○ The Concept of Logical Expressions.
	  ○ The Logical Operators:
	  ▪ AND.
	  ▪ OR.
	  ▪ NOT.
	  ▪ XOR.
	  ▪ XNOR.
	  ▪ NAND.
	  ▪ NOR.
	  ○ Tautology and Contradiction.
	  ○ Logical Equivalence.
	  ○ Laws of Algebra:
	  ▪ Commutative Laws.
	  ▪ Associative Laws.
	  ▪ Distributive Laws.
	  ▪ Idempotent Laws.
	  ▪ Identity Laws.
	  ▪ Complement Laws.
	  ▪ Double Negation Laws.
	  ▪ De Morgan's Laws.
	  ▪ Absorption Laws.
		8

4	• **Boolean Algebra and logic gates:**
	  ○ Boolean Functions.
	  ○ Truth Tables.
	  ○ Logic Gates.
	  ○ Circuits Design Using Logic Gates.
	  ○ Converting Truth Tables into Boolean Expressions.
	  ○ Converting Digital Circuits into Boolean Expressions.
	  ○ Minimization of Circuits.
		6

5	• **Sets and Relations.**
	  ○ Sets:
	  ▪ Concept of Set Theory.
	  ▪ Set Theory Symbols.
	  ▪ Partly Set.
	  ▪ Inclusion and Exclusion.
	  ▪ Equality of Sets.
	  ▪ Universal and Empty Sets.
	  ○ Operations on Sets:
	  ▪ Union of Sets.
	  ▪ Intersection of Sets.
	  ▪ Complement of a Set.
	  ▪ Difference of Sets.
	  ▪ Symmetric Difference.
		6

Total		36

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	**Knowledge and Understanding**		
1.1	Describe the different numbering systems in computer science.	- Lecture. - Discussion. - Survey. - Discovery learning. - Self-education. - Developed lecture. - Brainstorming. - Web survey. - KWL - Learning Schedule. - Mind maps. - Concept maps.	- Traditional and online achievement tests. - Questions. - Assignments and assessments. - Presentations. - Discussion and debates. - Cognitive performance tests. - Achievement file.
1.2	Identify the expressions, logic gates, and operations on them.		
1.3	Define the concept of sets and operations and their properties.		

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
2.0	**Skills**		
2.1	Ability to convert between different counting systems.	- Demonstration. - Developed lecture. - Discovery learning. - Peer learning. - Self-education. - Discussion. - Web survey. - Brainstorming. - Cooperative learning. - Problem Solving. - Project. - Online discussion.	- Presentations. - Rating ladders. - Performance tests. - Production metrics. - Observation. - Projects. - Achievement file. - Peer assessment. - Self-calendar.
2.2	Perform various arithmetic operations on the binary system.		
2.3	Apply essential logical operations to expressions and logic gates.		
2.4	Design of logic circuits using logic gates.		
2.5	Perform various operations on sets.		
3.0	**Values**		
3.1	Cooperation, teamwork, and professional ethics.	- Demonstration. - Developed lecture. - Discovery learning. - Peer learning. - Self-education. - Discussion. - Web survey. - Brainstorming. - Cooperative learning. - Problem Solving. - Project. - Online discussion.	- Presentations. - Rating ladders. - Performance tests. - Production metrics. - Observation. - Projects. - Achievement file. - Peer assessment. - Self-calendar.
3.2	Take responsibility for continuous learning and continuing personal development.		
3.3	Efficient and effective time management when applying acquired knowledge and skills.		

