توصيف مقررات برنامج

نظم المعلومات

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: 1st 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	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	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 designing and developing python programs	V3	Project Small group report	Presentation

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** • the print() and input() functions • the sep= and end= keyword parameters • the int() and float() functions	6
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	12

	• nesting conditional statements	
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

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 System
Course Code:	165CIS-3
Program:	**information systems**
Department:	Information Security
College:	Applied college
Institution:	Najran University
Version:	**T-104 2022**
Last Revision Date:	**20/8/2023**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	3(2 + 2)				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered:	Level 2				
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	56	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	28
2.	Laboratory/Studio	28
3.	Field	
4.	Tutorial	56
5.	Others (specify)	
	Total	56

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 various components and functions of an operating system.			
…				
2.0	Skills			
2.1	Differentiate between different operating systems.	S3=I	• Lecture • Small Group Work • Lab Demonstration	• Exam • Lab • Reports
2.2	Apply suitable Process Scheduling Algorithm and Memory Partition Techniques			
…				
3.0	Values, autonomy, and responsibility			
3.1	Respect others in various work environments and takes responsibility for decision-making	V1=I		
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	**Introduction to Operating System, System Structures** **Lab**: computer components - Operating systems available	2 2
2.	**operating system services,** types of operating systems Lab: Exercised on MS-DOS Environment: check for a single file- check for group of files-list files with the same extensions -changing directories	2 2

	.	
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.	6 6
4	**Memory Management**: Paging -segmentation-virtual memory Lab: Scheduling Programs using python	4 4
5	**Mid exam** **Lab**: Linux commands	2 2
6	**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	2 2
7	**Secondary Storage Structure**: Magnetic Disks, Magnetic Tapes, Network-Attached Storage, Storage-Area Network. **Lab**: Linux commands	2 2
8	**I/O Systems:** Introduction, I/O Hardware, Pooling , DMA. **Lab:** Services in windows, Device Manager, Task Manager.	2 2
9	**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
10	**Review** **practical exam**	2 2
Total		56

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	14	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	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:	**Fundamental of Computers Security**
Course Code:	**177 CIS-3**
Program:	**Information System**
Department:	**Computer**
College:	**Applied College**
Institution:	**Najran University**
Version :	**T-104 2022**
Last Revision Date:	**20/8/2023**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	3(2+2)				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☒	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered:	**Level: 3rd / Year: 1st**				
4. Course general Description: This course provides an in-depth understanding into the fundamental concepts of computer security. It covers basic cryptography, including symmetric and public key cryptosystems as well as key management and distribution and user authentication. It provides an introduction to digital signatures, hash functions, message authentication codes and their application to message and user authentication. The course further focuses on software vulnerabilities and the malware exploiting them.					
5. Pre-requirements for this course (if any):					
6. Co- requirements for this course (if any): **Not Exist**					
7. Course Main Objective(s) - 1. Define the basic concepts and terminologies of computer security. 2. Describe types of attacks related to computer/network systems and security services. 3. Distinguish symmetric and asymmetric cryptographic algorithms and their applications. 4. Classify user and message authentication algorithms and their applications. 5. Evaluate different types of malicious software, intrusion detection and prevention methods.					

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

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	56	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	28
2.	Laboratory/Studio	28
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	56

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 concepts of computer security	K1=I	• Lectures, • Brainstorming, • Class • Discussion • Lab Reports	• Class work • home works assignments • Quizzes • Midterm Exams • Final Exam
1.2	explain the vulnerabilities of information system as well mitigations to information system attacks.	K2=I		
1.3	Describe types of attacks related to computer/network systems and security services	K3=I		
2.0	Skills			
2.1	Distinguish symmetric and asymmetric cryptographic algorithms and their applications.	S1=M	•Lecture •Brainstorming •Small Group Work •Lab Demonstration •Project •Exam •Group Reports •Lab Reports	•homework assignments •Quizzes •Midterm Exams •Final Exam
2.2	Evaluate different types of malicious software	S2=M		
2.3	Classify user and message authentication algorithms and their applications.	S3= M	Lecture •Brainstorming •Small Group Work •Lab	•homework assignments

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 team work for computer security	C1=P	• Small group work and presentations • projects	•Group reports and presentations
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	fundamental concepts of computer security Firewall	2 4
2.	Cryptographic Introduction to Wireshark	4 4
٣	Authentication and Authorization Install Wireshark	4 3
٤	Symmetric & Asymmetric Capture dump file	4 3
5	Public key cryptography Wireshark commands	2 3
6	Hash Algorithms MD5	2 3
7	software vulnerabilities and the malware lab	4 2
8	Malicious software lab	2 2
9	Intrusion detection and prevention system lab	2 2
	Review **practical exam**	2 2
Total		56

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignment	During semester	10%
2.	Mid Monthly Exam	8	20%
3.	Practical exam	14	20%
4	Final exam	End of semester	50%
5	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	Introduction to Computer Security by Matt Bishop
Supportive References	William Stallings. Cryptography and Network Security, 5th Edition (Prentice Hall)
Electronic Materials	Charles P. Pfleeger and Shari L. Pfleeger, Security in Computing, Prentice-Hall
Other Learning Materials	http://www.uoitc.edu.iq/images/documents/informatics-institute/exam_materials/Introduction%20to%20Computer%20Security%20pdf%20DONE.pdf

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Computer Lab with 25 seats + A Lecture room with 30 seats per section
Technology equipment (projector, smart board, software)	25 PCs, Data show
Other equipment (depending on the nature of the specialty)	Oracle/SQL Server Lab

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 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

