



# GENERAL STUDIES

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Major  
**All Majors**

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1430H – 2010G

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## The Study Plans Distributed on trimesters

	No.	Course Code	Course Name	Prerequisites	No. of Units				
					CRH	L	P	T	CTH
First trimester	1	ISL 101	Islamic Culture -1		2	2	0	0	2
	2	ARB 101	Arabic Language		2	2	0	0	2
	3	ENG 106	General English Language		4	4	0	2	6
	4	MAT 113	General Mathematics		4	4	0	0	4
	5	CMT 101	Introduction to Computer Applications		2	0	4	0	4
	6	PHY 115	General Physics		3	3	0	1	4
	7	VOC 107	Vocational Guidance & Excellence		2	2	0	0	2
Total Number of Units					19	17	4	3	24
CRH: Credit Hours    L: Lecture    P: Practical    T: Tutorial    CTH: Contact Hours									

	No.	Course Code	Course Name	Prerequisites	No. of Units				
					CRH	L	P	T	CTH
Second, Third, Forth trimester	1	ISL 102	Islamic Culture -2	ISL 101	2	2	0	0	2
	2								
	3								
	4								
	...								
Total Number of Units									

	No.	Course Code	Course Name	Prerequisites	No. of Units				
					CRH	L	P	T	CTH
Fifth trimester	1	ETH 101	Professional Ethics & Comm. Skills		2	2	0	0	2
	2								
	3								
	4								
	5								
Total Number of Units									

	No.	Course Code	Course Name	Prerequisites	No. of Units				
					CRH	L	P	T	CTH
Sixth trimester	1	SUP 299	Co-operative Training		4	Site Conditions Over 420 hours			

Total Number of trimesters Credit Units					CRH	L	P	T	CTH
Total of training Hours (13X ) + Cooperative training Hours (420)									



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# GENERAL COURSES

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1430H – 2010G

Department	General Studies		Major		All Majors	
Course Name	Islamic Culture -1		Course Code		ISL 101	
Prerequisites						
Trimester	1	2	3	4	5	6
Credit Hours	2					Cooperative
Contact Hours (hours per week)	L	2				
	W	0				
	T	0				
<i>L = Lecture Hours, W = Workshop/Laboratory Hours, T = Tutorial Hours</i>						
Course description:						
<p>This course reflects the concept of the islamic culture and its privilege over the other cultures as it is considered a behavior based on divine course manifesting itself in belief and Sharia (Law of Islam). Then this course figures the bases of this belief and the stability of its origins and the greatness of its outcomes.</p> <p>It also details the most prominent that Islamic Sharia reveal, and its laws by clarifying the concept of worship in Islam, its position, the secrets of its legislation, and its effects on the behavior of groups and individuals. The course concentrates on prayer as it is the summit of all the apparent physical worships. This course also shows the place of noble-manners in Islam, its domains, and its good consequences on an individual and the society.</p>						
General Objective:						
<p>Supplying the student with suitable outcome of basic islamic knowledge that islam brought in two principle sides: Belief and Sharia (represented in worship and characters) and applying it in his life. This course also aims at supplying the student with bright facts about islam that grows in him the talent of correct criticism that rectifys the principles and rules correctly, and award him immunity enabling him to face doubting atheism currents and behavioral deviations when he realizes the greatness of this religion in its inclusivness, its universal message and its validetey anywhere and everytime.</p>						
Specific Objectives			Required Performance Specifications	NOSS Related tasks		
<b>A. Procedural Objectives: Trainee should be able to:</b>						
<b>B. Behavioural and Cognetive Objectives: Trainee should be able to:</b>						
1.	Recall the meaning of islamic belief.			Basic knowledge		
2.	Precise the meaning of islamic belief.			Basic knowledge		
3.	Differentiate between Deism and divinity			Basic knowledge		
4.	Be acquainted with the beliefs of the Sunnites (those who follow the Sunna of Prophet Mohammad) in the meanings of God names and His Qualities.			Basic knowledge		
5.	Clarify the evidences of the bases of the belief.			Basic knowledge		

6.	Deduce the consequences of faith in behavior.	Basic knowledge
7.	Know that islam consists of belief and Sharia and that belief represents the basis of building islam.	Basic knowledge
8.	Differentiate between belief and Sharia	Basic knowledge
9.	Know the contents of each of the bases of belief and details the outcomes of believing in it.	Basic knowledge
10.	Put in order the levels of believing in fate.	Basic knowledge
11.	Get knowledge of the belief of Sunnites in fate.	Basic knowledge
12.	Get knowledge of the point of view of islam to man, the universe, and life.	Basic knowledge
13.	Get knowledge of the completeness of the meaning of worship.	Basic knowledge
14.	Mention the bases on which islamic sharia is built.	Basic knowledge
15.	Know the two conditions of correctness of worship.	Basic knowledge
16.	Deduce some apparent worships.	Basic knowledge
17.	Determine the financial worships and differentiate between them and the physical worships.	Basic knowledge
18.	Precise some worships related to heart such as Trust in God, and Fearing Allah and deduce their results on behavior.	Basic knowledge
19.	Describe how to become clean and pure from small and big ritual impurities.	Basic knowledge
20.	Deduce the legislative secrets in prayer	Basic knowledge
21.	Extract a sum of the consequences of prayer on the behavior of an individual.	Basic knowledge
22.	Mention the features of a correct prayer and count what is hated in it.	Basic knowledge
23.	Memorize the pillars of prayer, its duties, conditions.	Basic knowledge
24.	Clarify the divine wisdom in alms, pilgrimage, and fasting	Basic knowledge
25.	Recall the required evidences.	Basic knowledge
26.	Get knowledge of the meaning of characters.	Basic knowledge
27.	Deduce its importance in human life.	Basic knowledge
28.	Recall the wording indicating the position of characters in islam.	Basic knowledge
29.	Know that characters is a principle part of the religion.	Basic knowledge
30.	Extract the completeness of characters for his relation with Allah, persons, and his surroundings.	Basic knowledge
31.	Get knowledge of some islamic characters and recall their meanings.	Basic knowledge
32.	Deduce a sum of noble islamic characters and their	Basic knowledge

effects on an individual.		
<b>Theoretical and Practical Topics:</b>	<b>NOSS Related tasks</b>	
	<b>Task</b>	<b>Task Description</b>
○ <b>Unit one</b> : Bases and outcomes of islamic belief.		Basic knowledge
○ <b>Unit two</b> : Worships in islamic Sharia.		Basic knowledge
○ <b>Unit three</b> :Islamic characters.		Basic knowledge

<b>Detailed Contents</b>		
<b>Hours</b>	<b>Contents</b>	<b>Evaluation Tools</b>
9	<p><b>Unit one: Islamic Belief: Bases and outcomes</b></p> <p>(a) <b>Definition of islamic belief</b></p> <p>(b) <b>Bases of belief (pillars of faith)</b></p> <ul style="list-style-type: none"> <li>• Belief in Allah</li> <li>• Belief in Angels</li> <li>• Belief in other revealed Books</li> <li>• Belief in all messengers of Allah</li> <li>• Belief in the Day of Judgement</li> <li>• Belief in fate</li> </ul> <p>(c) <b>Point of view of islam to (Man – The Universe – Life)</b></p>	<p>Oral questions</p> <p>Written questions</p> <p>Self- test</p>
9	<p><b>Unit Two:Worship in Islamic Sharia</b></p> <p>(a) <b>Worship in islam; Its concept and types</b></p> <ul style="list-style-type: none"> <li>• The concept</li> <li>• Conditions of correctness</li> <li>• Types</li> </ul> <p>(b) <b>Prayer</b></p> <ul style="list-style-type: none"> <li>• The head of all apparent physical worships</li> <li>• Its obligation and position</li> <li>• Its conditions</li> <li>• Its pillars, duties, and rubrics</li> <li>• Its features</li> <li>• What is hated in it</li> <li>• What is desirable and allowed in it</li> <li>• The legislative secrets in it</li> <li>• Its effects on the behavior of an individual and the community</li> </ul> <p>(c) <b>The consequences of worship on an individual and the community</b></p> <ul style="list-style-type: none"> <li>• Survey of the consequences of the most prominent worships like alms, fasting, pilgrimage, etc.</li> </ul>	<p>Oral questions</p> <p>Written questions</p> <p>Self- test</p>
8	<p><b>Unit Three: The Moral System in Islam</b></p> <ul style="list-style-type: none"> <li>• Definition of characters</li> <li>• Its importance and position in islam</li> <li>• Fields of characters</li> <li>• Samples of islamic charaters (Honesty – Faithfulness – Justice and Charity – Patience – Chastity – Fulfillment)</li> <li>• The consequences of islamic characters on an individual and the community</li> </ul>	<p>Oral questions</p> <p>Written questions</p> <p>Self- test</p>

