جامعة نجران
NAJRAN UNIVERSITY
الكلية التطبيقية

توصيف مقررات برنامج

الدعم الفني

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	**Computer Skills1**
Course Code:	**156CIS-2**
Program:	**Technical support**
Department:	**Computer department**
College:	**Applied college**
Institution:	**Najran university**
Version:	T-104 2022
Last Revision Date:	20 August 2023

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	2(1+1)				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: First Level					
4. Course general Description This course introduces the Computing Fundamentals and introduction to Applications. It includes Operating Systems, Hardware, Networks and Mobile Devices, File Management, Software, Cloud Computing, Security and Maintenance, Apps and Applications, Using Microsoft Word. This course is essential for obtaining the professional certificate IC3 GS5					
5. Pre-requirements for this course (if any): None					
6. Co- requirements for this course (if any): None					
7. Course Main Objective(s) This course is intended to: • provides information technology literacy and basic skills training for learners with limited experience. • Course learning outcomes focus on skill development related to basic computer operations and information technology					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	3 hours per week	95%
2.	E-learning		5%
3.	Hybrid • Traditional classroom • E-learning		
4.	Distance learning		100%

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	30
2.	Laboratory/Studio	30
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	Describe different types of software and hardware	K1	Lecturers Labs	Exam Quiz Assignment
1.2	Explain the main skills of dealing with clouding, security, and Networks and Mobile Devices	K1	Lecturers Labs	Exam Quiz Assignment
1.3				
2.0	Skills			
2.1	Differentiate between computer hardware and software	S1	Lecturers Labs	Exam Quiz Assignment
2.2	Manipulate computer applications	S2	Lecturers Labs	Exam Presentation
…	Operate MS office applications	S1		
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate projects and assignments in team work to show computer skills	V3	Project Small group report	Presentation
3.2				
…				

C. Course Content

No	List of Topics	Contact Hours
1	**Operating Systems**	8
2	**Hardware**	6
3	**Networks and Mobile Devices**	6
4	**File Management**	6
5	**Software**	6
6	**Cloud Computing**	6
7	**Security and Maintenance**	6
8	**Apps and Applications**	4
9	**Using Microsoft Word**	6
10	**Operating Systems**	6
		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm exam	8	20%
2.	Homework's	From 2 to 12	10%
3.	Practical exam	16	20%
4	Final exam	17	50%

*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	IC3 GS5 Certification Guide, ISBN: 978-1-55332-463-8, 2016 CCI Learning Solutions Inc
Supportive References	IC3 (GS5) 3EXAMS I الشهادة الدولية للحاسب والإنترنت [ARABIC] https://www.udemy.com/course/ic3-certification-gs5-3exams-arabic/
Electronic Materials	
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom with a suitable size for students
Technology Resources (AV, data show, Smart Board, software, etc.)	Whiteboard/projector
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	None

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Student	Direct: Questioners
Effectiveness of students assessment	Teacher Audit and review committees	Direct: CW & HW Exercises and short quizzes Projects Mid and final paper exams.
Quality of learning resources	Teachers and course description committees	Indirect: Benchmarking Self-evaluation External evaluation
The extent to which CLOs have been achieved	Teacher	Direct: Measuring the learning outcomes
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

T-١٠٤
٢٠٢٢

توصيف المقرر الدراسي

اسم المقرر: مهارات الاتصال الحديثة
رمز المقرر: ١٥٣دار-٢
البرنامج: البرمجة وقواعد البيانات
القسم العلمي: الحاسب
الكلية: التطبيقية
المؤسسة: جامعة نجران
نسخة التوصيف T-104 2022
تاريخ آخر مراجعة: ٢-١-١٤٤٥هـ

المحتويات:

أ. معلومات عامة عن المقرر الدراسي:

التعريف بالمقرر الدراسي											
١. الساعات المعتمدة:	٢ ساعة اسبوعيا										
٢. نوع المقرر											
أ.	متطلب جامعة		متطلب كلية		متطلب تخصص		متطلب مسار	√	متطلب قسم		
ب.	إجباري	√	اختياري								
٣. السنة / المستوى الذي يقدم فيه المقرر : الأول											
٤. الوصف العام للمقرر **مقرر مهارات الاتصال هو أحد متطلبات برنامج نظم المعلومات، حيث يُكسب الطالب المعارف المتعلقة بالاتصال الانساني وعناصر ومهارات الاتصال واهميتها والتواصل مع الذات وتعريف مستويات الاتصال وانواعه وشرح الاتصال الكلامي وغير الكلامي ومهارات الحديث والاستماع والاتصال الكلامي وكيفية اعداد السيرة الذاتية كما يتناول المقرر مشكلات ومعوقات الاتصال**											
٥. المتطلبات السابقة لهذا المقرر (إن وجدت) لا يوجد											
٦. المتطلبات المتزامنة مع هذا المقرر (إن وجدت) لا يوجد											

التعريف بالمقرر الدراسي
٧. الهدف الرئيس للمقرر يهدف هذا المقرر الى أن يتعرف الطالب على المفاهيم الاساسية لعمليات الاتصال الانساني والمهارات الفنية الازمة للتواصل الفعال مع الأخرين

١. نمط التعليم

م	نمط التعليم	عدد الساعات التدريسية	النسبة
1	تعليم اعتيادي	(١٥*٢)٣٠	١٠٠٪
٢	التعليم الإلكتروني	-	-
3	التعليم المدمج • التعليم الاعتيادي • التعليم الإلكتروني	-	-
٤	التعليم عن بعد		

٢. الساعات التدريسية (على مستوى الفصل الدراسي)

م	النشاط	ساعات التعلم	النسبة
١	محاضرات	٣٠	١٠٠٪
٢	معمل أو إستوديو	-	-
٣	ميداني	-	-
٤	دروس إضافية	-	-
٥	أخرى	-	-
	الإجمالي	٣٠	١٠٠٪

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	يعرف المفاهيم الأساسية في المعرفة والادراك والاتصال الانساني		المحاضرات \ مناقشات في المنتديات \ سمنارات	الاختبارات والواجبات
1.2	يصف عناصر الاتصال ونماذجه وانواعه			
...				
2.0	المهارات			

الرمز	نواتج التعلم	رمز ناتج التعلم المرتبط بالبرنامج	استراتيجيات التدريس	طرق التقييم
2.1	يشـــرح المعرفـة النظريـة للاتصـــال وطرق اكتســـاب مهارات الاتصال		أسلوب المناقشة والحوار \سلوك حل المشكلات \اسلوب البيان العلمي \ أسلوب ورش العمل \ الأنشطة الاجتماعية \ التعليم التعاوني \ أسلوب دراسة الحالة	مقياس سلالم التقدير كتابة التقارير التقييم بالمشاريع العلمية التقييم القائم على المناقشات الاختبارات العملية الواجبات التطبيقية البحوث
2.2	يلخص مهـارات الاتصـــال الأساسية وكيفية اتقانها			
...				
3.0	القيم			
3.1	يعمل على انجاز العمل مع ومن خلال الآخرين		المناقشة والحوار التعلم التعاوني التعلم الذاتي	بطاقة الملاحظة
3.2	يتواصـــل بفـاعليـة كتـابيـا وشفهيا		المناقشة والحوار التعلم الذاتي	
...				

ج. موضوعات المقرر

م	قائمة الموضوعات	الساعات التدريسية المتوقعة
١	مفاهيم أساسية (المعرفة والادراك)	١
٢	الاتصال الإنساني مفهومه واهميته وخصائصه ودوافعه	١
٣	شروط الاتصال الفعال وأنواع الاتصال ومستوياته	١
٤	مهارات الاتصال الفعال وعوامل فاعليته	١
٥	التواصل مع الذات مفهومه وطرقه ومهاراته	١
٦	الاتصال الكلامي وطرق تحسينه	١
٧	مهارة الحديث	١
٨	مهارة الاستماع	١
٩	الاتصال الكتابي والسيرة الذاتية	١
١٠	الاتصال غير الكلامي	١
	مجموع الساعات النظرية	١٠
١١	نماذج عملية لتوضيح أهمية اتصالات الاعمال في عينة من الوظائف (حلقات نقاش)	٣
١٢	تطبيقات الاتصال في ظل ثقافات مختلفة	٣
١٣	حالات عملية في مهارات الاستماع والانصات	٣
١٤	تطبيقات على الاتصال اللفظي وغير اللفظي في الحياة العملية	٣
١٥	تمارين على لغة الجسد وتفسيرها	٢
١٦	تطبيقات على اعداد العروض التقديمية والقائها	٣

م	قائمة الموضوعات	الساعات التدريسية المتوقعة
١٧	تطبيقات على انشاء محتوي هادف ونشره علي وسائل التواصل الاجتماعي	٣
	مجموع الساعات التطبيقية	٢٠
	مجموع الساعات الكلية للمقرر النظرية والتطبيقية	٣٠

د. أنشطة تقييم الطلبة

م	أنشطة التقييم	توقيت التقييم (بالأسبوع)	النسبة من إجمالي درجة التقييم
١	الاختبار الفصلي الأول	السادس	30%
٢	الاعمال الفصلية	الثاني عشر	20%
٣	الاختبار النهائي	نهاية الفصل	50%
...			

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

ه. مصادر التعلم والمرافق:

١. قائمة المراجع ومصادر التعلم:

المرجع الرئيس للمقرر	مهارات الاتصال المبادئ والتطبيق، ملياني خلود وآخرون، دار خوارزم العلمية للنشر جدة, ٢١٥
المراجع المساندة	.أحمد السعيد: مدخل الى الاتصال العام د.مبارك محمد الحماد، الاتصال الفعال
المصادر الإلكترونية	محمد جهاد جمل، دلال هالات مهارات الاتصال الانسانيhttps://www.neelwafurat.com/itempage.aspx?id=lbb198824-170412&search=book
أخرى	محاضرات مصورةPower point .pdf ,you tube

٢. المرافق والتجهيزات المطلوبة:

العناصر	متطلبات المقرر
المرافق النوعية (القاعات الدراسية، المختبرات، قاعات العرض، قاعات المحاكاة ... إلخ)	**القاعات لدراسية بسعة (٤٠) طالب علي الأقل**
التجهيزات التقنية (جهاز عرض البيانات، السبورة الذكية، البرمجيات)	**جهاز عرض البيانات - جهاز كمبيوتر**
تجهيزات أخرى (تبعاً لطبيعة التخصص)	**طابعة + سبورة مع أقلام وماسحة سبورة**

و. تقويم جودة المقرر:

مجالات التقويم	المقيمون	طرق التقييم
فاعلية التدريس	الطلاب – قيادات البرنامج	مباشر
فاعلية طرق تقييم الطلاب	الطلاب – إدارة البرنامج -المراجع النظير	غير مباشر
مصادر التعلم	الطلاب – إدارة البرنامج – أعضـــاء هيئة التدريس	مباشر
مدى تحصيل مخرجات التعلم للمقرر	الطلاب – إدارة البرنامج – أعضـــاء هيئة التدريس	غير مباشر
أخرى		

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

ز. اعتماد التوصيف:

جهة الاعتماد	مجلس القسم
رقم الجلسة	١٤٤٣٠٩٠٣ - ٠٠٩٩ - ٠٠٠٠٧
تاريخ الجلسة	٢٠٢٢ / ٠٤ / ٠٤ ١٢:٣٠م

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	**Mathematics**
Course Code:	180 حال-2
Program:	**Programming and Database**
Department:	**computer department**
College:	**Applied College**
Institution:	Najran University
Version:	**T -104 2022**
Last Revision Date:	**19 Aug 2023**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	2(2,0)				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: Level: : 2nd Level					
4. Course general Description This course Introduces the main concepts of number systems, Binary, Decimal, Octal and Hexadecimal, Number System and their Conversion. Decimal to binary, decimal to octal, decimal to hexadecimal., Binary to decimal, binary to octal, binary to hexadecimal. Octal to binary, octal to decimal and octal to hexadecimal. ,Hexadecimal to decimal, hexadecimal to binary and hexadecimal to octal , Logical gates: Truth table, AND, OR, NOT, BUFFER, NAND, NOR XOR, XNOR GATES. , Introduction to Boolean Algebra: Logical diagram, Basic identities of Boolean algebra, functions and differentiation rules. , Introduction to sets, K-Maps and graphs.					
5. Pre-requirements for this course (if any): Not Exist					
6. Co- requirements for this course (if any): Not Exist					
7. Course Main Objective(s) 1.Understand the basic concepts of computer mathematic 2. Build a strong mathematical background for future study in computer science. 3. Understand the concept of mathematical skills by using the proper logical thinking. 4. Train students to know methods and solution strategies. 5. Use a basic background in analysis					

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	2 hours per week	95%
2.	E-learning		5%
3.	Hybrid • Traditional classroom • E-learning		
4.	Distance learning		
TOTAL			100%

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	30
2.	Laboratory/Studio	0
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	30

