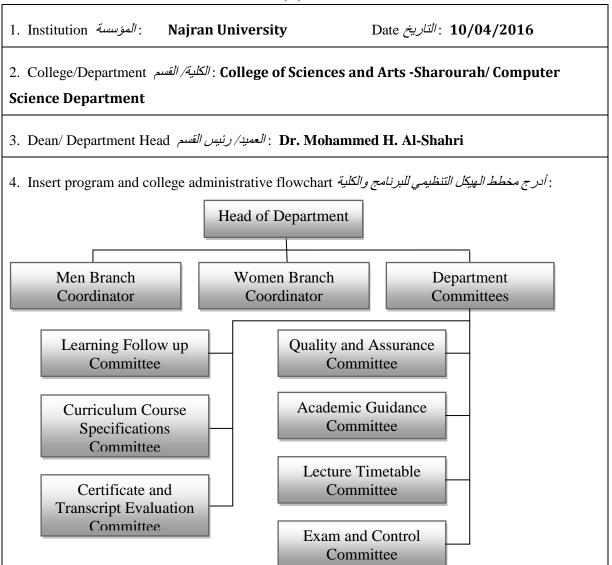# توصيف البرنامج T4. Program Specification

For guidance on the completion of this template, please refer to Chapter 2, of Part 2 of Handbook 2 Internal Quality Assurance Arrangement and to the Guidelines on Using the Template for a Program Specification in Attachment 2 (b).

لمعرفة إرشادات تعبئة هذا النموذج نأمل الرجوع إلى الفصل الثاني من الجزء الثاني من الدليل الثاني ''إجراءات ضمان الجودة الداخلية ''، وكذلك الرجوع للارشادات الخاصة باستخدام نموذج توصيف البرنامج الواردة في الملحق 2 (ب).

1. Institution المؤسسة: **Najran University**   Date التاريخ: **10/04/2016**
2. College/Department الكلية/ القسم: **College of Sciences and Arts -Sharourah/ Computer Science Department**
3. Dean/ Department Head العميد/ رئيس القسم : **Dr. Mohammed H. Al-Shahri**
4. Insert program and college administrative flowchart أدرج مخطط الهيكل التنظيمي للبرنامج والكلية: Head of Department Men Branch Coordinator — Women Branch Coordinator — Department Committees Learning Follow up Committee Quality and Assurance Committee Curriculum Course Specifications Committee Academic Guidance Committee Certificate and Transcript Evaluation Committee Lecture Timetable Committee Exam and Control Committee

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5. List all branches offering this program   اذكر قائمة بجميع الفروع التي تقدم هذا البرنامج:

Branch1(1) فرع : **College of Sciences and Arts -Sharourah - Men Branch**

Branch 2(2) فرع : **College of Sciences and Arts -Sharourah -Women Branch**

A. Program Identification and General Information

1. Program title and code اسم ورمز البرنامج : **Computer Science**   Code:**351102**

2. Total credit hours needed for completion of the program إجمالي عدد الساعات المعتمدة المطلوبة لإتمام البرنامج :

142 Credit hours divided into eight levels of study

3. Award granted on completion of the program الدرجة الممنوحة عند إتمام البرنامج :

Bachelor of Science & Education in Computer Science

4.   Major tracks/pathways or specializations within the program (eg. transportation or structural engineering within a civil engineering program or counselling or school psychology within a psychology program):

المسارات الرئيسة أو التخصصات التي يشملها البرنامج (مثال: النقل أو الهندسة الإنشائية ببرنامج الهندسة المدنية؛ أو الاستشارات أو علم نفس المدرسة في برنامج علم النفس):

 One track in Educational Computer Science

5. Intermediate Exit Points and Awards (if any) (eg. associate degree within a bachelor degree program):

المخارج التي تتوسط البرنامج والشهادة الممنوحة عندئذ (إن وجدت) (مثال: درجة الدبلوم في برنامج يمنح في نهايته درجة البكالوريوس):

 None

6. Professional occupations (licensed occupations, if any) for which graduates are prepared. (If there is an early exit point from the program (eg. diploma or associate degree) include professions   or occupations at each exit point):

المهن أو الوظائف التي يتم تأهيل الخريجين لشغلها. (في حال كانت هناك مخارج مبكرة من البرنامج, مثال: درجة الدبلوم, فيمكن إدراج المهن والوظائف التي يتأهل لها الطالب عند كل نقطة خروج):

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1. Teacher of Computer Science at all stages of the pre-university education.
2. Teacher in education centres specialized in computer science such as centres of community service and continuing education.
3. Teaching Assistance in departments of Computer Science at colleges and universities of public and private sectors.
4. Software system programmer in labor market.