Department	General Studies			Major	All Majors	
Course Name	Islamic Culture -2			Course Code	ISL 102	
Prerequisites	ISL 101					
Trimester	1	2	3	4	5	6
Credit Hours				2		Cooperative
Contact Hours (hours per week)	L			2		
	W			0		
	T			0		
<i>L = Lecture Hours, W = Workshop/Laboratory Hours, T = Tutorial Hours</i>						
Course description:						
<p>This course covers principle areas of islamic sharia such as islam systems (the aims of islam, the social system, and the economical system) considering to the determination of the general objectives of islam, the purposes, and the principles that islam brought, concentrating on what distinguishes islam in its organization with respect to its completeness, its detailing, and its linking between the purposes of sharia and what it brought as a social and economical system.</p>						
General Objective:						
<p>Supplying the student with islamic teachings aiming at the general purposes of islam and the social and economical system a muslim should follow as a result of believing in Allah and worshipping Allah according to what he learned in the prerequisite course. Consequently, he should try to rectify himself psychologically and morally and building his family and his happiness. Also it leads to the solidarity of the society and their collaboration and the participation of the student in the construction of his country socially and economically on the bases of a solid and distinguished system.</p>						
Specific Objectives				Required Performance Specifications	NOSS Related tasks	
<b>A. Procedural Objectives: Trainee should be able to:</b>						
<b>B. Behavioural and Cognitive Objectives: Trainee should be able to:</b>						
1. To get knowledge of the general objectives of islam and hence understand the easiness, moderateness, and completeness of this religion					Basic knowledge	
2. To get knowledge of the goals of islamic system in building the society and the parts by which this system priviliges on others through recalling the evidences from the wordings of the Holly Koran and Sunna					Basic knowledge	
3. To summarize the concept of working in islam and realizes its value and deduce the results of the principle of working freedom in the economical life					Basic knowledge	
4. To get knowledge of what Allah allowed from the resources and the dealings and what Allah prohibited from dealings and ways of possession.					Basic knowledge	

Theoretical and Practical Topics:	NOSS Related tasks	
	Task	Task Description
○ <b>Unit one</b> : Purposes of islam.		Basic knowledge
○ <b>Unit two</b> : Islam and building the society.		Basic knowledge
○ <b>Unit three</b> : The economical system in islam.		Basic knowledge

Detailed Contents		
Hours	Contents	Related Tasks
9	<p><b>Unit one:</b> From the aims of Islam:</p> <ul style="list-style-type: none"> <li>Realization of worship to Allah and to populate the earth according to the laws of Allah.</li> <li>Keeping the five necessities (Religion - Spirit - Mind - Offsprings – Money).</li> <li>Moderateness (Staying away from excessiveness and losing).</li> <li>Facilitation and removing prohibition.</li> </ul>	<p>The student is able to:</p> <ol style="list-style-type: none"> <li>get knowledge of the purpose of life.</li> <li>Recall that islam orders are for the sake of good, , and population of the earth.</li> <li>Know the necessities that sharia ordered to keep and maintain.</li> <li>Deduce the importance of religion and that it should be kept.</li> <li>Recall the sanctity of spirits and money.</li> <li>Get knowledge of the moderateness of islam.</li> <li>Deduce examples of moderateness in this religion.</li> <li>Deduce the greatness of islam and what it includes of mercy and facilitation.</li> <li>Count the examples of facilitation in islam.</li> </ol>
9	<p><b>Unit Two: The Social System in Islam</b></p> <p>First: The concept of the society and its building bases in islam:</p> <ul style="list-style-type: none"> <li>Concept of the islamic society.</li> <li>Bases of the islamic society in:</li> <li>Belief – Brotherhood – Solidarity and Collaboration – Ordering in a friendly manner and forbidding any abominable action.</li> </ul> <p>Second: The family system in islam:</p> <ul style="list-style-type: none"> <li>Marriage bond and respecting the woman in islam</li> <li>The system of islam in the construction of the family.</li> <li>Rights of the couple and the children.</li> </ul> <p>Third: Islam attitude regarding some social problems:</p> <ul style="list-style-type: none"> <li>Divorce.</li> <li>Intoxications, Drugs, and Tobacco</li> <li>Fornications (Adultery, and Sodomy).</li> <li>Leisure.</li> <li>Rumor.</li> </ul>	<p>The student should be able to:</p> <ol style="list-style-type: none"> <li>Get knowledge of the purposes of the social system in islam and the difference between it and the other systems.</li> <li>Deduce the firm bonds between individuals in the islamic society.</li> <li>Infer for each of the principles upon which the family system is based in islam.</li> <li>Count the meanings that prevail between couples.</li> <li>Deduce the position of woman and her respect in islam.</li> <li>Deduce the sides of privilege of islam on other religions.</li> <li>Recall the rights of the couple and the children.</li> <li>Differentiate between Sacrifice and Volunteering.</li> <li>Explain what solidarity includes in islam.</li> <li>Deduce the bad consequences of divorce.</li> <li>Recall the evidences of prohibition of fornication and moral crimes.</li> <li>Get knowledge of most significant dangers that lead to the breakdown of socities and the attitude of islam regarding them.</li> </ol>



<p>8</p>	<p><b>Unit Three: The Economical System in Islam</b>                  First: Fields of economical activities:</p> <ul style="list-style-type: none"> <li>• Work:                         <ul style="list-style-type: none"> <li>- (Concept – Regulation – Its preference in islam – Grades).</li> <li>- Types of work.</li> <li>- (Vocational (Manual) work – Technical work – Intellectual work).</li> </ul> </li> <li>• Possession:                         <ul style="list-style-type: none"> <li>- Possession Freedom and rules.</li> <li>- Ways of possession and its means.</li> <li>- Methods of investing money and keeping it.</li> </ul> </li> </ul> <p>Second: Prohibited financial dealings</p> <ul style="list-style-type: none"> <li>• Usury.</li> <li>• Bribery.</li> <li>• Cheating.</li> </ul>	<p>The student should be able to:</p> <ol style="list-style-type: none"> <li>1- Determine the islamic concept of work.</li> <li>2- Get knowledge of the value of work in islam and deduce the evidences for that from the Holly Koran and Sunna.</li> <li>3- Count the results of work freedom in the economical life.</li> <li>4- Deduce some wisdom benefits from prohibiting usury.</li> <li>5- Get knowledge of the bases of financial equilibrium in the society and to infer for these bases.</li> <li>6- To show the position of islam from possession and count its means and regulations.</li> <li>7- Mention the ways forbidden by islam in investing money and infer for each of these ways from the Holly Koran and Sunna.</li> <li>8- Recall the evidences of prohibiting usury, bribery, and cheating.</li> <li>9- Deduce the bad consequences of forbidden dealings on an individual and the society.</li> </ol>
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Department	General Studies			Major	All Majors		
Course Name	Arabic Language (Arabic Writing and Composition)			Course Code	ARB 101		
Prerequisites							
Trimester	1	2	3	4	5	6	Cooperative
Credit Hours	2						
Contact Hours (hours per week)	L	2					
	W	0					
	T	0					
<i>L = Lecture Hours, W = Workshop/Laboratory Hours, T = Tutorial Hours</i>							
<b>Course description:</b>							
<p>This course concentrates on improving the basic skills of arabic composition of technical colleges students according to their needs and knowledge. It enables them to acquire enough knowledge of the two types of writing in arabic: functional and creative writing. It also gives the theoretical description and practical training of the basic types of functional writing: summarizing, report, and administrative message. The course also intends to introduce dictative and grammatic subjects to solve the problems of writing and the common mistakes in composition with training on them to change them to acquired linguistic experiences. It also gives the student atraining on ideal use of arabic punctuation marks in his writing.</p>							
<b>General Objective:</b>							
Increasing basic knowledge and practical skills of technical college student to enable him to use correctly arabic language in his writing.							
<b>Specific Objectives</b>				Required Performance Specifications	<b>NOSS Related tasks</b>		
A. Procedural Objectives: Trainee should be able to:							
B. Behavioural and Cognitive Objectives: Trainee should be able to:							
1. Recognize correct skills of writing in arabic language					Basic knowledge		
2. Apply correct basic skills of writing in arabic language					Basic knowledge		
3. Recognize types of writing: functional and creative					Basic knowledge		
4. Apply basic practical skills of three types of functional writing: summary, report, and administrative message.					Basic knowledge		
5. Recognize basic rules in cursive writing					Basic knowledge		
6. Write and read correctly arabic numbers.					Basic knowledge		
<b>Theoretical and Practical Topics:</b>				<b>NOSS Related tasks</b>			
				<b>Task</b>	<b>Task Description</b>		
<ul style="list-style-type: none"> <li>○ <b>First: Introduction to language:</b> <ol style="list-style-type: none"> <li>1. Its concept, its functions, and its levels.</li> <li>2. Importance of arabic language, reasons of caring for it, and its most important features.</li> </ol> </li> </ul>					Basic knowledge		