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	Define the main concepts of sets and their operations	K1	1.Interactive lectures 2. Self-studying 3. Lecture 4. Problem solving	1. Homework 2. Quizzes 3. Exams
1.2	Mentioning related mathematical definitions and theorems	K2		
1.3	recognize of logic gates, Boolean algebra and thier functions	K3		
2.0	Skills			
2.1	Solve the problems of the number system and inter conversion.	S1	1.Interactive Lectures 2. Self-studying 3. Lecture 4. Problem solving	1. Homework 2. Quizzes 3. Exams
2.2	Differentiate between various definitions and theorems of logic gates	S2		

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.3	Build truth tables for Boolean expressions.	S3		
3.0	Values, autonomy, and responsibility			
3.1	Respects others in various work environments and takes responsibility for decision-making	V1	1.Interactive Lectures 2. Self-studying 3. Lecture 4. Problem solving	1. Homework 2. Quizzes 3. Exams
3.2	Practice and Innovation in work professionally in mathematics	V2		

C. Course Content

No	List of Topics	Contact Hours
1.	The number systems, Binary, Decimal, Octal and Hexadecimal	2
2.	number System and their Conversion. Decimal to binary, decimal to octal, decimal to hexadecimal.	4
3	Binary to decimal, binary to octal, binary to hexadecimal. Octal to binary, octal to decimal and octal to hexadecimal.	4
4	Hexadecimal to decimal, hexadecimal to binary and hexadecimal to octal	4
5	Foundation of Logic , Proposition , The Propositions Not , Or , And , Exclusive-or , Bi-conditional and Implication , Logic in Binary system , Bit strings	5
6	Logical gates: Truth table, AND, OR, NOT, BUFFER, NAND, NOR XOR, XNOR GATES.	4
7	Boolean Algebra , Variables , Operations , Boolean Expressions of degree n , Boolean Functions of degree n , Complement of Boolean Functions , Sum of Boolean Functions , Product of Boolean Functions.	5
8	Introduction to sets, K-Maps and graphs	2
Total		30

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quiz 1	3	10%
2.	Quiz 2	5	10%
3.	Assignments	10	10%
4	Midterm 1 Exam	8	20%
5	Final Examination	17	50%
6	Total		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	•Kenneth H. Rosen , DISCRETE MATHEMATICS AND ITS APPLICATIONS, SEVENTH EDITION, McGraw-Hill, 2012, ISBN 978-0-07-338309-5
Supportive References	
Electronic Materials	http://lib.nu.edu.sa/DigitalLibbrary.aspx
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	1.Lecture Room with enough capacity Chairs Projector/Screen 2. Laboratories with Computers
Technology equipment (projector, smart board, software)	1.Laboratories computer and library for math books 2. Projectors, Computer for Theory Classes and Presentation Sessions.
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course Teacher	Direct
Effectiveness of students assessment	Students	Indirect
Quality of learning resources	Course Teacher	Direct
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	

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	**Programming Fundamentals**
Course Code:	**181CIS-3**
Program:	**Programming and Database**
Department:	**Computer department**
College:	**Applied college**
Institution:	**Najran university**
Version:	**T -104 2022**
Last Revision Date:	7 Aug 2023

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	3(2+1)				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: ١nd Level					
4. Course general Description This course is about Computer Programming Fundamentals using python programming language. It includes Understand fundamental terms and definitions, Understand Python's logic and structure, literals and variables, operators and data types, Input/Output console operations, decisions and flow. This course is essential for obtaining the professional certificate PCEP (PCEP-30-02), and updated periodically according to the certificate exam					
5. Pre-requirements for this course (if any): None					
6. Co- requirements for this course (if any): None					
7. Course Main Objective(s) This course is intended to: • Provide students with a good understanding of concepts and terminology related to the Computer Programming using Python Language. • Enable students to translate the real computing problems into a programms that solve it. • Develop the programming skills and experience needed to write Python language programs. • Enable students to communicate with others effectively to solve real computing Problems.					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	4 hours per week	٩٥%
2.	E-learning		٥%
3.	Hybrid • Traditional classroom • E-learning		
4.	Distance learning		100%

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	30
2.	Laboratory/Studio	3٠
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	Define the basic concepts of programming language, algorithm, flowchart, and program structure.	K1	Lecturers Labs	Exam Quiz Assignment
1.2	Understand the language syntax, statements, and derived data types	K3	Lecturers Labs	Exam Quiz Assignment
1.3	Write python programs	K3		
2.0	Skills			
2.1	Design programs to solve problems	S1	Lecturers Labs	Exam Quiz Assignment
2.2	Write flowcharts to understand the program modules	S1	Lecturers Labs	Exam Presentation
…	fix errors in python programs	S1		
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate projects and assignments in teamwork for	V3	Project Small group report	Presentation

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	designing and developing python programs			
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
	Computer Programming and Python Fundamentals: (18% of exam – 7 exam items)	
1	**Understand fundamental terms and definitions** • interpreting and the interpreter, compilation and the compiler • lexis, syntax, and semantics	6
2	**Understand Python's logic and structure** • keywords • instructions • indentation • comments	4
3	**Introduce literals and variables into code and use different numeral systems** • Boolean, integers, floating-point numbers • scientific notation • Strings • binary, octal, decimal, and hexadecimal numeral systems • variables • naming conventions • implementing PEP-8 recommendation	10
4	**Choose operators and data types adequate to the problem** • numeric operators: ** * / % // + – • string operators: * + • assignment and shortcut operators • unary and binary operators • priorities and binding • bitwise operators: ~ & ^ | << >> • Boolean operators: not, and, or • Boolean expressions • relational operators (== != > >= < <=) • the accuracy of floating-point numbers • type casting	9
5	**Perform Input/Output console operations**	6

	• the print() and input() functions • the sep= and end= keyword parameters • the int() and float() functions	
6	Mid Term Exam	1
	Control Flow – Conditional Blocks and Loops: (29% of exam – 8 exam items)	
7	**Make decisions and branch the flow with the if instruction** • conditional statements: if, if-else, if-elif, if-elif-else • multiple conditional statements • nesting conditional statements	12
8	**Perform different types of iterations** • the pass instruction • building loops with while, for, range(), and in • iterating through sequences • expanding loops with while-else and for-else • nesting loops and conditional statements • controlling loop execution with break and continue	12
		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm exam	8	20%
2.	Homework's	From 3 to 14	10%
3.	Practical exam	15	20%
4	Final exam	16	50%

*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	Python Essentials - Part 1 (Basics) https://edube.org/study/pe1
Supportive References	The Python Language Reference The Python Language Reference — Python 3.11.3 documentation
Electronic Materials	https://www.python.org/doc/
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom with a suitable size for students
Technology Resources (AV, data show, Smart Board, software, etc.)	Whiteboard/projector
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	None

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Student	Direct: Questioners
Effectiveness of students assessment	Teacher Audit and review committees	Direct: CW & HW Exercises and short quizzes Projects Mid and final paper exams.
Quality of learning resources	Teachers and course description committees	Indirect: Benchmarking Self-evaluation External evaluation
The extent to which CLOs have been achieved	Teacher	Direct: Measuring the learning outcomes
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

T-104
2022

Course Specification

Course Title:	Reading and Writing 1
Course Code:	**192 ENG-2**
Program:	**Diploma**
Department:	**Administrative Sciences & Computer Sciences**
College:	**Applied College**
Institution:	**Najran University**
Version:	**2- T 104 - 2022**
Last Revision Date:	**2/1/1445H**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	2				
2. Course type					
a.	University ☐	College ☒	Department☐	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: First Semester					
4. Course general Description This course develops the students' basic reading skills strategies such as scanning, skimming, building vocabulary, identifying main ideas and details, summarizing and reading comprehension of different types of texts. Besides, the course introduces writing simple sentences, recognizing parts of speech, compound sentences, and punctuation.					
5. Pre-requirements for this course (if any): None					
6. Co- requirements for this course (if any): None					
7. Course Main Objective(s) The course is intended to promote and enhance students' communicative skills in order to succeed in academic domains.					

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	2 per week	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 2*15	30
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify): midterm and final tests	5
	Total	35

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	Recognizing vocabulary related to cities, Internet shopping, families and health	I	Explanation discussions lecture	Midterm, Final tests
1.2	Indicating main ideas and details in written texts		discussions, pre/post reading activities	Tasks
…				
2.0	Skills			
2.1	Discussing open ended questions	I	Discussion, Task-based activities	Tasks
2.2	Producing correct statements and paragraphs		Discussion, Task-based activities	Midterm, Final tests
…				
3.0	Values, autonomy, and responsibility			
3.1	Participating in team to orally express thoughts and ideas about a text		Tutorial pair/group work	Group/ pair work
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	**Chapter one- Neighborhoods, Cities and Towns:** Monster Cities	2
2.	My Neighborhood in the United States	2
3.	Maps, vocabulary and Writing Skills	2
4.	**Chapter Two- Shopping and e-commerce-** Internet Shopping	2
5.	Predicting the Future of Shopping	2

6	Vocabulary Practice and Writing Skills	2
7	**Chapter Three: Friends and Families-** Changing Families	2
8	Our Family Reunion Adventures in a New Country	2
9	Vocabulary and Writing Practice	2
10	**Chapter Four: Health Care-** Health News for Body and Mind	2
11	Are You Healthy? – Going to the Doctor	2
12	Vocabulary and Writing Practice	2
13	**Chapter Five: Men and Women-** Men's Talk and Women's Talk in the United States	2
14	He Said/She Said: A U.S. Couple	2
15	Vocabulary and Writing Skills	2
	Total	30

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm test 1	8	30
2.	Midterm test 2	16	20
3.	Final test	Term End	50
	Total		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	Hartmann, P., Mentel, J., and Motala, A. **interactions access- Reading and Writing**
Supportive References	www. How to Improve your English
Electronic Materials	www.almaany .com
Other Learning Materials	www.nu.edu.sa

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture room of 25 students
Technology equipment (projector, smart board, software)	Smart Board / PowerPoint files/ CDs/ Data Show
Other equipment (Depending on the nature of the specialty)	NU site

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Peer reviewer / Quality unit Program Leaders	Direct + indirect
Effectiveness of students assessment	Students	Questionnaires
Quality of learning resources	Program Leaders	
The extent to which CLOs have been achieved	Course Instructors	
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	ADMINISTRATIVE SCIENCES DEPARTMENT
REFERENCE NO.	00007 – 0099 - 14430903
DATE	4/4/2022

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	Listening and Speaking 1
Course Code:	**191 ENG-2**
Program:	**Diploma**
Department:	**Administrative Sciences & Computer Sciences**
College:	**Applied College**
Institution:	**Najran University**
Version:	**2- T 104 - 2022**
Last Revision Date:	**2/1/1445H**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	2				
2. Course type					
a.	University ☐	College ☒	Department☐	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: First Semester					
4. Course general Description This course presents listening/speaking materials for students in order to succeed in their academic fields. It covers pre/while/post listening activities as well as speaking to develop comprehending texts with emphasis on pronunciation, intonation and predicting information. That is to say, the course introduces students to oral communication through task-based learning and activities such as discussions, pair and group work related to real life situations to improve the speaking fluency skills.					
5. Pre-requirements for this course (if any): None					
6. Co- requirements for this course (if any): None					
7. Course Main Objective(s) The course is intended to promote and enhance students' oral communicative skills in order to acquire with an acceptable level of clarity in the target language.					

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	4 per week	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 4*15	60
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify): midterm and final tests	65
	Total	35

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	Recognizing the new vocabulary, filling the blanks and matching definitions .	I	Explanation discussions lecture	Tasks
1.2	Indicating main ideas and details as students listen to an audio recording.		discussions, pre/post reading activities	Midterm, Final tests
…				
2.0	Skills			
2.1	Discussing open ended questions	I	Discussion, Task-based activities	Tasks
2.2	Producing spoken English with an acceptable level of clarity.		Discussion, Task-based activities	Midterm, Final tests
…				
3.0	Values, autonomy, and responsibility			
3.1	Participating in team to orally express thoughts and ideas about a topic.		Tutorial pair/group work	Group/ pair work
3.2	Use the Internet to accomplish tasks			
...				

