

T-104
2022

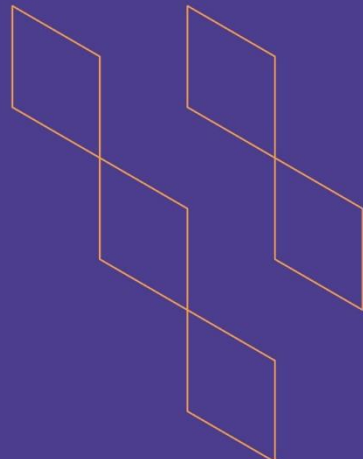
Course Specification





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.

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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 <ul style="list-style-type: none"> 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 improvement quality 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)

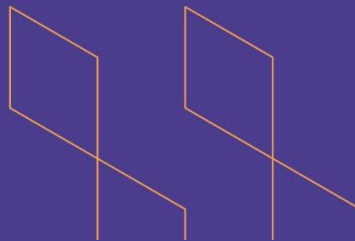
G. Specification Approval Data

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	



T-104
2022

Course Specification





T-104
2022

Course Specification



Course Title:	Computer Applications
Course Code:	0116 عال
Program:	Computer Science (Programming- Networks)
Department:	Applied Sciences
College:	Applied College
Institution:	Imam Mohammad Bin Saud Islamic University
Version:	1st version
Last Revision Date:	2023/06/08



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A. General information about the course:

Course Identification	
1. Credit hours:	3 (2 Theory, 2 lab)
2. Course type:	
a. University <input type="checkbox"/>	College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Track <input type="checkbox"/> Others <input type="checkbox"/>
b. Required <input checked="" type="checkbox"/>	Elective <input type="checkbox"/>
3. Level/year at which this course is offered: 1 st Level	
4. Course general Description: The course is an introduction to computer applications and dealing with the operating system used in personal computers, in addition to the use of office applications (word processing, electronic tables, MS Access and presentations). That helps the computer users to complete their work.	
5. Pre-requirements for this course (if any): N/A	
6. Co- requirements for this course (if any): N/A	
7. Course Main Objective(s): The course introduces students to the foundations of information technology, It also trains students on how to use of a personal computer, how to operate it, and on using the most popular office applications.	

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom		
2.	E-learning		
3.	Hybrid <ul style="list-style-type: none"> Traditional classroom E-learning 	60	100%
4.	Distance learning		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	12
2.	Laboratory/Studio	48
3.	Field	
4.	Tutorial	
5.	Others (specify)	150
	Total	210

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			



Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.1	Identify with the basic concepts of information technology.	5ع ،1ع	Class lectures. Class discussion. Questions/Answer s session in class. Home work. Learning by discovery. Self-education. Brainstorming. Online search. KWL learning table. Mind maps. Concept maps.	Quizzes. Homework and Assignments. Written and online exams. Writing reports. Presentations. Discussion and debate. Achievement file. Performance
1.2	To mention the importance of office softwares in doing work, correspondence, data saving and management.	5ع ،1ع		
1.3	Create professional presentations using a presentation software (MS PowerPoint).	8م ،2م ،1م		
1.4	To know about the most prominent office softwares, their interfaces, and their components.	5ع ،1ع		
1.5	To state the concept of databases, their types, and their most popular applications.	5ع ،1ع		
2.0	Skills			
2.1	To use the word processing program skillfully in correspondence.	5ع ،1ع	Class lectures. Class discussion. Questions/Answer s session in class. Home work. Learning by discovery. Self-education. Brainstorming. Online search. Mind maps. Concept maps.	Quizzes. Homework and Assignments. Written and online exams. Writing reports. Presentations. Discussion and debate. Achievement file. Performance tests.
2.2	To design templates and use them in word processing program.	5ع ،1ع		
2.3	To use charts programs to organize, display, search for data.	5ع ،1ع		
2.4	To use database programs to create, modify, design, and accurately build connections between databases.	5ع ،1ع		
3.0	Values, autonomy, and responsibility			
3.1	Collaboration, teamwork, and professional ethics.	1ق	Class lectures. Class discussion. Questions/Answer s session in class. Home work. Learning by discovery. Self-education.	Quizzes. Homework and Assignments. Written and online exams. Writing reports. Presentations. Discussion and debate.
3.2	Take the responsibility for continuous learning, and self-development.	2ق		
3.3	Effective and efficient time management when applying	3ق		





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	acquired knowledge and skills.		Brainstorming. Online search. Mind maps. Concept maps.	Achievement file. Performance.

