



ATTACHMENT 5.

T6. COURSE SPECIFICATIONS (CS)

**1F Mid Term
1438/1439 H**

**Professional Ethics
150 Dar_1**



Course Specifications

Institution : Najran University - PYD
College/Department : Preparatory Year / Self-Development Skills

A. Course Identification and General Information

1. Course title and code: Professional Ethics / 150 Dar – 1			
2. Credit hours: 1 Hour.			
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs)			
4. Name of faculty member responsible for the course :			
5. Level/year at which this course is offered : Level One – PYP – 1437 -1438 H			
6. Pre-requisites for this course (if any) : No			
7. Co-requisites for this course (if any) : No			
8. Location if not on main campus : Not applicable			
9. Mode of Instruction (mark all that apply):			
a. traditional classroom	<input type="text"/>	What percentage?	<input type="text" value="50%"/>
b. blended (traditional and online)	<input type="text"/>	What percentage?	<input type="text" value="50%"/>
c. e-learning	<input type="text"/>	What percentage?	<input type="text"/>
d. correspondence	<input type="text"/>	What percentage?	<input type="text"/>
f. other	<input type="text"/>	What percentage?	<input type="text"/>
Comments: Due to the events in the southern boundary, the students are given two alternatives: attending face to face classes or on-line learning using Blackboard			

B Objectives

1. What is the main purpose for this course?

- **The main purpose for this course is to help students to:**

Identify the fundamentals of Ethics and their generalizations, which are inevitable for any profession.

2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)

- Preparing an electronic file for the course and uploading it on the blackboard system (E-learning).
- Carrying out some modifications on the course examinations based on the observations of the paper evaluation committee.
- Holding Seminars for the Department faculty members to improve the Educational process and exchange their suggestions and experiences.
- Making exams according to the ratio eight of the topic and pages according to the specifications and criteria of the standard examinations.
- Using the digital library resources.

C. Course Description (Note: General description in the form used in Bulletin or handbook)

Course Description:

- The professional ethics course consists of four chapters;
- the first chapter is entitled "the fundamental concepts"
- the second chapter is entitled "professional ethics from Islamic perspective"
- the third chapter is entitled "Bad manners towards the job "
- the fourth chapter is called " Professional Ethics in Saudi systems " .

1. Topics to be Covered

List of Topics	No. of Weeks	Contact hours
- Orientation about the course	1	1
- The difference in concepts between work, profession, and the place of work and profession in Islam.	1	1
- From the definition of ethics to the ways (means) of acquiring ethics.	1	1
- The difference between ethics, the professional ethics, and the references of professional ethics.	1	1
- Why are we committed and interested in professional ethics? the productive time of the employee between laws and reality	1	1

- Revision - FIRST MID TERM	1	1
- Behavior determinants	1	1
- Professional ethics from the prospective of Islam (to) to the classification of the ethical values that are connected to the profession, however it is	1	1
- From the professional ethics set of values that are connected to some professions, each in particular, (to) Employee commitment to professional behavior rules	1	1
- Ways to build a profession life and How to plan to get to career success?	1	1
- the bad manners of the employee	1	1
- Abuse the authority and powers.	1	1
- Professional Ethics in the Saudi systems	1	1
- Revision	1	1

2. Course components (total contact hours and credits per semester) :

		Lecture	Tutorial	Laboratory/ Studio	Practical	Other:	Total
Contact Hours	Planned	14	-	-	-	-	14
	Actual	14					14
Credit	Planned	1	-	-	-	-	1
	Actual	1					1

3. Additional private study/learning hours expected for students per week.

Ratio for semester is required and not specific requirements in each week): No need for extra hours.

4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

On the table below are the five NQF Learning Domains, numbered in the left column.

First, insert the suitable and measurable course learning outcomes required in the appropriate learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each course learning outcomes, assessment method, and teaching strategy ought to

reasonably fit and flow together as an integrated learning and teaching process. (Courses are not required to include learning outcomes from each domain.)

Code	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	Knowledge		
1.1	Define the concepts related to Professional Ethics.	<ul style="list-style-type: none"> - Developed lecture - Cooperative learning 	Written exam
1.2	Recall the rights and duties of work in light of the Saudi systems.		
1.3	Identify the methods of how to build a positive career		
2.0	Cognitive Skills		
2.1	- Differentiate between good manners and bad manners in the field of work.	<ul style="list-style-type: none"> - Discussion. - Cooperative learning. 	Written exam
2.2	- Distinguish between the human Behavior determinants.		
3.2	- Distinguish between the ethics values and the references upon which professional ethics.		
3.0	Interpersonal Skills & Responsibility		
3.1	Maintain good relationships with peers and teachers	Blended Learning Discussion groups	Note card
3.2	Take responsibility for learning		
4.0	Communication, Information Technology, Numerical		
4.1	Use communication skills	Blended Learning Discussion groups	Note card
4.2	Use IT in learning		
5.0	Psychomotor		
5.1	Not applicable		

