

Programme Structure

Students seeking an Executive Secretarial Bachelor's must complete 128 credit hours:

No.	Requirements	Credit Hours
1	Compulsory Major Courses	120
2	Programmer Requirements/Electives	4
3	Faculty Requirements/ Electives	4
4	Educational Preparation	0
Total		128

1. Compulsory Major Courses (120 Credits)

Compulsory Major Courses Level 1

(Credits Needed: 18)

Course Code	Course Name	Level	Credits	Prerequisites
BDF106	Introduction to administrative and office systems	1	3	–
DF-101	Reading for the Deaf and hearing-Impaired	1	3	–
DF102	Islamic Education	1	3	–
DF103	Arabic Language Skills (1)	1	3	–
DF104	Self-Learning Skills	1	3	–
DF105	Deaf Education: History and Directions	1	3	–

Compulsory Major Courses Level 2

(Credits Needed: 12)

Course Code	Course Name	Level	Credits	Prerequisites
DF110	Employing Technology in Deaf Education	2	3	BDF106
DF111	Arabic Language Skills (2)	2	3	DF103
DF112	Communication Skills in English Language (1)	2	3	–
TDF115	Computer Components Maintenance (1)	2	3	–

Compulsory Major Courses Level 3

(Credits Needed: 15)

Course Code	Course Name	Level	Credits	Prerequisites
BDF206	Office Applications (1)	3	3	BDF106
DF201	Writing communication skills (1)	3	3	DF-101
DF202	Arabic Language Skills (3)	3	3	DF111
DF203	Communication Skills in English Language (2)	3	3	DF112
DF204	Introduction to the Deaf Habilitating	3	3	DF105

Compulsory Major Courses Level 4

(Credits Needed: 15)

Course Code	Course Name	Level	Credits	Prerequisites
DF210	Writing communication skills (2)	4	3	DF201
DF211	Arabic Language Skills (4)	4	3	DF202
DF213	National Education	4	3	DF105
DF214	Language development and functional Oral language	4	3	DF204
TDF216	Advanced Computer Maintenance (2)	4	3	TDF115

Compulsory Major Courses Level 5

(Credits Needed: 15)

Course Code	Course Name	Level	Credits	Prerequisites
DF302	Arabic Language Skills (5)	5	3	DF211
DF303	Translation of Terms and Texts	5	3	DF203
DF304	The Computer and its Applications in the Working Field	5	3	BDF106
DF305	Professional and Functional Working Environment	5	3	DF110
DF306	Writing Communication Skills: Professional and Functional Appl	5	3	DF210

Compulsory Major Courses Level 6

(Credits Needed: 18)

Course Code	Course Name	Level	Credits	Prerequisites
DF310	Arabic Language Skills (6)	6	3	DF302
DF311	Instructional strategies	6	3	DF204
DF312	Issues and Trends in Deaf Society	6	3	DF204
DF313	Mathematics' Applications in the Working Field	6	3	DF304
DF314	Labor Laws and Ethics	6	3	DF305
DF315	The Community Services	6	3	DF105

Compulsory Major Courses Level 7

(Credits Needed: 15)

Course Code	Course Name	Level	Credits	Prerequisites
BDF406	Office and administrative applications	7	3	-
DF401	Professional and Career Selection for the deaf and Hearing-Imp	7	3	-
DF402	Arabic Language Skills (7)	7	3	-
DF404	Deaf Theater	7	3	-
DF-405	Project Management	7	3	-

Compulsory Major Courses Level 8

(Credits Needed: 12)

Course Code	Course Name	Level	Credits	Prerequisites
DF410	Internship	8	12	-

2. Programme Requirements/Electives

(4 Credits)

Course Code	Course Name	Level	Credits	Prerequisites
DF-212	Developmental Psychology	4	2	-
DF-215	Introduction to Science of Interpretation	4	2	-
DF-301	Psychological Counseling and Guidance	5	2	-
DF-403	Family Empowerment	7	2	-
Total			4	

3. Faculty Requirements/Electives

(4 Credits)

Course Code	Course Name	Level	Credits	Prerequisites
DF-113	Health and Food	2	2	-
DF-114	Hearing Science	2	2	-
DF-205	Educational Arts	3	2	-
Total			4	

4. Educational Preparation (0 Credits)

Educational Preparation 1

(Credits Needed: 0)

Course Code	Course Name	Level	Prerequisites
ODF011-1	Basic Arabic Language Skills (1)	0	-
ODF022-1	Work Skills (1)	0	-
ODF033-1	Sign Language Skills (1)	0	-
ODF044-1	Life Skills (1)	0	-
ODF055-1	Computer Skills (1)	0	-

Educational Preparation 2

(Credits Needed: 0)

Course Code	Course Name	Level	Prerequisites
ODF011-2	Basic Arabic Language Skills (2)	0	-
ODF022-2	Work Skills (2)	0	-
ODF033-2	Sign Language Skills (2)	0	-
ODF044-2	Life Skills (2)	0	-
ODF055-2	Computer Skills (2)	0	-