Course Title:	**Introduction to database**
Course Code:	3-CIS 272
Program:	Programming and databases
Department:	**Computer Department**
College:	**Applied college**
Institution:	**Najran University**
Version:	**T -104 2022**
Last Revision Date:	**17 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:	2nd semester first semester				
4. Course general Description The course covers principles of database, the essential skills required to create and manage a simple database, introduces the concepts of good database design, and covers the key features of a normalised database design. It deals with creating and using Tables and their Relationships, Queries, Forms and Reports and shows how these can be combined into a simple but effective application. It also discusses some of the issues involved with managing databases. It emphasises good design practices that lead to flexible and adaptable databases and deals with creating and amending Tables and their Relationships, Queries, Forms and Reports, showing how these can be combined into a simple but effective application.					
5. Pre-requirements for this course (if any): No Exist					
6. Co- requirements for this course (if any): No Exist					
7. Course Main Objective(s) This course provides an introduction to the basic concepts of Microsoft Access, the necessary knowledge to design and build a straightforward but functional database and skills to build complete database solutions. On completion of this course, the student will be able to use an existing Access Database effectively and be able to create and modify Tables, Queries, Forms and Reports. Student will understand how to create a normalised relational design.					

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	4hours 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 Hours
2.	Laboratory/Studio	30 Hours
3.	Field	-
4.	Tutorial	-
5.	Others (specify)	-
	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	Describe the database design principles and concepts	K1	• Lecture • group discussion	• Exams • Assignment
1.2	Explain the various features and options available in Microsoft Access for modifying and managing database objects	K2	• Lecture • group discussion	• Exams • Assignment
…				
2.0	Skills			
2.1	Designe database objects in Microsoft Access	S1	• Lab • Project	•Project discussion • Lab Exams
2.2	Analyze data within the database	S2	• Lecture • Project	• Exams
…	Present data in a clear and concise manner using forms and reports	S3	• Lab • Project	•Project discussion • Lab Exams
3.0	Values, autonomy, and responsibility			
3.1	Accomplish team work to do database project.	V1	• group work • Lab	•Group presentation • Project
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Database Concepts	2 2
2.	Introduction to Access Lab: Introduction to access environment	2 2
3	Create and modify tables Lab: Creating Access Tables. Creating new tables, changing a table design, setting the primary key, Manage table records and manipulating tables. Create and modify fields	4 4
4	Manage table relationships and keys Lab: Table Relationship , Integrity Rules and keys	2 2
5	Create and modify queries Lab: Selecting Data with Quires. Creating Query , Changing the Sort Order and Adding Fields	4 4
6	Modify forms in layout view **Lab**: Creating Basic Access Forms	2 2
7	Normalization **Lab:** Working with Data on Access Forms	2 2
8	Data Manipulation Languages Lab: Creating Basic Access reports	2 2
9	Modify database structure Lab: import objects or data from other sources, delete database objects hide and display objects in the Navigation Pane	2 2
10	Print and export data Lab: configure print options for records, forms, and reports, export objects to alternative formats	4 4
11	Using Operators and Expressions in Access Lab: Creating complex queries, Building queries with simple criteria ,Using multiple criteria in a query	2 2
12	Transforming Data in Access Lab: Finding and removing duplicate records, Filling in blank fields, Concatenating, Changing case, Removing leading and trailing spaces	2 2
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Mid-Term exam	8	20%
2.	Years Duties	continuously	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	Alexander, M., & Kusleika, R. (2018). Access 2019 Bible.
Supportive References	
Electronic Materials	http://lms.nu.edu.sa/webapps/portal/frameset.jsp المكـــــتبة الرقمـية 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.)	• One class room with 30 seats • One Lab with 30 PC
Technology equipment (projector, smart board, software)	• data show • software's (MS-office 2016, Windows 10)
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	examination 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	22-08-2023

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	**Computer Networks**
Course Code:	**165 CIS-3**
Program:	**Programming and Database**
Department:	**Computer**
College:	**Applied College**
Institution:	**Najran University**
Version:	**version 4**
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:	**Level: 3rd**				
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 Protocols.					
5. Pre-requirements for this course (if any): None					
6. Co- requirements for this course (if any): None					
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	4 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	Explain the key terminologies and concepts of data-communications and networking	K1	• 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	K2		
…				
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
2.2	Setup different types of network and manage them using proper network simulator and software	S1		
2.3	Analyze and Implement different network protocols in TCP/IP	S1		
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate the ability to work in group laboratory activities, delivers presentations.	C1	• Discussion • Project	•Assignments •Report
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	• Background and overview of the course • Overview of Data communications • Lab: Introduction to Cisco Packet Tracer and create simple topology	4
2.	• Networks • Type of Connection • Physical Topology • Lab: Ethernet cable types and connecting Network devices	4
3.	• NETWORK TYPES • Protocols and standards • Lab: Connecting Networks with different IP • Lab: Design network topologies	4
4.	• Network models • Layered tasks • TCP/IP protocol suite • Addressing • Lab: Network Devices	6
5.	• Physical layer concepts. • Digital Signals and its representation blocks. Using Switch	3
6.	• Transmission media • Wired and wireless • Lab: Connecting Networks with different IP blocks. Using Router	4
	• Data link layer Concepts	4
7.	• Network layer concepts • Network layer services • Lab: Prepare DHCP-server at a server	6
8.	• Ipv4 Addresses • DHCP and NAT • Lab: Prepare DHCP-server at a server to support many networks over router	6
9.	• IP Protocol	4
10.	• ICMP Protocol	3
	• Unicast Routing Protocols	4
	• Transport layer Concepts	4
	• Application Layer Concepts	4
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignment	4, 7, 11	10%
2.	Mid Monthly Exam	8	20%
3.	Practical exam	16	20%
4.	Final exam	17	50%
5.	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	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	http://www.nu.edu.sa/web/guest/979 • 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 25 seats + A Lecture room with 30 seats per section
Technology equipment (projector, smart board, software)	25 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	Head of the department and Departmental Council discussions	Directly
Effectiveness of students Assessment	Students	End term Questionnaire
Quality of learning resources	instructor	Direct (software) CLO assessment
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:	**Structured Programming**
Course Code:	**183CIS-3**
Program:	**Programming and Database**
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:	3(2+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 is about Computer Programming Fundamentals using python programming language. It includes Data Collections: Tuples, Dictionaries, Lists, and Strings, Functions and Exceptions. 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): 181CIS-3					
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	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	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 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			