<p>○ <b>Second:Arabic composition:</b></p> <ol style="list-style-type: none"><li>1. Brief definition of receptive and productive skills in language.</li><li>2. Composition as a productive skill: its concept, its importance, and its objectives.</li><li>3. Elements of composition structure in arabic, and rules of each element (word, sentence, and paragraph).</li><li>4. Basic rules in cursive dictational.</li><li>5. Writing the letter (ة): linking and cutting, at the middle of a word and at its end.</li><li>6. Differentiate between the letter (ت) in its two forms (open and closed) and the letter (ـه) Writing the letter (ح) at the end of nouns, verbs, and characters.</li><li>7. Augmented and elision letters (those which are pronounced but not written or written but not pronounced).</li><li>8. Mistakes in writing inflective verbs: five examples present verb (defective at its end) and imperative verb (defective at its end).</li><li>9. Mistakes in writing inflective nouns: five nouns, dual, and masculine intact plural</li><li>10. Punctuation marks: Importance, functions, types, rules of use of each type.</li><li>11. Types of arabic composition: Functional, and creative writing.</li><li>12. Types of functional writing: art of summarizing, report writing, and administrative report.</li></ol>		Basic knowledge
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Detailed Contents		
Hours	Contents	Evaluation Tools
2	Introduction to language: concept, functions, and levels.	Oral questions Written questions Self- test
2	Importance of arabic language, reasons for caring of it, and its most important features.	Oral questions Written questions Self- test
2	Arabic composition: Brief definition of receptive and productive skills in language. Composition as a productive skill: its concept, importance, and objectives.	Oral questions Written questions Self- test
2	Structure elements of composition in arabic and their rules: (word, sentence, and paragraph).	Oral questions Written questions Self- test
12	basic rules in cursive dictational: <ul style="list-style-type: none"> <li>writing the letter (ة):linking, and cutting, at the middle and at the end of a word.</li> <li>Differentiate between between the letter (ت) in its two forms (open and closed) and the letter (ه).</li> <li>Writing the letter (ع) at the end of nouns, verbs, and characters.</li> <li>Augmented and elision letters (those which are pronounced but not written or written but not pronounced).</li> <li>Mistakes in writing inflective verbs: five examples present verb (defective at its end) and imperative verb (defective at its end).</li> <li>Mistakes in writing inflective nouns: five nouns, dual, and masculine intact plural.</li> </ul>	Oral questions Written questions Self- test
2	Punctuation marks: Importance, functions, types, rules of use of each type.	Oral questions Written questions Self- test
1	Types of arabic composition: Functional, and creative writing.	Oral questions Written questions Self- test
3	Types of functional writing: art of summarizing, report writing, and administrative report.	Oral questions Written questions Self- test

<b>Textbook:</b>	- Dr. Mohammad Saleh Al-Shanty, "The Art of Arabic composition", Dar Al-Andalus for publishing and distribution fourth edition, 1997 - Omar Awkan, "Evidences of dictation and secrets of punctuations" Africa Al-Shark (Lebanon) first edition, 1999
<b>Additional Reading:</b>	Dr Hussein Ali Mohammad, "Literary Composition", Al_Obikan bookstore, first edition, 1997 Dr. Omar Soliman Mohammad, "Functional Dictation", King Saud University Press, third edition, 1997
<b>References:</b>	Dr. Ahmad Radwan, Othman Al-Fereah, "Arabic composition", King Saud University Press, sixth edition, 1997

Department	General Studies			Major		All Majors	
Course Name	Professional Ethics and Communications Skills			Course Code		ETH 101	
Prerequisites							
Trimester	1	2	3	4	5	6	Cooperative
Credit Hours					2		
Contact Hours (hours per week)	L				2		
	W				0		
	T				0		
<i>L = Lecture Hours, W = Workshop/Laboratory Hours, T = Tutorial Hours</i>							
<b>Course description:</b>							
<p>This course includes the definition of work to a student through:</p> <ul style="list-style-type: none"> <li>• The organizational structure.</li> <li>• Work systems.</li> <li>• Work habits and ethics.</li> <li>• Relation between teams work.</li> <li>• Work activities.</li> <li>• Behavior of individuals and groups.</li> </ul> <p>Hence the course shows the effect on the success in work and the ability to contact with others.</p>							
<b>General Objective:</b>							
The course intends at teaching the student basic skills and necessary behavior to succeed in his work.							
<b>Specific Objectives</b>				Required Performance Specifications	<b>NOSS Related tasks</b>		
<b>A. Procedural Objectives: Trainee should be able to:</b>							
<b>B. Behavioural and Cognitive Objectives: Trainee should be able to:</b>							
1. Understand organizational structures.					Basic knowledge		
2. Understand different work systems.					Basic knowledge		
3. Know the factors that increase work efficiency.					Basic knowledge		
4. Understand individual and group behavior that lead to success of work.					Basic knowledge		
5. Deal with work pressures.					Basic knowledge		
6. Determine ways of self development.					Basic knowledge		
7. Excel skills of functional communications.					Basic knowledge		
<b>Theoretical and Practical Topics:</b>				<b>NOSS Related tasks</b>			
				<b>Task</b>	<b>Task Description</b>		
○ Behavior of an individual (interests, abilities, skills, and objectives).					Basic knowledge		
○ Demand for work (good Curriculum Vitae, interview).					Basic knowledge		



o Nature of work (organizational structures, and work systems).		Basic knowledge
o Work athics.		Basic knowledge
o Habits of succeeding work.		Basic knowledge
o Dealing with work problems (work pressures, disagreements, ...).		Basic knowledge
o Ways of self development.		Basic knowledge
o Ways of reading and understanding information furnished in different forms (written, drawings, pictures, illustrative figures, .. etc.).		Basic knowledge
o Ways of writing and speaking in an Interesting and understandable manner.		Basic knowledge
o Art of listening, asking for explanation, and discussing with others.		Basic knowledge
o Use of modern techniques in communications (electronic mail, voice mail, .. etc.).		Basic knowledge

### Detailed Contents

Hours	Contents	Evaluation Tools
3	<b>Behavior of an individual (interests, abilities, skills, and objectives).</b>	Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study, Playing Rules
2	<b>Demand for work (good Curriculum Vitae, interview).</b>	Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study, Playing Rules
2	<b>Nature of work (organizational structures, and work systems).</b>	Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study, Playing Rules
2	<b>Work athics.</b>	Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study, Playing Rules
2	<b>Habits of succeeding work.</b>	Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study, Playing Rules
2	<b>Dealing with work problems (work pressures, disagreements, ...).</b>	Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study, Playing Rules
2	<b>Ways of self development.</b>	Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study, Playing Rules



3	<b>Ways of reading and understanding information furnished in different forms (written, drawings, pictures, illustrative figures, .. etc.).</b>	Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study, Playing Rules
3	<b>Ways of writing and speaking in an Interesting and understandable manner.</b>	Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study, Playing Rules
3	<b>Art of listening, asking for explanation, and discussing with others.</b>	Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study, Playing Rules
2	<b>Use of modern techniques in communications (electronic mail, voice mail, .. etc.).</b>	Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study, Playing Rules

