



## **English Department Guide**

**1439-1440 H**

## Chairman's Message

**T***The English Department at Alkharj Community College, Prince Sattam Bin Abdulaziz University, offers an Associate Diploma program in English Language that aims at providing students with specialist knowledge in English. Throughout the courses of the program, the Department aims at enhancing the students' competence in the language skills, critical thinking and literature. The Department realizes the crucial role that translation plays in developing the linguistic competence of the students. Hence, it offers the students a number of basic courses in translation to enable them to acquire the necessary principles and techniques of translation.*

*Being keenly aware of the University mission and goals, the Department, in cooperation with the Community Service and Continuing Education Centre, has already prepared several different courses to meet the needs of the local community. In order to accomplish these goals, the Department employs a number of competitively selected and highly qualified faculty members. The Department also uses two language labs for teaching its computer-based language courses.*

*Prof. Mohamed S. A. Aly*

## Overview:

The English Department, established in 1423 (2002), is a part of AlKharj Community College along with the departments of Computer Science and Business Administration. Bearing in mind the overall objectives of Alkharj Community College and being committed thereto, the English Department has mapped out for itself a number of academic objectives that meet the needs of the students. The Department offers an Associate Diploma in English language. Besides, it provides language skill courses and other courses in business English and technical English to support the other two departments in the college and help their students successfully cope with their fields.

At the outset, a placement test is held to all the students who want to join the Department. Those who get a score of 80% and more can directly study at the first level. But those who get less than 80% should be enrolled in an intensive English program for one semester. They study the four major language skills: listening, speaking, reading, and writing. The intensive course aims to improve students' ability in these skills and prepare them to join the English Department.

Upon successful completion, the students join the actual academic English program. Over the course of two years, they are exposed to skill courses and linguistic courses. In addition to the advanced courses that they study in language skills, they study courses in linguistics, literature and translation. In more specific terms, prospective students are required to (a) take basic courses to fulfil college and university requirements, and (b) take courses assigned by the Department of English. The total number of credit hours in all of the foregoing categories is 78.

## Vision:

The English Department at Alkharj Community College seeks outstanding success through providing the students with academic programs in English which serve the local community.

## **Mission:**

The English Department aims at preparing highly qualified graduates, proficient in English, who can meet the labor market needs and help fulfill the lofty aspirations of the Kingdom.

## **Objectives:**

The English Department aims at:

- 1- serving the Saudi community through providing the labor market with qualified graduates engaged in different jobs,
- 2- improving the students' creative thinking skills,
- 3- qualifying graduates to pursuing their academic studies in the Kingdom and abroad,
- 4- preparing graduates to effectively interact with the local environment, which sometimes requires communication with non-Arabic speakers, and

## **Values:**

1. Quality and Distinction
2. Leadership and Team Work
3. Academic Freedom
4. Fairness and Equity
5. Transparency and Accountability
6. Continuous Learning
7. Creativity

## **Degree offered:**

Associate Degree in English language

## **Employment Opportunities:**

The programme prepares and qualifies graduates to attain the following jobs:

1. Jobs needed in a non- Arabic speaking environment
2. Jobs needed in working with English manuals and guides
3. Jobs in which translation is frequently needed
4. Office management jobs that need a good command of English

## **Prospective Employers:**

1. King Khaled Hospital
2. Almarai Dairy Company
3. AlSafi Dairy Company
4. University administration
5. Various government bodies and agencies
6. Military Hospital
7. Various businesses in the private sector

## **Admission Conditions:**

1. A recent General Secondary Certificate with a GPA of 70% or better.
2. The student must successfully pass the placement test held by the English Department at the beginning of each semester.
3. The applicant must be a full time student and if he already holds a job, he must obtain permission from his employer.
4. The General Secondary Certificate must not be more than five years old.

## English Language Programme

The English language programme was launched concurrently with the establishment of the English Department in the academic year 1423/1424 H. By the end of this programme, students obtain the Associate Degree in English that meets the requirements of the labour market. Prospective students take courses in linguistics, translation, literature and the language skills. The programme consists of four academic semesters with a total number of 78 credit hours. These credit hours include 12 hours of general university requirements, and 66 credit hours of English Department requirements.

### **Objectives of the Programme:**

1. preparing graduates to interact with the surrounding environment which requires communication with non-Arabic speakers.
2. preparing qualified graduates to fulfil the increasing demand in the labour market that requires good command of English.
3. developing students' creative thinking skills.
4. providing students with extracurricular activities to support learning processes.

