



الهيئة العامة للتعليم التطبيقي والتدريب
Public Authority for Applied Education and Training

قسم الحاسب الآلي
دبلوم الحاسب الآلي
COMPUTER DEPARTMENT
DIPLOMA IN COMPUTING

كلية الدراسات التجارية
College of Business Studies

توصيف المقررات
COURSE DESCRIPTION

FIRST: GENERAL REQUIRED COURSES

أولاً: المقررات العامة الإجبارية

التوصيف العلمي للمقرر COURSE DESCRIPTION	اسم المقرر COURSE NAME	رقم المقرر COURSE NO.
<p>The course introduces students to the meaning of Islamic Culture, its Sources, and Characteristics; Islamic legislation and its importance, legal and illegal transactions, and intellectual movements and the attitude of Islam towards them.</p>	<p>الثقافة الإسلامية Islamic Culture (2 Credits)</p>	101
<p>This course introduces students to the science of accounting and basic accounting concepts. It also explains the methods of analyzing, recording, classifying and summarizing financial operations within accounting. The preparation of closing accounts and balance sheets in partnerships is explained. Students are given a great deal of practical training in case studies.</p>	<p>مبادئ محاسبة (1) Principles of Accounting (1) (3 Credits)</p>	101
<p>The course develops an understanding of accounting principles, concepts, and procedures necessary to prepare closing accounting methods in addition to case studies. The course also contributes to clarifying the accounting treatments related to the inventory adjustments of revenues, expenses, and current assets in accordance with the accounting principles and assumptions, and the impact of these adjustments on the financial statements and the preparation of the financial statements.</p>	<p>مبادئ محاسبة (2) Principles of Accounting (2) (3 Credits)</p>	151

التوصيف العلمي للمقرر COURSE DESCRIPTION	اسم المقرر COURSE NAME	رقم المقرر COURSE NO.
<p>This Course gives the student a firm and strong ground for the principles and foundations of this science, as well as for those who work and will work in the field of administrative work as supervisors or at a level of administrative work, and this course helps to know the most important major functions and the work of administrators and micro-jobs, reflecting positively on them in increasing their skills, abilities and knowledge whatever their job and management work and thus of course leads to the achievement of the goals they seek to achieve.</p>	<p>أصول إدارة Principles of Management (3 Credits)</p>	<p>101</p>
<p>The course introduces students to basic concepts of economics, various economic systems, supply and demand, market equilibrium, elasticities, cost and market structures, Circular flow, national income, Money and banking, international trade, balance of payments, and exchange rate.</p>	<p>مبادئ اقتصاد Principles of Economics (3 Credits)</p>	<p>101</p>
<p>This course presents the most important legal theories necessary for basic knowledge of law, including the theories of right and law. The course also presents the most important principles and legal provisions. The course also deals with drawing the boundaries of the legal rule and some other similar rules. The course also reinforces basic concepts of law, such as general theories and principles.</p>	<p>مدخل لدراسة القانون Introduction to law (2 Credits)</p>	<p>101</p>