C. Course Content

No	List of Topics	Contact Hours
1.	**Chapter 1- Academic life Around the World** Meeting New Friends	١٢
2.	School Orientation	
3.	Strategies for Better Listening and Speaking Real-World Tasks	
4.	**Chapter 2** - **Experiencing Nature** Vacation Plans	12
5.	Camping	

6	Strategies for Better Listening and Speaking Real-World Tasks	
7	**Chapter 3: Living to Eat, or Eating to Live?** **Shopping for Food**	12
8	Healthy Eating	
9	Strategies for Better Listening and Speaking Real-World Tasks	
10	**Chapter 4: In the Community** In the City	12
11	Comparing Cities and Towns	
12	Strategies for Better Listening and Speaking Real-World Tasks	
13	**Chapter 5: Home** **Finding the right Apartment**	12
14	Touring an Apartment	
15	Strategies for Better Listening and Speaking Real-World Tasks	
	Total	60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm test 1	8	25
2.	Oral participation throughout the term		10
3.	Tasks throughout the term		15
4.	Final oral (speaking) test	15	25
5.	Final Listening written test	16 / 17	25
	Total		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	Judith Tanka & Paul Most - **interactions 1- Listening and Speaking** McGraw Hill – Gold Edition
Supportive References	www. How to Improve your English
Electronic Materials	www.almaany .com
Other Learning Materials	www.nu.edu.sa

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture room of 25 students
Technology equipment (Projector, smart board, software)	Smart Board / PowerPoint files/ CDs/ Data Show
Other equipment (Depending on the nature of the specialty)	NU site

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Peer reviewer / Quality unit Program Leaders	Direct + indirect
Effectiveness of students' assessment	Students	Questionnaires
Quality of learning resources	Program Leaders	Direct
The extent to which CLOs have been achieved	Course Instructors	Direct
Other		

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

G. Specification Approval Data

COUNCIL /COMMITTEE	ADMINISTRATIVE SCIENCES DEPARTMENT
REFERENCE NO.	00007 – 0099 - 14430903
DATE	2022 / 04 / 04 12:30PM

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	Grammar 1
Course Code:	**193 ENG-2**
Program:	**Diploma**
Department:	**Programming and Database**
College:	**Applied College**
Institution:	**Najran University**
Version:	**2- T 104 - 2022**
Last Revision Date:	**2/1/1445H**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	2				
2. Course type					
a.	University ☐	College ☒	Department☐	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: First Semester					
4. Course general Description This course introduces students to the basic grammatical rules related to nouns singular/ plural, verb to be, nouns and pronouns, simple/ continuous present tenses, yes/no questions, wh. questions, and count/uncountable nous.					
5. Pre-requirements for this course (if any): None					
6. Co- requirements for this course (if any): None					
7. Course Main Objective(s) Through the study of this course, students will be able to express themselves using grammatically correct written and spoken English					

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	2 per week	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 2*15	30
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify): midterm and final tests	5
	Total	35

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	Recognize nouns, pronouns, verb to be, there is, there are, negative /affirmative statements, yes/no and wh. questions.	I	Explanation discussions lecture	Tasks
1.2	Explain the simple present and continuous tenses- affirmative and negative sentences, yes/no questions, countable and uncountable nouns.		discussions, pre/post reading activities	Midterm, Final tests
…				
2.0	Skills			
2.1	Construct grammatically correct sentences of nouns, pronouns, verb to be, there is, there are, negative /affirmative statements, yes/no and wh. questions.	I	Discussion, Task-based activities	Tasks
2.2	Infer grammatical structures related to simple present and continuous tenses- affirmative and negative sentences, yes/no questions, countable and uncountable nouns		Discussion, Task-based activities	Midterm, Final tests
…				
3.0	Values, autonomy, and responsibility			
3.1	Participate in pair work as well as group work		Tutorial pair/group work	Group/ pair work
3.2	Use the Internet to accomplish tasks			
...				

C. Course Content

No	List of Topics	Contact Hours
1.	**Section one- The Simple Present of To Be:** Nouns Singular/ Plural, Subject Pronouns	2
2.	Subject pronoun +Simple present of to Be Negative of to be, to be + adjective Possessive, Demonstrative	2
3.	Yes/No Questions with to Be Wh. Questions with to Be, preposition	2
4.	**Section Two- To Be: it, there, and the simple past-** It to talk about the Weather, Time and the Date Wh. questions with prepositions of time	2
5.	Statements with There + to be Questions with There +to be The Conjunctions and, but and or	2
6	The Simple Past of to be: affirmative and Negative Statements The Simple past of to be: questions	2
7	**Section Three: The Simple Present-** The Simple Present, Adverbs of Frequency, Spelling of Final -s	2
8	Irregular Verbs: to have, to do, to go, have/has got The Simple Present Negative	2
9	The Simple Present Yes/No and Wh. questions	2
10	**Section Four: The Present Continuous-** Affirmative/Negative Statements, Spelling of –ing ending	2
11	Yes/No and Wh. questions Verbs not used in the Present Continuous	2
12	Simple Present and Present Continuous	2
13	**Section Five: Nouns and Pronouns-** Countable and Uncountable Nouns, a/an and the	2
14	Generalizations, Some and Any, Measurement words Quantifying Expressions	2
15	Whose and possessive Nouns, Genitive	2
	Total	30

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm test 1	8	30
2.	Midterm test 2	16	20
3.	Final test	Term End	50
	Total		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	Milada Brouka. interactions access (Focus on Grammar) **Middle East Gold Edition**
Supportive References	www. How to Improve your English
Electronic Materials	www.almaany .com
Other Learning Materials	www.nu.edu.sa

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture room of 25 students
Technology equipment (projector, smart board, software)	Smart Board / PowerPoint files/ CDs/ Data Show
Other equipment (Depending on the nature of the specialty)	NU site

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Peer reviewer / Quality unit Program Leaders	Direct + indirect
Effectiveness of students' assessment	Students	Questionnaires
Quality of learning resources	Program Leaders	Direct
The extent to which CLOs have been achieved	Course Instructors	Direct
Other		

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

G. Specification Approval Data

COUNCIL /COMMITTEE	ADMINISTRATIVE SCIENCES DEPARTMENT
REFERENCE NO.	00007 – 0099 - 14430903
DATE	4/4/2022

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	Technical Support Skills
Course Code:	154 CIS-3
Program:	Technical support
Department:	Computer Department
College:	Applied College
Institution:	Najran University
Version:	T -104 2022
Last Revision Date:	28-8-2023

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	3 hours				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: Frist year, level 2					
4. Course general Description basic concepts of technical support skills, comprehensive and planned maintenance, how to manage assistance and a technical support workshop, in addition to advanced research skills in the Internet and applications of communication methods. remote desktop. In addition to this, it includes training to provide the student with the skills of dealing with beneficiaries and methods of communication and dialogue Personal and behavioral skills in dealing with others, thinking skills and communicating with beneficiaries					
5. Pre-requirements for this course (if any):					
6. Co- requirements for this course (if any): No					
7. Course Main Objective(s) Providing the student with the basic skills and information necessary to practice work in the areas and activities of technical support					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	3 hours per week	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	30
2.	Laboratory/Studio	30
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	Knows the concept and purpose of technical support	K1	• Lecture Individual and group discussions	• Exams • Assignments
1.2	Describes overall maintenance and appropriate methods of managing and organizing technical support	K3	• Lecture Individual and group discussions	• Exams • Assignments
…			Lecture	Exam
2.0	Skills			
2.1	Apply using Telnet, Ping, FTP	S1	• Lecture • Brainstorming • Small Group Work • Lab Demonstration • Project	• Exam • Group Reports • Lab Reports
2.2	Applies the uses of search engines on the Internet to solve technical support problems	S4	• Lecture • Brainstorming • Small Group Work • Lab Demonstration Project	• Exam • Group Reports Lab Reports
…				
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate projects and assignments in team work to solve data structure problems	V2	• Lecture • Brainstorming • Small Group Work • Lab Demonstration Project	• Exam • Group Reports Lab Reports
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to technical support	5
2.	Personal skills	8
3.	behavioral skills	5
4.	Comprehensive maintenance	5
5.	Help desk management and organization	10
6.	creativity skills	5
7.	Connect to a remote desktop	6
8.	Using Telnet, Ping, FTP and Screen Emulator	10
9.	writing reports	6
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Middle-Term Exam	8	20%
2.	Assignments	10	10%
3.	Practical Exam	15	20%
4.	Final exam	17	50%

*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	https://content.e-bookshelf.de/media/reading/L-5851-d519e55f47.pdf
Supportive References	https://ptgmedia.pearsoncmg.com/images/9780789752406/samplepages/9780789752406.pdf
Electronic Materials	https://drive.google.com/drive/folders/1iEmo39sua51yb3kj-MsZWJiGmoqVfVFf?usp=sharing
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture rooms should be large enough to accommodate the number of registered students.
Technology equipment (projector, smart board, software)	Black Board/Data Show
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	***Student***	Questionnaire
Effectiveness of students assessment	Staff committee	Questionnaire and exam audit
Quality of learning resources	Faculty Administration	Review and check the results
The extent to which CLOs have been achieved	Quality management in the department	A review of the measurement of learning outcomes
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

T-104
2022

Course Specification

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	**Computer Assembly and Operation**
Course Code:	155 CIS-3
Program:	**Technical support**
Department:	**Computer Department**
College:	**Applied College**
Institution:	**Najran University**
Version:	**T -104 2022**
Last Revision Date:	**23 August 2023**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	3 hours				
2. Course type					
a.	University ☐	College ☐	Department√	Track☐	Others☐
b.	Required √	Elective☐			
3. Level/year at which this course is offered: **2nd semester.**					
4. Course general Description Comprehensive knowledge of computer core components and how to assemble it. It also covers security topics as viruses and antivirus types and effects ,and computer support and backup ,finally cover how to handle the computers safely and security					
5. Pre-requirements for this course (if any): No					
6. Co- requirements for this course (if any): No					
7. Course Main Objective(s) This course introduce student to all core computer components and follow a step-by-step guide to know assembling a PC and RAM, Windows installation and BIOS also, it enable students to know how to set up and install common peripheral devices safely.					

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	3 hours per week	**95%**
2.	E-learning		**5%**
TOTAL			**100%**

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	**30 Hours**
2.	Laboratory/Studio	**30 Hours**
	Total	**60 Hours**

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	Knows the core of computer components	K2	Lecture Individual and group discussion	Exams Assignments
1.2	Describes how to setup and install common peripheral devices	K1	Lecture Individual and group discussions	Exams Assignments
2.0	Skills			
2.1	Assemble computer	S2	Lecture Brainstorming Lecture Small group work	Exams Group reports Exams Assignment
2.2	Install and configure windows	S3	Lecture Brainstorming Lecture Small group work	Exams Group reports Exams Assignment
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate projects and assignments in team work to assemble computer and operate it.	V2	Small group work Group Presentation Projects	Group report

C. Course Content

No	List of Topics	Contact Hours
1.	Core Hardware Components • motherboard • processor	4
2.	Core Hardware Components • memory • storage	4
3	Core Hardware Components • expansion slots • power and cooling system	4
4	Peripherals and connecters • peripherals types and there characteristics • connector types and characteristics	6
5	Computer Assembling • Case • Motherboard • Memory	6
6	Computer Assembling • Hard Disk Drive (HDD) • Floppy Disk Drive (FDD) and removable storage devices	4
7	Computer Assembling • CD and DVD • Display System • Audio System	4
8	Computer Assembling • Mouse and Keyboard • Modem and Printer • Ports and Jacks	4
9	Hard Disk Drive (HDD) • Data organization on the disk • Tracks/Sectors/Cylinders • Characteristics of HDD	4
10	BIOS files	4
11	Buying and configuring workstation	3
12	Mobile devices	4
13	Security threats	3
14	Computer support and backups	3
15	Environmental and safety	3
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Monthly Exam	8	20%
2.	Home works	From 2 to 12	10%
3.	Practical exam	16	20%
4.	Final exam	17	50%

*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	A+ Guide to Managing and Maintaining Your PC. By Jean Andrews, 8 th Edition
Supportive References	
Electronic Materials	
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture rooms should be large enough to accommodate the number of registered students
Technology equipment (projector, smart board, software)	Black Board/Data Show
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	***Student***	***Questioners***
Effectiveness of students assessment	Staff committee	Cross checking
Quality of learning resources	Faculty Administration	Review and check the results
The extent to which CLOs have been achieved	Quality management in the department	A review of the measurement of learning outcomes
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

T-104
2022

Course Specification

Course Title:	Computer Skills 2
Course Code:	157حال-2
Program:	**Technical support**
Department:	Computer department
College:	**Applied college**
Institution:	Najran university
Version:	**T -104 2022**
Last Revision Date:	19 Aug 2023

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	2(1+1)				
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 This course introduces the Key Applications and Living Online. It includes Using Microsoft Excel, Database Concepts, Using Microsoft PowerPoint, Looking at the Internet, Managing Media Literacy, Digital Communication, Understanding Email, Contacts, and Calendaring, Life Online. This course is essential for obtaining the professional certificate IC3 GS5					
5. Pre-requirements for this course (if any): 156CIS-2					
6. Co- requirements for this course (if any): None					
7. Course Main Objective(s) This course is intended to: • This course aims to provide the students with basic and advanced skills to operate.					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	3 hours per week	95%
2.	E-learning		5%
3.	Hybrid • Traditional classroom • E-learning		
4.	Distance learning		100%

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	15
2.	Laboratory/Studio	30
3.	Field	
4.	Tutorial	
5.	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	Describe the different types of office applications	K1	Lecturers Labs	Exam Quiz Assignment
1.2	Explain the main skills of dealing with internet, online searching, and life online	K1	Lecturers Labs	Exam Quiz Assignment
1.3				
2.0	Skills			
2.1	Operate MS office applications	S1	Lecturers Labs	Exam Quiz Assignment
2.2	Manipulate internet applications	S2	Lecturers Labs	Exam Presentation
…		S1		
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate projects and assignments in team work to show computer skills	V3	Project Small group report	Presentation
3.2				
…				

C. Course Content

No	List of Topics	Contact Hours
1	**Using Microsoft Excel**	10
2	**Database Concepts**	6
3	**Using Microsoft PowerPoint**	8
4	**Looking at the Internet**	6
5	**Managing Media Literacy**	6
6	**Digital Communication**	6
7	**Understanding Email, Contacts, and Calendaring**	6
8	**Life Online**	6
9	**Training on IC3 exams**	6
		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	First Monthly Exam	8	20%
2.	Homework's	From 2 to 12	10%
3.	Practical exam	16	20%
4	Final exam	17	50%