7. (a) New Program برنامج جديد ⬚ Planned starting date تاريخ البدء ⬚

(b) Continuing Program برنامج مستمر √

Year of most recent major program review تاريخ أحدث مراجعة رئيسية للبرنامج | 2015/2016 |

Organization involved in recent major review (eg. internal within the institution)
الجهة التي نفذت أحدث مراجعة رئيسية (مثال: مراجعة داخلية داخل المؤسسة)
Accreditation review by نفذت مراجعة الاعتماد بواسطة : _____
Other آخرون : _____

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8. Name of program chair or coordinator. If a program chair or coordinator has been appointed for the female section as well as the male section, include names of both.

اسم رئيس أو منسق البرنامج. إذا كان هناك رئيس أو منسق للبرنامج لكل من الجانب النسائي والجانب الرجالي فيجب إدراج الاسمين.

1. Dr. Mohsen Ali Hakami – Head of Department
2. Dr. Makarem Mohammed Bamatraf – Men Branch Coordinator.
3. Dr. Khadija Mohammed Alaidarous – Women Branch Coordinator

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9. Date of approval by the authorized body (MOE)

تاريخ إقرار البرنامج أو الموافقة عليه من الجهة المختصة (وزارة التعليم):

موقع المقر الجامعي Campus Location	Approval By الجهة المانحة للموافقة	التاريخ Date
المقر الجامعي الرئيسي :Main Campus		
Branch 1: (1) فرع: College of Sciences and Arts –Sharourah – Men Branch	1) The Standing Committee of Plans and Study System. 2) University Council	24/05/1433H 14/03/1433H
Branch 2: (2) فرع : College of Sciences and Arts –Sharourah - Women Branch	1) The Standing Committee of Plans and Study System. 2) University Council	24/05/1433H 14/03/1433H

B. Program Context بيئة عمل البرنامج

1. Explain why the program was established وضح سبب انشاء البرنامج:

a. Summarize economic reasons, social or cultural reasons, technological developments, national policy developments or other reasons.

أذكر بإيجاز الأسباب الاقتصادية أو الاجتماعية أو الثقافية، والتطورات التقنية، أو تطورات السياسة الوطنية، أو خلاف ذلك من أسباب.

Sharourah Governorate needs professional trained graduates in the field of Educational Computer Science to work in the education sector (Pre- university education) as well as the possibility to work in other sectors that has computer hardware and software technologies to run their business.

Economic Reasons:

1. Provide the local community with graduates in the field of computer science who can teach in different stages of the pre - university education.

2. Meet the needs of the labor market by graduates, particularly in the field of educational computer science.

3. Work in government and private institutions, departments, and scientific centres in the field of computer science

Social and cultural reasons:

1. Provide the community with graduates who use modern techniques for Community Service and Development.

2. Stimulate the demand for higher education and computer science studies.

3. Follow-up of technical developments during the graduation of specialized cadres in the field of education and computer science.

4. Development of belonging and loyalty to the homeland by providing suitable job opportunities

b. Explain the relevance of the program to the mission and goals of the institution.

اشرح علاقة البرنامج برسالة وأهداف المؤسسة.

The program is closely linked with the college and university mission and goals, where it aims to produce scientific graduates outstanding academically and educationally and keep pace with the requirements of sustainable development. This is done through modern technologies in education based on Islamic values.

2. Relationship (if any) to other programs offered by the institution/college/department.

علاقة البرنامج (إن وجدت) ببقية البرامج التي تقدمها المؤسسة / الكلية / القسم.

a. Does this program offer courses that students in other programs are required to take?

هل يقدم هذا البرنامج مقررات دراسية يأخذها طلاب في برامج أخرى ؟

Yes نعم ☐ **No** لا ☑

If yes, what has been done to make sure those courses meet the needs of students in the other programs?

في حال الإجابة بنعم، ما الاجراءات التي اتخذت للتأكد من أن تلك المقررات تلبي احتياجات طلاب البرامج الأخرى؟

b. Does the program require students to take courses taught by other departments?