<p>التوصيف العلمي للمقرر COURSE DESCRIPTION</p>	<p>اسم المقرر COURSE NAME</p>	<p>رقم المقرر COURSE NO.</p>
<p>This course introduces methods of collecting and presenting statistical data, calculating central tendency and dispersion measures, moreover, studying the relationship between two phenomena through linear correlation and simple linear regression, in addition to basic probability concepts. This will contribute to equip the students with the ability to deal with some of the problems that they may encounter in their real- life in a scientific manner. Furthermore, it enables them to collect data and process it through statistical methods. The course mainly depends on practical exercises using Microsoft Excel for statistical processing and its applications in the field of business and administration.</p> <p>يعرض المقرر أساليب جمع وعرض البيانات الإحصائية بأنواعها، وكذلك طرق حساب مقاييس النزعة المركزية والتشتت، كما يتناول شرحاً لمفهوم العلاقة بين ظاهرتين من خلال دراسة الارتباط الخطي والانحدار الخطي البسيط، بالإضافة إلى مبادئ الاحتمالات. سيساهم ذلك في إكساب الطلبة القدرة على معالجة بعض المشكلات التي قد تواجههم في حياتهم العملية بأسلوب علمي مستنداً إلى المقاييس الوصفية والرقمية. علاوةً على ذلك، فإنه يمكّن الطلبة من جمع البيانات الخاصة ببعض الظواهر ومن ثم معالجة هذه البيانات من خلال الطرق الإحصائية. ويعتمد المقرر بشكل أساسي على التدريبات العملية باستخدام برنامج Microsoft Excel للمعالجة الإحصائية وتطبيقاتها في مجال الإدارة والأعمال.</p>	<p>مبادئ الإحصاء Principles of Statistics (3 Credits)</p>	<p>101</p>
<p>The course presents the basic concepts for dealing with office devices and techniques and knowledge associated with modern office work and the importance of supporting the working environment with techniques and office programs and identifying the most important software used in office work, the use of computers in the preservation and retrieval of files, as well as the course deals with training in printing, coordinating and processing texts using computers.</p> <p>يقدم المقرر المفاهيم الأساسية للتعامل مع الأجهزة والتقنيات المكتبية والمعارف المرتبطة بالأعمال المكتبية الحديثة وأهمية دعم بيئة العمل بالتقنيات والبرامج المكتبية والتعرف على اهم برامج الحاسوب المستخدمة في الأعمال المكتبية، واستخدام الحاسوب في حفظ واسترجاع الملفات، كما يتناول المقرر التدريب على طباعة وتنسيق ومعالجة النصوص باستخدام الحاسوب.</p>	<p>تقنيات مكتبية Office Technologies (2 Credits)</p>	<p>107</p>
<p>is a general English course. This course is designed to develop students' macro (listening, speaking, reading, and writing) and micro (grammar, vocabulary, pronunciation, and spelling) skills of learning. This course could be considered as the groundwork for the succeeding courses. Accordingly, it is a prerequisite course for all ESP courses. It must be understood that this draft is an ongoing process and future changes might be adopted whenever the necessity arises in accordance with the English Language Unit imminent plans.</p>	<p>لغة انجليزية (1) English (1) (2 Credits)</p>	<p>101</p>

التوصيف العلمي للمقرر COURSE DESCRIPTION	اسم المقرر COURSE NAME	رقم المقرر COURSE NO.
<p>This course is suitable for in-work students and business students who have not yet entered the workplace. The course is tailored to provide students with the opportunity to practice the language in meaningful contexts. The course is intended principally for classroom use. The course focuses on grammatical, functional, or lexical teaching points, particularly, related to business topics. The topic templates familiarize students with the protocols and behavior and communication codes used in the business contexts.</p>	<p>لغة انجليزية (2) English (2) (2 Credits)</p>	154
<p>It is an advanced ESP course offered to students majoring in business studies. In this course, students perform tasks and activities that they will face in their future careers by using English in situational contexts such as making and answering calls, taking messages, canceling appointments or postponing them, writing notes ... etc.</p>	<p>لغة انجليزية (3) English (3) (2 Credits)</p>	204
<p>is a non-credit remedial course that is designed to improve the English language skills of those students who fail the placement test. Thus, it is a pre-requisite course for the general English course 101, and all the succeeding ESP courses. The aim of this course is to develop students' skills in listening, speaking, reading, and writing, using a communicatively based textbook and workbook.</p>	<p>اللغة الانجليزية English (0 Credits)</p>	099