*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	IC3 GS5 Certification Guide, ISBN: 978-1-55332-463-8, 2016 CCI Learning Solutions Inc
Supportive References	IC3 (GS5) 3EXAMS I الشهادة الدولية للحاسب والإنترنت [ARABIC] https://www.udemy.com/course/ic3-certification-gs5-3exams-arabic/
Electronic Materials	
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom with a suitable size for students
Technology Resources (AV, data show, Smart Board, software, etc.)	Whiteboard/projector
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	None

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Student	Direct: Questioners
Effectiveness of students assessment	Teacher Audit and review committees	Direct: CW & HW Exercises and short quizzes Projects Mid and final paper exams.
Quality of learning resources	Teachers and course description committees	Indirect: Benchmarking Self-evaluation External evaluation
The extent to which CLOs have been achieved	Teacher	Direct: Measuring the learning outcomes
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

T-104
2022

Course Specification

Course Title:	Operating Systems
Course Code:	167CIS-3
Program:	**Technical support**
Department:	**Computer Department**
College:	Applied college
Institution:	Najran University
Version:	T-104 2022
Last Revision Date:	**19 AUG 2023**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	**3(1 + 2)**				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered:	**Third level**				
4. Course general Description nill					
5. Pre-requirements for this course (if any):no					
6. Co- requirements for this course (if any):no					
7. Course Main Objective(s) √ Identify the services provided by the operating system. √ Illustrate the structural design of an operating system. √ Identifies and describes the major and common components of an operating system. √ To understand the structure and organization of the Process, Memory, and File system. √ Acquire basic knowledge of Distributed Operating System , Windows, dos and Linux operating system.					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	٤ hours per week	٩٥%
2.	E-learning		٥%
3.	Hybrid • Traditional classroom • E-learning		
4.	Distance learning		100%

2. Contact Hours **(based on the academic semester)**

No	Activity	Contact Hours
1.	Lectures	30
2.	Laboratory/Studio	٣٠
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	Outline of secondary storage and Virtual memory concepts	K3=P	Lecture Individual and group discussions	-Exams -Assignments
1.2	understand the structure and organization of the Process			
…				
2.0	Skills			
2.1	Differentiate between different operating systems.	S3=I	• Lecture • Small Group Work • Lab Demonstration	• Exam • Lab Reports
2.2	Implementation of various algorithms in CPU and hard disk scheduling to solve problems.			
…				
3.0	Values, autonomy, and responsibility			
3.1	Respects others in various work environments and takes responsibility for decision-making	V1		
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	**Introduction to Operating System, System Structures** **Lab**: Operating systems available and introduction to MS-DOS	2 2
2.	**operating system services,** types of operating systems	4 2

	Lab: Exercised on MS-DOS Environment: check for a single file- check for group of files-list files with the same extensions -changing directories .	
3	**Process management**: Process Scheduling – Processor Scheduler-Threading, Deadlocks – Inter-Process Communication – Race Condition **Lab**: Exercised on MS -DOS Environment: create, copy, rename directory, create copy rename file, display a file contents, Working on subdirectories.	4 4
4	**Memory Management**: Paging -segmentation-virtual memory Lab: Scheduling Programs, Linux commands	4 4
5	**File System:** File Concept: File Attributes, File Operations, File Types, Access Methods: Sequential Access, Direct Access, Directory and Disk Structure: Single-level Directory, Two-Level Directory, Tree-Structured Directories, Protection: Types of Access, Access Control. **Lab**: Linux commands	4 4
6	**Secondary Storage Structure**: Magnetic Disks, Magnetic Tapes, Network-Attached Storage, Storage-Area Network. **Lab**: Lab: Linux commands	4 2
7	**I/O Systems:** Introduction, I/O Hardware, Pooling, DMA. **Lab:** Services in windows, Device Manager, Task Manager.	4 2
8	**Distributed Systems:** Introduction, Types of Networks based Operating System: Network Operating System, Distributed Operating System. Lab**:** Data Backup: System State Data, User Data. **Add new Hardware in the Windows 10, Install device driver Software, Installation of Application Software, Install windows component**	4 4
9	**System Security:** Security Problem, Program Threats, User Authentication. Lab: Device protection in Windows**,** Windows Security: Firewall, Antivirus	4 2
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm Exam	8	20%
2.	Course Project, Assignments, Quizzes, . . .	During Semester	10%
3.	Practical Exam	16	20%
4.	Final Exam	17	50%

*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	Abraham Silberschatz, Peter B. Galvin , Greg Gagne, Operating System Concepts 9th Edition, John Wiley & Sons, December 7, 2012, ISBN-10: 978-1-118-06333-0.
Supportive References	"Modern Operating Systems", Andrew S. Tanenbaum., Third Edition , Prentice Hall.
Electronic Materials	
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	A classroom equipped with a projector , (image and sound) and a smart board
Technology equipment (projector, smart board, software)	Business automation lab equipped with computers and connected to the Internet
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	students	Questionnaire
Effectiveness of students assessment	Faculty members / quality committee / peer reviewer	Direct observation/peer review/correction of a sample by another member of a similar programmer
Quality of learning resources	Faculty members and leaders/students	Achievement file / typical tests and answers / assessments and assignments / questionnaires
The extent to which CLOs have been achieved	Planning and curricula committee/students/faculty members	Expert pinion /questionnaires/ workshops
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

T-104
2022

Course Specification

Course Title:	Reading and Writing 2
Course Code:	**195 ENG-2**
Program:	**Diploma**
Department:	**Administrative Sciences & Computer Sciences**
College:	**Applied College**
Institution:	**Najran University**
Version:	**2- T 104 - 2022**
Last Revision Date:	**2/1/1445H**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	2				
2. Course type					
a.	University ☐	College ☒	Department☐	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: Second Semester					
4. Course general Description This course develops the students' basic reading skills strategies such as scanning, skimming, building vocabulary, identifying main ideas and details, summarizing and reading comprehension of different types of texts. Besides, the course introduces writing simple sentences, recognizing parts of speech, compound sentences, and punctuation.					
5. Pre-requirements for this course (if any): 192Eng-2					
6. Co- requirements for this course (if any): None					
7. Course Main Objective(s) This course is intended to promote and enhance students' communicative skills (reading and writing) in order to succeed in academic domains.					

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	2 per week	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 2*15	30
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify): midterm and final tests	5
	Total	35

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	Recognizing vocabulary related to sleep and dreams, work and lifestyle, food and nutrition, vacations, and our planet.	I	Explanation discussions lecture	Midterm, Final tests
1.2	Indicating main ideas and details in written texts		discussions, pre/post reading activities	Tasks
…				
2.0	Skills			
2.1	Discussing open ended questions	I	Discussion, Task-based activities	Tasks
2.2	Producing correct statements and paragraphs		Discussion, Task-based activities	Midterm, Final tests
…				
3.0	Values, autonomy, and responsibility			
3.1	Participating in team to orally express thoughts and ideas about a text		Tutorial pair/group work	Group/ pair work
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	**Chapter Six- Sleep and Dreams-** The Purpose of Sleep and Dreams	2
2.	A Dream Narrative, Searching the Web	2
3.	Vocabulary and Writing Skills	2
4.	**Chapter Seven- Work and Lifestyle-** Volunteering	2

5.	My Special Year	2
6	Vocabulary Practice and Writing Skills	2
7	**Chapter Eight: Food and Nutrition-** New Foods, New Diets	2
8	Eating Bugs Reading Charts	2
9	Vocabulary and Writing Practice	2
10	**Chapter Nine: Great Destination-** Adventure Vacations	2
11	Your Travel Personality – Tours and Travelling	2
12	Vocabulary and Writing Practice	2
13	**Chapter Ten: Our Planet-** The Ocean in Trouble	2
14	Repairing the Environment	2
15	Vocabulary and Writing Skills	2
	Total	30

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm test 1	8	30
2.	Midterm test 2	16	20
3.	Final test	Term End	50
	Total		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	Hartmann, P., Mentel, J., and Motala, A. **interactions access- Reading and Writing**
Supportive References	www. How to Improve your English
Electronic Materials	www.almaany .com
Other Learning Materials	www.nu.edu.sa

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture room of 25 students
Technology equipment (projector, smart board, software)	Smart Board / PowerPoint files/ CDs/ Data Show
Other equipment (Depending on the nature of the specialty)	NU site

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Peer reviewer / Quality unit Program Leaders	Direct + indirect
Effectiveness of students assessment	Students	Questionnaires
Quality of learning resources	Program Leaders	
The extent to which CLOs have been achieved	Course Instructors	
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	ADMINISTRATIVE SCIENCES DEPARTMENT
REFERENCE NO.	00007 – 0099 - 14430903
DATE	4/4/2022

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	Grammar 2
Course Code:	**196 ENG-2**
Program:	**Diploma**
Department:	**Administrative Sciences & Computer Sciences**
College:	**Applied College**
Institution:	**Najran University**
Version:	**2- T 104 - 2022**
Last Revision Date:	**2/1/1445H**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	2				
2. Course type					
a.	University ☐	College ☒	Department☐	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: Second Semester					
4. Course general Description This course introduces students to language structures related to simple past regular and irregular verbs, past continuous, future and conditional clauses quantity and degree words, object / possessive pronouns, and indefinite pronouns.					
5. Pre-requirements for this course (if any): 193Eng-2					
6. Co- requirements for this course (if any): None					
7. Course Main Objective(s) Through the study of this course, students will be able to express themselves using grammatically correct written and spoken English.					

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	2 per week	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 2*15	30
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify): midterm and final tests	5
	Total	35

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	Recognize simple past tense with regular/irregular verbs, the past continuous, simple future, quantity and degree words, object / possessive pronouns, and indefinite pronouns. .	I	Explanation discussions lecture	Tasks
1.2	Explain the simple past and continuous tenses- future- affirmative and negative sentences, yes/no questions, countable and uncountable nouns.		discussions, pre/post reading activities	Midterm, Final tests
…				
2.0	Skills			
2.1	Construct grammatically correct sentences of simple past and continuous tenses- future negative /affirmative statements, yes/no and wh. questions.	I	Discussion, Task-based activities	Tasks
2.2	Infer grammatical structures related to the simple past and continuous tenses- and the future		Discussion, Task-based activities	Midterm, Final tests
…				
3.0	Values, autonomy, and responsibility			
3.1	Participate in pair work as well as group work		Tutorial pair/group work	Group/ pair work
3.2	Use the Internet to accomplish tasks			
...				

C. Course Content

No	List of Topics	Contact Hours
1.	**Section six- The Simple Past:** Regular verbs, past time expressions, and spelling / pronunciation of regular past	2
2.	The simple past tense of irregular verbs The simple past negative	2
3.	Yes/No Questions with simple past Wh. Questions and past time clauses with before / after	2
4.	**Section Seven- The Past Continuous-** The past continuous	2
5.	While and when with past time clauses	2
6	The past continuous and the simple past	2
7	**Section Eight: The Future Tense-** To be going to the future time expressions	2
8	The present continuous as a future tense Will, may and might	2
9	The future time clauses with before and after Future type 1, conditional sentences The present simple with time clauses and if clauses	2
10	**Section Nine: Quality and Degree words-** All, almost, most of, every, very and too	2
11	Too many and too much Too+ adjective + infinitive	2
12	Adjective+ enough Enough + noun	2
13	**Section Ten: Objects and Pronouns-** Object pronouns	2
14	Indirect Objects/ with for	2
15	Possessive/ indefinite pronouns	2
	Total	30

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm test 1	8	30
2.	Midterm test 2	16	20
3.	Final test	Term End	50
	Total		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	Milada Brouka. interactions access (Focus on Grammar) **Middle East Gold Edition**
Supportive References	www. How to Improve your English
Electronic Materials	www.almaany .com
Other Learning Materials	www.nu.edu.sa

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture room of 25 students
Technology equipment (Projector, smart board, software)	Smart Board / PowerPoint files/ CDs/ Data Show
Other equipment (Depending on the nature of the specialty)	NU site

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Peer reviewer / Quality unit Program Leaders	Direct + indirect
Effectiveness of students' assessment	Students	Questionnaires
Quality of learning resources	Program Leaders	Direct
The extent to which CLOs have been achieved	Course Instructors	Direct
Other		

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

G. Specification Approval Data

COUNCIL /COMMITTEE	ADMINISTRATIVE SCIENCES DEPARTMENT
REFERENCE NO.	00007 – 0099 - 14430903
DATE	4/4/2022

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	Listening and Speaking 2
Course Code:	**194 ENG-2**
Program:	**Diploma**
Department:	**Administrative Sciences & Computer Sciences**
College:	**Applied College**
Institution:	**Najran University**
Version:	**2- T 104 - 2022**
Last Revision Date:	**2/1/1445H**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	2				
2. Course type					
a.	University ☐	College ☒	Department☐	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: First Semester					
4. Course general Description This course introduces audio recorded and written materials in English language about various topics in real life situations. Besides, it encourages learners to freely and naturally express themselves. It contains pre-listening activities, previewing vocabulary, listening for main ideas and details, stress words and speaking tasks.					
5. Pre-requirements for this course (if any): 191 ENG-2					
6. Co- requirements for this course (if any): None					
7. Course Main Objective(s) This course is intended to promote learners' oral communication skills in comprehending and producing spoken English with an acceptable level of clarity.					