Department	General Studies		Major		All Majors	
Course Name	General Mathematics		Course Code		MAT 113	
Prerequisites						
Trimester	1	2	3	4	5	6
Credit Hours	4					Cooperative
Contact Hours (hours per week)	L	4				
	W	0				
	T	0				
<i>L = Lecture Hours, W = Workshop/Laboratory Hours, T = Tutorial Hours</i>						
Course description:						
<p>This course introduces the required topics needed by the trainee in this major. Trainees are going to practice Algebraic expressions, multi-borders, Linear equations, Matrixes &amp; limit, Logarithmic &amp; basic circuits, Concept of function &amp; its curves, Algebra of compound Number.</p>						
General Objective:						
This course aims to enable the trainee to acquire the basic skills in mathematics.						
Specific Objectives			Required Performance Specifications		NOSS Related tasks	
A. Procedural Objectives: Trainee should be able to:						
B. Behavioral and Cognitive Objectives: Trainee should be able to:						
1. Know the concept of multi-borders.			x		This course is required for all majors and is related to occupational standards.	
2. Solve Algebraic expressions and Quadratic Equation.			x		This course is required for all majors and is related to occupational standards.	
3. Know matrixes and determinants and how to use them in solving linear equations.			x		This course is required for all majors and is related to occupational standards.	
4. Deal with Matrices and determinants.			x		This course is required for all majors and is related to occupational standards.	
5. Solve Different linear equations (first & second order).			x		This course is required for all majors and is related to occupational standards.	
6. Solve first & second order linear equations with second & third passives.			x		This course is required for all majors and is related to occupational standards.	
7. Solve logarithms and represent them in curves.			x		This course is required for all majors and is related to occupational standards.	
8. Know exponential functions and logarithms and how to solve them.			x		This course is required for all majors and is related to occupational standards.	
9. Know the concept of functions and it's different types.			x		This course is required for all majors and is related to occupational standards.	

Safety instructions:

- The trainees are trained to comply with the instructions & regulations of safety, i.e.; uniforms, etc.

Theoretical and Practical Topics:	NOSS Related tasks	
	Task	Task Description
○ <b>Multi borders:</b>		This course is required for all majors and is related to occupational standards.
○ <b>Matrices &amp; determinants:</b>		This course is required for all majors and is related to occupational standards.
○ <b>Linear &amp; Algebra equations:</b>		This course is required for all majors and is related to occupational standards.
○ <b>Functions &amp; curves:</b>		This course is required for all majors and is related to occupational standards.
○ <b>Power &amp; logarithm functions:</b>		This course is required for all majors and is related to occupational standards.
○ <b>Successful &amp; excellent trainer:</b>		This course is required for all majors and is related to occupational standards.

Detailed Contents		
Hours	Contents	Evaluation Tools
10	<b>Multi borders:</b> <ul style="list-style-type: none"> <li>○ Multi borders mathematical operations.</li> <li>○ Multi borders analyses.</li> <li>○ Algebraic fractions .</li> </ul>	Oral questions Written questions Self- test
12	<b>Matrixes &amp; limit:</b> <ul style="list-style-type: none"> <li>○ Matrix concepts &amp; types.</li> <li>○ Calculation process on matrix.</li> <li>○ Calculation of extremists (2x2) &amp; 3x3).</li> <li>○ Solve linear equations using matrixes.</li> </ul>	Oral questions Written questions Self- test
18	<b>Equations:</b> <ul style="list-style-type: none"> <li>○ Solving first order equations.</li> <li>○ Solving second order equations.</li> <li>○ Solving one passive linear equations.</li> <li>○ Solving two passives linear equations.</li> <li>○ Solving three passives linear equations.</li> <li>○ Methods to solve linear equations using exponential functions.</li> </ul>	Oral questions Written questions Self- test
12	<b>Concept of function &amp; its curve:</b> <ul style="list-style-type: none"> <li>○ Define function.</li> <li>○ Field.</li> <li>○ Range.</li> <li>○ Function curve.</li> <li>○ Some common functions (tri-functions )</li> </ul>	Oral questions Written questions Self- test

<b>References</b>	<ol style="list-style-type: none"> <li>1. Mathematics for Technicians , A .Greer &amp; G . Taylor , Stanely Thornes 1989 .</li> <li>2. Basic Mathematics, H. kruglack &amp; moore, schaum outlines , MC Graw-hill .</li> <li>3. Technical Calculus with Analytic Geometry, J. Gersting, Dover Publications, Inc. 1992</li> <li>4. Calculus, P. A vbbott &amp; M. Wardle, Teach yourself-book NTC Publishing Group, USA</li> </ol>
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Department	General Studies			Major		All Majors	
Course Name	General Physics			Course Code		PHY 115	
Prerequisites							
Trimester	1	2	3	4	5	6	
Credit Hours	3					Cooperative	
Contact Hours (hours per week)	L	3					
	W	0					
	T	1					
<i>L = Lecture Hours, W = Workshop/Laboratory Hours, T = Tutorial Hours</i>							
Course description:							
<p>This course aims at giving direct and clear answers to all the questions about nature forces that Allah put in matter for the sake of man. Especially those questions in the field of mechanics. It also gives a practical and scientific definition for the indispensable measurement science In accordance with the international system adopted, which has been termed the symbol (SI) . It also provides a simple concept and facilitator for each of the quantities and the standard vector and how to distinguish between them and how to deal with each of them. Also provides a facilitator and a simplified understanding about the relationship of force to the motion.</p>							
General Objective:							
<p>This course is designed to enable the trainee to learn the main physics concepts in order to build on them later in his specialized subjects.</p>							
Specific Objectives		Required Performance Specifications				NOSS Related tasks	
A. Procedural Objectives: Trainee should be able to:							
B. Behavioural and Cognitive Objectives: Trainee should be able to:							
1. Understand the technical importance of the International System of measurement (SI); its parts and its multiplications.		Identify international measurement systems. Identify International System of measurement (SI) in details. Concepts of SI components. Definition, formulation and derive the mathematical laws based on SI, through a simplified explanation of the theory of compatibility of units and dimensions				Basic knowledge	
2. Understand the fundamental importance of the dimensions theory of basic quantities in all measurements.		Distinction between numerical and vectors quantities, to facilitate the deal with them, as each of them has its own laws. Represent vectors in level and space.				Basic knowledge	
3. Ability to differentiate between correct and incorrect laws that are used in solving mathematical equations.		Mechanics studies the relationship between the body mass, force and acceleration resulting from its impact and the surrounding medium.				Basic knowledge	
4. Understanding of Newton mechanics properly, through Newton's three laws.		The Influential Force concept is outcome of summation of forces that affect the body. Applied Scientific fields of Newton's motion laws.				Basic knowledge	

Safety instructions:		
○ the trainees are trained to comply with the instructions & regulations of safety, i.e.; uniforms, etc.		
Theoretical and Practical Topics:	NOSS Related tasks	
	Task	Task Description
○ Measurements.		Basic knowledge
○ Numeric and vector quantities.		Basic knowledge
○ Force and motion.		Basic knowledge
• Physics measurements.		Basic knowledge
• Simple pendulum.		Basic knowledge
• Hook's law.		Basic knowledge
• Free fall.		Basic knowledge
• Friction factor.		Basic knowledge
• Lenses.		Basic knowledge

Detailed Contents		
Hours	Contents	Evaluation Tools
13	<b>Measurements in Physics</b> <ul style="list-style-type: none"> <li>○ General introduction                             <ul style="list-style-type: none"> <li>▪ International System of measurement (SI).</li> <li>▪ Centimeter-Gram-Second system.</li> <li>▪ British system of measurement (F.P.S).</li> </ul> </li> <li>○ Basic quantities in international system.                             <ul style="list-style-type: none"> <li>▪ Length (meter).</li> <li>▪ Time (second).</li> <li>▪ Mass (Kg).</li> <li>▪ Temperature (Calvin).</li> <li>▪ Electric current (Ampere).</li> <li>▪ Amount of substance(mol).</li> <li>▪ Luminance (cd/m<sup>2</sup>).</li> </ul> </li> <li>○ Units and Dimensions.</li> <li>○ (Examples and tutorials).</li> </ul>	Oral questions Written questions Self- test
13	<b>Numeric quantities and vector quantities.</b> <ul style="list-style-type: none"> <li>○ General introduction.</li> <li>○ Numeric quantities.</li> <li>○ Vector quantities                             <ul style="list-style-type: none"> <li>▪ Summation of vectors (Drawing Method)</li> <li>▪ Vector Components.</li> </ul> </li> <li>○ Vector unit.                             <ul style="list-style-type: none"> <li>▪ Vector multiplication.                                     <ul style="list-style-type: none"> <li>• Dot product</li> </ul> </li> </ul> </li> </ul>	Oral questions Written questions Self- test