ثانياً: المقررات العامة الاختيارية SECOND: GENERAL ELECTIVE COURSES

رقم المقرر COURSE NO.	اسم المقرر COURSE NAME	التوصيف العلمي للمقرر COURSE DESCRIPTION
111	فنون تشكيلية Art Formation (1 Credit)	<p>يهدف هذا المقرر إلى تطوير القدرات الفنية للطلبة والطالبات من خلال تدريب الطالب علي استخدام أحدث المواد والأجهزة لتصميم عمل فني. يساهم المقرر في تنمية مهارات التعبير الفني والابداعي لدى الطلبة وتنمية التخوق الجمالي من خلال الرؤية الفنية للأشكال واللوحات والتصميم والمفردات الشكلية في المتاحف والحدائق والاحساس بالقيمة الجمالية لها لدى الطلبة.</p>
110	اللياقة البدنية Physical Education	<p>يهدف هذا المقرر إلى تعريف الطلبة والطالبات بمعني وأهمية اللياقة البدنية بالإضافة الي استخدام الأدوات والأجهزة الرياضية لتطوير هذه اللياقة كذلك يهدف هذا المقرر بتعريف الطلبة والطالبات بأهم القوانين واللوائح المحلية والدولية والتي تنظم اللياقة البدنية.</p>
101	اقتصاد منزلي Home economy	<p>يهدف هذا المقرر إلى التعرف على أهمية وأهداف الاقتصاد المنزلي حيث يتعرف الطالبات على مجالات الاقتصاد المنزلي المختلفة حيث يوضح المقرر المفاهيم الأساسية ذات الصلة بالعلاقات الأسرية و ترشيد الاستهلاك والالمام بالمعرفة الأساسية للتنفيذية وعلوم الأطعمة و التعرف على المفاهيم الأساسية ذات الصلة بالمسكن و تأنيثه والمعرفة العامة ذات الصلة بالملابس والنسيج والأقمشة.</p>

التوصيف العلمي للمقرر COURSE DESCRIPTION	اسم المقرر COURSE NAME	رقم المقرر COURSE NO.
<p>This course aims to introduce students to automotive mechanics, which includes the laws and principles governing this science to focus on the basics and rules of maintenance. Students carry out maintenance and repairs of the vehicle's systems and components and associated jaw and installation skills, as well as strategic work to diagnose mechanical failures in the vehicle's systems and components to know the specialized terms associated with the mechanical incision.</p>	<p>ميكانيك سيارات Automotive Mechanics</p>	<p>101</p>
<p>The course enables students to process and understand electronics, the impact of elements, systems, and electronic equipment on these devices, as well as the course addresses the topics of electronic elements, electrical and electronic measurement engineering, including conductors, microprocessors, electronic circuits, and the design of effective electronic components.</p>	<p>الهندسة الالكترونية Electronic Engineering</p>	<p>101</p>

THIRD: MAJOR REQUIRED COURSES ثالثاً: المقررات التخصصية الإجبارية

التوصيف العلمي للمقرر COURSE DESCRIPTION	اسم المقرر COURSE NAME	رقم المقرر COURSE NO.
<p>This course has been designed to help students familiarize themselves with the various forms and uses of computers and other technological innovations in an information system environment. Students utilize experiential learning to acquire computer literacy. The purpose of this course is to provide the participant with a knowledge base that will assist him/her to adapt quickly to specific on-the-job equipment and procedures.</p>	<p>أساسيات نظم الحاسب الآلي Basics of Computer Systems (3 Credits)</p>	102
<p>This course is an introductory course in basic programming, emphasis on pseudo-code development and problem-solving. It starts with manipulating abstract data types moving gradually toward object data types. Then, the course will take an in-depth look at programming concepts and techniques of control and repetition structures. The course will adopt a practical hands-on approach when examining programming styles where the student will get familiarized with the use of a command prompt editor to compile, debug, and run object-oriented Programs.</p>	<p>اساسيات برمجة Programming Fundamentals (4 Credits)</p>	103
<p>This course introduces the knowledge and techniques to develop a reliable Graphical User Interfaces (GUIs) web applications. And based on today's technologies the course emphasizes on designing Web pages for the World Wide Web. Students use basic Hypertext Markup Language (HTML) to create graphical content, optimize the graphical content presentation through the use of Cascading Style Sheets (CSS) technology, and attach interactive events via scripting languages. All under a constraint that students will create web sites without the aid of a software authoring tools.</p>	<p>برمجة مرئية (1) Visual Programming (1) (5 Credits)</p>	153
<p>This course is a continuation of CS103 programming fundamentals, using the same programming language; the course will extend the object-oriented programming principles to a moderate technical level of detail. Apart from creating and manipulating members, objects, and classes, using an up-to-date Integrated Development Environment (IDE), the course will start by recapping the previous programming course arrays manipulation section, adding the applications of arrays as well (Sorting and Searching), Emphasis is placed on abstraction, encapsulation, inheritance, and polymorphism as the major four concepts of Object Oriented Principles. The course will introduce File Input/output, Exception handling, and advanced data structures manipulation using Collection Framework and Generics. Upon completion, students should be able to understand, code, test, and debug a class diagram of more than five classes.</p>	<p>برمجة متقدمة Advance Programming (1) (4 Credits)</p>	173