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
3.1	Demonstrate projects and assignments in teamwork for designing and developing python programs	V3	Project Small group report	Presentation
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
	Data Collections – Tuples, Dictionaries, Lists, and Strings (25% of exam – 7 exam items)	
1	**Collect and process data using lists** • constructing vectors • indexing and slicing • the len() function • list methods: append(), insert(), index(), etc. • functions: len(), sorted() • the del instruction • iterating through lists with the for loop • initializing loops 4 • the in and not in operators • list comprehensions • copying and cloning • lists in lists: matrices and cubes	10
2	**Collect and process data using tuples** • tuples: indexing, slicing, building, immutability • tuples vs. lists: similarities and differences • lists inside tuples and tuples inside lists	6
3	**Collect and process data using dictionaries** • dictionaries: building, indexing, adding and removing keys • iterating through dictionaries and their keys and values • checking the existence of keys • methods: keys(), items(), and values()	6
4	**Operate with strings** • constructing strings • indexing, slicing, immutability • escaping using the \ character • quotes and apostrophes inside strings • multi-line strings	8

	• basic string functions and methods	
	Functions and Exceptions (28% of exam – 8 exam items)	
5	**Decompose the code using functions** • defining and invoking user-defined functions and generators • the return keyword, returning results • the None keyword • recursion	8
6	**Organize interaction between the function and its environment** • parameters vs. arguments • positional, keyword, and mixed argument passing 5 • default parameter values • name scopes, name hiding (shadowing), and the global keyword	8
7	Mid Term Exam	
8	**Python Built-In Exceptions Hierarchy** • BaseException • Exception • SystemExit • KeyboardInterrupt • abstract exceptions • ArithmeticError • LookupError • IndexError • KeyError • TypeError • ValueError	10
9	**Basics of Python Exception Handling** • try-except / the try-except Exception • ordering the except branches • propagating exceptions through function boundaries • delegating responsibility for handling exceptions	4
		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	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:	**Systems Analysis and Design**
Course Code:	**271 CIS -3**
Program:	**information system**
Department:	**computer**
College:	**Applied college**
Institution:	**Najran University**
Version:	**1**
Last Revision Date:	**29/12/1444**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	**3 (2+٢)**				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: **Level: 3rd / Year:** 2					
4. Course general Description This course covers the fundamental concepts of information system analysis and design. The methods and skills needed system analyst to analyze, design, implement and documents computer-based systems. The structured software development life cycle approach, modeling techniques and development phases. ER diagrams, process modeling (DFDs) Object-Oriented Approach to Design, Use Case Realization, and Developing class Diagram, Developing Sequence Diagram, Developing activity Diagram and Designing user Interface.					
5. Pre-requirements for this course (if any): no					
6. Co- requirements for this course (if any):no					
7. Course Main Objective(s) **The course aims to provide a detailed presentation of the components of information systems development projects and the roles and skills of a systems analyst and project manager in systems development**.					

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

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	56	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	28
2.	Laboratory/Studio	28
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	56

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 duties of a systems analyst and information systems project manager**	K3=p	**Lectures/discussions in forums/seminars**	**Discussion-based evaluation Practical tests Application duties research**
1.2	**Define the basic concepts of systems analysis and design**			
1.3	**Understand the models and algorithms used in systems analysis and design**			
2.0	Skills			
2.1	Apply systems analysis and design models in the development of information systems	S3=I	**Discussion and dialogue style / problem solving behavior / scientific statement style / workshop style / group activities / cooperative education / case study style**	**Tests and assignments**
2.2	**Analyze, design and build information systems develop of applied information systems**			
3.0	Values, autonomy, and responsibility			
3.1	**The student is committed to work ethics in the work environment**	V1=I	**Individual and group activities cooperative education Worksheet**	Note **cards**
3.2	**The student is Communicates effectively in writing and orally**			
...				

C. Course Content

No	List of Topics	Contact Hours
1.	systems development environment Practical introduction to UML	4 4
2.	Success as a Systems Analyst Practical UML system environment	4 4
3	managing information systems project Practical introduction to the components of the UML system	2 2
4	Automated tools for systems development Practical use case in UM	2 2
5	Identification and selection of systems development projects Practical Class Diagram in UML	2 2
6	mid-term exam Lab:review	2 2
7	Initiating and planning a systems development project Practical sequence diagram in UML	2 2
8	system requirements Practical Activity Diagram in UML	2 2
9	Structuring information systems requirements Practical User Interface Design	2 2
10	Designing database for systems development Practical User Interface Design	2 2
11	Systems Implementation and maintenance Practical linking UML components to develop an integrated system	2 2
12	Review practical exam	2 2
Total		56

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	**Assignments , quizzes Course projects**	During semester	10%
2.	**Midterm exam**	8	20%
3.	**Practical** exam	14	20%
4	The 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	**Modern Systems Analysis and Design** (7th Edition) 7th Edition by Jeffrey A. Hoffer (Author), Joey George (Author), Joseph S. Valacich (Author)
Supportive References	
Electronic Materials	
Other Learning Materials	http://lms.nu.edu.sa/webapps/portal/frameset.jsp http://lib.nu.edu.sa/DigitalLibbrary.aspx

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)	**Electrical connections to** use **when necessary**

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	**students**	**Questionnaires**
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**

Assessment Areas/Issues	Assessor	Assessment Methods
Other	**Students and faculty members**	**Questionnaires/note card**

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:	**Web sites programming and designing**
Course Code:	**286CIS-3**
Program:	**Information system**
Department:	**Computer department**
College:	**Applied college**
Institution:	**Najran university**
Version:	**Version 4**
Last Revision Date:	**28 /8/ 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: 4th Level					
4. Course general Description					
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 provides an overview of the Internet (definitions, developments, services and applications), web browsers, web publishing, search engines, search methods, Internet tools and technologies, HTTP / TCP / IP architecture, Internet security and privacy. HTML definition and tagging, add different elements to web pages, cascading style sheet studding (CSS).This course also introduce the introduction of JavaScript.					