C. Course Content

No	List of Topics	Contact Hours
1.	Information technology basics: <ul style="list-style-type: none"> Introduction to computer definition, its history and types of computers. Hardware and software components of the computer. Computer networks, benefits and division in terms of scope. Physical components of computer networks, benefits and features. An overview of known computer networks, types and uses.	4
2.	Operating System (Microsoft Windows) And File Management	4
3.	Word processor software (MS Word): <ul style="list-style-type: none"> Create and save a new document. Designing and modifying templates. Format texts and paragraphs (font, size, color, bold, italic). Insert paragraph and page borders. Insert header and footer. Page numbering. Search and replace. Inserting, formatting and modifying tables. Preview the document before printing and printing it. Page layout. Create and manage documents. Search for text, insert hyperlinks, create bookmarks, move to a specific location or object in a document. Prepare documents for collaboration (restrict editing, protect documents by using passwords) Create and manage references. Perform mail merges(manage recipient lists - insert merged fields - preview merge results -create merged documents, labels, and envelopes) 	12
4.	Presentation software (MS PowerPoint): <ul style="list-style-type: none"> Create and save a new document. Layout slides. Coordinating slides, backgrounds and patterns. Add text to slides. 	8





	<ul style="list-style-type: none"> ○ Inserting, modifying, and deleting movement of slides and objects. ○ Insert slide header and footer, and slide numbering. ○ Insert and format images, AutoShapes, and charts. ○ Inclusion of movies and audio. ○ Insert hyperlinks and action buttons for slides. ○ Print slides. Slide show.	
5.	Spreadsheet software (MS Excel): <ul style="list-style-type: none"> ○ Create and save a new document. ○ Layout and presentation of the worksheet. ○ Worksheet formatting and renaming. ○ Sorting and filtering. ○ Inserting data into the table ○ Functions (Sum, Average, Max, Min, if) ○ Create and modify PivotTables and PivotCharts ○ Insert the header and footer to the worksheet. ○ Print the worksheet. 	12
3	Access software (MS Access) <ul style="list-style-type: none"> ○ Create and manage a database ○ Build tables ○ Create queries ○ Create forms ○ Create reports 	8
Total		48

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quizzes (From 2-3 Quizzes)	Week 2, 10	15%
2.	1 st Practical Evaluation	Week 5	20%
3.	Project (MS PowerPoint)	Week 7	10%
4.	2 nd Practical Evaluation	Week 9	20%
5.	3 rd Practical Evaluation	Week 11	10%
6.	Participation	All Semester	5%
7.	Final	Week12	20%
8.	Total Marks		100%

*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	<ul style="list-style-type: none"> Microsoft Office Step by Step (Office 2021 and Microsoft 365) 1st edition, ISBN: 0137544766, Authors: Joan Lambert, Curtis Frye. Microsoft Office 2019 Step by Step, 1st edition Published by Microsoft Press (December 7th 2018) - Copyright © 2019. Computer Skills, King Abdulaziz University 9th edition Published by Khawarizm Academic - Copyright © 2021.
Supportive References	N/A
Electronic Materials	Online resources will be provided during class lectures on LMS.
Other Learning Materials	N/A

2. Required Facilities and equipment

Items	Resources
Facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classroom – A computer lab equipped and connected to a shared printer and the internet.
Technology equipment (projector, smart board, software)	Smart board, data projector, Microsoft Visio or Edraw Max and Internet browser.
Other equipment (depending on the nature of the specialty)	N/A

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Peer references – students.	<ol style="list-style-type: none"> 1. Questionnaires and referendums approved by the department. 2. Peer evaluation of faculty members. 3. Review the results of the students' evaluation.
Effectiveness of students assessment	Peer references - program leaders - faculty members – students.	<ol style="list-style-type: none"> 1. Questionnaires and referendums approved by the department. 2. Review course descriptions and course reports periodically. 3. Peer evaluation and periodic exchange of



Assessment Areas/Issues	Assessor	Assessment Methods
		correction and scrutiny among fellow faculty members. 4.Review samples of students' work.
Quality of learning resources	Program leaders - faculty members - students	1.Questionnaires and referendums approved by the department. 2.Write-offs and monitoring.
The extent to which CLOs have been achieved	Program leaders - faculty members.	1. Review the course report. 2. Analysis of exams forms, grades, students' work and records of achievement.
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	Department of Applied Sciences – Applied College
REFERENCE NO.	
DATE	