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	4 per week	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 415	60
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify): midterm and final tests	5
	Total	65

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	Recognizing the new vocabulary, filling the blanks and matching definitions .	I	Explanation discussions lecture	Tasks
1.2	Indicating main ideas and details as students listen to an audio recording.		discussions, pre/post reading activities	Midterm, Final tests
…				
2.0	Skills			
2.1	Discussing open ended questions	I	Discussion, Task-based activities	Tasks
2.2	Producing spoken English with an acceptable level of clarity.		Discussion, Task-based activities	Midterm, Final tests
…				
3.0	Values, autonomy, and responsibility			
3.1	Participating in team to orally express thoughts and ideas about a topic.		Tutorial pair/group work	Group/ pair work
3.2	Use the Internet to accomplish tasks			
...				

C. Course Content

No	List of Topics	Contact Hours
1.	**Chapter 6- Cultures of the World** Learning New Customs	12
2.	Coming-of-Age Ceremonies	
3.	Strategies for Better Listening and Speaking Real-World Tasks	
4.	**Chapter 7 - Health**	12

	Touring a Health Club	
5.	A doctor Advice	
6	Strategies for Better Listening and Speaking Real-World Tasks	
7	**Chapter 8: Entertainment and the Media** Watching TV	12
8	New Report	
9	Strategies for Better Listening and Speaking Real-World Tasks	
10	**Chapter 9: Social Life** Meeting Old Classmates	12
11	Arranging A Match	
12	Strategies for Better Listening and Speaking Real-World Tasks	
13	**Chapter 10: Sports** **Explaining A Sport**	12
14	A Wrestler	
15	Strategies for Better Listening and Speaking Real-World Tasks	
	Total	60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm test 1	8	25
2.	Oral participation throughout the term		10
3.	Online Tasks throughout the term		15
4.	Final Oral (speaking) Test	15	25
5.	Final Listening written Test	16 / 17	25
	Total		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	Judith Tanka & Paul Most - **interactions 1- Listening and Speaking** McGraw Hill – Gold Edition
Supportive References	www. How to Improve your English
Electronic Materials	www.almaany .com
Other Learning Materials	www.nu.edu.sa

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture room of 25 students
Technology equipment (Projector, smart board, software)	Smart Board / PowerPoint files/ CDs/ Data Show
Other equipment (Depending on the nature of the specialty)	NU site

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Peer reviewer / Quality unit Program Leaders	Direct + indirect
Effectiveness of students' assessment	Students	Questionnaires
Quality of learning resources	Program Leaders	Direct
The extent to which CLOs have been achieved	Course Instructors	Direct
Other		

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

G. Specification Approval Data

COUNCIL /COMMITTEE	ADMINISTRATIVE SCIENCES DEPARTMENT
REFERENCE NO.	00007 – 0099 - 14430903
DATE	2022 / 04 / 04 12:30PM

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	Computer Networks
Course Code:	165 CIS- 3
Program:	**Technical support**
Department:	**Computer Department**
College:	**Applied College**
Institution:	Najran University
Version:	**T -104 2022**
Last Revision Date:	**1-5-2023**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	**3 (2+1) hours**				
2. Course type					
a.	University ☐	College ☐	Department√	Track☐	Others☐
b.	Required √	Elective☐			
3. Level/year at which this course is offered: Level: 3 three / Year: 2nd					
4. Course general Description This course introduces the principles, design, and implementation of computer networks. This course is based on layering architecture. Topics include: Overview of Computer Networks, communication models, TCP/IP Protocol suit, Network Performance Management, Transmission Media, Network Devices, Network Addressing, Network Routing & Switching, Network Protocols, and Concepts of transport and application layers.					
5. Pre-requirements for this course (if any): NO					
6. Co- requirements for this course (if any): No					
7. Course Main Objective(s) •Introduce the main concepts of Data communications and computer networks. •Introduce the network layers' services and protocols, devices, and Mediums. •Design and implement LAN and WAN network and appropriate IPv4 addressing schemes. •Use the appropriate network hardware and software to construct various networks)					

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	30
2.	Laboratory/Studio	30
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	Explain the key terminologies and concepts of data communications and networking	K3	Lecture Discussion	Exam • Assignments • Quizzes
1.2	Classify the various network layers services and protocols, devices, Mediums and types that can be used in a real-world network	K1	Lecture Discussion	Exam • Assignments • Quizzes
…				
2.0	Skills			
2.1	Design different types of networks based on IP classes and network topologies	S2	Lecture • Discussion • Lab work • Brainstorming	Exam • Assignments • Quizzes t
2.2	Setup different types of network and manage them using proper network simulator and software	S3	Lecture • Discussion • Lab work • Brainstorming	Exam • Assignments • Quizzes
2.3	Analyze and Implement different network protocols in TCP/IP	S2	Lecture • Discussion • Lab work • Brainstorming	Exam • Assignments • Quizzes

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate the ability to work in group laboratory activities, produce write reports, and delivers presentations.	V2	Discussion • Project	Assignments • Report
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	DATA COMMUNICATIONS	2 (Theory) + 2 (Lab)
2.	Network models • Layered tasks • TCP/IP protocol suite • Addressing Lab: Ethernet cable types and connecting Network devices.	4 (Theory) +2 (Lab)
3	Physical layer and media	2 (Theory) +4 (Lab)
4	• Digital Transmission	2 (Theory) +2 (Lab)
5	Analog Transmission	2 (Theory) +2 (Lab)
6	Bandwidth utilization :multiplexing and Spreading	2 (Theory) +4 (Lab)
7	Switching	4 (Theory) +2 (Lab)
8	Using Telephone and Cable Networks for Data Transmission	2(Theory) +2 (Lab)
9	Transport Layer services and protocols • Application Layer services and paradigms • Lab: Implement HTTP, DNS, and email protocols	4 (Theory) +2 (Lab)
10	Data Link Layer	4 (Theory) +4 (Lab)
11	Data Link Control	2 (Theory) +2 (Lab)
12	Multiple Access	2 (Theory) +2 (Lab)
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignment	2,4,8	10%
2.	Monthly Exam	8	20%
3.	Practical exam	15	20%
4.	Final exam	17	50%
5.			
...			

*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	Behrouz A. Forouzan, Data communications and networking, 5th Edition, McGraw-Hill, 2013, ISBN:9780-07-337622-6
Supportive References	William Stallings Data and Computer Communications, 10th Edition, Pearson, 2014, ISBN-10: 0-13-350648-7
Electronic Materials	Najran University E.Library • Saudi Digital Library
Other Learning Materials	Manuals of Network simulators and network managements software

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Computer Lab with 30 seats + A Lecture room with 30 seats per section
Technology equipment (projector, smart board, software)	30 PCs, Data show, Cisco Packet Tracer Software, Network Simulators, Software to manage networks
Other equipment (depending on the nature of the specialty)	Networks cabling tools, Switches and routers

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	***Student***	***Questioners***
Effectiveness of students assessment	Staff committee	Cross checking
Quality of learning resources	Faculty Administration	Review and check the results
The extent to which CLOs have been achieved	Quality management in the department	A review of the measurement of learning outcomes
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

T-104
2022

Course Specification

T-104
2022

Course Specification

Course Title:	Information Security
Course Code:	190 CIS- 2
Program:	**Technical support**
Department:	**Computer Department**
College:	**Applied College**
Institution:	Najran University
Version:	**T -104 2022**
Last Revision Date:	**18-8-2023**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	**2 hours**				
2. Course type					
a.	University ☐	College ☐	Department√	Track☐	Others☐
b.	Required √	Elective☐			
3. Level/year at which this course is offered: **3rd Second year**					
4. Course general Description This course is to make students familiar with the basic concepts of information systems security. The course aims to the security goals, security functions, and security mechanisms. The content is: Introduction to information security, information security and risk management, access control, security architecture and design, physical environmental security, telecommunications and network security, business continuity and disaster recovery, application security and operation security. The choice of appropriate encryption/decryption is the key in the development of efficient secure information system..					
5. Pre-requirements for this course (if any): No					
6. Co- requirements for this course (if any): No					
7. Course Main Objective(s) By the end of this course students should be able to: • Explain the objectives of information security. • Discuss the importance and applications of each of confidentiality, integrity, and availability. • Analyze issues for creating security policy for a large organization. • Evaluate vulnerability of an information system and establish a plan for risk management. • Present issues and solutions in Information System security backgrounds. • Apply contemporary theories, processes, and tools in the development of information security. Analyze the local and global impact of information security on individuals, organizations, and society					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	2 hours per week	95%
2.	E-learning		5%
3.	Hybrid • Traditional classroom • E-learning		
4.	Distance learning		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	15
2.	Laboratory/Studio	30
3.	Field	
4.	Tutorial	
5.	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	Define major components of Information Security.	K1	Lecture Individual and group discussion	Exams Assignments
1.2	Memorize the key Information Security terms	K2	Lecture Individual and group discussions	Exams Assignments
…				
2.0	Skills			
2.1	Explain Security Systems Development Life Cycle	S1	Lecture Brainstorming Lecture Small group work	Exams Group reports Exams Assignment
2.2	Analyze different kind of threats.	S2	Lecture Brainstorming Lecture Small group work	Exams Group reports Exams Assignment
…				
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate projects and assignments in team work for	V2	Small group work Group	Group report

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	designing and implementing system security concepts and protecting information system		Presentation Projects	
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Basic concepts of information systems security, security goals, security functions, and security mechanisms	4
2.	Information security and risk management, access control	4
3	Security architecture and design, physical environmental security	4
4	Telecommunications and network security	5
5	Business continuity and disaster recovery, application security and operation security	4
6	Encryption/decryption, Cryptographic Tools, Examples.	6
7	Information Security Models.	6
8	Security Evaluation	6
9	Web Security	6
10		
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Monthly Exam	8	20%
2.	Home works	From 2 to 12	10%
3.	Practical exam	16	20%
4.	Final exam	17	50%
5.			
...			

*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	Michael E. Whitman, Herbert J. Mattord, Principles of information security, Cengage Learning, 2013. W. Stallings, Cryptography and Network Security: Principles and Practice, Prentice Hall, Six Edition. 2013.
Supportive References	Security Policies and Implementation Issues by Robert Johnson and Mark Merkow. Jones and Bartlett
Electronic Materials	Blackboard
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture rooms should be large enough to accommodate the number of registered students
Technology equipment (projector, smart board, software)	Black Board/Data Show
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	***Student***	***Questioners***
Effectiveness of students assessment	Staff committee	Cross checking
Quality of learning resources	Faculty Administration	Review and check the results
The extent to which CLOs have been achieved	Quality management in the department	A review of the measurement of learning outcomes
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

T-104
2022

Course Specification

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	digital circuits
Course Code:	252 CIS- 4
Program:	Technical support
Department:	Computer Department
College:	Applied College
Institution:	Najran University
Version:	T -104 2022
Last Revision Date:	28-8-2023

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	4 hours				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered:	2nd year , level 3				
4. Course general Description This course is concerned with training on digital electrical circuits and how to design and analyze them. Where. is trained Numerical systems and conversion between them, building equations using Boolean algebra, and simplifying these equations to facilitate their application. The trainee is also trained on the outputs of complex digital circuits, building complex circuits, and analyzing and designing digital circuits It can be used in specific applications.					
5. Pre-requirements for this course (if any): No					
6. Co- requirements for this course (if any): No					
7. Course Main Objective(s) This course aims to introduce the student to digital circuits and how to build, analyze and use them in specific applications, in addition to introducing the student to voltage, current, resistance, Ohm's law, energy and power.					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	4 hours per week	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	45
2.	Laboratory/Studio	30
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	75

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	Knows number systems and how they are used.	K2	Lecture	Exams +H.W +C.W
1.2	Calculating transformations between numerical Systems	K3	interactive lectures + Tutorial	Exams +H.W +C.W
1.3	Algebra		interactive lectures + Tutorial	Exams +H.W +C.W
2.0	Skills			
2.1	Describe all kinds of circles	S3	interactive lectures + Lab	Exams +H.W +C.W
2.2	Differentiate between the functions of the types of gates	S2	interactive lectures + Lab	Exams +H.W +C.W
2.3	Detects errors in digital circuits	S4	interactive lectures + Lab	Exams +H.W +C.W
2.4				
2.5				
2.6				
3.0	Values, autonomy, and responsibility			
3.1	Follows the scientific method and modern technologies in the field of technical support	V1	Create groups	Observation
3.2			Lab	Observation
3.3			Lab	Observation