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	28
2.	Laboratory/Studio	28
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	56

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 theoretical understanding of web site design	K1 = I	Lecture Whole Group and small group discussion	Exams. Assignments.
1.2	Outline theoretical and practical knowledge in web programming with HTML	K2 = I	Lecture Whole Group and small group discussion	Exams. Assignments
…				
2.0	Skills			
2.1	Design of web page applications	S1 = I	Lecture. Brainstorming. Small Group Work. Lab Demonstration. Project.	Group reports. Lab reports. Assignments.
2.2	Develop a typical web-based application	S2 = I		
…				
3.0	Values, autonomy, and responsibility			
3.1	Demonstrating the latest internet application architectures.	V1 = I	Individual presentation. Small group work	Group reports. Lab reports. Assignments.
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Introducing hypertext markup language (HTML), text editor, web browser, elements, tags and attributes of HTML, basic structure of HTML page. **Lab**: HTML basic document	4 4
2.	HTML text layout tags, HTML paragraphs, headers, ordered and unordered lists, definition list, fonts, text elements, special characters. **Lab**: HTML text layout, lists, fonts.	4 4
3	Adding Images to the web: exploring image optimization, adding images to web page, custom icon in browser, creating image thumbnail, creating image map **Lab**: adding images to web page	2 2
4	Understanding hyperlinks: understanding uniform resource locators (URL), using hyperlinks for absolute URLs, adding targets to hyperlinks, creating anchors, linking to email, creating image links, **Lab**: hyperlinks	4 4
5	HTML tables: crating table rows and data cells, adding padding and spacing to table cells, adding headings to table, adding caption to tables, adding frame attributes to table, specifying column and rows spans, **Lab**: tables in HTML.	2 2
6	HTML forms: building simple form, adding check box, adding radio buttons, adding file fields, adding text area, adding select elements list, adding field set and legend. **Lab**: HTML forms	4 4
7	Introduction to Cascading style sheet (CSS) **Lab**: Working on CSS	2 2
8	Introduction to JavaScript **Lab**: Apply simple programs in JavaScript	4 4
9	Review and Lab exam	4
Total		56

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 13	10%
3.	Practical exam	14	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	H. M. Deitel, P. J. Deitel, Internet & World Wide Web How to Program, Prentice Hall, Latest Edition
Supportive References	H.M. Deitel, P.J. Deitel, T.R. Nierto. Internet and world wide web – how to program. Fourth edition. Prentice Hall, 2008.
Electronic Materials	Black Board
Other Learning Materials	https://www.w3schools.com/css/css_intro.asp http://lib.nu.edu.sa/DigitalLibbrary.aspx

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)	A separate Web Technology lab is required for lab exercise

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

Assessment Areas/Issues	Assessor	Assessment Methods
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:	**Database Application Development**
Course Code:	**289 CIS-3**
Program:	**Information System**
Department:	**Computer**
College:	**Applied College**
Institution:	**Najran University**
Version:	4
Last Revision Date:	20/01/1445

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:	**Level: 3rd / Year:** 2				
4. Course general Description: The course covers the main concept of database , Introduction to relational database theory and technology from an information science perspective. Focus on traditional transactional database theory, architecture and implementation in a user-centered systems context. Also it reviews topics such as conceptual data modeling, relational data model, relational query languages, relational database design and Gives them knowledge about Normalization and Normal Forms. It exposes the student to the fundamental concepts and techniques in database use and development as well provides a foundation for research in databases.					
5. Pre-requirements for this course (if any): **272CIS-3**					
6. Co- requirements for this course (if any): **Not Exist**					
7. Course Main Objective(s) The aim of this course is to develop an understanding for how relational database systems are used to store and access information. To do this we shall examine the functions that relational databases provide, how information systems are built using relational databases, how SQL is used to specify and query databases, and how database systems can be designed.					

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

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	56	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	28
2.	Laboratory/Studio	28
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	56

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 DBMS	K3=I	• Lectures, • Brainstorming, • Class • Discussion • Lab Reports	• Class work • home works assignments • Quizzes • Midterm Exams • Final Exam
1.2	Describe the principles and techniques of DBMS			
1.3	Identify the Relational Model for database			
2.0	Skills			
2.1	Analysis Structured Query	S2=M	•Lecture •Brainstorming •Small Group Work •Lab Demonstration •Project •Exam •Group Reports •Lab Reports	•home works assignments •Quizzes •Midterm Exams •Final Exam
2.2	Design Database applications			
…				
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate projects and assignments in team work for DBMS applications	V1=I	• Small group work and presentations • projects	•Group reports and presentations
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Database concepts Lab: introduction SQL	**2** **2**
2.	The Relational Database Model Lab Design a Database and create required tables by SQL	6 6
3	Relational Query Languages ,Relational Algebra Lab: Design a Database and create relational database systems.	6 6
4	mid-term exam Lab:review	2 2
5	Database Design Using the E-R Model: Overview of the Design Process, The Entity-Relationship Model Lab: Design a Database using the E-R Model	4 4
6	Complex Attributes, Mapping Cardinalities, Primary Key Lab: Apply the constraints like Primary Key, Foreign key, NOT NULL to the tables.	2 2
7	Relational Database Design: Features of Good Relational Designs, Decomposition Using Functional Dependencies La: manipulating with Database	2 2
8	Normalization Theory and Normal Forms Lab: Perform the following operation for demonstrating the	2 2
9	**Review** **practical exam**	**2** **2**
Total		56