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

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A. Course Identification

1. Credit hours: 3			
2. Course type			
a.	University <input type="checkbox"/>	College <input checked="" type="checkbox"/>	Department <input type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input checked="" type="checkbox"/>	Elective <input type="checkbox"/>	
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.	5ع, 1ع
1.2	Identify the expressions, logic gates, and operations on them.	5ع, 1ع
1.3	Define the concept of sets and operations and their properties.	5ع, 1ع
2	Skills:	
2.1	Ability to convert between different counting systems.	7م, 2م, 1م
2.2	Perform various arithmetic operations on the binary system.	7م, 2م, 1م
2.3	Apply essential logical operations to expressions and logic gates.	7م, 2م, 1م
2.4	Design of logic circuits using logic gates.	7م, 2م, 1م
2.5	Perform various operations on sets.	7م, 2
3	Values:	
3.1	Cooperation, teamwork, and professional ethics.	1ق
3.2	Take responsibility for continuous learning and continuing personal development.	2ق
3.3	Efficient and effective time management when applying acquired knowledge and skills.	3ق

C. Course Content

No	List of Topics	Contact Hours
1	<ul style="list-style-type: none"> Counting Systems and Sets: <ul style="list-style-type: none"> Counting Systems: <ul style="list-style-type: none"> Decimal System. Binary System. Hexadecimal System. Converting Between Counting Systems. Computer Coding Systems: <ul style="list-style-type: none"> ASCII Code. EBCDIC Code. Unicode. 	8
2	<ul style="list-style-type: none"> Arithmetic Operations of Binary Systems: <ul style="list-style-type: none"> Binary Addition. Binary Subtraction. Binary Multiplication. Binary Division. 	8

3	<ul style="list-style-type: none"> • Logic expressions and operations: <ul style="list-style-type: none"> ○ The Concept of Logical Expressions. ○ The Logical Operators: <ul style="list-style-type: none"> ▪ AND. ▪ OR. ▪ NOT. ▪ XOR. ▪ XNOR. ▪ NAND. ▪ NOR. ○ Tautology and Contradiction. ○ Logical Equivalence. ○ Laws of Algebra: <ul style="list-style-type: none"> ▪ Commutative Laws. ▪ Associative Laws. ▪ Distributive Laws. ▪ Idempotent Laws. ▪ Identity Laws. ▪ Complement Laws. ▪ Double Negation Laws. ▪ De Morgan's Laws. ▪ Absorption Laws. 	8
4	<ul style="list-style-type: none"> • Boolean Algebra and logic gates: <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • Sets and Relations. <ul style="list-style-type: none"> ○ Sets: <ul style="list-style-type: none"> ▪ Concept of Set Theory. ▪ Set Theory Symbols. ▪ Partly Set. ▪ Inclusion and Exclusion. ▪ Equality of Sets. ▪ Universal and Empty Sets. ○ Operations on Sets: <ul style="list-style-type: none"> ▪ 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.	<ul style="list-style-type: none"> - Lecture. - Discussion. - Survey. - Discovery learning. - Self-education. - Developed lecture. - Brainstorming. - Web survey. - KWL - Learning Schedule. - Mind maps. - Concept maps. 	<ul style="list-style-type: none"> - 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.	<ul style="list-style-type: none">- Demonstration.- Developed lecture.- Discovery learning.- Peer learning.- Self-education.- Discussion.- Web survey.- Brainstorming.- Cooperative learning.- Problem Solving.- Project.- Online discussion.	<ul style="list-style-type: none">- 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.	<ul style="list-style-type: none">- Demonstration.- Developed lecture.- Discovery learning.- Peer learning.- Self-education.- Discussion.- Web survey.- Brainstorming.- Cooperative learning.- Problem Solving.- Project.- Online discussion.	<ul style="list-style-type: none">- 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	



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2022

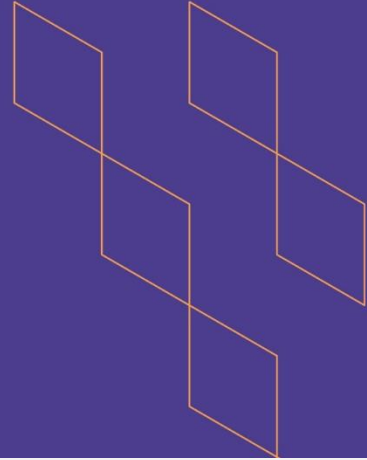
توصيف المقرر الدراسي





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:

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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 المترتبة مع هذا المقرر (إن وجدت) لا يوجد							
7. الهدف الرئيس للمقرر يهدف مقرر المهارات المهنية إلى اكساب الطالب / ة 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.	١٤ ٥٤	- المطورة	<div>- الاختبارات الفصلية</div> <div>- الأسئلة الصفية</div> <div>- الواجبات والتقييمات</div> <div>- العروض التقديمية</div> <div>- المناقشة والمناظرة</div> <div>- ملف الإنجاز</div> <div>- تقييم التكليف</div> <div>- أسئلة النقاش على منصة بلاك بورد</div>
1.2	أن يبين الطالب أهمية البحث عن عمل وممارسته.	١٤ ٥٤	- المحاضرة العروض التقديمية	
1.3	أن يوضح الطالب أهمية تحديد الهدف الوظيفي.	١٤ ٥٤	- الحوار والمناقشة	
1.4	أن يحدد الطالب عناصر السيرة الذاتية.	١٤ ٥٤	- التعلم الذاتي	
1.5	أن يبين الطالب أهمية المقابلة الشخصية للمتقدم للوظيفة.	١٤ ٥٤	- التعلم التعاوني	
1.6	أن يبين الطالب كيفية توظيف ضغوطات العمل لصالح تحقيق النجاح الوظيفي	١٤ ٥٤	- التكليف	
			- العصف الذهني	
			- الاستقصاء	
1.7	أن يبين الطالب أهم مجالات التطوير بالعمل	١٤ ٥٤	- خرائط المفاهيم	
			- التعلم النشط باستخدام منصة بلاك بورد وتطبيقات التعلم النقال داخل القاعة الدراسية	
2.0	المهارات			
2.1	أن يطبق الطالب كتابة السيرة الذاتية باللغة العربية والإنجليزية.	١م ٢م ٧م	- المطورة	<div>- الاختبارات الفصلية</div> <div>- المناقشة والمناظرة</div> <div>- تقييم المشاريع</div> <div>- ملف الإنجاز</div> <div>- تقييم العروض التقديمية</div> <div>- تقييم دراسة الحالة</div> <div>- أسئلة النقاش على بلاك بورد</div>
2.2	أن يحلل الطالب الجوانب الإيجابية والسلبية التي يتأثر بها الفرد نتيجة للضغوط الوظيفية.	١م ٢م ٧م	- المحاضرة العروض التقديمية	
2.3	أن يطبق الطالب الأساليب التي تساعد على تطوير الذات.	١م ٢م ٧م	- الحوار والمناقشة	
2.4	أن يوظف الطالب طرق القيادة الفعالة في حل المشكلات واتخاذ القرار.	١م ٢م ٧م	- التعلم الذاتي	
			- التعلم التعاوني	
			- التكليف	
			- العصف الذهني	
			- الاستقصاء	
			- خرائط المفاهيم	
			- التعلم النشط باستخدام منصة بلاك بورد وتطبيقات التعلم النقال داخل القاعة الدراسية	
3.0	القيم والاستقلالية والمسؤولية			
3.1	أن يسهم الطالب بالمواطنة والمسؤولية الاجتماعية	١ ق	- الحوار والمناقشة	<div>- المناقشة والمناظرة</div> <div>- تقييم المشاريع الجماعية</div> <div>- مقاييس القيم</div>
3.2	أن يظهر الطالب القدرة على التعلم والعمل ذاتياً، والمبادرة في تطوير الاستقلالية.	٢ ق	- التعلم الذاتي	
			- التعلم التعاوني	

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: مفهومه، أهميته، مهارات تطوير الذات، نتائج التطوير الذاتي	2
7	إدارة الوقت: مفهومه، فوائد إدارة الوقت، كيفية إدارة الوقت وتنظيمه.	2
8	القيادة الفعالة: وتشمل مفهومها، نموذج القيادة، أفضل طرق القيادة الفعالة.	2
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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)

هـ. مصادر التعلم والمرافق:

1. قائمة المراجع ومصادر التعلم:

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

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 التقويم
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 التقويم (مباشر وغير مباشر).

ز. اعتماد التوصيف:

جهة الاعتماد	
رقم الجلسة	
تاريخ الجلسة	