### **English Department Study Plan:**

Each student has to complete (79) credit hours successfully within four semesters, as follows:

Requirements	Number of courses	Credit Hours	Objective
College and University requirements	7	13	These requirements provide the students with the essential concepts in Islamic culture, memorizing parts of the Holy Quran by heart, ability to use sound Arabic, basic IT skills, and career ethics
Department requirements	24	66	These requirements improve the students' English proficiency in general and foster their specialised knowledge in language skills, linguistics, literature, and translation
Total	31	79	Number of credit hours to fulfil graduation requirements

## Requirements of the Associate Diploma in English

### First: College and University requirements (12 credit hours)

Course code	Course title	Number of study units	Pre-requisite
ISL 151	Introduction to Islamic Culture	2 (2, 0, 0)	
CS 110	Principles of Computer Science	2 (1, 0, 1)	
QUR 101	The Holy Quran 1	1 (1, 0, 0)	
CS 111	Introduction to Information Technology	2 (1, 0, 1)	CS 110
ARA 159	Arabic language	2 (2, 0, 0)	
OUR 151	The Holy Quran 2	1 (1, 0, 0)	QUR 101
ETH 251	Career Ethics	2 (2, 0, 0)	

### Second: Department requirements (66 study units)

Course code	Course title	Number of study units	Pre-requisite
Eng 101	Reading 1	3 (3, 0, 0)	
Eng102	Writing 1	3 (3, 0, 0)	
Eng103	Listening and speaking 1	3 (3, 0, 0)	
Eng 141	English grammar 1	3 (3, 0, 0)	
Eng 100	Vocabulary	3 (3, 0, 0)	
Eng 152	Reading 2	3 (3, 0, 0)	Eng 101
Eng 162	Writing 2	3 (3, 0, 0)	Eng 111
Eng 172	Listening and speaking 2	3 (3, 0, 0)	Eng 121
Eng 182	English grammar 2	3 (3, 0, 0)	Eng 141
Eng 131	Introduction to translation	3 (3, 0, 0)	
Eng 211	Introduction to linguistics	2 (2, 0, 0)	
Eng 241	English grammar 3	2 (2, 0, 0)	Eng 182
Eng 221	Introduction to literature	3 (3, 0, 0)	
Eng 237	Translation 1	3 (3, 0, 0)	Eng 131
Eng 250	Communication skills	3 (2, 0, 1)	
Eng 223	Conversation 1	2 (2, 0, 0)	
Eng 214	Advanced reading and writing	4 (4, 0, 0)	Eng 152 + Eng 162
Eng 274	CALL ( Computer Assisted Language Learning)	3 (3, 0, 0)	
Eng 271	English Syntax	3 (3, 0, 0)	Eng 211
Eng 288	Translation 2	2 (2, 0, 0)	Eng 237
Eng 282	Reading in literary texts (English)	2 (2, 0, 0)	Eng 221
Eng 262	Introduction to phonetics and phonology	3 (3, 0, 0)	Eng 211
Eng 284	Conversation 2	2 (2, 0, 0)	Eng 223
Dar 290	Introduction to secretarial skills (English)	2 (2, 0, 0)	

### Intensive Course

The students who get less than 80% in the placement test should be enrolled in an intensive English course for one semester.

	Code	Course Title	Credit hours		
					Total
			Theoretical	Practical	
1	ENG 301	Reading	4	-	4
2	ENG 302	Writing	4	-	4
3	ENG 303	Listening and Speaking1	4	-	4
4	ENG 304	English Grammar	4	-	4
5	ENG 305	Vocabulary	4	-	4
		<b>Total</b>	<b>20</b>	<b>-</b>	<b>20</b>

### Level One

This level represents the actual study in this program. Students can join this level by two ways. First, those who get a score of 80% and more in the placement test can directly study at the first level. Second, those who successfully complete the intensive course can also move to this level.

Code	Course Title	Credit hours			
				Total	
		Theoretical	Practical		
ISL 151	Introduction to Islamic Culture	2	-	2	
CS 110	Principles of Computer Science	2	1	3	
QUR 101	The Holy Quran 1	1	-	1	
ENG 101	Reading1	3	-	3	
ENG 102	Writing1	3	-	3	
ENG 103	Listening and Speaking1	3	-	3	
ENG 141	English Grammar1	3	-	3	
ENG 100	Vocabulary	3	-	3	
		<b>Total</b>	<b>20</b>	<b>1</b>	<b>21</b>