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignment, Quizzes, Project	During Semester	10%
2.	Mid Monthly Exam	8	20%
3.	Practical exam	14	20%
4	Final exam	End of Semester	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	DATABASE SYSTEM CONCEPTS, SEVENTH EDITION, Abraham Silberschatz, Yale University, Henry F. Korth,2020, ISBN 9780078022159 , 0078022150
Supportive References	
Electronic Materials	
Other Learning Materials	http://lms.nu.edu.sa/webapps/portal/frameset.jsp

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Computer Lab with 25 seats + A Lecture room with 30 seats per section
Technology equipment (projector, smart board, software)	25 PCs, Data show
Other equipment (depending on the nature of the specialty)	Oracle/SQL Server Lab

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:	**Information systems and technology**
Course Code:	**168 CIS -3**
Program:	**information system**
Department:	**computer**
College:	**Applied college**
Institution:	**Najran University**
Version:	**2**
Last Revision Date:	**12/2/1445**

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: first year third semester					
4. Course general Description **The course introduce basic concepts in information technology and its development, hardware and software, the importance of databases, cloud computing, web applications, blogs, the concept of electronic commerce and its tools, types of computerized information systems and blackboard technology**					
5. Pre-requirements for this course (if any):					
6. Co- requirements for this course (if any):					
7. Course Main Objective(s) **The course aims to introduce students to information technology techniques and to employ these technologies in sectors where operate in different types and forms. It also aims to prepare students functionally to participate in all fields of work related to computer applications.**					

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

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	4 hrs per week	
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	28
2.	Laboratory/Studio	28
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	56

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 basic concepts of information systems and technology**	K1	**Lectures/discussions in forums/seminars**	**Discussion-based evaluation Practical tests Application duties research**
1.2	**Understanding and employing technologies in developing the sectors in which they operate in various fields**	K2		
1.3	**Description of modern applications of information systems and technology**	K3		
2.0	Skills			
2.1	**Explain how information technology is used in society, business and industry**	S1	**Discussion and dialogue style / problem solving behavior / scientific statement style /**	**Tests and assignments**

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.2	**Sumerize information systems and techology basic skills**	S2	**workshop style / group activities / cooperative education / case study style**	
3.0	Values, autonomy, and responsibility			
3.1	**The student is committed to work ethics in the work environment**	V1	**Individual and group activities cooperative education Worksheet**	**Note cards**
3.2	**The student is Communicates effectively in writing and orally**	V2		
...				

C. Course Content

No	List of Topics	Contact Hours
1.	**Course specification,Fundamentals of IT hardware and software** **Practical**	4 4
2.	**Databases, their concept, types, characteristics, importance, and digital data warehouses** **Practical: Access**	4 4
3	**Cloud computing, its concept, importance and applications** **Practical: application of cloud computing in education**	4 4
4	**Free Wikis, Blogs, and Rss**	4

	Practical: Login to wikis **Practical: Add an RSS manually to Outlook**	4
5	**Computerized information systems, their components, importance and types** **Midterm exam**	4 4
6	**Distance Learning Technologies Blackboard System** **Practical: entering the Blackboard system**	2 2
7	**Electronic commerce: its** concept **and tools** **Electronic commerce in the Kingdom of Saudi Arabia** **Practical: how to use the e-commerce sites** **Practical: Applying some** global **and local e-commerce systems**	4 4
8	**review**	2
9	**Practical exam**	2
Total		56

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignments	4 , 6	10%
2.	Midterm exam	8	20%
3.	Practical exam	11	20%
4	The final exam	13	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	**Introduction to information techology** **V.Rajaraman, 2018**
Supportive References	
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)	**Electrical connections to use when necessary**

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	**students**	**Questionnaires**
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	**Students and faculty members**	**Questionnaires/note card**

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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE		
REFERENCE NO.		
DATE	12/2/1445	

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	Decision Support Systems
Course Code:	**261cis-3**
Program:	**information system**
Department:	**copmuter**
College:	Applied college
Institution:	Najran University
Version:	**1**
Last Revision Date:	**12/2/1445**

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: first year third semester					
4. Course general Description Addressing the most important concepts of the decision-making process, by highlighting the concept of decision and its most important classifications, stages, decision-making environments and how to build the mathematical model for one-stage decisions and the decision-making process in the case of risk by addressing the expected monetary value criterion and choosing the best alternatives and the value of information in This environment and the method of building the mathematical model in the case of multi-value decisions expected for the sample information by studying the modified probabilities by applying Bayes' theory and the concept of utility and its inclusion in the decision-making process					
5. Pre-requirements for this course (if any):					
6. Co- requirements for this course (if any):					
7. Course Main Objective(s) This course teaches students the required skills and gives them knowledge of the various decision-making models so that decisions based on logical and mathematical foundations under different circumstances such as in cases of uncertainty, lack of information or certainty. It equips students with a mathematical framework on which a set of statistical algorithms built to help the decision-makers. It acquaints the students with a variety of decision-making theories that can be used in various applications					

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

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	4 hrs per week	
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	28
2.	Laboratory/Studio	28
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	56

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	Understand the decision-making process and criteria for decision-making.	K1	**Lectures/discussions in forums/seminars**	**Discussion-based evaluation Practical tests Application duties research**
1.2	To know the methods of risk analysis and sensitivity of models.	K2		
1.3				
2.0	Skills			
2.1	To be able to develop appropriate criteria for decision making.	S1	**Discussion and dialogue style / problem solving behavior / scientific statement style / workshop style / group activities / cooperative education / case study style**	**Tests and assignments**
2.2	To have the necessary skills to analyze problems and design the right solution models.	S2		
…				
3.0	Values, autonomy, and responsibility			
3.1	The student is committed to work ethics in the work environment	V1	Individual and group activities	Note **cards**

