

## TEMPLATE FOR COURSE SPECIFICATION

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

### COURSE SPECIFICATION

This academic program description provides a brief summary of the most important program characteristics and the learning outcomes expected of the student, proving whether he has made the most of the available opportunities, and is accompanied by a description of each course within the program.

Period	number of units	The number of working hours	The number of theoretical hours	code	Course Name
FIRST	٢	-	٢	NTU104	Arabic Language
Mandatory	Course type	University	Requirement type		
Arabic					Teaching language

#### Aims of the Course:

Teaching the student how to preserve the classical language and avoiding the colloquial language, and helping the student to write without spelling errors by adjusting the rules of the Arabic language.

## Learning Outcomes, Teaching ,Learning and Assessment Methods

### A- Knowledge and Understanding

A1. Enabling the student to apply the scientific principles of accounting to enable him to assess the financial position of the company and show the accounts in a scientific and rational manner to serve the administrative levels in all sectors .

### B. Subject-specific skills

B1. Qualifying the student to prepare various financial reports based on accounting records and analyzing the elements of the financial position using the scientific foundations .

## Teaching and Learning Methods

Theoretical lectures / practical lectures / field visits / solving examples / seminars / summer training.

## Assessment methods

Oral exams / written exams / weekly reports / daily attendance / quarterly and final exams.

### C. Thinking Skills

C1. Performing his duties on the job site with professional motives .

## Teaching and Learning Methods

Theoretical lectures / practical lectures / field visits / solving examples / seminars / summer training.

## Assessment methods

Oral exams / written exams / weekly reports / daily attendance / quarterly and final exams.

<b>Week</b>	<b>Hours</b>	<b>ILOs</b>	<b>Unit/Module or Topic Title</b>	<b>Teaching Method</b>	<b>Assessment Method</b>
١	٢	Practical	<b>An introduction to linguistic errors - the tied and long ta'a and the open ta'a</b>	Knowledge	Tests and reports
٢	٢	Practical	<b>Rules for writing the extended and reduced alif - the solar and lunar letters</b>	Knowledge	Tests and reports
٣	٢	Practical	<b>The opposite and the light</b>	Knowledge	Tests and reports
٤	٢	Practical	<b>Humza writing</b>	Knowledge	Tests and reports
٥	٢	Practical	<b>punctuation marks</b>	Knowledge	Tests and reports
٦	٢	Practical	<b>Noun and verb and differentiate between them</b>	Knowledge	Tests and reports
٧	٢	Practical	<b>Reactants</b>	Knowledge	Tests and reports
٨	٢	Practical	<b>The number</b>	Knowledge	Tests and reports
<b>9, 10</b>	٢	Practical	<b>Common language errors applications</b>	Knowledge	Tests and reports
١١	٢	Practical	<b>Noon and Tanween - meanings of prepositions</b>	Knowledge	Tests and reports
١٢	٢	Practical	<b>Formal aspects of administrative discourse</b>	Knowledge	Tests and reports
<b>13, 14</b>	٢	Practical	<b>Administrative discourse language</b>	Knowledge	Tests and reports

۱۵	۲	Practical	<b>Forms of administrative correspondence</b>	Knowledge	Tests and reports
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