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Midterm Exam	Week7	20%
2	Quizzes	Continuous	10%
3	Assignments	Continuous	10%
4	Participation, Attendance	Continuous	10%
5	project	Continuous	20%
6	Final Exam	Week13	30%

***Assessment task** (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student academic advising and support:

4 office hours per week.
Contact through the LMS
Communication/interact with students via academic e-mails

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	Discrete Mathematics and Its Applications 8th edition, By Kenneth Rosen, 2019, 8th Edition, ISBN13: 9781259676512
Essential References Materials	Mathematics for Computer Scientists, By Gareth J. Janacek, Mark Lemmon Close, 2011, ISBN 978-8776814267
Electronic Materials	Online resources will be provided during class lectures.
Other Learning Materials	N/A

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom included: 1. An equipped computer lab with at least 25 seats. 2. A projector connected to a PC, preferably with Internet access. 3. A vertical sliding board.
Technology Resources (AV, data show, Smart Board, software, etc.)	Computing resources (AV, data show, Smart Board, software, etc.)
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	N\A

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Assessment of teaching effectiveness	Student	1. Students feedback (collected through surveys) as per university policy/procedure 2. Teacher's Course report
Strategies for Evaluation of Teaching by the Instructor or by the Department	Faculty	1. Review of Course Reports 2. Review of Student feedback
Processes for Improvement of Teaching	Program Leaders	Continuous review of the course contents and teaching strategies, and utilizing the best practices
Quality of learning resources	Student and Faculty	Indirect using course evaluation and faculty survey

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	
Reference No.	
Date	

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

Course Specifications

Course Title:	IT System Component
Course Code:	CYB 0102
Program:	Computer Science (Cybersecurity)
Department:	Applied Sciences
College:	Applied College
Institution:	Imam Muhammad Bin Saud Islamic University

Table of Contents

A. Course Identification

1. Credit hours: 3(3 theory)
2. Course type **a.** University ☐ College ☐ Department ☑ Others ☐ **b.** Required ☑ Elective ☐
3. Level/year at which this course is offered: Third Semester
4. Pre-requisites for this course (if any)**:** None
5. Co-requisites for this course (if any)**:** None

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	3hours\week	100%
2	**Blended**		
3	**E-learning**		
4	**Distance learning**		
5	**Other**		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	22
2	**Laboratory/Studio**	22
3	**Tutorial**	
4	**Others** (specify)	
	Total	44

B. Course Objectives and Learning Outcomes

1. Course Description It provides a general introduction to common IT system components and general cybersecurity implications with them.
2. Course Main Objective This course should provide topics regarding protection of network peripherals, Storage devices, system structures and cloud computing. The CPU and Memory, Storage and I/O, The Binary Numbering System, the Operating System, Computer Networks, Software, Programming and Programming Languages, Information Security, The Windows Operating System. Controlling systems like supervisory Control and Data Collection (SCADA) and Response Environments instantaneous and critical infrastructure local networks.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	**Knowledge and Understanding**	
1.1	Identify the components of information technology systems, including hardware and software, and clarify their basic functions.	ع1,ع2
1.2	Explain the main effects of cyber security in current and future IT environments.	ع5
1.3	Expressing common cyber security systems, their components, activities and values in relation to cyber security.	ع4
2	**Skills :**	
2.1	Analyze the IT system and improve the skill of dealing with securing the systems.	م1,م2
2.2	Discuss securing the IT environment.	م3
3	**Values:**	
3.1	Work effectively on team to accomplish a specific goal regarding securing IT systems.	ق1,ق2,م7

C. Course Content

No	List of Topics	Contact Hours
1	The CPU and Memory	4
2	Storage and I/O	4
3	The Operating System	8
4	Computer Networks	4
5	Software	4
6	Programming and Programming Languages	4
7	Information Security	4
8	The Windows Operating System	4
Total		36

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	**Knowledge and Understanding**		
1.1	Identify the components of information technology systems, including hardware and software, and clarify their basic functions.	Class lectures Class Discussion Questions/Answers sessions in class Home work assignments Quizzes Case studies and Analysis.	Quizzes Homework and Assignments. Written exams (Midterm and final). Writing reports.
1.2	Explain the main effects of cyber security in current and future IT environments.	Class lectures Class Discussion Questions/Answers sessions in class	Quizzes Homework and Assignments. Written exams