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
			cooperative education Worksheet	
3.2	The student is Communicates effectively in writing and orally	V2		
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Decision-making criteria. Practical: Steps to form a decision matrix	4 4
2.	The concept of a decision tree - the general structure of a decision tree - steps to draw a decision tree - a decision tree and modified probabilities. Practical: illustrative examples of the decision tree	6 6
3	Decision model design based on several variables. Practical	4 4
4	Criteria for decision-making under risk - sensitivity analysis - expected value of complete information - The expected missed opportunity - The expected value of the sample information - - The efficiency of the sample information Practical: modifying probabilities by applying Bayes' theory - designing and programming a simplified decision support system	6 6
5	Analysis of decision-making processes for business purposes Practical: designing and programming a simplified decision support system	4 8
8	Review	2
9	Practical exam	2
Total		56

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	**duties and participation**	4 , 6	10%
2.	**semester exam**	8	20%
3.	**Practical test**	11	20%
4	**The final test**	13	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	Decision Support Systems and Intelligent Systems/ 7th Ed. Efraim Turban and Jay E. Aronson; Prentice-Hall, 2005.
Supportive References	
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)	**Electrical connections to use when necessary**

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	**Students**	**Questionnaires**
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	**Students and faculty members**	**Questionnaires/note card**

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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE		
REFERENCE NO.		
DATE	12/2/1445	

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	**Data management**
Course Code:	**262CIS-3**
Program:	**Information system**
Department:	**Computer department**
College:	**Applied college**
Institution:	**Najran university**
Version:	**Version 4**
Last Revision Date:	26 /8/ 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: 5th Level					
4. Course general Description					
5. Pre-requirements for this course (if any): None					
6. Co- requirements for this course (if any): None					
7. Course Main Objective(s) The purpose of this course is to provide a comprehensive introduction to the use of database management systems for applications. Part1 discuss the concept Data and the Enterprise how the information is a key business resource, different types of data, importance of the quality of the data, the common problems with data, this part highlighting that the management of data is a business issue. part2 introduce the databases and their development, how the systems databases are designed apply SQL language to creation, manipulation, it introduces the concepts of database architecture and the various types of databases, conceptual data modelling and relational data analysis. The last part discusses the importance of data management.					

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	2٨
2.	Laboratory/Studio	2٨
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	5٦

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 database architecture, conceptual data modelling and relational data analysis techniques and how these lead to a physical database design.	K1=I	•Lectures, •Brainstorming, •Class •Discussion •Lab Reports	•Class work •Homework's •Assignments •Quizzes •Midterm •Exams •Final Exam
1.2	Define the principles of Data Management and what is their importance included of Data Policy, Data Quality, Data Security, Data Redundancy and High Availability	K3=I	•Lectures, •Brainstorming, •Class •Discussion •Lab Reports	•Homework •Assignments •Quizzes •Midterm •Exams •Final Exam
…				
2.0	Skills			
2.1	Designing the systems databases	S1=M	•Lecture •Brainstorming •Small Group Work •Lab Demonstration •Project •Exam •Group Reports •Lab Reports	•Homework •Assignments •Quizzes •Midterm •Exams •Final Exam
2.2	Applying SQL language to creation, manipulation	S2=M		
…				
3.0	Values, autonomy, and responsibility			

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
3.1	Demonstrate projects and assignments in teamwork for DBMS applications	C1=P	•Small group work and presentations •projects	•Group reports and presentations
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Data and information, data mining, big data, Scaling, Data warehouse and Data integration. **Lab**: Weka program	٤ 4
2.	Data and the Enterprise: information is a key business resource, the relationship between information and data, The data landscape, The importance of the quality of data, The common problems with data and DDL constraint and DDL constraints. **Lab**: Start to run SQL. Applied constraints in creation relations	٢ ٢
3	Data and the Enterprise: An enterprise-wide view of data. Managing data is a business issue and DDL deleting relation, adding, deleting, and modifying fields. **Lab**: Appling DDL deleting relation, adding, deleting, and modifying fields	٢ ٢
4	Databases and Their Development: The database architecture of an information system. Types of databases, and SQL DML insert data into table. **Lab**: Appling insert data into tables	٤ ٤
5	Databases and Their Development: Databases and Their Development: and DML Query data in the database. **Lab**: Appling select and use Aggregate Functions	٢ ٢
6	Databases and Their Development: Conceptual data modeling and SQL DML update data. **Lab**: Appling updating data into tables	2 2
7	Databases and Their Development: Relational data analysis and SQL Join Expressions **Lab**: Appling Join Expressions in quires.	2 2
8	Databases and Their Development: The role of data model. Physical database design and SQL inner Join. **Lab**: Appling SQL inner Join in quires.	٢ ٢
9	What is the data management: The problems encountered without data management, data management responsibilities, data management activities and SQL outer Join. **Lab**: Appling SQL outer Join in quires.	٢ ٢

10	What is the data management: Roles within data management, The benefits of data management, and overview of SQL views and simple views. **Lab**: Appling SQL views and simple views	٢ ٢
11	What is the data management: The relationship between data management and enterprise architecture and SQL complex views. **Lab**: Appling SQL complex views.	٢ ٢
١٢	Review and lab exam	4
		56

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 13	10%
3.	Practical exam	14	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	PRINCOPLES OF MANAGEMENT Facilitating information sharing Third edition Keith Gordon
Supportive References	Database Systems: A Practical Approach to Design, Implementation, and Management 4th Edition, Addison-Wesley, 2005, ISBN - 0321210255, 9780321210258
Electronic Materials	https://lms.nu.edu.sa/
Other Learning Materials	oracle live. https://livesql.oracle.com/apex/f?p=590:1000 https://www.w3schools.com/css/css_intro.asp http://lib.nu.edu.sa/DigitalLibbrary.aspx

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)	A separate Web Technology lab is required for lab exercise

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:	**Data Structure**
Course Code:	**264 CIS -3**
Program:	**information system**
Department:	**computer**
College:	**Applied college**
Institution:	**Najran University**
Version:	**1**
Last Revision Date:	**12/2/1445**

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: first year third semester					
4. Course general Description Study of common Abstract Data Types (ADTs), basic data structures include arrays, design, and analysis of algorithms. Common ADTs: stack, queue, tree, linked lists, hash tables. Basic design and analysis of algorithms covers asymptotic notation, recursive algorithms, searching and sorting algorithms, graphs and trees.					
5. Pre-requirements for this course (if any): 183CIS-3					
6. Co- requirements for this course (if any):					
7. Course Main Objective(s) The main objective of this course is a specialized format for organizing and storing data. Demonstrate analytical comprehension of concepts such as abstract data types (Arrays, Vectors and Linked lists), algorithms (Stacks, Queues, Searching and sorting techniques), and Complexity Analysis and Asymptotic notations. Design, write and analyze the performance of programs that handle structured data and perform more complex tasks and software projects.					