هل يستلزم البرنامج من طلابه تلقي مقررات دراسية من أقسام أخرى؟

Yes نعم ☑ **No** لا ☐

If yes, what has been done to make sure those courses in other departments meet the needs of students in this program?

في حال الإجابة بنعم، ما الاجراءات التي اتخذت للتأكد من أن تلك المقررات من الأقسام الأخرى تلبي احتياجات طلبة هذا البرنامج؟

The program is highly related the following department:
1. Department of Education
2. Department of Mathematics
3. Department of English Language
4. Department of Arabic Language
5. Department of Islamic Studies.

The department masks sure that the courses delivered by other programs meet the student's need through the following:

1) Formation of Curriculum and Specifications Committee in the department.
2) Formation of sub-committees for each computer science discipline. The role of these sub-committees is to propose and review course specifications in a specific discipline. The sub-committees are: basic science, programming, hardware, information systems and systems.
3) The specification of mathematical and English courses are proposed by the sub-committees and reviewed by the Curriculum and Specifications Committee in the department.
4) The Curriculum and Specifications Committee in the department conducted meetings with persons responsible for delivering mathematical and English language courses in the other programs. These meeting are intended to make the final review for the specifications.
5) For the university requirements courses (Arabic and Islamic) the specifications are adopted by the department without changes.
6) The educational courses specifications are agreed in the department of Education and have been sent to the other departments in the college (Including this department) to be adopted and used.

3. Do students who are likely to be enrolled in the program have any special needs or characteristics? (eg. Part time evening students, physical and academic disabilities, limited IT or language skills).

هل لدى الطلبة المتوقع التحاقهم بالبرنامج أية احتياجات أو خصائص معينة مما يجب أخذه في الاعتبار عند التخطيط للبرنامج؟ (مثال: طلبة من فئة الدوام الجزئي المسائي، أو اعاقات جسدية أو صعوبات اكاديمية أو مهارات محدودة في تكنولوجيا المعلومات أو المهارات اللغوية).

Yes نعم   [√]

No لا   [ ]

The students enrolled in the program have limited English language skills.

4. What modifications or services are you providing for special needs applicants?

ما هي التعديلات أو الخدمات التي يتم توفيرها للتعامل مع المتقدمين للبرنامج من ذوي الاحتياجات الخاصة؟

The modified curriculum emphasizes on reading, writing and listing skills in the English language courses.

1. Program Mission Statement (insert) اكتب نص رسالة البرنامج:

Prepare distinct cadres academically and educationally in the field of educational computer science and develop their technical and professional abilities to compete in the labor market.

Mission Description

Computer Technology is the largest and fastest growing industry in the world. Demand for high performance computing is a driving force for developments in all aspects of education and business. Computer Science Program is devoted to produce specialized graduates with practical and theoretical experiences in the fields of computer science to work in the education sector.

The graduates are able to keep pace of developments and the rapid scientific progress in the field of specialization in line with the national framework of qualifications and quality assurance standards and according to Islamic values.

2.List program goals (e.g. long term, broad based initiatives for the program, if any)
اذكر غايات البرنامج (بمعنى: المبادرات طويلة المدى , واسعة النطاق للبرنامج , إن وُجدت)

1) Knowledge of the theoretical foundations and rules and acquire the necessary skills in the area of specialization.

2) The ability to self-development and to communicate with others effectively

3. List major objectives of the program within to help achieve the mission. For each measurable objective describe the measurable performance indicators to be followed and list the major strategies taken to achieve the objectives.

اذكر قائمة الأهداف الرئيسة للبرنامج والتي تساعده على تحقيق رسالته. لكل هدف قابل للقياس قدم وصفا لمؤشرات الأداء القابلة للقياس الواجب تتبعها وقائمة الاستراتيجيات الرئيسة المتخذة لتحقيق الأهداف.