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
		Home work assignments Quizzes Case studies and Analysis.	(Midterm and final). Writing reports. Study cases.
1.3	Expressing common cyber security systems, their components, activities and values in relation to cyber security.	Class lectures Class Discussion Questions/Answers sessions in class Home work assignments Quizzes Case studies and Analysis.	Quizzes Homework and Assignments. Written exams (Midterm and final). Writing reports. Study cases.
2.0	**Skills**		
2.1	Analyze the IT system and improve the skill of dealing with securing the systems.	Class lectures Class Discussion Questions/Answers sessions in class Home work assignments Quizzes Case studies and Analysis.	Quizzes Homework and Assignments. Written exams (Midterm and final). Writing reports. Study cases.
2.2	Discuss securing the IT environment.	Class lectures Class Discussion Questions/Answers sessions in class Home work assignments Quizzes Case studies and Analysis.	Quizzes Homework and Assignments. Written exams (Midterm and final). Writing reports. Study cases.
3.0	**Values**		
3.1	Work effectively on team to accomplish a specific goal regarding securing IT systems.	Class lectures Class Discussion Questions/Answers sessions in class Home work assignments Quizzes Case studies and Analysis.	Quizzes Homework and Assignments. Written exams (Midterm and final). Writing reports. Study cases.

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quizzes	Week3,5	10%
2	Midterm	Week 7	20%

#	Assessment task*	Week Due	Percentage of Total Assessment Score
3	Lab Assignments group or individual /Class Assignments group or individual	Week4,7,9	15%
4	Lab Evaluations or project	All Semester	25%
5	Final	Week12	30%

***Assessment task** (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

6 office hours per week.
3 hours of weekly meetings
Contact through the LMS
Communication/interact via e-mails with students

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	Information Technology An Introduction for Today's Digital World, By Richard Fox,2021, 2nd edition, ISBN 9780367820213.
Essential References Materials	Information Technology: An Introduction for Today's Digital World February 8, 2013 by Chapman and Hall/CRC, Author(s): Richard Fox.
Electronic Materials	Online resources will be provided during class lectures.
Other Learning Materials	N/A

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Lecture room with Smart board Lab with 25 Pcs
Technology Resources (AV, data show, Smart Board, software, etc.)	PC and WiFi Internet access within the class room
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	N\A

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment	Student	Indirect using course evaluation survey
Quality of learning resources	Student and Faculty	Indirect using course evaluation and faculty survey

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	
Reference No.	
Date	

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

توصيف المقرر الدراسي

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

توصيف المقرر الدراسي

اسم المقرر: المهارات المهنية
رمز المقرر: مهر ١٠٢
البرنامج: البرامج الإدارية والعلمية
القسم العلمي:
الكلية: الكلية التطبيقية
المؤسسة: جامعة الإمام محمد بن سعود الإسلامية
نسخة التوصيف:
تاريخ آخر مراجعة:

المحتويات:

أ. معلومات عامة عن المقرر الدراسي:

التعريف بالمقرر الدراسي													
1. الساعات المعتمدة:	2												
2. نوع المقرر													
أ.	متطلب جامعة		متطلب كلية	✓	متطلب تخصص		متطلب مسار						
ب.	إجباري	✓	اختياري										
3. السنة / المستوى الذي يقدم فيه المقرر	الأول												
4. الوصف العام للمقرر													
5. المتطلبات السابقة لهذا المقرر (إن وجدت) لا يوجد													
6. المتطلبات المتزامنة مع هذا المقرر (إن وجدت) لا يوجد													
7. الهدف الرئيس للمقرر يهدف مقرر المهارات المهنية إلى اكساب الطالب / ـة المهارات التطبيقية وعدد من المعارف المتعلقة بالمهنة ومجالات العمل، واكتشاف القدرات والرغبات المهنية.													