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

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	4 hrs per week	
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	28
2.	Laboratory/Studio	28
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	56

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 basic Abstract Data Types (ADTs) and their related data structure implementations.	K1	Lectures/discussions in forums/seminars	Discussion-based evaluation Practical tests Application duties research
1.2	Distinguish between ADTs, data structures and algorithms	K2		
1.3	Calculate the costs (space/time) of data structures and their related algorithms using the asymptotic notation.	K3		
2.0	Skills			
2.1	Explain basic concepts and techniques (recursive, sorting, searching, and graph) used in data structures.	S1	Discussion and dialogue style / problem solving behavior / scientific statement style / workshop style / group activities / cooperative education / case study style	Tests and assignments
2.2	Implement basic algorithms and ADTs using different data structures strategies.	S2		
	Select the type of data structures and algorithms in problem solving	S3		

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
3.0	Values, autonomy, and responsibility			
3.1	The student is committed to work ethics in the work environment	V1	Individual and group activities cooperative education Worksheet	Note cards
3.2	The student is Communicates effectively in writing and orally.	V2		
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Data Structures: Definition, operation of common Abstract Data Types (ADTs).	4 4
2.	basic data structures include arrays and design and analysis of algorithms Lab: Java Programs on arrays applications.	4 4
3	Stacks: Definition, Array representation of stack, Operations on stack: PUSH, POP Lab :Java Program operations and applications of stack	2 2
4	Queues : Definition, Array representation of queue, Types of queues Program Lab: Java program Queue operations and applications	4 4
5	Linked List representation, operations and applications Lab: Java program linked list application	2 2
6	Hash table Lab: Java programming hash table	2 2
7	Mid-term exam Lab: Review	2 2
8	Searching methods: Linear and Binary search. Trace of algorithms Lab: Java Program on Linear search	2 2
9	Searching methods: Binary search. Trace of algorithms Java Program on Binary search	2 2

10	Sorting methods Bubble sort and Quick sort Lab: Java programming sort methods Bubble, Quick sort	2 2
11	Graph representation and applications Lab: programming Graph applications	2 2
Total		56

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	assignments	4 , 6	10%
2.	Midterm exam	8	20%
3.	Practical exam	13	20%
4	The final exam	13	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	Data Structures and Algorithms in python, Michael T. Goodrich, Department of Computer Science,University of California, Irvine Roberto Tamassia,Department of Computer Science Brown University Michael H. Goldwasser,Department of Mathematics and Computer Science,Saint Louis University,2013
Supportive References	
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 (imageand 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)	**Electrical connections to use when necessary**

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	students	Questionnaires
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	**Students and faculty members**	**Questionnaires/note card**

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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE		
REFERENCE NO.		
DATE	12/2/1445	

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	Information Security
Course Code:	279 CIS-3
Program:	Applied Information Systems
Department:	Computer
College:	Applied College
Institution:	Najran University
Version:	**T-104 2022**
Last Revision Date:	**20/8/2023**

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	3 (2+2)				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: ***Level 4***					
4. Course general Description					
5. Pre-requirements for this course (if any): 168 CIS-3					
6. Co- requirements for this course (if any):					

7. Course Main Objective(s)

• Understand and contextualize the principles of information security in complex systems and organizations
• Understand, implement, and develop cyber security controls, security policies, procedures, and programs
• Perform threat, vulnerability, and risk assessments
• Plan a security awareness, training, and education activity

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	56	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	28 Hours
2.	Laboratory/Studio	28 Hours
3.	Field	-
4.	Tutorial	-
5.	Others (specify)	
	Total	56 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	List and discuss the key characteristics of information security	K1=p	• Lectures, labs • Brainstorming, • Class Discussion	• Class work • assignments • Quizzes • Midterm • Exams • Final Exam
1.2	understand information security policy role in a successful information security program	K2=I	• Lectures, labs • Brainstorming, • Class Discussion	• Class work • assignments • Quizzes • Midterm • Exams • Final Exam
…				
2.0	Skills			
2.1	analysis the principal components of information security (InfoSec) system implementation planning in the organizational planning scheme	S3=I	• Class • Discussion • Related • Computer Software and websites	• • Class work • assignments • Quizzes • Midterm • Exams • Final Exam

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.2	Discuss the need for contingency planning			
2.3	Explain the organizational approaches to information security			
3.0	Values, autonomy, and responsibility			
3.1	The student is committed to work ethics in the work environment	V1=I	• Brainstorming, • Class Discussion	• Assignment • Class work
3.2				

C. Course Content

No	List of Topics	Contact Hours
1.	Course Overview and Logistics Information Security Environment Lab:X	2 2
2.	INTRODUCTION TO INFORMATION SECURITY Lab:X	2 2
3	PLANNING FOR SECURITY Lab : Performing Reconnaissance and Probing using Common Tools	4 4
4	PLANNING FOR CONTINGENCIES Lab:Performing a Vulnerability Assessment	2 2
5	INFORMATION SECURITY POLICY (Security Education, Training and Awareness) Lab: Performing a Web Site and Database Attack by Exploiting Identified Vulnerabilities	2 2
6	**Mid Exam**	2