	<ul style="list-style-type: none"> <li>• Cross product</li> <li>○ (Example + tutorial)</li> </ul>	
13	<p><b>Force and motion.</b></p> <ul style="list-style-type: none"> <li>○ General introduction</li> <li>○ Displacement and distance concept.</li> <li>○ Average velocity.</li> <li>○ Instantaneous velocity.</li> <li>○ Instantaneous acceleration.</li> <li>○ Linear motion with constant acceleration.</li> <li>○ Newton's first law.</li> <li>○ Newton's second law.                             <ul style="list-style-type: none"> <li>▪ Weight concept.</li> </ul> </li> <li>○ Newton's third law.</li> <li>○ Friction.                             <ul style="list-style-type: none"> <li>▪ Work and Kinetic energy.</li> <li>▪ Kinetic energy.</li> <li>▪ Potential energy.</li> </ul> </li> <li>○ (Examples and tutorial)</li> </ul>	<p>Oral questions                  Written questions                  Self- test</p>

<b>References</b>	<ol style="list-style-type: none"> <li>1. Physics training package by the General Directorate of Curricula.</li> <li>2. Basic Theoretical Physics – Dr Marwan Al Fahhad (Obeikan bookshop )</li> <li>3. General Physics - Mohammed Swailim and others. ( Dar Alfikr Press )</li> <li>4. Physics Fundamentals – for colleges and educational institutes and engineering – Dr Mohammed Abdul maqsood Al Gamal (DAR EL-RATEB AL-JAMIAH ) part 1 and part 2.</li> <li>5. Basic Experimental Physics – Dr Marwan Al Fahhad - Abdulaziz Al Masoud (Obeikan bookshop )</li> <li>6. Fundamentals of physics - Halliday. Resnick. Walker 1997</li> <li>7. Practical applications in electricity and electronics d. Amjad Krgip d. Subhi al-Rawi, University of Mosul.</li> <li>8. The foundations of Electronic Engineering - Dr. Riad al-Hakim - d. Adel Khader, University of Mosul</li> </ol>
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Department	General Studies		Major		All Majors	
Course Name	Vocational Guidance & Excellence		Course Code		VOC 107	
Prerequisites						
Trimester	1	2	3	4	5	6
Credit Hours	2					Cooperative
Contact Hours (hours per week)	L	2				
	W	0				
	T	0				
<i>L = Lecture Hours, W = Workshop/Laboratory Hours, T = Tutorial Hours</i>						
<b>Course description:</b>						
<p>This course aims to explain some vocational orientation tests, and to identify the vocational disciplines through field visits to vocational specialties available at TVTC training units, and methods of communication and dealing with others through group exercises, and learn how to manage time and set priorities through the practical exercises.</p>						
<b>General Objective:</b>						
<p>The course aims at preparing trainees for the transition from the stage of general education to the stage of technical and vocational training, and provide them with the skills that help in the discovery of orientation and vocational training, and also give the trainees the skills of effective communication with others and to equip them on how to deal with time and to set objectives of the future profession and how to achieve them, in order to help the trainee to excel during and after training.</p>						
Specific Objectives		Required Performance Specifications			NOSS Related tasks	
A. Procedural Objectives: Trainee should be able to:						
B. Behavioural and Cognitive Objectives: Trainee should be able to:						
1. Identify vocational orientation		Determine the vocational orientation, and methods of self-development, and how to deal with different characters			Basic knowledge	
2. Identify vocational disciplines available in the training environment		Knowledge of vocational disciplines available in the training environment			Basic knowledge	
3. Identify communication and interpersonal skills		Learn different communication skills, and ways to deal with others.			Basic knowledge	
4. Identify the importance of time and how to set career goals		Sensing the importance of time, and knowledge of identifying career goals, and ways to achieve them.			Basic knowledge	
5. Acquire the skills and methods of excellence & success		Learn skills of excellence and success in the ways of the training phase.			Basic knowledge	
<b>Safety instructions:</b>						
<ul style="list-style-type: none"> <li>o the trainees are trained to comply with the instructions &amp; regulations of safety, i.e.; uniforms, etc.</li> </ul>						



Theoretical and Practical Topics:	NOSS Related tasks	
	Task	Task Description
○ Vocational orientations		Basic knowledge
○ Available vocational disciplines		Basic knowledge
○ Communication skills		Basic knowledge
○ Character building and interpersonal skills in dealing with others		Basic knowledge
○ Planning & time management		Basic knowledge
○ Successful & excellent trainer		Basic knowledge

Detailed Contents		
Hours	Contents	Evaluation Tools
2	<b>Vocational orientation</b> <ul style="list-style-type: none"> <li>○ The concept of vocational orientation.</li> <li>○ Discovering vocational orientation.</li> <li>○ Discovering the benefits of vocational orientation.</li> <li>○ Taking a test to determine a vocational orientation.</li> <li>○ A vocational guide on the results of determining vocational orientation.</li> </ul>	Oral questions Written Questions
<b>Method of presenting:</b> Lecture + Exercise through Web sites to measure vocational orientation, and print the result and discuss it with the trainer.		
4	<b>Vocational disciplines.</b> <ul style="list-style-type: none"> <li>○ vocational disciplines available in the college or institute.</li> <li>○ A tour of the departments available in the college or institute.</li> <li>○ Visit an industrial or administrative region.</li> <li>○ Review of research and vocational reports.</li> </ul>	Oral questions Written Questions
<b>Method of presenting:</b> Lecture + tour + discuss the report prepared by the trainee on the visits.		
4	<b>Communication Skills</b> <ul style="list-style-type: none"> <li>○ The concept of communication.</li> <li>○ Elements of communication.</li> <li>○ Obstacles to communication.</li> <li>○ Types of communication.</li> <li>○ Oral communication.</li> <li>○ Written communication.</li> <li>○ Visual communication.</li> <li>○ Contact through body language.</li> </ul>	Oral questions Written Questions
<b>Method of presenting:</b> Lecture + Exercise + report on one of the previous skills		
4	<b>Building personal and interpersonal skills with others</b> <ul style="list-style-type: none"> <li>○ The concept of character.</li> <li>○ Self stimulation.</li> <li>○ Types of characters.</li> <li>○ Negotiation skills.</li> <li>○ persuasion skills.</li> <li>○ presentation skills.</li> <li>○ Emotional &amp; social.</li> <li>○ Intelligence.</li> </ul>	Oral questions Written Questions
<b>Method of presenting:</b> Lecture + Practical Exercise (each trainee gives a 5 minutes presentation)		
6	<b>Planning and time management</b> <ul style="list-style-type: none"> <li>○ The concept of planning.</li> <li>○ Why plan.</li> <li>○ Types of planning.</li> </ul>	Oral questions Written Questions

Detailed Contents		
Hours	Contents	Evaluation Tools
	<ul style="list-style-type: none"> <li>○ Planning stages.</li> <li>○ The concept of time.</li> <li>○ Dealing effectively with time.</li> <li>○ The principles of dealing with time.</li> </ul>	
<b>Method of presenting:</b> Lecture + group practical exercise for planning a vocational project		
<b>6</b>	<p><b>Successful and excellent trainees</b></p> <ul style="list-style-type: none"> <li>○ Who is the trainee.</li> <li>○ How to be successful trainees.</li> <li>○ How do you achieve success in training.</li> <li>○ The meaning of excellence.</li> <li>○ How to achieve excellence in training.</li> <li>○ Rights and duties of the trainee.</li> </ul>	<p>Oral questions Written Questions</p>
<b>Method of presenting:</b> Lecture + presentation project on any of the main axes of the training package for a period (5 to 10 minutes) and the trainee is given (5 to 15 marks)		