Measurable objectives أهداف قابلة للقياس	Measurable performance indicators مؤشرات أداء قابلة للقياس	Major strategies الاستراتيجيات الرئيسة
1. Knowledge of the rules and the theoretical foundations associated with specialization	1) The average of success rate in computer science courses. 2) The average of success rate in the educational courses. 3) The average of success rate in the educational courses related to teaching strategies.	**1.** Review of the National Qualifications Framework. **2.** Review the curriculum for computer science programs in the corresponding sections of the local , regional and international faculties to ensure the inclusion of the program on international standards in the specialty and consistent with the mission of the program **3.** Review the specifications and contents of the program courses as well as support courses to ensure the inclusion of all the rules and theoretical foundations required and consistent with the mission of the program. **4.** Review the educational objectives and intended learning outcomes (ILOs) for each course, to be consistent with the objectives and learning outcomes of the program. **5.** Conduct surveys to see how the students are familiar with the theoretical foundations in the field of specialization
2. Scientific analysis of the problems in the field of computer science and the development of	1) The percentage of the number of students who received 80% or more in the graduation project. 2) The success rate of students in the practical part of courses.	**1.** Review the description of the programming courses in the program in accordance with international standards for specialization and consistent with the mission of the program. **2.** Consolidate the concepts

appropriate solutions.		and the differences between the ways of solving problems based on object-oriented programming and structural programming. **3.**Study the current status of the laboratories and the software to determine their suitability for teaching practical aspects of courses consistent with international standards and in accordance with the mission of the program **4.**Update labs and software to keep up with modern versions of the software.
3. Carrying professional and ethical responsibilities in work environment	1) The average of success rate in courses related to professional and ethical issues 2) The success rate in the Islamic courses 3) The success rate in the graduation project 4) The success rate in the field training 5) The average of supervisor evaluation for the graduation project 6) rate of evaluation of academic supervisor for the students of field training 7) Survey the opinion of students in the field training about the use of scientific methods 8) Survey of graduate students about how they benefit from scientific methods provided in the program 9) The success rate of students in the field of	**1.**Review the description of courses related to ethics consistent with the mission of the program **2.**Strengthen religious faith and national belonging among students and during the teaching of courses. **3.**Spread the culture of carrying social and ethical responsibility in line with the mission of the program Students' knowledge of online ethical crimes and how to overcome them. **4.**Conduct practical situations during lectures and exercises to carry professional and ethics responsibility

		training
4. Mastering the use of modern techniques required in work environment	1) The percentage of the number of students who received 80% or more in the graduation project 2) The success rate in courses related to plans and strategies for teaching and evaluation methods 3) Evaluation the educational supervisor in field training 4) Survey the opinion of students in the field training about the use of scientific methods 5) Survey of graduate students about how they benefit from scientific methods provided in the program 6) The success rate in the Arabic courses 7) The average of student evaluation in the presentation of graduation project 8) The average of student success in mathematics and statistics courses	**1.** Review the specifications of courses to enhance the aspect of effective teamwork. **2.** Review the strategies and teaching methods to enhance the side of teamwork and effective communication. **3.** Development students' skills in writing, and Conversation. **4.** Strengthening the side of writing reports related to course topics through collective and cooperative action.

D. Program Structure and Organization هيكل وتنظيم البرنامج

1. Program Description وصف البرنامج:

List the core and elective program courses offered each semester from Prep Year to graduation using the below Curriculum Study Plan Table (A separate table is required for each branch IF a given branch/location offers a different study plan).

دون قائمة المقررات الإجبارية والاختيارية التي يقدمها البرنامج في كل مستوى بداية من السنة التحضيرية حتى التخرج مستخدما الجدول التالي للخطة الدراسية (تستخدم جداول منفصلة لكل فرع في حالة وجود خطط دراسية مختلفة في كل فرع/موقع يقدم فيه البرنامج).

A program or department manual should be available for students or other stakeholders and a copy of the information relating to this program should be attached to the program specification. This information should include required and elective courses, credit hour requirements and department/college and institution requirements, and details of courses to be taken in each year or semester.

ينبغي وجود دليل البرنامج أو للقسم وأن يكون متاحاً للطلبة أو الأطراف المستفيدة، مع إرفاق نسخة من المعلومات المتعلقة بهذا البرنامج مع توصيف البرنامج. ينبغي أن تتضمن هذه المعلومات ذكر المقررات الدراسية الإجبارية والاختيارية، وعدد الساعات المعتمدة المطلوب إتمامها، ومتطلبات القسم/الكلية ومتطلبات الجامعة، وتفاصيل المقررات الدراسية التي ينبغي دراستها كل عام أو كل فصل دراسي .