## Level Two

Code	Course Title	Credit hours		
				Total
		Theoretical	Practical	
CS 111	Introduction to Information Technology	1	1	2
ARA 159	Arabic Language	2	-	2
ENG 152	Reading2	3	-	3
ENG 162	Writing2	3	-	3
ENG 172	Listening and Speaking2	3	-	3
ENG 182	English Grammar2	3	-	3
ENG 131	Introduction to Translation	3	-	3
Total		18	1	19

## Level Three

Code	Course Title	Credit hours		
				Total
		Theoretical	Practical	
QUR 151	The Holy Quran 2	1	-	1
ENG 211	Introduction To Linguistics	2	-	2
ENG 241	English Grammar3	2	-	2
ENG 221	Introduction to Literature	3	-	3
ENG 237	Translation 1	3	-	3
ENG 250	Communication Skills (English)	2	1	3
ENG 223	Conversation1	2	-	2
ENG 214	Advanced Reading and Writing	4	-	4
Total		19	1	20

## Level Four

Code	Course Title	Credit hours		
				Total
		Theoretical	Practical	
ETH 251	Career Ethics	2	-	2
ENG 274	CALL ( Computer Assisted Language Learning)	3	-	3
ENG 271	English Syntax	3	-	3
ENG 288	Translation 2	2	-	2
ENG 282	Reading in Literary Texts (English)	2	-	2
ENG 262	Introduction to Phonetics and Phonology	3	-	3
ENG 284	Conversation2	2	-	2
DAR 290	Introduction to Secretarial Skills (English)	2	-	2
Total		19	-	19

## Community Service:

The English Department maintains strong relations with the local community institutions in general, and with the Ministry of Education in particular. It usually welcomes hundreds of pre-university students to stay several hours at the College and have a clear idea about the post-secondary school stage. The Department also offers educational consultations to the Ministry of Education upon its request. Besides, the Department looks forward to organizing, at the very near future, educational workshops for the supervisors and teachers of English at Alkharj Educational Zone. The Department's services are not restricted to Alkharj Province. Our faculty members extend their services to other cities in the Kingdom as well.

## Alumni:

The Department has established Alumni committee to keep a record of all the Department graduates. It also keeps in touch with all the graduates in the public and private sectors in order to follow up their employment issues. The Department regularly summons its alumni for meetings with faculty and current students. The Department participated in the graduation ceremony organized by the College at which honour students were rewarded by the deanship.





## Permanent Committees in the Department:

The Department has fifteen permanent committees. They are as follows:

No.	Committee		Duties
1	Quality Assurance	<ol style="list-style-type: none"> <li>1. Dr. Talha Al-Sharadgeh (Head)</li> <li>2. Prof. Mohammed Saed (Member)</li> <li>3. Dr. Basem Al Hawamdeh (Member)</li> <li>4. Dr. Ali Sulaiman (Member)</li> <li>5. Dr. Sayed Mohammed (Member)</li> <li>6. Mr. Mohammed Wajeeh (Member)</li> <li>7. Mr. Rami al Sadi (Member)</li> <li>8. Mr. Abdullah al Ghanam (Member)</li> <li>9. Mr. Hamdi Hassan (Member)</li> <li>10. Mr. Al Fateh Kunda (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• raise awareness about the quality insurance</li> <li>• represent the Department in all quality activities organized by the College or the University</li> <li>• supervise all quality tasks in the Department</li> </ul>
2	Academic Programmes	<ol style="list-style-type: none"> <li>1. Dr. Talha Al-Sharadgeh (Head)</li> <li>2. Prof. Mohammed Saed (Member)</li> <li>3. Dr. Basem Al Hawamdeh (Member)</li> <li>4. Mr. Mohammed Wajeeh (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• propose new strategies to develop the current programmes</li> <li>• suggest new programmes in accordance with the needs of the local community</li> <li>• revise and follow up all the course portfolios</li> </ul>
3	Final Examinations	<ol style="list-style-type: none"> <li>1. Dr. Talha Al-Sharadgeh (Head)</li> <li>2. Prof. Mohammed Saed (Member)</li> <li>3. Dr. Basem Al Hawamdeh (Member)</li> <li>4. Dr. Ali Sulaiman (Member)</li> <li>5. Dr. Sayed Mohammed (Member)</li> <li>6. Mr. Mohammed Wajeeh (Member)</li> <li>7. Mr. Rami al Sadi (Member)</li> <li>8. Mr. Abdullah al Ghanam (Member)</li> <li>9. Mr. Hamdi Hassan (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• prepare the final exam timetables and the invigilation timetables.</li> <li>• execute all the necessary arrangements before, during and after the final exams to ensure successful implementation of the final exams</li> <li>• supervise the process of marks entry in the University Edugate.</li> </ul>