C. Course Content

No	List of Topics	Contact Hours
1.	- VOLTAGE, CURRENT,AND RESISTANCE - OHM'S LAW, ENERGY, AND POWER	10
2.	Number systems and complements -Different counting systems and conversion from one system to another (Decimal, binary, octal, hexadecimal) - Perform simple arithmetic operations using different number systems.	10
3.	Design simple logic circuits -Logical Gates. -Boolean equations and how to represent them using logic gates and truth tables	10
4.	Simplify simple logic circuits -Boolean algebra rules -De Morgen's theory -Karnaugh maps	10
5.	combinational logic circuits - Binary Adder & Binary Subtract - Encoder & Decoder - Multiplexer & Demultiplexer - comparator	10
6.	Capable of displacement using different types of flip-Flops - R-S Flip-flop - Clocked R-S Flip-flop - D Flip-flop - J-K Flip-flop Clocked	10
7.	Synchronous Logic Circuits - Synchronous Counter - Register	15
Total		75

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Middle-Term Exam	8	30%
2.	Assignments	10	10%
3.	Practical Exam	15	20%
4.	Final exam	17	50%

*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	M. Morris Mano, Michael D. Ciletti, Digital Design, 5th Edition
Supportive References	Thomas L. Floyd , Digital Fundamentals, Eleventh Edition, Prentice. 2000
Electronic Materials	Https://www.youtube.com/watch?v=YysQEuKQ5Hc&list=PLww54WQ2wa5obq6IbRbIiql8oHaTUp3T_
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture rooms should be large enough to accommodate the number of registered students
Technology equipment (projector, smart board, software)	Black Board/Data Show
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	***Student***	Questionnaire
Effectiveness of students assessment	Staff committee	Questionnaire and exam audit
Quality of learning resources	Faculty Administration	Review and check the results
The extent to which CLOs have been achieved	Quality management in the department	A review of the measurement of learning outcomes
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

T-104
2022

Course Specification

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	**Computer Maintenance**
Course Code:	254 CIS-3
Program:	**Technical support**
Department:	**Computer Department**
College:	**Applied College**
Institution:	**Najran University**
Version:	T -104 2022
Last Revision Date:	**23 August 2023**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	**3 hours**				
2. Course type					
a.	University ☐	College ☐	Department√	Track☐	Others☐
b.	Required √	Elective☐			
3. Level/year at which this course is offered: **3rd semester.**					
4. Course general Description This course covers how to repair and configure computers and how to adjust BIOS and UEFI setting, it teach students how to troubleshoot hardware, software and network issues and it recognize most security threats. Balance between different types of printers and know how to handle them, finally, it teach students the safety operational procedures during computer maintenance					
5. Pre-requirements for this course (if any): **155 CIS-3**					
6. Co- requirements for this course (if any): No					
7. Course Main Objective(s) Learning how to keep computers and laptops in good condition through regular cleanings, hard drive updates, and virus prevention					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	30	**95%**
2.	E-learning		**5%**
	TOTAL		**100%**

2. Contact Hours **(based on the academic semester)**

No	Activity	Contact Hours
1.	Lectures	**30 Hours**
2.	Laboratory/Studio	**30 Hours**
	Total	**60 Hours**

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	Know the computer maintenance definition and types.	K1	Lecture Individual and group discussion	Exams Assignments
1.2	Describes most security threats.	K2	Lecture Individual and group discussions	Exams Assignments
…				
2.0	Skills			
2.1	Formatting computers and installing software	S1	Lecture Brainstorming Lecture Small group work	Exams Group reports Exams Assignment
2.2	Troubleshooting and maintain Computer hardware ,software and networks	S2	Lecture Brainstorming Lecture Small group work	Exams Group reports Exams Assignment
…				
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate projects and assignments in team work to Learn how to keep computers and laptops in good condition through regular cleanings, hard drive updates, and virus prevention	V2	Small group work Group Presentation Projects	Group report
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	The characteristics of the computer components and its functions	2
2.	Computer maintenance definition and its types	2
3	Adjust BIOS/UEFI setting	2
4	Computer formatting and windows installation	3
5	Computer hardware and network Troubleshooting and Maintenance • Mouse malfunctions • Keyboard malfunctions	6
6	Computer hardware and network Troubleshooting and Maintenance • Screen malfunctions • Printer malfunctions	6
7	Computer hardware and network Troubleshooting and Maintenance • Malfunctions of the processor • Malfunctions of cards and ports	6
8	Computer hardware and network Troubleshooting and Maintenance • Memory malfunctions • Malfunctions of storage devices	6
9	Computer hardware and network Troubleshooting and Maintenance • Malfunctions of the hard disk drive • Malfunctions of the CD player	6
10	Computer Software Troubleshooting and Maintenance	4
11	• Methods of transmission of viruses • Symptoms of infection of the device with viruses • Virus protection methods • Types of viruses • Antivirus software Viruses	6
12	Use windows tools for preventive maintenance	2
13	Recognize most security threats	3
14	Implementation of protection measures	2
15	Balance between different types of printers and know how to handle them & Safety Operational Procedures	4
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Monthly Exam	8	20%
2.	Home works	From 2 to 12	10%
3.	Practical exam	16	20%
4.	Final exam	17	50%

*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	A+ Guide to Managing and Maintaining Your PC. By Jean Andrews, 8 th Edition
Supportive References	
Electronic Materials	
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture rooms should be large enough to accommodate the number of registered students
Technology equipment (projector, smart board, software)	Black Board/Data Show
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	***Student***	***Questioners***
Effectiveness of students assessment	Staff committee	Cross checking
Quality of learning resources		
The extent to which CLOs have been achieved	Quality management in the department	A review of the measurement of learning outcomes
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

T-104
2022

Course Specification

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	smart operating systems
Course Code:	256 CIS- 2
Program:	Technical support
Department:	**Computer Department**
College:	Applied College
Institution:	Najran University
Version:	**T -104 2022**
Last Revision Date:	**20/08/2023**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	2(1+1)				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered:		3rd semester Second year			
4. Course general Description This course provided a detailed description about the objectives of smart device operating systems, the basic functions, and concepts. Types of security and their stages of development in smart operating systems and distinguish between smart operating systems.					
5. Pre-requirements for this course (if any): 167 CIS- 3					
6. Co- requirements for this course (if any):					
7. Course Main Objective(s) Identify the services provided by the smart operating system Illustrate the structural design of a smart operating system. Identifies and describes the major and common components of a smart operating system Acquire basic knowledge of smart Operating System.					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	2 hours per week	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	15
2.	Laboratory/Studio	30
3.	Field	
4.	Tutorial	
5.	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	Recognize the basic concepts related to smart operating system	K3	• Lectures, • Class Discussion	• Class work • assignments • Quizzes • Midterm Exams • Final Exam
1.2	Identifies the functional elements of smart operating systems	K1	• Lecture • Small Group Work • Brainstorming	• assignments • Quizzes • Midterm Exams • Final Exam
2.0	Skills			
2.1	The ability to improve how operating systems work	S1	• Lecture • Small Group Work • Lab Demonstration	• Exam • Lab Reports
2.2	The ability to find operating systems malfunctions and ways to solve them.	S2	• Lecture • Small Group Work	• Reports
3.0	Values, autonomy, and responsibility			
3.1	Work in a group to solve the problems of intelligent operating systems	V2	• Small Group Work	• Lab Reports

C. Course Content

No	List of Topics	Contact Hours
1	Introduction to smart operating system	4
2	Smart OS Components	6
3	Intelligent Operating Systems Functions	4
4	Types of Operating Systems Smart Devices	6
5	Install and update smart operating systems	6
6	Types of security and their development stages in smart operating systems	6
7	Distinguish between smart operating systems. (iPhone - Palm - Android – Blackberry…….)	7
8	Other types of operating systems	6
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm Exam	8	20%
2.	Homework and Quizzes	Due semester	10%
3.	Practical exam	16	20%
4.	Final exam	End of semester	50%

*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	IT Essentials Companion Guide v6, 6th Edition by Cisco Networking Academy, Cisco Press (page 73 - 102).
Supportive References	Modern Operating Systems", Andrew S. Tanenbaum., Third Edition , Prentice Hall.
Electronic Materials	http://lms.nu.edu.sa/webapps/portal/frameset.jsp المكـتبة الرقمية http://lib.nu.edu.sa/DigitalLibbrary.aspx
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture rooms should be large enough to accommodate the number of registered students
Technology equipment (projector, smart board, software)	Black Board/Data Show
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Teaching strategy, staff performance, exam	Student	Questioners
Exam paper , course results	Staff committee	Cross checking
Quality of learning resources	Faculty Administration	Review and check the results
The extent to which CLOs have been achieved	Quality management in the department	A review of the measurement of learning outcomes

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

T-104
2022

Course Specification

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

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2022

Course Specification

Course Title:	Database Basics
Course Code:	269 CIS- 3
Program:	Technical support
Department:	**Computer Department**
College:	Applied College
Institution:	Najran University
Version:	**T -104 2022**
Last Revision Date:	**19/08/2023**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	3(2+1)				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered:		3th semester Second year			
4. Course general Description This course covers the principles of database architecture, models, languages, functions, and components; it also gives an introduction to database management systems architecture and environment. Practically the course cover Access language components, structure, and models.					
5. Pre-requirements for this course (if any): No					
6. Co- requirements for this course (if any):					
7. Course Main Objective(s) By the end of this course students will cover model theoretically and practically an overview of DB architectures including the relational, hierarchical, network and object based data.					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	3 hours per week	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	30
2.	Laboratory/Studio	30
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	Define the basic concepts of database management systems (DBMS)		• Lectures, • Brainstorming, • Class • Discussion • Lab Reports	• Class work • assignments • Quizzes • Midterm Exams • Final Exam
1.2	Describe the component of database management system (DBMS)			
1.3	Using Access to design, viewing and reporting database.		• Project • Exam • Lab Reports	• Assignments • Midterm Exams • Final Exam
2.0	Skills			
2.1	Develop and designing relational DB system using Access		• Lecture • Brainstorming • Small Group Work • Lab Demonstration • Project • Exam • Group Reports Lab Reports	• assignments • Quizzes • Midterm Exams • Final Exam
2.2	Explain the database management system (DBMS) architecture.			
2.3	Built database application using Access.			
3.0	Values, autonomy, and responsibility			
3.1	Accomplish team work to do database project.			Group reports and presentations

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Database Concepts	4
2.	Database Architecture Lab: Introduction to access environment	4
3	Database Planning, Design, and Administration Lab: Creating Access Tables. Creating new tables, changing a table design, setting the primary key and manipulating Tables	8
4	Fact-Finding Techniques Lab: Table Relationship , Integrity Rules and keys	4
5	Entity-Relationship Modeling Lab: Selecting Data with Quires. Creating Query , Changing the Sort Order and Adding Fields	8
6	Entity-Relationship Modeling Case Studies Lab: Creating Basic Access Form	4
7	Normalization Lab: Working with Data on Access Forms	4
8	Midterm Exam	
9	Data Manipulation Languages Lab: Creating Basic Access reports	8
10	SQL Quires: Insert, Delete, Select, Update, Where, Order by Lab: SQL DDL and MSL statement	8
11	SQL Quires with Joins Types of joins, Sub queries Lab: SQL DCL statements	4
12	Indexing: Types of SQL indexing Lab: SQL Constrain	4
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm Exam	8	20%
2.	Homework and Quizzes	Due semester	10%
3.	Practical exam	16	20%
...	Final exam	17	50%

*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	Abraham Silberschatz, Henry Korth, Database System Concepts 6th Edition, McGraw-Hill (2011), ISBN 978-0-07-352332-3
Supportive References	
Electronic Materials	http://lms.nu.edu.sa/webapps/portal/frameset.jsp المكـتبة الرقمية http://lib.nu.edu.sa/DigitalLibbrary.aspx
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture rooms should be large enough to accommodate the number of registered students
Technology equipment (projector, smart board, software)	Black Board/Data Show
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Teaching strategy, staff performance, exam	Student	Questioners
Exam paper , course results	Staff committee	Cross checking
Quality of learning resources	Faculty Administration	Review and check the results
The extent to which CLOs have been achieved	Quality management in the department	A review of the measurement of learning outcomes

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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

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Course Specification

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

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2022

Course Specification

Course Title:	Network Support
Course Code:	253 CIS-4
Program:	**Technical support**
Department:	**Computer Department**
College:	**Applied College**
Institution:	Najran University
Version:	**T -104 2022**
Last Revision Date:	**25-8-2023**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	**4 (2+2)hours**				
2. Course type					
a.	University ☐	College ☐	Department√	Track☐	Others☐
b.	Required √	Elective☐			
3. Level/year at which this course is offered: Level :4 - year :2nd					
4. Course general Description This course introduces an advanced topic in design and analysis of computer networks. Topics include: WAN technologies, Introduction to Routers, Routing algorithms, Basic router troubleshooting, Error and control messages, Switching Concepts, Overview on VPN networks, Introduction to Network Administration and Overview on Wireless Networks and Mobile Networks					
5. Pre-requirements for this course (if any): 165 CIS-3					
6. Co- requirements for this course (if any): No					
7. Course Main Objective(s) • Introduce the main concepts of WAN, WAN technologies and routers • Analyze and implement some of the routing algorithms, router troubleshooting and error and control messages • Understand basics and principles of computer networks (VPN, wireless networks, mobile networks)					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	90	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	30
2.	Laboratory/Studio	60
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	90