<b>References</b>	<ol style="list-style-type: none"> <li>1. Professional guide decision-making, the National Centre for the Development of Human Resources, House of the National Library, 2006</li> <li>2. Select your Goals, Dr. Mohammed Musa Baba Amy, the library of scientific studies, 2005</li> <li>3. Websites; cat.hrdf.org.sa www.morshed.org.</li> <li>4. Booklets and brochures about disciplines available at TVTC or at the Human Resources Development fund.</li> <li>5. Arabian Manager Guide to Time Management, Dr. Abdul-Nasser Hammouda, 2003.</li> <li>6. Program to prepare job-seekers to the private sector, Human Resources Development Fund, 2004.</li> <li>7. Innovative training, Robert Lucas, abstracts from Manager and Businessman book, No. 255</li> <li>8. Introductory booklets of technical colleges at TVTC</li> <li>9. Body language guide, translated by Muhammad Abd al-Rahman.</li> <li>10. Wonderful art of presentations, Dr. Tariq Mohammed Suwaidan, House of intellectual creation, 2003</li> <li>11. Role of Emotional Intelligence in the negotiations, by Lacey T, No. VI (2006) 318</li> <li>12. A Hundred Ways to Motivate Yourself, by Stiev Chandler</li> <li>13. course in self-motivation, coach Osaimi livelihood, Rezq remote training center, 2005</li> <li>14. NLP, by Andrew Bradbury.</li> <li>15. Emotional Intelligence and influence groups, by Daniel Goleman.</li> <li>16. How do you plan for your life, Dr. Salah Al-Rashed, Rashed Center</li> <li>17. Building Success, Tariq Sweden, Dar al-Andalus Green, 1421</li> </ol>
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Department	General Studies			Major	All Majors		
Course Name	Introduction to Computer Applications			Course Code	CMT 101		
Prerequisites							
Trimester	1	2	3	4	5	6	Cooperative
Credit Hours	2						
Contact Hours (hours per week)	<i>L</i>	0					
	<i>W</i>	4					
	<i>T</i>	0					
<i>L = Lecture Hours, W = Workshop/Laboratory Hours, T = Tutorial Hours</i>							
Course Description:							
<p>This course is considered to be the first part of the office application courses. It contains many topic aiming to help trainee to recognize the importance of the computer and its main parts and components. Then a trainee a practice on how to deal with the operating systems used in personal computers and how to manage files.</p> <p>Moreover, there is more training on the most common office applications, such as: Word-processers, Excel and PowerPoint. These help users to do their work efficiently. Also, it includes training on the basic principles of using the internet and electronic mail. This course covers the first for levels of the ICDL start certificate or the Internet and Computer Cor-IC3.</p>							
General objective of the course:							
<p>This course aims to give the trainee the skills of using the personal computer and using the most common office applications that helps to do office work.</p>							
Specific Objectives	Required Performance Specifications			NOSS Related tasks			
				This course is one of the general courses for all trainees in the Technical Colleges and it has a relation with all professional standards.			
A. Procedural Objectives: Trainee should be able to:							
1. Manage files in the operating system.	Creating, arranging and managing files in the computer			x			
2. Use the Word-Processing applications.	Editing and coordinating required texts.			x			
3. Use Excel applications.	Coordinating and implementing specific calculations.			x			
4. Use the PowerPoint Applications.	Preparing a specific PowerPoint project.			x			
5. Browse the internet.	Exploring specific internet sites.			x			
6. Create an electronic mail on the internet.	Creating an e-mail in a specific site on the internet.			x			
7. Print quickly using all his fingers.	Using the correct way printing by using the touch method.			x			

<b>B. Behavioural and Cognitive Objectives: Trainee should be able to:</b>		
1. Say the different components of a PC.	To mention the features of the different sets.	X
2. Define the operating systems.	To explain the concept of the operating system.	X
3. Follow instructions to coordinate texts.	To follow the basic instruction for coordinating.	X
4. Sit well in front of the computer.	To have the right seat.	X
5. Know the majored English terms.	To mention the term with the command.	X
<b>Safety conditions:</b>		
<ul style="list-style-type: none"> <li>Follow the instructions mentioned in the features booklets packed with the sets.</li> <li>Follow the rules and instructions for how sit well in front of a computer.</li> </ul>		
<b>Theoretical and Practical Topics:</b>	<b>Task No.</b>	<b>Task Description</b>
○ <b>PC structure:</b>	X	X
○ <b>Windows:</b>	X	X
○ <b>Word-Processing:</b>	X	X
○ <b>Electronic tables:</b>	X	X
○ <b>PowerPoint:</b>	X	X
○ <b>Internet:</b>	X	X

Detailed Practical Contents:		
Hours	Contents	Assessment Tools
<b>2</b>	<b>Part One:PC structure which includes:</b>	
<b>1</b>	<b>Introduction to computer:</b> -Defining the computer. -Computer generations. -The main components of the computer.	Editing Questions Self Practice Test
<b>1</b>	<b>PC Hardware:</b> -Motherboard card. -System units. -Supportive and extra cards. -Expansion ports. -Input units. -Output units.	Notice (Practical performance) Editing Questions Self Practice Test
<b>16</b>	<b>Part Two: Windows which includes:</b>	
<b>1</b>	<b>Introduction to Software:</b> - Operating Systems. - Application Programs. - User Programs.	Notice (Practical performance), Stimulation Editing Questions Self Practice Test
<b>2</b>	<b>Introduction to deal with Windows:</b> -Window Components. -Controlling the components of the Window. -Turning off the computer.	Notice (Practical performance), Stimulation Editing Questions Self Practice Test
<b>2</b>	<b>Dealing with Start Menu and startup programs:</b> -starting the program. -Switching between programs. -Taskbar properties. -Controlling different bars.	Notice (Practical performance) Simulation Editing Questions Self Practice Test
<b>2</b>	<b>Desktop Properties:</b> -Changing time and date. -Screen saver. -Protecting files with a password. -Changing the appearance and the features of desktop..	Notice (Practical performance) Simulation Editing Questions Self Practice Test
<b>2</b>	<b>Dealing With Applications:</b> -Starting on and ending programs. -Installing and removing Programs.	Notice (Practical performance), Stimulation Editing Questions Self Practice Test
<b>1</b>	<b>Notepad:</b> -the different ways of dealing with Notepad. -Creating, saving and opening documents. -Controlling the bars of the application.	Notice (Practical performance), Stimulation Editing Questions Self Practice Test
<b>1</b>	<b>Paint:</b> -The applications objectives. -Using Paint tools. -Matching Paint with other applications.	Notice (Practical performance), Stimulation Editing Questions Self Practice Test
<b>4</b>	<b>Explorer:</b> -The functions of the Explorer. -Changing the display. -Creating, copying, moving, deleting and Changing files and folders.	Notice (Practical performance) Simulation Editing Questions Self Practice Test

	<ul style="list-style-type: none"> <li>-Using the Explorer to search.</li> <li>-Recycle Bin.</li> <li>-Sharing folders.</li> <li>-Creating shortcuts.</li> <li>-Changing files and folders properties.</li> <li>-Dealing with documents.</li> </ul>	<p>Projects Cases Study</p>
<b>1</b>	<b>Dealing with “Help”:</b>	<p>Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study Playing Rules</p>
<b>10</b>	<b>The Part Three: Word-Processor which includes:</b>	
<b>1</b>	<b>Starting The Word-Processor:</b> <ul style="list-style-type: none"> <li>-Introducing the Word-Processing applications.</li> <li>-The components of the main window in the Word-Processor.</li> <li>-Ending the Word-Processor.</li> </ul>	<p>Editing Questions Self Practice Test</p>
<b>2</b>	<b>Text Input:</b> <ul style="list-style-type: none"> <li>-Inputting a text.</li> <li>-Changing writing language and fonts.</li> </ul>	<p>Notice (Practical performance) Editing Questions Self Practice Test</p>
<b>1</b>	<b>Dealing with files:</b> <ul style="list-style-type: none"> <li>-Saving documents.</li> <li>-Closing and opening documents.</li> </ul>	<p>Notice (Practical performance), Simulation, Editing Questions, Self Practice Test</p>
<b>2</b>	<b>Text Edit:</b> <ul style="list-style-type: none"> <li>-Selecting a text.</li> <li>-Cutting, copying and pasting texts.</li> <li>-Erasing, deleting and moving texts.</li> <li>-Undo and Redo.</li> </ul>	<p>Notice (Practical performance) Simulation Editing Questions Self Practice Test</p>
<b>4</b>	<b>Texts Coordination:</b> <ul style="list-style-type: none"> <li>- Coordinating the title, adjusting texts.</li> <li>-Coordinating paragraphs.</li> <li>-Making changes to texts such as bolding, italicizing and underlining.</li> <li>-Extra textual effects.</li> </ul>	<p>Notice (Practical performance) Simulation Editing Questions Self Practice Test</p>
<b>10</b>	<b>Part Four: “Excel” which includes:</b>	
<b>2</b>	<b>Introduction to Excel:</b> <ul style="list-style-type: none"> <li>-The functions of this application (Excel).</li> <li>-Starting the program.</li> <li>-Dealing with bars.</li> <li>-Data input.</li> <li>-Creating a workbook.</li> <li>-Controlling the spreadsheet</li> </ul>	<p>Notice (Practical performance) Simulation Editing Questions Self Practice Test Projects Cases Study</p>
<b>2</b>	<b>Coordinating Cells and Sheets:</b> <ul style="list-style-type: none"> <li>-Selecting cells.</li> <li>-Editing cells components.</li> <li>-Coordinating cells borders.</li> <li>-Preparing the page layout.</li> <li>-Printing and preparing paper.</li> </ul>	<p>Notice (Practical performance) Simulation Editing Questions Self Practice Test Projects</p>