		10. Mr. Al Fateh Kunda (Member)	
4	Timetable	<ol style="list-style-type: none"> <li>1. Mr. Mohammed Wajeeh (Head)</li> <li>1. Dr. Talha Al-Sharadgeh (Member)</li> <li>2. Dr. Ali Sulaiman (Member)</li> <li>3. Mr. Hamdi Hassan (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• Prepare the course timetable of the Department</li> <li>• Prepare the instructors' timetables</li> <li>• prepare the final exam timetables and the invigilation timetables.</li> </ul>
5	Community Service	<ol style="list-style-type: none"> <li>1. Mr. Abdullah al Ghanam (Head)</li> <li>2. Dr. Sayed Mohammed (Member)</li> <li>3. Mr. Al Fateh Kunda (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• make some arrangements with training bodies ( the private and public sectors)</li> <li>• follow up all the students during their internships</li> <li>• organize all the training courses and workshops offered by the Department</li> </ul>
6	Academic Counselling	<ol style="list-style-type: none"> <li>1. Dr. Ali Sulaiman (Head)</li> <li>2. Dr. Basem Al Hawamdeh (Member)</li> <li>3. (Member)</li> <li>4. Dr. Sayed Mohammed (Member)</li> <li>5. Mr. Mohammed Wajeeh (Member)</li> <li>6. Mr. Rami al Sadi (Member)</li> <li>7. Mr. Abdullah al Ghanam (Member)</li> <li>8. Mr. Hamdi Hassan (Member)</li> <li>9. Mr. Al FatehKunda (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• prepare and run the College and Department orientation course</li> <li>• supervise students' registration processes and provide academic guidance</li> <li>• help students tackle their academic, cultural and psychological problems</li> </ul>
7	TAs And Scholarship Supervision	<ol style="list-style-type: none"> <li>1. Mr Hamdi Hassan (Head)</li> <li>2. Prof. Mohammed Saed (Member)</li> <li>3. Dr. Sayed Mohammed (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• provide teaching assistants with help regarding all the academic needs</li> <li>• help teaching assistants prepare all the necessary documents for their scholarships</li> <li>• keep in touch with teaching assistants during their scholarship period and provide them with academic advice</li> </ul>
8	Alumni	<ol style="list-style-type: none"> <li>1. Dr. Basem Al Hawamdeh (Head)</li> <li>2. Dr. Sayed Mohammed (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• develop and update a database including data about all the alumni of the Department</li> <li>• keep in touch with all the alumni and follow</li> </ul>



		<ol style="list-style-type: none"> <li>3. Mr. Mohammed Wajeeh (Member)</li> <li>4. Mr. Rami al Sadi (Member)</li> <li>5. Mr. Hamdi Hassan (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• up their employment issues</li> <li>• prepare statistics about the numbers of alumni and the rates of employment in the private and public sectors</li> </ul>
9	Culture and Media	<ol style="list-style-type: none"> <li>1. Dr. Sayed Mohammed (Head)</li> <li>2. Dr. Ali Sulaiman (Member)</li> <li>3. Mr. Hamdi Hassan (Member)</li> <li>4. Mr. Al Fateh Kunda (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• prepare the Department webpage on the University website in coordination with the Edugate committee</li> <li>• prepare and revise all the Department guides in Arabic and English</li> <li>• follow up all the Department announcements on the notice boards</li> </ul>
10	Extracurricular Activities	<ol style="list-style-type: none"> <li>1. Dr. Sayed Mohammed (Head)</li> <li>2. Mr. Hamdi Hassan (Member)</li> <li>3. Mr. Al Fateh Kunda (Member)</li> <li>4. Mr. Abdullah al Ghanam (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• prepare and execute all the extracurricular activities of the Department</li> <li>• supervise all the activities of the English Club</li> <li>• contact the concerned bodies to arrange visits and off-campus activities</li> </ul>
11	Edugate	<ol style="list-style-type: none"> <li>1. Mr. Rami al Sadi (Head)</li> <li>2. Dr. Sayed Mohammed (Member)</li> <li>3. Mr. Hamdi Hassan (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• keep the Department's official website up-to-date</li> <li>• upload any files relevant to QA, Department's meetings and news</li> <li>• update the class schedule at the outset of each term and the final exams and invigilation schedules as the term draws to a close</li> </ul>
12	Educational Excellence	<ol style="list-style-type: none"> <li>1. Mr. Hamdi Hassan (Head)</li> <li>2. Dr. Basem Al Hawamdeh (Member)</li> <li>3. Mr. Mohammed Wajeeh (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• Follow up distinguished students</li> <li>• Suggest plans to support outstanding students</li> </ul>
13	Credit-Hours	<ol style="list-style-type: none"> <li>1. Dr. Basem Al Hawamdeh (Head)</li> <li>2. Dr. Ali Sulaiman (Member)</li> <li>3. Mr. Mohammed Wajeeh (Member)</li> <li>4. Mr. Hamdi Hassan (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• Prepare the Transfer Form requested for the students who want to join the Department</li> </ul>