1. نمط التعليم

م	نمط التعليم	عدد الساعات التدريسية	النسبة
1	تعليم اعتيادي	22	100%
2	التعليم الإلكتروني	-	-
3	التعليم المدمج • التعليم الاعتيادي • التعليم الإلكتروني	-	-
4	التعليم عن بعد	-	-

2. الساعات التدريسية (على مستوى الفصل الدراسي)

م	النشاط	ساعات التعلم	النسبة
1	محاضرات	22	100%
2	معمل أو إستوديو	-	-
3	ميداني	-	-
4	دروس إضافية	-	-
5	أخرى	-	-
	الإجمالي	22	100%

ب. نواتج التعلم للمقرر واستراتيجيات تدريسها وطرق تقييمها:

الرمز	نواتج التعلم	رمز ناتج التعلم المرتبط بالبرنامج	استراتيجيات التدريس	طرق التقييم
1.0	المعرفة والفهم			
1.1	أن يبين الطالب أهمية العمل من المنظور الإسلامي.	ع١ ع٥	- المطورة - المحاضرة العروض التقديمية - الحوار والمناقشة - التعلم الذاتي - التعلم التعاوني - التكاليف - العصف الذهني - الاستقصاء - خرائط المفاهيم - التعلم النشط باستخدام منصة بلاك بورد وتطبيقات التعلم النقال داخل القاعة الدراسية	- الاختبارات الفصلية - الأسئلة الصفية - الواجبات والتقييمات - العروض التقديمية - المناقشة والمناظرة - ملف الإنجاز - تقييم التكاليف - أسئلة النقاش على منصة بلاك بورد
1.2	أن يبين الطالب أهمية البحث عن عمل وممارسته.	ع١ ع٥		
1.3	أن يوضح الطالب أهمية تحديد الهدف الوظيفي.	ع١ ع٥		
1.4	أن يحدد الطالب عناصر السيرة الذاتية.	ع١ ع٥		
1.5	أن يبين الطالب أهمية المقابلة الشخصية للمتقدم للوظيفة.	ع١ ع٥		
1.6	أن يبين الطالب كيفية توظيف ضغوطات العمل لصالح تحقيق النجاح الوظيفي	ع١ ع٥		
1.7	أن يبين الطالب أهم مجالات التطوير بالعمل	ع١ ع٥		
2.0	المهارات			
2.1	أن **يطبق** الطالب كتابة السيرة الذاتية باللغة العربية والإنجليزية.	م١ م٢ م٧	- المطورة - المحاضرة العروض التقديمية - الحوار والمناقشة - التعلم الذاتي - التعلم التعاوني - التكاليف - العصف الذهني - الاستقصاء - خرائط المفاهيم التعلم النشط باستخدام منصة بلاك بورد وتطبيقات التعلم النقال داخل القاعة الدراسية	- الاختبارات الفصلية - المناقشة والمناظرة - تقييم المشاريع - ملف الإنجاز - تقييم العروض التقديمية - تقييم دراسة الحالة - أسئلة النقاش على بلاك بورد
2.2	أن **يحلل** الطالب الجوانب الإيجابية والسلبية التي يتأثر بها الفرد نتيجة للضغوط الوظيفية.	م١ م٢ م٧		
2.3	أن **يطبق** الطالب الأساليب التي تساعد على تطوير الذات.	م١ م٢ م٧		
2.4	أن **يوظف** الطالب طرق القيادة الفعالة في حل المشكلات واتخاذ القرار.	م١ م٢ م٧		
3.0	القيم والاستقلالية والمسؤولية			
3.1	أن يسهم الطالب بالمواطنة والمسؤولية الاجتماعية	ق١	- الحوار والمناقشة - التعلم الذاتي - التعلم التعاوني	- المناقشة والمناظرة - تقييم المشاريع الجماعية - مقاييس القيم
3.2	أن يظهر الطالب القدرة على التعلم والعمل ذاتياً، والمبادرة في تطوير الاستقلالية.	ق٢		

الرمز	نواتج التعلم	رمز ناتج التعلم المرتبط بالبرنامج	استراتيجيات التدريس	طرق التقييم
			- التكاليف - الاستقصاء	- التقييم الذاتي - ملف الإنجاز