	-Controlling spreadsheets.	Cases Study
4	<b>Accounting using formulas and symbols:</b> -Showing and recognizing formulas bar. -creating a formula. -the functions of symbols. -Symbols processor. -Arranging the formula's performance.	Notice (Practical performance) Simulation Editing Questions Self Practice Test Projects, Cases Study
2	<b>Coordinating Cells and pages:</b> -selecting cells. -Editing cells components. -Coordinating Cells borders. -Page layout. -Printing and preparing paper. -Controlling a worksheet.	Notice (Practical performance) Simulation Editing Questions Self Practice Test Projects Cases Study
8	<b>Part Five: PowerPoint which includes:</b>	
2	<b>Introduction to PowerPoint:</b> -Starting the application. -The icons on the applications screen. -Auto-content processor to prepare the presentation.. -Themes and preparing presentations. -Empty slide show to prepare the show. -Saving the Presentation.	Notice (Practical performance) Editing Questions Self Practice Test
1	<b>Presentation Views and Printing a Presentation:</b> -Normal, Slide Sorter and Notes page. -Preview the slides animation. -Editing a slide. -Changing the page setup. -Printing presentations.	Notice (Practical performance) Editing Questions Self Practice Test Projects Cases Study
1	<b>How to change presentations' themes:</b> -Applying ready themes. -Using auto designs. -Inserting slides. -Creating, selecting, deleting, cutting, copying, pasting and editing slides. -Inserting slides from other presentations.	Notice (Practical performance) Simulation Editing Questions Self Practice Test Projects, Cases Study
1	<b>Arranging and Coordinating Texts in Presentations;</b> -Rearranging slides, hiding slides. -Creating, moving, deleting texts boxes in slides. -Editing texts in slides. -Changing background and text color. -Inserting objects.	Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study
1	<b>Coordinating tables and numbering in presentations:</b> -Creating a table within a slide and managing that table. -Creating columns in a slide. -Creating numbered or bulleted numeration.	Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study
1	<b>Inserting Objects and Pictures within Presentations:</b> -Inserting, dealing with and coordinating a picture. - Inserting, dealing with and coordinating an object.	Notice (Practical performance), Simulation, Editing Questions, Self Practice Test, Projects, Cases Study
1	<b>Presentations on Screen:</b> -Slide show on screen. -Using slides show list.	Notice (Practical performance), Simulation, Editing Questions, Self

	-Preparing presentations for automatic show. -Preparing the custom animation.	Practice Test, Projects, Cases Study
<b>6</b>	<b>Part six: Internet and Electronic Mail Which includes:</b>	
<b>2</b>	<b>Dealing with the Internet.</b> -Introduction to the internet. -Hyperlinks. -Connecting to the internet. -Browser. -Opening page, hyper linking a page and adding to favorite. -Printing, saving pages, saving a text or picture. -Creating more space for internet temporary pages. -Listening to media and radio stations.	Notice (Practical performance) Simulation Editing Questions Self Practice Test Projects Cases Study
<b>2</b>	<b>Internet Applications:</b> -Searching the web. -Advanced search. -How to make pages available off line. -Disable drawings and pictures. -Security and privacy.	Notice (Practical performance) Simulation Editing Questions Self Practice Test Projects, Cases Study
<b>2</b>	<b>Electronic Mail:</b> <b>-E-mail functions and features.</b> -Parts of the electronic mail address. -Parts of the e-mail messages. -Creating an e-mail account. -Composing and sending e-mail messages. -Attaching a file. -Sending pictures through e-mail. -Sending a file through e-mail.	Notice (Practical performance) Simulation Editing Questions Self Practice Test Projects Cases Study
<b>References</b>	<ol style="list-style-type: none"> <li>1. Sams Teach Yourself Microsoft Windows XP in 24 Hours by Greg M. Perry.</li> <li>2. Microsoft Office XP 8 in 1. Joe Habrakin. Jrer Bookstores 2002 AD.</li> <li>3. Simplifying Office XP Jrer Bookstores 2002AD.</li> </ol>	

Department	English Language Center		Major	All Majors		
Course Name	General English language		Course Code	ENG 106		
Prerequisites						
Trimester	1	2	3	4	5	6
Credit Hours	4					Cooperative
Contact Hours (hours per week)	L	4				
	W	0				
	T	2				
<i>L = Lecture Hours, W = Workshop/Laboratory Hours, T = Tutorial Hours</i>						
<b>Course description:</b>						
<p>This course provides students with a solid foundation of basic sentence form and function. It concentrates on grammatical structures, vocabulary expressions often used in technical and professional contexts.</p>						
<b>General Objective:</b>						
<p>The course aims to consolidate student's previous knowledge of English, and bring it up to an intermediate level which enables them to enroll in ESP courses related to their particular majors.</p>						
<b>Specific Objectives</b>				Required Performance Specifications	<b>NOSS Related tasks</b>	
A. Procedural Objectives: Trainee should be able to:						
B. Behavioural and Cognitive Objectives: Trainee should be able to:						
1. Communicate using work and major-related technical terms and vocabulary.					Basic knowledge	
2. Understand simple dialogues, instructions, and descriptions about simple technical topics, objects and processes.					Basic knowledge	
3. Read various types of technical texts and charts with reasonable comprehension using a variety of reading skills such as skimming, scanning, and reading for details.					Basic knowledge	
4. Utilize all available information such as graphs, charts, diagrams, and pictures to understand texts.					Basic knowledge	
5. Write short guided texts using relevant vocabulary, basic sentence structure, reasonably correct spelling, and, punctuation.					Basic knowledge	
Textbook:	Bonamy, D. (2008) <i>Technical English 1</i> .					
Additional Readings and Teaching Aids.	1. Course Book Audio CD. 2. Workbook with Audio CD					
References:	Oxford Word Power Dictionary					
<b>Theoretical and Practical Topics:</b>			<b>NOSS Related tasks</b>			
			<b>Task</b>	<b>Task Description</b>		
o Unit 1: Check up.				Basic knowledge		
o Unit 2: Parts (1).				Basic knowledge		
o Unit 3: Parts (2).				Basic knowledge		
o Unit 4: Movement.				Basic knowledge		

○ Unit 5: Flow.		Basic knowledge
○ Unit 6: Materials.		Basic knowledge
○ Unit 7: Specifications:		Basic knowledge
○ Unit 8: Reporting.		Basic knowledge