Level المستوى	Course Code رمز المقرر	Course Title اسم المقرر	Required or Elective اجباري أو اختياري	*Prerequisite courses مقررات متطلب سابق	Credit Hours الساعات المعتمدة	College or Department الكلية أو القسم
Prep Year السنة التحضيرية			N/A			
Level 1 المستوى (1)	011ENG-6	Intensive English	Required		6	College
	100MATH-3	General Math	Required		3	College
	101CS-4	Introduction to Computers & IT	Required		4	Department
	101PHYS-3	Physics	Required		3	Department
	111ISL-2	Introduction to Islamic Culture	Required		2	College
Level 2 المستوى (2)	012ENG-3	English for Computer Science	Required	011ENG-6	3	College
	202MATH-3	Calculus	Required	100MATH-3	3	College
	202CS-4	Structural programming using C language	Required	101CS-4	4	Department
	201CE-3	Electric & Electronic Circuits	Required	101PHYS-3	3	Department
	112ISL-2	Islamic Culture 2	Required		2	College
	110EDU-2	Fundamentals of Education	Required		2	College
	201ARAB-2	Language skills	Required		2	College
Level 3 المستوى (3)	303CS-4	Object-Oriented programming using Java language	Required	202CS-4	4	Department
	302CE-4	Digital Logic Design	Required	101CS-4	4	Department
	230CURR-2	Curriculum	Required		2	College
	301IS-3	Fundamentals of Information Systems	Required	101CS-4	3	Department

	303MATH-3	Discrete Math	Required	202MATH-3	3	College
	113ISL-2	Islamic Culture 3	Required		2	College
Level 4 (4) المستوى	403CE-3	Computer Organization & Assembly Language	Required	302CE-4	3	Department
	402IS-3	Principles of Database	Required	301IS-3	3	Department
	404CS-3	Data Structures	Required	303CS-4	3	Department
	221SYC-3	Educational Psychology	Required		3	College
	404MATH-3	Statistics and Probability Theory	Required	202MATH-3	3	College
	114ISL-2	Islamic Culture 4	Required		2	College
	202ARAB-2	Arabic Writing	Required		2	College
Level 5 (5) المستوى	505CS-3	Compiler Design	Required	303CS-4	3	Department
	506CS-3	Operating Systems	Required	404CS-3	3	Department
	507CS-3	Algorithm Design & Analysis	Required	404CS-3	3	Department
	369SYC-2	Guidance and Psychological Counselling	Required		2	College
	504CE-3	Data Communication & Network fundamentals	Required	101CS-4	3	Department
	211EDU-2	Computers in Education	Required		2	College
	353EDU-2	Educational Supervision	Required		2	College
Level 6 (6) المستوى	608CS-3	Computer Graphics	Required	101CS-4 303CS-4	3	Department
	603IS-3	System Design & Analysis	Required	301IS-3	3	Department
	609CSS-3	Human Computer interface	Required	303CS-4	3	Department
	610CS-3	Introduction to Software Engineering	Required	303CS-4 402IS-3	3	Department
	341CURR-3	Educational Technology	Required		3	College
	611CS-3	Special topics in computer Science	Required		3	Department
Level 7 (7) المستوى	704IS-3	Web-Based Systems	Required	402IS-3 504CE-3	3	Department
	352EDU-2	School Management	Required		2	College
	353CURR-2	Strategies of Teaching Computers	Required		2	College

	712CS-3	Computer Security	Required	504CE-3	3	Department
	7XXCS-3	Elective	Elective		3	Department
	713CS-2	Graduation project 1 (Proposal)	Required		2	Department
	151SYC-2	Educational Evaluation	Required		2	College
	714CS-3	Introduction to Artificial Intelligence	Required	404CS-3	3	Department
Level 8 المستوى (8)	823CS-4	Graduation project 2 (Implementation)	Required		4	Department
	476CURR-8	Practicum (Educational field training)	Required		8	College

Include additional years if needed.

Elective Courses:

Level المستوى	Course Code رمز المقرر	Course Title اسم المقرر	Required or Elective اجباري أو اختياري	*Prerequisite courses مقررات متطلب سابق	Credit Hours الساعات المعتمدة	College or Department الكلية أو القسم
7	715CS-3	Advanced operating systems	Elective	506CS-3	3	Department
7	716CS-3	Advanced Software Engineering	Elective	610CS-3	3	Department
7	717CS-3	Advanced Computer Graphics	Elective	608CS-3	3	Department
7	718CS-3	Wireless and Mobile Computing	Elective	504CE-3	3	Department
7	719CS-3	Natural Language Processing	Elective	609CS-3	3	Department
7	720CS-3	Data Mining	Elective	402ISCS-3	3	Department
7	721CS-3	Advanced Computer Organization	Elective	403CE-3	3	Department
7	722CS-3	Modelling and Simulation	Elective	404MATH-3	3	Department

Note : At the beginning of each academic year, the department defines the following:
- Subjects to be taught in Selected Topics in Computer to overcome some deficiencies, to complete some topics courses that were taught or modern topics.