5. Schedule of Assessment Tasks for Students During the Semester			
	Assessment task (i.e., essay, test, quizzes, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	mid-term Examination	6	30%
2	Assignment	6/7	10%
3	Final Examination	15	60%

D. Student Academic Counseling and Support

1. Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)
 - Office Hours by faculty members.
 - Communication via the website of the University (through the department page, Blackboard and e learning).
 - Academic Advising given to students from all the faculty members. Each member has an assigned group to advice.
 - Holding training models of exams for the students paper & electronic.
 - Upload announcements on Bb for students continuously.
 - Enrichment and Remedial lectures for the students.

E Learning Resources

1. List Required Textbooks
 - Professional Ethics, 1438 H/1439 H- 2017/2018. fifth edition, Education Experts Center, Riyadh
2. List Essential References Materials (Journals, Reports, etc.)
 - Al Hamydan, Essam (1427) :Professional Ethics in Islam and their implementations in the system of the Arab Saudi Kingdom.
 - Al Othaimin, Mohammed (1996) Good Manners.
3. List recommended References Materials (Journals, Reports, etc.)

Al Zaydi. Abdul Jabar(1424):Professional Ethics in Islam. Sharija University. Issue 1

 - Abdul-Gadir , Mohammed Ahmed (2003) From ethics issues in the Islamic thought , Dar Almarifa , Egypt .
 - Aqal , Mahmoud Ata (1426 H) Professional values , Arab bureau of Education for the Gulf States . Riyadh.
4. List Electronic Materials, Web Sites, Facebook, Twitter, etc.

[http:// www. mcs.gov . sa](http://www.mcs.gov.sa)

<http://lib.nu.edu.sa/DigitalLibrary.aspx>
4. Other learning material such as computer-based programs/CD, professional standards or regulations and software.

The lectures will be designed as PPT and uploaded on the Blackboard system of e-learning plus the e-library.

F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access, etc.)
<ul style="list-style-type: none"> Establishments like as classrooms , labs , exc. Number of seats for every curricula defer from section to other the model range between 30-35- seat for every classroom . Halls equipped with enough number of seats. The nature of the course doesn't require laboratories since it is a theoretical study. Teaching some topics requires computer laboratories (data show –Internet).
2. Technology resources (AV, data show, Smart Board, software, etc.) <ul style="list-style-type: none"> The course requires from the teacher to use a computer (laptop) in presenting his lecture. The course requires Data Show to present the scientific material and the enrichment activities to students
3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list) <p>NA.</p>

G Course Evaluation and Improvement Processes

1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching <ul style="list-style-type: none"> The responses of the students on the questionnaire are found on the university website in which the course and the faculty members are evaluated. Discussion groups with determine number of students.
2. Other Strategies for Evaluation of Teaching by the Instructor or by the Department <ul style="list-style-type: none"> Cross visits among faculty members. Periodic exams for students. Student's response on activities assigned. Class interaction through verbal questions.
3 Processes for Improvement of Teaching <ul style="list-style-type: none"> Workshops and training sessions for the Professional Development of the staff members Periodic meetings for the faculty members to exchange experiences, review opinions and discuss the teaching process.
4 Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments with staff at another institution) <ul style="list-style-type: none"> Forming committees for marking and ones for rechecking. The students answer scripts are marked and given marks by the faculty members in the

department using model answer. A red pen is used in the marking process.

- Remarking (rechecking, reviewing and filtering) all the questions on the answer scripts is done for the second time by another Maker (the teacher of the section), different from the first Marker, called the Reviewer. A green pen is used in this process.
- Students are given the chance to check their answer scripts and object if they are not satisfied with any mark given within one week announced by the department.
- In case the student is not satisfied with his mark given to him, he can review his answer script with the faculty member who is responsible for teaching this course
- To assure marking and rechecking, a sample should be taken randomly for second rechecking .

5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.

- There are planning procedures in order to do follow up on the periodic reviewing of the course effectiveness through what follows:
 - Benefit from the feedback of the students.
 - Review previous lecture through (questions , answers and summarizing) to connect previous lecture with current one .
 - Hold exams for students .
 - Hold general revision for Students before exam(extra lecture).
 - The Faculty members of the Self - Development department meet to discuss how to improve the educational process in the department.

Name of Course Instructor: _____

Signature: _____ Date Specification Completed: _____

Program Coordinator: _____

Signature: _____ Date Received: _____