7	DEVELOPING THE SECURITY PROGRAM Lab: Implementing an Information Systems Security Policy	2 2
8	SECURITY MANAGEMENT MODELS Lab :Implementing an Information Systems Security Policy	2 2
9	SECURITY MANAGEMENT PRACTICES Lab: Implementing an Information Systems Security Policy	2 2
10	PERSONNEL AND SECURITY Lab: Implementing a Business Continuity Plan	2 2
11	RISK MANAGEMENT: IDENTIFYING AND ASSESSING RISK Lab :Enabling Windows Active Directory and User Management: A Modern Fairy Tale" Access Control	2 2
12	RISK MANAGEMENT: CONTROLLING RISK Lab: Enabling Windows Active Directory and User Management: A Modern Fairy Tale" Access Control	2 2
13	Economics of Cyber security: Economic Aspects of Information Security	2
14	LAW AND ETHICS	2
15	**Practice exam**	2
Total		**56**

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	assignment	2-13	10%
2.	Mid exam	8	20%
3.	Practical exam	14	20%
...	Final exam	End of the semster	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	Michael E. Whitman, Herbert J. Mattord, Management of Information Security, Latest Edition. Course Technology, Cengage Learning, ISBN-13: 978-1-285-06229-7.
Supportive References	*Computer Security: Art and Science*, Matt Bishop (ISBN: 0-201-44099-7), Addison-Wesley 2003 *Security Engineering: A Guide to Building Dependable Distributed Systems*, Ross Anderson, Wiley, John & Sons, Incorporated, 2001
Electronic Materials	
Other Learning Materials	*Guide to Disaster Recovery*, M. *Erbschilde*

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)	Data Show
Other equipment (depending on the nature of the specialty)	Wireshark software

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students	End term Questionnaire
Effectiveness of students assessment	Head of the department and Departmental Council discussions	Directly
Quality of learning resources		
The extent to which CLOs have been achieved		
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	

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:			5th semester Third 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		

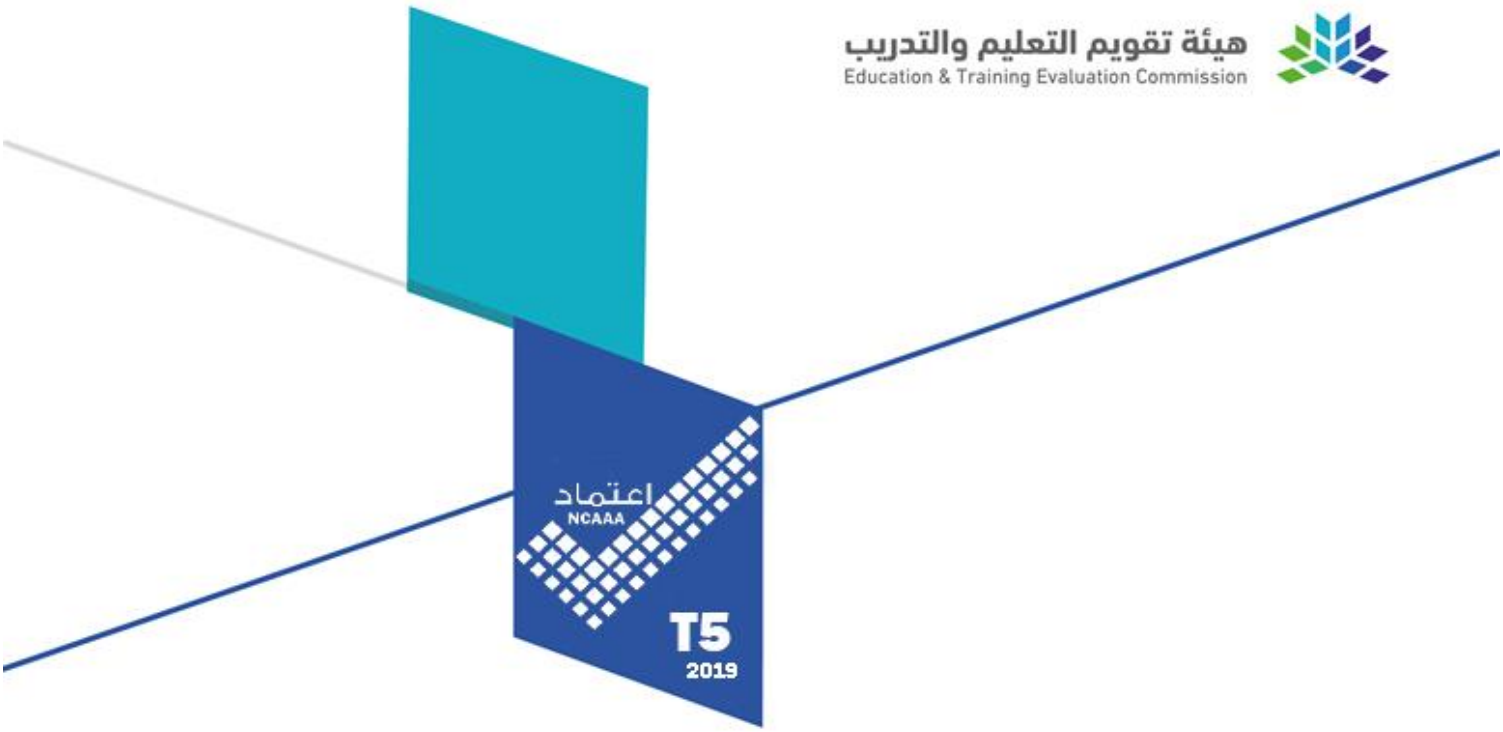
Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

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+6)
2. Level/year at which this course is offered: Level 6
3. Dates and times allocation of field experience activities. • Number of weeks: (10) week • Number of days: (30) day • Number of hours: (90) 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