ج. موضوعات المقرر

م	قائمة الموضوعات	الساعات التدريسية المتوقعة
1	مفهوم المهنة والعمل، مكانتهما، وأركانها، فوائد العمل على الفرد والمجتمع.	2
2	مهارة طلب التوظيف، السيرة الذاتية، أهميتها، وكيفية إعدادها.	4
3	المقابلة الوظيفية، أهميتها، أنواعها، كيفية الاستعداد لها.	2
4	ضغوطات العمل، أعراضها، أنواعها، أسبابها	2
5	النجاح الوظيفي، مفهومه، شروطه، كيفية النجاح في الوظيفة.	2
6	التطوير الذاتي: مفهومة، أهميته، مهارات تطوير الذات، نتائج التطوير الذاتي	2
7	إدارة الوقت: مفهومه، فوائد إدارة الوقت، كيفيّة إدارة الوقت وتنظيمه.	2
8	القيادة الفعالة: وتشمل مفهومها، نموذج القيادة، أفضل طرق القيادة الفعالة.	2
	المجموع	18

د. أنشطة تقييم الطلبة

م	أنشطة التقييم	توقيت التقييم (بالأسبوع)	النسبة من إجمالي درجة التقييم
1	المشاركة والمناقشة	طوال الفصل الدراسي	10%
2	الاختبار الفصلي	السابع	20%
3	الأنشطة والواجبات	طوال الفصل الدراسي	20%
4	مشروع جماعي	التاسع	20%
4	الاختبار النهائي	نهاية الفصل الدراسي	30%

أنشطة التقييم (اختبار تحريري، شفهي، عرض تقديمي، مشروع جماعي، ورقة عمل وغيره)

ه. مصادر التعلم والمرافق:

1. قائمة المراجع ومصادر التعلم:

المرجع الرئيس للمقرر	المهارات المهنية للدكتور عبدالله المناحي
المراجع المساندة	وزارة التعليم، التربية المهنية. طبعة ١٤٤٣هـ- ٢٠٢١م
المصادر الإلكترونية	
أخرى	

2. المرافق والتجهيزات المطلوبة:

العناصر	متطلبات المقرر
المرافق النوعية (القاعات الدراسية، المختبرات، قاعات العرض، قاعات المحاكاة ... إلخ)	- القاعة الدراسية
التجهيزات التقنية (جهاز عرض البيانات، السبورة الذكية، البرمجيات)	- جهاز عرض البيانات - السبورة الذكية - البرمجيات
تجهيزات أخرى (تبعاً لطبيعة التخصص)	- استخدام البلاك بورد في حال التعلم عن بعد

و. تقويم جودة المقرر:

مجالات التقويم	المقيمون	طرق التقييم
فاعلية التدريس	المراجع النظير – الطلاب	الاستبانات والاستفتاءات المعتمدة
فاعلية طرق تقييم الطلاب	المراجع النظير – أعضاء هيئة التدريس – الطلاب.	- الاستبانات والاستفتاءات المعتمدة. - مراجعة توصيف المقرر بشكل دوري. - مراجعة عينات من أعمال الطلاب.
مصادر التعلم	قيادات البرنامج – أعضاء هيئة التدريس – الطلاب.	الاستبانات والاستفتاءات المعتمدة.
مدى تحصيل مخرجات التعلم للمقرر	قيادات البرنامج – أعضاء هيئة التدريس.	- مراجعة تقرير المقرر. - تحليل نماذج الاختبارات والدرجات وأعمال الطلاب.
أخرى		

المقيمون (الطلبة، أعضاء هيئة التدريس، قيادات البرنامج، المراجع النظير، أخرى (يتم تحديدها).
طرق التقييم (مباشر وغير مباشر).

ز. اعتماد التوصيف:

جهة الاعتماد	
رقم الجلسة	
تاريخ الجلسة	