14	Assessment and Measurement	<ol style="list-style-type: none"> <li>2. Dr. Ali Sulaiman (Head)</li> <li>3. Dr. Talha Al-Sharadgeh (Member)</li> <li>4. Mr. Abdullah al Ghanam (Member)</li> <li>5. Mr. Al Fateh Kunda (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• Prepare an assessment and measurement plan for the Dept.</li> </ul>
15	Labs and Classrooms Supervision	<ol style="list-style-type: none"> <li>1. Mr. Al Fateh Kunda (Head)</li> <li>2. Dr. Ali Sulaiman (Member)</li> <li>3. Mr. Mohammed Wajeeh (Member)</li> </ol>	<ul style="list-style-type: none"> <li>• Follow up the needs of the labs and classrooms</li> </ul>

## Supporting Units:

### English Language Club



## **Overview:**

The English Department launched *The English Language Club* in 2010 to encourage the students to practice their English language and to express their opinions, suggestions, notices and contributions. The students are highly motivated to participate in all the extracurricular activities organized by the club. The club enhances the cooperation between the students and the staff members in a relaxed atmosphere. The club includesten members. Four are instructors appointed by the Department Council every two years. The other members are students who represent the different levels of English Department and the other two departments of the college.

## **Objectives and Activities**

The English Language Club aims to accomplish the following objectives:

1. providing students with the extra-curricular activities that develop students' skills (listening, speaking, writing and reading).
2. encouraging students to use language in a relaxed atmosphere and away from the classes' pressure.
3. enhancing ties of cooperation between students and teaching members.
4. helping students get benefits from modern technology in learning English (i.e. the Internet).
5. providing students with some educational tools such as English newspapers, magazines, maps, wall pictures and so on.
6. offering some extra activities to satisfy the needs of distinguished students.
7. presenting some strategies to help poor students learn basic language skills.
8. Presenting lectures and discussions which raise awareness about important issues such as smoking and car accidents.
9. screening selected programs and films which enable students to talk about their religion, culture, customs and history.
10. inviting professors to deliver seminars.

## **Club Philosophy**

The noble philosophy of the English Club is to find virtual opportunities for students to practice English in a relaxed atmosphere. It tries to open all the channels of learning English which must not be limited to the classroom environment. Students must inclusively get involved in English and use it as a medium of communication as much as they can. The English Language Club offers some techniques and activities that cannot be applied within the classroom environment. The club invites students to enjoy learning English. It is a modest attempt to develop students' levels in English.



## **Club Members**

English Language Club consists of the following members:

- 1- Chairman (Supervisor)
- 2- Coordinator (Assistant Supervisor)
- 3- Faculty (Member)
- 4- Faculty (Member)
- 5- A student from Level 4 (Member)
- 6- A student from Level 3 (Member)
- 7- A student from Level 2 (Member)
- 8- A student from Level 1 (Member)
- 9- A student from Computer Science Department (Member)
- 10- A student from Business Administration Department (Member)

## **Club Facilities**

The English Language Club includes the following facilities:

1. A room or a computer lab.
2. Some tables surrounded by chairs in the middle of the room.
3. Three shelf cupboards to keep books.
4. Two personal Computers with free Internet access.
5. A T.V set, a VCR, a cassette recorder and some tapes.
6. English newspaper subscription.
7. Educational posters that show biographies of famous figures.
8. Some English short stories and magazines.
9. Monolingual and bilingual dictionaries.
10. Tea and coffee

## **Language Labs**



The department provides the students with two Language labs equipped with the latest listening and speaking training software.

Using language labs is one of the ambitious goals sought by the department to develop listening and speaking skills and to provide the students with the opportunity to have internet access.



## Faculty Members

The Department piques itself on a body of distinguished faculty members with various academic ranks and long experience in teaching and research. The department always seeks to attract experienced and high-calibre faculty in order to make substantial progress towards academic excellence.

### Associate Professors

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## **TAs ( Scholarship)**

**9. Mr. Mohammad Alharby**  
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**10. Mustafa Al-Rabai**  
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