التوصيف العلمي للمقرر COURSE DESCRIPTION	اسم المقرر COURSE NAME	رقم المقرر COURSE NO.
<p>The College of Business Studies curriculum includes a special course for practical training. This course is taken by all students, each according to his/her major. It is conducted at one of the private or government agencies, companies or organizations. This course aims to orient students to the work environment and helps them practice in a real work environment what they studied.</p> <p>يتحرب الطلبة مع جهات العمل التي لها علاقة وثيقة بتخصصات الطلبة، فعن طريقها يتم ربط الدراسة النظرية في الكلية بالتطبيقات العملية بسوق العمل بشقيه الحكومي والخاص، وعلى ذلك يكون الهدف الرئيسي من مقرر التدريب الميداني بناء نظام تدريبي متكامل للنهوض بمستوى الطالب العملي، لكي يتمكن من التفاعل مع بيئة العمل بأسلوب ابتكاري، حيث يعمل الطالب لفترة محددة بإحدى الجهات الحكومية أو الخاصة، وذلك من أجل إكسابهم خبرة عملية في مجالات التخصص، وهنا يتمكن الطالب من التجربة والاستفادة القصوى من تطبيق ما تعلمه ودمج النظري مع التطبيقي. كما يندرج ضمن الإطار العام لبرنامج التدريب الميداني عدد من الاجراءات ذات العلاقة بمدته، وشروط الالتحاق به، واختيار جهات التدريب، وخطة التدريب، والاشراف على الطالب، وإسهام المشرف الأكاديمي في التقييم بالتعاون مع جهة العمل.</p>	<p>التدريب العملي</p> <p>Field Training (4 Credits)</p>	<p>199</p>
<p>This course has been designed to help students familiarize themselves with the various forms and uses of systems analysis in an information system environment. Students utilize experiential learning to acquire the basic concepts of computer systems analysis. The purpose of this course is to provide the participant with a knowledge base that will assist him/her to adapt quickly to specific on the job system analysis environments and associated procedures.</p>	<p>مبادئ تحليل نظم</p> <p>Principles of System Analysis (5 Credits)</p>	<p>204</p>
<p>This course teaches the fundamentals of Web applications and implementation using the up-to-date web programming technologies. This course passes through four major phases. First, review and enhance the I/O concepts discussed earlier (C5103 / C5173) ensuring that the persistency needs of any software application is fulfilled. Then, the basic knowledge required to develop Web Models will be introduced, followed by the essential methods required to incorporate XHTML within Web Views, and finally, introduce state-full techniques to handle user requests over the stateless HTTP environment. The course shall be taught using an up-to-date Web-enabled I</p>	<p>برمجة مرئية (2)</p> <p>Visual Programming (2) (3 Credits)</p>	<p>205</p>
<p>This course brings together all the elements of website design, user interaction scenarios, graphics, data storage, and data security. To construct a fully functional commercial website application. The course will start by introducing some basic data structures' constructs, highly involved in web application development. The student will learn how to connect to a data source, and how to secure any internet connection. The student will make use of some industry-standard software products - for example, to generate reports and send emails; however, the student will develop the complete web application from scratch.</p>	<p>مشروع تطوير برمجيات</p> <p>Project Development (6 Credits)</p>	<p>252</p>

رابعاً: المقررات التخصصية الإختيارية (1) (1) FOURTH: MAJOR ELECTIVE COURSES (1)

التوصيف العلمي للمقرر COURSE DESCRIPTION	اسم المقرر COURSE NAME	رقم المقرر COURSE NO.
The course discusses algorithms, flowcharting, basics of FORTRAN, reading, writing, testing repetition, sub-programs functions, and practical applications.	فورتران وتطبيقاته Fortran and its Applications (3 Credits)	203
The course introduces operating systems, their components, the historical development of DOS and related programs, input and output instructions, main memory, processing, and data.	نظم التشغيل Operating Systems (3 Credits)	254
This course has been designed to help students familiarize themselves with the various forms and uses of computer database systems in an information system environment. Students utilize experiential learning to acquire the basic concepts of computer databases. The purpose of this course is to provide the participant with a knowledge base that will assist the student to adapt quickly to specific on-the-job database environments and associated procedures.	قواعد البيانات Data Base (3 Credits)	258