<b>Detailed Contents</b>		
<b>Hours</b>	<b>Contents</b>	<b>Instructional Objectives</b>
		Students will learn and practice the following Language forms and functions:
6	<b>Unit 1: Check up</b> <ul style="list-style-type: none"> <li>○ Basics: meeting people, using forms, following instructions.</li> <li>○ Letters &amp; numbers: exchanging info, using forms, units of measurement.</li> <li>○ Dates &amp; time: numbers, travel arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>○ Use of Verb Be in meeting people</li> <li>○ Vocabulary: basic verbs, tool names, and prepositions.</li> <li>○ Fill out business cards with personal details</li> <li>○ Practice technical abbreviations</li> <li>○ Listen for specific info using context clues</li> <li>○ Read and fill out charts with dates &amp; times</li> <li>○ Express time in 12/24 hour formats</li> </ul>
6	<b>Unit 2: Parts (1)</b> <ul style="list-style-type: none"> <li>○ Naming: identifying parts.</li> <li>○ Assembling: using checklists, identifying what you need for a job, using an instruction manual.</li> <li>○ Ordering: using voicemail, ordering by phone, introducing yourself and others.</li> </ul>	<ul style="list-style-type: none"> <li>○ Identify different parts of something.</li> <li>○ Vocabulary: different parts and tools.</li> <li>○ Ask: “What’s this (that) called?”.</li> <li>○ Follow instructions in a manual.</li> <li>○ Learn verbs: tighten, loosen, etc.</li> <li>○ Take notes from phone messages.</li> <li>○ Make orders on the phone.</li> </ul>
4	<b>Review Unit A:</b> <ul style="list-style-type: none"> <li>○ Trainees will review and practice form, meaning, and use of the instructional content of units 1 &amp; 2.</li> </ul>	<ul style="list-style-type: none"> <li>○ Ask questions.</li> <li>○ Negate statements.</li> <li>○ Use contractions in writing.</li> <li>○ Use DO/BE in questions.</li> <li>○ Read numbers, date, time (12/24 hr).</li> <li>○ Vocabulary: verbs in instructions, word meaning according to context &amp; field.</li> </ul>
6	<b>Unit 3: Parts (2)</b> <ul style="list-style-type: none"> <li>○ Tools: describing components, using a product review.</li> <li>○ Functions: Saying what things do, describing a product, talking about people’s jobs.</li> <li>○ Locations: saying where things are.</li> </ul>	<ul style="list-style-type: none"> <li>○ Make yes/no questions in simple tense.</li> <li>○ Vocabulary: parts and important tools.</li> <li>○ Read about features of a product.</li> <li>○ Identify what things (devices) do.</li> <li>○ Use prepositions to express locations.</li> <li>○ Use “where” to ask about location.</li> </ul>
6	<b>Unit 4: Movement</b> <ul style="list-style-type: none"> <li>○ Directions: describing direction of movement.</li> <li>○ Instructions: using an instruction manual.</li> <li>○ Actions: using an instruction manual, giving and following instruction, explaining what happens.</li> </ul>	<ul style="list-style-type: none"> <li>○ Use adverbs to describe direction of movement.</li> <li>○ Use “can” and “can’t” in statements and question.</li> <li>○ Listen for numbers.</li> <li>○ Identify pronoun reference.</li> <li>○ Follow instructions from an instruction manual.</li> <li>○ Interpret diagrams.</li> <li>○ Write short instructions.</li> </ul>

4	<p><b>Review Unit B:</b></p> <ul style="list-style-type: none"> <li>○ Trainees will review and practice form, meaning, and use of the instructional content of units 3 &amp; 4.</li> </ul>	<ul style="list-style-type: none"> <li>○ Use “when clause” to describe actions.</li> <li>○ Ask questions in the present simple.</li> <li>○ Form negative and positive sentences.</li> <li>○ Distinguish between short and long answers to yes/no questions.</li> <li>○ Use correct form of first person singular verbs in the present simple.</li> <li>○ Name basic parts and tools.</li> <li>○ Guess the name of different devices from description.</li> <li>○ Use helping verbs and main verbs correctly in the present simple tense.</li> <li>○ Recognize silent letters in words.</li> <li>○ Use “a”, “an” and “some” with singular/plural nouns.</li> <li>○ Practice verbs of movement and adverbs of direction.</li> </ul>
6	<p><b>Unit 5: Flow</b></p> <ul style="list-style-type: none"> <li>○ Heating system: explaining fluid movement around a system, using a flow chart.</li> <li>○ Electrical circuit: explaining how an electrical circuit works.</li> <li>○ Cooling system: explaining how cooling systems work, describing everyday routine.</li> </ul>	<ul style="list-style-type: none"> <li>○ Follow reference words.</li> <li>○ Follow a flow chart.</li> <li>○ Use the present simple with first person singular.</li> <li>○ Prepositions of movement.</li> <li>○ Follow electrical symbols.</li> <li>○ Vocabulary: electrical terms and abbreviations.</li> <li>○ Use conditional “if”.</li> <li>○ Convert temperatures, Fahrenheit to Celsius.</li> <li>○ Vocabulary: words related to cooling systems.</li> </ul>
6	<p><b>Unit 6: Materials</b></p> <ul style="list-style-type: none"> <li>○ Materials testing: giving a demonstration, explaining what you’re doing.</li> <li>○ Properties: describing the properties of materials.</li> <li>○ Buying: using a customer call form, buying and selling by phone, checking, starting a phone call.</li> </ul>	<ul style="list-style-type: none"> <li>○ Vocabulary: action verbs: bend, cut, compress, etc.</li> <li>○ Present continuous: statements and question formation.</li> <li>○ Vocabulary: materials: ceramic, aluminum, diamond, etc.</li> <li>○ Follow correct stress in pronouncing different materials.</li> <li>○ What’s this made of?.</li> <li>○ Vocabulary: materials feature: tough, soft, brittle, light, etc.</li> <li>○ Take notes from a phone conversation.</li> </ul>
4	<p><b>Review Unit C:</b></p> <ul style="list-style-type: none"> <li>○ Trainees will review and practice form, meaning, and use of the instructional content of units 5 &amp; 6.</li> </ul>	<ul style="list-style-type: none"> <li>○ Practice giving and following instructions.</li> <li>○ Practice the present simple and the present continuous.</li> <li>○ Identify the name of equipment from description.</li> <li>○ Practice “if” conditionals.</li> <li>○ Identify the name of materials from description.</li> </ul>

		<ul style="list-style-type: none"> <li>○ Identify the meaning of technical prefixes: poly-, sol-, etc.</li> </ul>
6	<p><b>Unit 7: Specifications:</b></p> <ul style="list-style-type: none"> <li>○ Dimensions: specifying dimensions, using a specifications chart</li> <li>○ Quantities: specifying materials, buying materials for a job, using a materials checklist.</li> <li>○ Future projects: describing plans for the future, using a Gantt chart.</li> </ul>	<ul style="list-style-type: none"> <li>○ Express dimensions: length, width, etc.</li> <li>○ Vocabulary: adjectives to describe dimension: high, long, wide, etc.</li> <li>○ Form questions about dimensions: “How high/wide is it?” and making statements.</li> <li>○ Use countable and uncountable nouns.</li> <li>○ Use a checklist to buy different materials for a job.</li> <li>○ Express the future with “will” in questions and statements.</li> </ul>
6	<p><b>Unit 8: Reporting</b></p> <ul style="list-style-type: none"> <li>○ Recent incidents: taking an emergency call, explaining what has happened, checking on progress.</li> <li>○ Damage and loss: reporting damage, dealing with a customer.</li> <li>○ 8.3 Past event: discussing past events, phoning a repair shop.</li> </ul>	<ul style="list-style-type: none"> <li>○ Take notes from a phone call.</li> <li>○ Form and use the present perfect tense</li> <li>○ Identify and use the past participle of basic verbs.</li> <li>○ Vocabulary: verbs used to report damage of broken equipment: crack, break, cut, etc.</li> <li>○ Use past participle adjectives to describe damage.</li> <li>○ Form and use past simple questions and statements.</li> <li>○ Vocabulary: words associated with the past simple tense: ago, yesterday, etc.</li> </ul>
4	<p><b>Review Unit D:</b></p> <ul style="list-style-type: none"> <li>○ Trainees will review and practice form, meaning, and use of the instructional content of units 7 &amp; 8.</li> </ul>	<ul style="list-style-type: none"> <li>○ Ask questions about dimensions: How high/wide, etc?.</li> <li>○ Change nouns into adjectives: depth-deep, etc.</li> <li>○ Ask questions about countable/uncountable nouns.</li> <li>○ Make negative statements in the past simple tense.</li> <li>○ Change sentences from the past simple to the present perfect tense.</li> <li>○ Change sentence focus from action to result of action (passive).</li> </ul>
4	<b>Final Exam</b>	