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	Explain the concepts of WAN technologies ,routing and Switching	K2	Lecture Discussion	Exam • Assignments • Quizzes
1.2	Understand basics and principles of new generation of computer networks (VPN, wireless networks, mobile networks…)	K1	Lecture Discussion	Exam • Assignments • Quizzes
…				
2.0	Skills			
2.1	Analyze and implement some of the most advanced routing algorithms	S2	Lecture • Discussion • Lab work • Brainstorming	Exam • Assignments • Quizzes
2.2	Develop problem-solving and critical thinking skills with physical hardware and the Cisco Packet Tracer Network Simulator tool.	S2	Lecture • Discussion • Lab work • Brainstorming	Exam • Assignments • Quizzes
2.3	Improve network performance with multiprotocol path	S3	Lecture • Discussion • Lab work • Brainstorming	Exam • Assignments • Quizzes

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	redistribution and conditional routing			
3.0	Values, autonomy, and responsibility			
3.1	Work in a group to practice laboratory activities, delivers presentations	V2	Discussion • Project	Assignments • Report
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Wired LANs: Ethernet	2 (Theory) +4 (Lab)
2.	Wireless LANs	2 (Theory) +4 (Lab)
3	Connecting LANs, Backbone Networks, and VirtuaL LANs	2 (Theory) +8 (Lab)
4	Wireless WANs: Cellular Telephone and Satellite Networks	2 (Theory) +4 (Lab)
5	SONETISDH	2 (Theory) +4 (Lab)
6	Virtual-Circuit Networks: Frame Relay' and ATM	2 (Theory) +4 (Lab)
7	Network Layer	4 (Theory) +4 (Lab)
8	Network Layer: Internet Protocol	4 (Theory) +4 (Lab)
9	Network Layer: Address Mapping, Error Reporting, and Multicasting	4 (Theory) +4 (Lab)
10	Network Layer: Delivery, Forwarding, and Routing	4 (Theory) +2 (Lab)
11	Process-fa-Process Delivery: UDP, TCP, and SeTP	4 (Theory) +4 (Lab)
12	Congestion Control and Quality of Service	2 (Theory) +4 (Lab)
13	Domain Name System	2 (Theory) +4(Lab)
Total		90

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignment	2,4,8	10%
2.	Monthly Exam	8	20%
3.	Practical exam	15	20%
4.	Final exam	17	50%
5.			
...			

*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	Behrouz A. Forouzan, Data communications and networking, 5th Edition, McGraw-Hill
Supportive References	Computer Networks 5th Ed. Andrew S. Tanenbaum, Pearson Prentice Hall, 2010
Electronic Materials	Najran University E.Library • Saudi Digital Library
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Computer Lab, A Lecture room
Technology equipment (projector, smart board, software)	Network Simulators, Software to manage networks
Other equipment (depending on the nature of the specialty)	Networks cabling tools, Switches and routers

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	***Student***	***Questioners***
Effectiveness of students assessment	Staff committee	Cross checking
Quality of learning resources	Faculty Administration	Review and check the results
The extent to which CLOs have been achieved	Quality management in the department	A review of the measurement of learning outcomes
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

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Course Specification

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Course Specification

Course Title:	Qualification for professional certifications
Course Code:	255CIS -3
Program:	Technical support
Department:	Computer Department
College:	Applied College
Institution:	Najran University
Version:	T -104 2022
Last Revision Date:	28-8-2023

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	3 hours				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered:			2nd year, level 4		
4. Course general Description This course provides the basic skills needed to prepare the student to get acquainted with and obtain a professional certificate. compatible with the training courses in his field of specialization, and to identify the advantages of professional certificates in the field of computers. The requirements for obtaining them, the methods of qualification to apply for these certificates, their market value and how they contribute to the process Career and continuous development of technical skills in the beauty of computer specialties.					
5. Pre-requirements for this course (if any): No					
6. Co- requirements for this course (if any):					
7. Course Main Objective(s) Providing the student with the knowledge and skills necessary to apply for the examination of one of the professional certificates related to his specialization					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	3 hours per week	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	30
2.	Laboratory/Studio	30
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 about professional certificates in the field of computers and their career path	K1	• Lecture Individual and group discussions	• Exams • Assignments
1.2	Recognize the methods of tests and techniques for solving them	K2	• Lecture Individual and group discussions	• Exams • Assignments
…			Lecture	Exam
2.0	Skills			
2.1	Determines career path according to Professional certificates	S2	• Lecture • Brainstorming • Small Group Work • Lab Demonstration • Project	• Exam • Group Reports • Lab Reports
2.2				
…				
3.0	Values, autonomy, and responsibility			
3.1	Working in groups for training and qualification for professional certificates	V2	• Lecture • Brainstorming • Small Group Work • Lab Demonstration • Project	• Exam • Group Reports Lab Reports
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to professional certifications	10
2.	Career paths according to professional certificates	15
3.	Self-qualification for professional certificates	15
4.	Study and training cases	20
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	First exam (IC3 (GS5))	3	10%
2.	Second exam (IC3 (GS5))	6	15%
3.	Third exam (CompTIA A+)	9	10%
4.	Fourth exam (CompTIA A+)	12	15%
5.	Final exam	15	50%

*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	http://www.pearsonitcertification.com/articles/article.aspx?p=2499859 http://www.cisco.com/c/en/us/trainingevents/trainingcertifications/certifications.html https://www.microsoft.com/en-us/learning/certificationoverview.aspx
Supportive References	
Electronic Materials	
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture rooms should be large enough to accommodate the number of registered students
Technology equipment (projector, smart board, software)	Black Board/Data Show
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	***Student***	Questionnaire
Effectiveness of students assessment	Staff committee	Questionnaire and exam audit
Quality of learning resources	Faculty Administration	Review and check the results
The extent to which CLOs have been achieved	Quality management in the department	A review of the measurement of learning outcomes
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	
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Course Specification

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Course Specification

Course Title:	Selected Topics
Course Code:	257 CIS-3
Program:	Technical support
Department:	Computer Department
College:	Applied College
Institution:	Najran University
Version:	T -104 2022
Last Revision Date:	28-8-2023

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	**3 hours**				
2. Course type					
a.	University ☐	College ☐	Department√	Track☐	Others☐
b.	Required √	Elective☐			
3. Level/year at which this course is offered:	level4 **- Second year**				
4. Course general Description An embedded system is a combination of hardware and software provided that both should be synchronized with each other. Some examples are as follows: industrial machines, automobiles, medical equipment, cameras, household appliances, airplanes, vending machines etc. The Arduino is an open-source computer hardware/software platform for building digital devices and interactive objects that can sense and control the physical world around them. In this course you will learn how the Arduino platform works in terms of the physical board and libraries and the IDE (Integrated Development Environment). The course will also cover programming the Arduino using C code and accessing the pins on the board via the software to control external devices. With this module student will get firm career growth in Electronics domain.					
5. Pre-requirements for this course (if any): No					
6. Co- requirements for this course (if any): No					
7. Course Main Objective(s) After the completion of the course, the students will be specialized in Embedded System Design using Arduino.					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	3 hours per week	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	30
2.	Laboratory/Studio	30
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 about Arduino and how to program it	K1	• Lecture Individual and group discussions	Exams •Assignments
1.2	How to build smart systems and how to deal with electronic parts.	K2	Lecture Individual and group discussions	Exams •Assignments
…				
2.0	Skills			
2.1	Learn about Arduino and how to program it	S1	• Lecture • Brainstorming • Small Group Work • Lab Demonstration • Project	• Exam • Group Reports • Lab Reports
2.2	How to build smart systems and how to deal with electronic parts.	S2	• Lecture • Brainstorming • Small Group Work • Lab Demonstration • Project	• Exam • Group Reports • Lab Reports
…				

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate projects and assignments in the work team to design and develop areas of technical support	V2	• Lecture • Brainstorming • Small Group Work • Lab Demonstration • Project	• Exam • Group Reports • Lab Reports
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	What is Arduino?	6
2.	Arduino components and peripherals.	6
3	Explanation and download of Arduino IDE.	10
4	Start learning Arduino programming to control the LED lamp.	10
5	Recognizing conditional sentences and controlling the lamp by pressing the button.	10
6	Installing an LCD screen and an LCD Liquid Crystal display and writing on it.	6
7	Installing an LDR photoresistor with Arduino	6
8	Installing a temperature sensor using Arduino Uno	6
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	First Monthly Exam	8	20%
2.	Assignments	10	10%
3.	Practical exam	15	20%
4.	Final exam	17	50%

*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	- Getting Started with Arduino, Massimo Banzi and Michael Shiloh, THIRD EDITION. - Arduino Made Simple by Ashwin Pajankar
Supportive References	Arduino-Based Embedded Systems : By Rajesh Singh, Anita Gehlot, Bhupendra Singh, and Sushabhan Choudhury
Electronic Materials	https://www.montadalikhtiraa.com/2022/02/pdf-arduino-programming.html https ://www.arduino.cc/en/Tutorial/HomePage
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture rooms should be large enough to accommodate the number of registered students
Technology equipment (projector, smart board, software)	Black Board/Data Show
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	***Student***	***Questioners***
Effectiveness of students assessment	Staff committee	Cross checking
Quality of learning resources	Faculty Administration	Review and check the results
The extent to which CLOs have been achieved	Quality management in the department	A review of the measurement of learning outcomes
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

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Course Specification

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2022

Course Specification

Course Title:	Communication Systems
Course Code:	258 CIS-4
Program:	**Technical support**
Department:	**Computer Department**
College:	**Applied College**
Institution:	Najran University
Version:	**T -104 2022**
Last Revision Date:	**25-8-2023**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	**4hours** (3+1)				
2. Course type					
a.	University ☐	College ☐	Department√	Track☐	Others☐
b.	Required √	Elective☐			
3. Level/year at which this course is offered: Level 4 - year :2nd					
4. Course general Description This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, digital communications, Transmission and Propagation and Telecommunication Systems.					
5. Pre-requirements for this course (if any): 252 CIS-3					
6. Co- requirements for this course (if any): No					
7. Course Main Objective(s) • Introduce the main concepts of AM & FM communication systems • Interpret analog and digital communication circuit diagrams • Analyze transmitter and receiver circuits • Calculate the bandwidth and signal-to-noise ratio of a signal at the output of a linear system or filter					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	75	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	45
2.	Laboratory/Studio	30
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	75

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	Introduce the main concepts of communication systems	K2	Lecture Discussion	Exam • Assignments • Quizzes
1.2	Explain the basic principles of electronic and digital communication system	K3	Lecture Discussion	Exam • Assignments • Quizzes
…	Describe the types and principles of multiplexing and demultiplexing and principles of antennas and wave propagation.	K1	Lecture Discussion	Exam • Assignments • Quizzes
2.0	Skills			
2.1	Calculate the bandwidth and signal-to-noise ratio of a signal at the output of a linear system or filter	S1	Lecture • Discussion • Lab work • Brainstorming	Exam • Assignments • Quizzes
2.2	Design a block-diagram of the transmitter and receiver for a basic digital communications system	S2	Lecture • Discussion • Lab work • Brainstorming	Exam • Assignments • Quizzes
2.3	Calculate the modulation index and percent of modulation for FM and AM communication systems	S3	Lecture • Discussion • Lab work • Brainstorming	Exam • Assignments • Quizzes

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
3.0	Values, autonomy, and responsibility			
3.1	Work in a group to practice laboratory activities, delivers presentations	V2	Discussion • Project	Assignments • Report
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Electronic Communication -Communication system concepts - Noise, bandwidth, gain, attenuation, and decibels - Fundamentals of electronic RLC tuned circuit filters - Communication applications.	4 (Theory) 4x2 (Lab)
2.	Modulation - The need for modulation - Amplitude modulation - Pulse modulation - Frequency modulation.	4 (Theory) 4x2 (Lab)
3	Amplitude Modulator and Demodulator Circuits	4 (Theory) 2x2 (Lab)
4	Fundamentals of Frequency Modulation	4 (Theory) 2x2 (Lab)
5	FM Circuits	4 (Theory) 4x2 (Lab)
6	Digital Communication Techniques	4 (Theory) 4x2 (Lab)
7	Radio Transmitters	4 (Theory) 4x2 (Lab)
8	Communication Receivers	4 (Theory) 4x2 (Lab)
9	Multiplexing and Demultiplexing	4 (Theory) 4x2 (Lab)
10	Digital Data Transmission	3 (Theory) 3
11		
Total		75

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignment	2,4,8	10%
2.	Monthly Exam	8	20%
3.	Practical exam	15	20%
4.	Final exam	17	50%
5.			
...			