خامسا: المقررات التخصصية الإختيارية (2) (FIFTH: MAJOR ELECTIVE COURSES (2))

رقم المقرر COURSE NO.	اسم المقرر COURSE NAME	التوصيف العلمي للمقرر COURSE DESCRIPTION
205	نقل وتوزيع Transporting & Distribution (3 Credits)	يتكون المقرر من جزئين: الجزء الأول ويتعلق بالنقل وما يقدمه من خدمات (بري، بحري، جوي) دوراً حيوياً وفعالاً في دفع عجلة الإنماء الاقتصادي في كافة دول العالم. والجزء الثاني التوزيع حيث يمثل التوزيع العنصر الرابع من عناصر المزيج التسويقي وذلك من خلال تكامله وتأثيره على بقية عناصر المزيج التسويقي وما يحققه من منافع. كما يتعرف الطالب على وسائل النقل المستخدمة وتطورها وكذلك على أهمية النقل في القطاع الحكومي والخاص.
207	مراقبة المخزون Stock Control (3 Credits)	يفطي هذا المساق تعريف وأهمية المراقبة والتحكم في المخزون والتعرف على الأنشطة المتعلقة في التحقق من المخزون في المتجر. كما يتعرف الطلبة على دور موظفي المتجر في هذا الشأن. كما يهدف إلى إعطاء المعرفة حول إعداد واستخدام تقرير مراقبة المخزون. كما يتعرف الطلبة على العديد من الجوانب ذات الصلة لإدارة المخزون مثل التنبؤ بالطلب في المستقبل وتشمل جوانب أخرى من مراقبة المخزون، إدارة سلسلة الإمداد، ومراقبة الإنتاج التي تتضمن تحديد متى الطلب، وكمية الطلب، واللوجستيات.
101	مبادئ التأمين Principles of Insurance (3 Credits)	يتناول المقرر عرض المعلومات الأساسية للخطر والتأمين من ناحيتي الأصول العلمية والتطبيقات العملية خاصة فيما يتعلق بالأخطار المختلفة التي يتعرض لها الفرد والمنشآت الاقتصادية وأنواع التأمين وإعادة التأمين التي تغطي هذه الأخطار وهيئات التأمين التي تقدم هذه التغطيات التأمينية مع التطبيق على دولة الكويت.

<p>التوصيف العلمي للمقرر COURSE DESCRIPTION</p>	<p>اسم المقرر COURSE NAME</p>	<p>رقم المقرر COURSE NO.</p>
<p>The course outlines the theoretical basis and the practical applications of the mathematics of finance and investment used in the financial and commercial fields as to simple interest, compound interest, and their applications with regard to commercial paper rate, debt settlement, long-term loan amortization, and mathematical operations related to foreign trade.</p>	<p>الرياضة المالية (1) Mathematics of Finance (3 Credits)</p>	<p>102</p>
<p>The course deals with the presentation of basic information on the types and functions of financial institutions in the State of Kuwait, and the institutional relations between them, especially in the banking, insurance and investment sectors. The components and role of the money and capital market, with special attention to the stock market and the activities of the Kuwait Fund for Economic Development.</p>	<p>المؤسسات المالية في الكويت financial institutions in the State of Kuwait (3 Credits)</p>	<p>105</p>
<p>The course includes a presentation of the main functions of commercial banks and the banking services they provide to their clients as practical cases with the use of documents used in commercial banks. The course also includes a definition of the internal organization of commercial banks, and the relationship between the various departments of the bank.</p>	<p>عمليات البنوك التجارية (1) Commercial Bank Operations (1) (3 Credits)</p>	<p>163</p>
<p>The course deals with the presentation of the practical aspects of the operations that commercial banks engage in with the countries of the outside world, whether in the field of documentary credits, foreign exchange operations, the connection between local banks and their correspondents abroad, and foreign investments.</p>	<p>العمليات الخارجية للبنوك التجارية External operations of commercial banks (3 Credits)</p>	<p>211</p>