



# Course Specification

(Bachelor)

Course Title: Introduction to professional certificate

Course Code: 001 PRO

Program: All Program

Department: Enter Department Name .

College: Applied College

Institution: Jazan University

Version: 04

Last Revision Date: 11/01/2023

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## A. General information about the course:

### 1. Course Identification

1. Credit hours: (1 hour)

#### 2. Course type

- A. ☐ University ☒ College ☐ Department ☐ Track ☐ Others
- B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: Level 1/1st Year

#### 4. Course general Description:

This course is structured to provide students the importance of professional certification. Professional certifications can help individuals advance faster in their careers, especially in highly-specialized industries such as human resources, accounting or information technology. While not all certifications are created equal, they do provide assurance of professional competence in tandem with a professional degree or work experience. In this article, we help you differentiate between the three main types of certification and why it's beneficial to you to seek out certification in your industry.

5. Pre-requirements for this course (if any):NA

6. Co-requisites for this course (if any):NA

#### 7. Course Main Objective(s):

After completing this course, the student will be able to respond to this questions : What is professional certification?

Why professional certification is important?

How to prepare for professional certification?

### 2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	15	100%
2	E-learning		





No	Mode of Instruction	Contact Hours	Percentage
3	Hybrid <ul style="list-style-type: none"> <li>Traditional classroom</li> <li>E-learning</li> </ul>		
4	Distance learning		

### 3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	15
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		15

## 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 concept of professional certification.	K1	Virtual Lectures Discussions BB Assignments	Quiz Midterm Exam Final Exam Student survey
1.2	Identify the importance of professional certification .	K1	Virtual Lectures Discussions BB Assignments	Quiz Midterm Exam Final Exam Student survey
1.3	Demonstrate the ability to prepare for professional certification.	K2	Virtual Lectures Discussions BB Assignments	Quiz Midterm Exam Final Exam Student survey
2.0	Skills			
2.1	apply the basic practical skills learned	S1	Virtual Lectures Discussions	Quiz Midterm Exam





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	in previous classes. demonstrate how the training programs have helped to sharpen their practical skills.		BB Assignments	Final Exam Student survey
2.2	Demonstrate the ability to work on group-based tasks and express basic solutions.	<b>S2</b>	Virtual Lectures Discussions BB Assignments	Quiz Midterm Exam Final Exam Student survey
...				
<b>3.0</b>	<b>Values, autonomy, and responsibility</b>			
3.1	maintain high workplace integrity and honesty.	<b>V2</b>	Virtual Lectures Discussions BB Assignments	Quiz Midterm Exam Final Exam Student survey
3.2	Communicate effectively in both oral and written forms	<b>V3</b>	Virtual Lectures Discussions BB Assignments	Quiz Midterm Exam Final Exam Student survey
...				

### C. Course Content

No	List of Topics	Contact Hours
1.	A Historical Overview of Professional Certifications.	2
2.	Definition and Significance of Professional Certificates.	2
3.	The differences between academic certificate and professional certificate?	2
4.	The Importance of Professional Certificates.	2
5.	The Role of Professional Certificates.	2
6.	The Relationship Between Professional Certificates and the Job Market.	2
7.	Examples of Professional Certificates and Their Impact in the Job Market	3
<b>Total</b>		<b>15</b>



## D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quiz	After the end of chapter in Blackboard	70 %
2.	Project	15th week	20%
3.	Participation	Every week	10%
...			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	None
Supportive References	None
Electronic Materials	<a href="https://www.hrdf.org.sa/program">https://www.hrdf.org.sa/program</a> <a href="https://www.coursera.org/">https://www.coursera.org/</a> <a href="https://www.edx.org/">https://www.edx.org/</a> <a href="https://www.udacity.com/">https://www.udacity.com/</a>
Other Learning Materials	None

### 2. Required Facilities and equipment

Items	Resources
<b>facilities</b> (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Available
<b>Technology equipment</b> (projector, smart board, software)	Blackboard
<b>Other equipment</b> (depending on the nature of the specialty)	None

## F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students	Indirect
Effectiveness of Students assessment	Students	Indirect
Quality of learning resources	Faculty Member	Direct
The extent to which CLOs have been achieved	Students	Indirect





Assessment Areas/Issues	Assessor	Assessment Methods
Other		

**Assessors** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

**Assessment Methods** (Direct, Indirect)

### G. Specification Approval

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	