*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	Frenzel, Louis. Principles of Electronic Communication System
Supportive References	S. Haykin, "Communication Systems", J. Wiley and Sons
Electronic Materials	Najran University E.Library • Saudi Digital Library
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Computer Lab, A Lecture room
Technology equipment (projector, smart board, software)	Programming examples and exercises in MATLAB
Other equipment (depending on the nature of the specialty)	Digital storage Oscilloscope (DSO) Spectrum Analyzer Function Generator

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	***Student***	***Questioners***
Effectiveness of students assessment	Staff committee	Cross checking
Quality of learning resources	Faculty Administration	Review and check the results
The extent to which CLOs have been achieved	Quality management in the department	A review of the measurement of learning outcomes
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

T-104
2022

Course Specification

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	Applied Project
Course Code:	281 CIS- 3
Program:	Computer department
Department:	Technical support
College:	Applied College
Institution:	Najran University
Version:	T -104 2022
Last Revision Date:	20/08/2023

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	3(0+3)				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered:			4th semester Second year		
4. Course general Description This course introduces the scientific research methods under the supervisor guidance to focus on a specific project and students should search through information sources such as the library and the Internet. At the end of the semester, students should submit the final report of the project to the supervisor for reviewing.					
5. Pre-requirements for this course (if any): All the previous courses					
6. Co- requirements for this course (if any):					
7. Course Main Objective(s) • To provide hands-on training to design a software product according to the procedure and practices as pictured in Software Engineering. • To develop the ability to synthesis information and knowledge in the field of Scientific and applied Research • To develop presentation skills and to speak with audience. • To Be able to work effectively as a member of a development team and under guidance.					

1. Teaching mode **(mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	3 hours per week	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	
2.	Laboratory/Studio	45
3.	Field	
4.	Tutorial	
5.	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	Identify solutions to real-world problems using the knowledge gained during the study.	K2	Seminar Discussion Presentation Searching Teamwork	Weekly Report
1.2	Understand the basic concepts of scientific research methodology	K1	Discussion	Follow up Form. periodic evaluation
2.0	Skills			
2.1	Develop software system to solve specific problem	S2	Seminar Discussion Presentations Brainstorming	Follow up Form. periodic evaluation
2.2	Design a system that solves the selected problem	S4	Discussion Presentations Lab work Project Brainstorming	Final Presentation
3.2	Analyze the data to get the results and then discuss them		Teamwork	Final report
3.0	Values, autonomy, and responsibility			
3.1	Ability to collaborate and teamwork	V3		Follow up. Final Presentation Report

C. Course Content

No	List of Topics	Contact Hours
1.	Problem definition	3
2.	System Study/ Field Survey / Literature Survey.	3
3.	Requirement Analysis	6
4.	Data Flow Diagrams / Algorithm design/ Flow Chart design, Comparison Design	6
5.	Code generation for various modules and algorithms	6
6.	Testing of modules and refinements / Starting of experimental analysis	3
7.	Validation / consolidation of algorithms results.	3
8.	Integrating the modules in formulation of research / Experimental findings.	6
9.	Testing the software as one unit	6
10.	Writing professional documents and revised it & Project Defense	3
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Student review of the supervisor	during the semester	5
2.	Student cooperation with co-workers	during the semester	10
3.	Refer the student to the sources and references	during the semester	5
4.	Student understanding of application development concepts	3	10
5.	The student's ability to analyze the problem to find solutions	7-6-5	5
6.	The ability of the student to design a system to solve the problem	10-12	8
7.	The student's ability to develop a software system	11	7
8.	search	13	10
9.	Discussion	14	40
	Total		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	Information Technology Project Management , Kathy Schwalbe, 7th edition, 2014
Supportive References	Modern System Analysis & Design- Jeffrey Hpffer, Joey George, Joseph Valacich, 6th edition, Pearson • Benjamin Rosenzwing, Elena Silvestrova, Oracle PL/SQL by Example, Printice Hall, Latest Edition. • Sommerville, Software Engineering, Edition 8, 2007 • Herbert Schildt The Complete Reference, JAVA 2, Latest Edition, McGraw Hill Publishing Company Ltd . • Data Structures and Algorithms in Java, 5th Edition, by Michael Goodrich and Roberto Tamassia. • B.A. Forouzan, Data Communications and Networking, fourth edition, McGraw – Hill • Electronic Commerce 2010, A Managerial Perspective, Prentice Hall, (latest edition). Efraim Turban, Jae Lee, David King and Michel Chung Ethical and Social Issues in the Information Age, Joseph M. Kizza Springer; 4th Edition, 2010
Electronic Materials	http://www.nu.edu.sa/web/guest/979 • Najran University E.Library Saudi Digital Library
Other Learning Materials	Searching the Internet

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	General Lab Depending on the individual projects
Technology equipment (projector, smart board, software)	Depending on the individual projects, computational facilities will vary
Other equipment (depending on the nature of the specialty)	Depending on the individual projects, computational facilities will vary

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Head of the department / project coordinator	Directly
Effectiveness of students assessment	Students	End term Questionnaire
Quality of learning resources	Panel of senior faculty and experts.	Directly
The extent to which CLOs have been achieved		
Other		

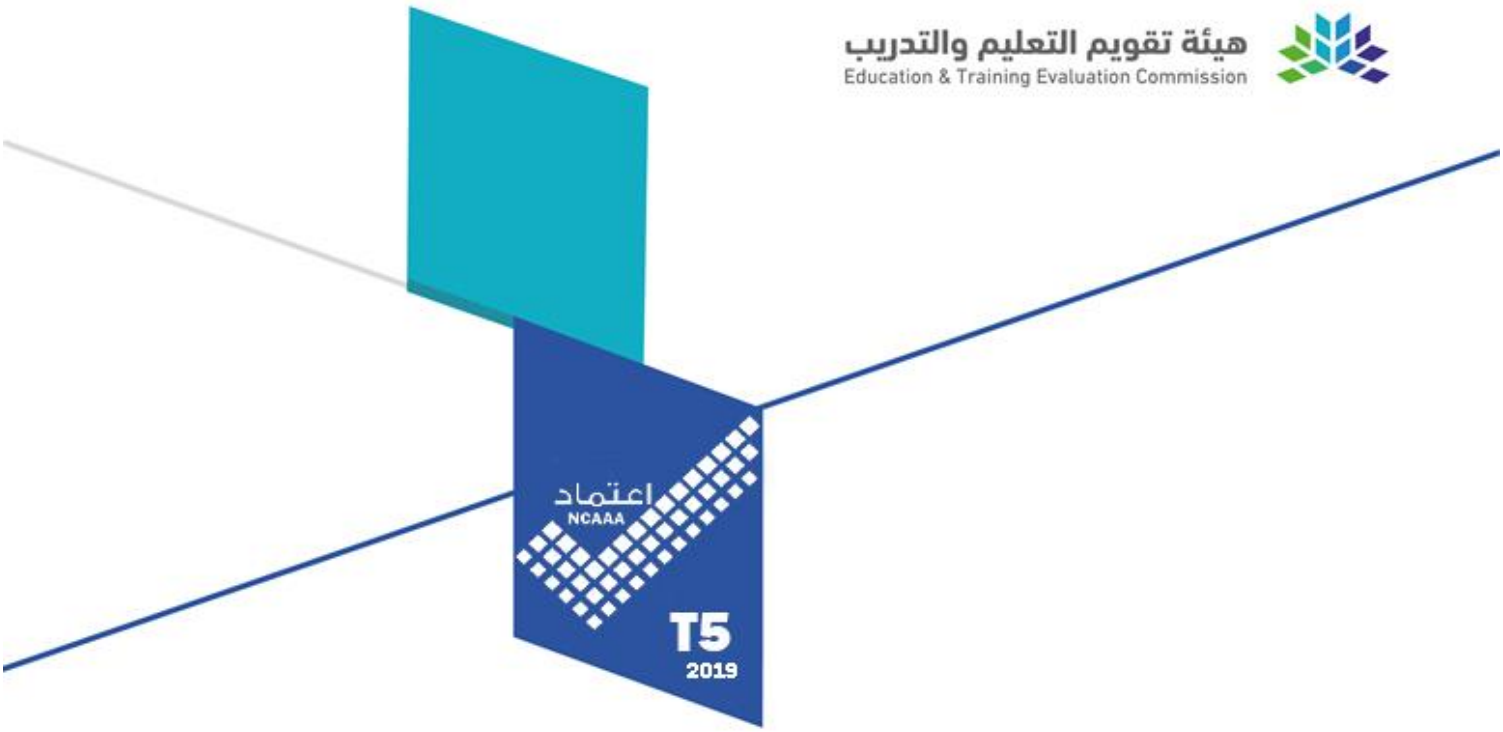
Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission



Field Experience Specifications

Course Title:	**Field Training**
Course Code:	**٢٨٣حال-٦**
Program:	**Information Systems**
Department:	**Computer**
College:	**Applied College**
Institution:	**Najran University**

Table of Contents

A. Field Experience Identification

1. Credit hours: 6 (0+٦)
2. Level/year at which this course is offered: Level 6
3. Dates and times allocation of field experience activities. • Number of weeks: (١٠) week • Number of days: (٣٠) day • Number of hours: (٩٠) contact hour
4. Pre-requisites to join field experience (if any)**:** Complete 21 credit hour Complete 21 credit hours program courses

B. Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	Define the tools used in real time specific computer information system	K1=I
1.2		
1.3		
1...		
2	**Skills:**	
2.1	Operate different information systems applications	S1=M
2.2	verify different Information Systems skills	S2=M
2.3		S3=M
2...		
3	**Values:**	
3.1	Function effectively as a team member for developing information systems applications	C1=M
3.2	Discuss reports	
3.3	The ability to discus and communicate	
3...		

2.Alignment of Learning Outcomes with Training Activities and Assessment Methods

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
1.0	**Knowledge and Understanding**		
1.1	Define the tools used in real time specific computer information systems	Presentations Discussions seminars	Committee Supervisors Training field institution assessment
1.2			

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
…			
2.0	**Skills**		
2.1	Operate different information systems applications	Presentations Discussions Seminars Lab work	Final presentation Weekly report Follow up form
2.2	verify different Information Systems skills	Presentations Discussions Seminars Lab work	Final presentation Weekly report Follow up form
…			
3.0	**Values**		
3.1	Function effectively as a team member for developing information systems applications	Presentation Discussion Lab work	Report Final representation Follow up form
3.2	The ability to discuss and communicate	Presentation Discussion Lab work	Report Final representation Follow up form
…	Discuss reports	Discussion	Report assessment

3. Field Experience Learning Outcomes Assessment

a. Students Assessment Timetable

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	Final evaluation (company)	40%	Final evaluation (company)
2	Periodic reports , discussion	20%	Periodic reports , discussion
3	Final presentation and discussion	40%	Final presentation and discussion
4	Total Marks	100%	Total Marks
5			
6			
7			
8			

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

b. Assessment Responsibilities

م	Category	Assessment Responsibility
1	**Teaching Staff**	Periodic reports , discussion
2	**Field Supervisor**	Final evaluation
3	**Others** (specify)	(Evaluators: Faculty and department members) Final presentation and discussion

C. Field Experience Administration

1. Field Experience Locations

a. Field Experience Locations Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Locations will be selected at the beginning of the semester		

*Ex: provides information technology ,equipment ,laboratories ,halls ,housing ,learning sources ,clinics etc.

**Ex: Criteria of the training institution or related to the specialization, such as: safety standards, dealing with patients in medical specialties, etc.

b. Decision-making procedures for identifying appropriate locations for field experience

- Through the college's training unit, where there are lists of appropriate training sites.
- Through the college training coordinator.
- Suggesting the training places by the students.

After that, an official letter is submitted from the scientific department to the training unit in the college. The letter includes a list of the names of the students who are proposed to be trained in a specific training field after confirming the approval of the training field. Accordingly, the training unit in the college makes the official letters to the training field in specific times, and then the communication with field trainer.

2. Supervisory Staff

a. Selection of Supervisory Staff

Selection Items	Field Supervisor	Teaching Staff
Qualifications	Depend on Training Organization	Member of department
Selection Criteria	Depend on Training Organization	Based on the distribution of the study schedule by the scientific department.

b. Qualification and Training of Supervisory Staff

(Including the procedures and activities used to qualify and train the supervisory staff on supervising operations, implementing training activities, the follow-up and evaluation of students, etc.)

3. Responsibilities

a. Field Experience Flowchart for Responsibility

including units, departments, and committees responsible for field experience, as evidenced by the relations between them.

b. Distribution of Responsibilities for Field Experience Activities

Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site	√	√			
Selection of supervisory staff	√				
Provision of the required equipment				√	
Provision of learning resources			√	√	
Ensuring the safety of the site				√	√
Commuting to and from the field experience site			√		
Provision of support and guidance		√			√
Implementation of training activities (duties, reports, projects, ...)		√			√
Follow up on student training activities		√			√
Adjusting attendance and leave				√	√
Assessment of learning outcomes	√	√			√
Evaluating the quality of field experience	√	√			
Others (specify)					

4. Field Experience Implementation

a. Supervision and Follow-up Mechanism

- Continuous follow-up of students and communication with the supervisor in the training institution
- The external supervisor writes periodic reports on the performance of the trainees and submits them to the internal supervisor
- Evaluating the students' performance of the acquired skills according to the report sent by the external supervisor

b. Student Support and Guidance Activities

Students are prepared in a meeting at the beginning of the semester to introduce them to the importance of training and its desired objectives

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
a student might get sick or to develop tiredness as an example.	Provide students' parents contact details. provide precautions Medical training.	Identify the student about the safety tools and procedures.
		To be visited by the department training member.

G. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Examination and staff performance	students	Questionnaire
Exam paper	Staff committee	Cross checking

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

E. Specification Approval Data

Council / Committee		
Reference No.		
Date