- Elective course is building on the direction of a particular path (Area - Track) described above adopted by the department.

2. Required Field Experience Component (if any, e.g. internship, cooperative program, work experience).

مكونات الخبرة الميدانية المطلوبة (إن وجدت) (مثال: سنة الامتياز, البرنامج التعاوني، الخبرة العملية).

Summary of practical, clinical or internship component required in the program. Note: see Field Experience Specification. موجز بالمكونات العملية (التدريب) أوالإكلينيكية (التدريب على الفحص السريري) أو فترة الامتياز التي يتطلبها البرنامج. ملاحظة انظر: توصيف الخبرة الميدانية.

a. Brief description of field experience activity وصف موجز لأنشطة الخبرة الميدانية : Brief description of field experience activity:
 	
The student takes the field training in the 4thYear (Second Semester). The duration of the training is full semester, and directed to one of the schools, and supervised by the education and computer science departments to accomplish this training properly and effectively.
 	
Field Training constitutes a link between the academic background theories on the one hand and the work environment on the other. It gives a better understanding and a clear vision of the work environment in the real world. It also provides students with the knowledge and supplementary training and dealing with real-world problems. Students are being trained to work in a team and make two reports one at the beginning of training including his remarks about the school environment, while the other one at the end of field training to summarize his field training, including his comments and feedback.
 	
Four parties participate in student assessment as follows:
  1- Educational Supervisor who has 60% of the mark that is distributed as the following:
    a- 5% for Observation
    b- 40% for Teaching performance
    c- 10% for Attendance
    d- 5% for team discussion of related topics.
  2- Academic Supervisor who has 20% of the mark for Teaching Performance.
  3- Field training committee has 12% of the mark for attending training courses weekly.
  4- School Director participates by 8% of the mark.

b. At what stage or stages in the program does the field experience occur? (eg. year, semester) في أية مرحلة أو مراحل من البرنامج تنفذ الخبرة الميدانية؟ (بمعنى: السنة الدراسية أو الفصل دراسي): Fourth year, second semester
c. Time allocation and scheduling arrangement. (eg. 3 days per week for 4 weeks, full time for one semester) الوقت المخصص للخبرة الميدانية والجدول الزمني. (مثال: 3 أيام أسبوعياً وعلى مدار 4 أسابيع، بنظام الدوام الكامل لمدة فصل دراسي واحد)   8 hours per week during the entire semester(14 weeks)
d. Number of credit hours (if any) عدد الساعات المعتمدة (إن وجد): 8 credit hours

3. Project or Research Requirements (if any) متطلبات المشروع أو البحث (إن وجدت)

Summary of any project or thesis requirements in the program. (Other than projects or assignments within individual courses) (A copy of the requirements for the project should be attached.)
موجز بمتطلبات أي مشروع أو بحث في البرنامج. (خلاف المشروعات أو المهام المطلوبة ضمن كل مقرر دراسي) (ينبغي إرفاق نسخة من متطلبات المشروع):

There is a graduation project in the 4th year (1st semester). Student can enrol the project after successfully completing required courses.

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a. Brief description وصف موجز :
The project is implemented through one semester by a group of students. The students submit project proposal and then start the analysis, design and implementation of the target system. At the end of the semester the students submit a full report containing all stages of analysis, design, and implementation.

Student Assessment is accomplished through50 degrees during the semester period and 50 degrees through the committee oral-discussion formed by the department council.

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b. List the major intended learning outcomes of the project or research task.
أكتب مخرجات التعليم الرئيسة – المستهدفة من المشروع أو البحث:
After completing the final project students they will be able to:
- Learn how to write a report on a proposal for the project.
- Learn how to determine system requirements.
- Learn how to analyse and design the chosen system.
- Learn how to implement and test the chosen system.
- Learn how to write and present the project and to provide the necessary documents.

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c. At what stage or stages in the program is the project or research undertaken? (e.g. level)
في أي مرحلة أو مراحل من البرنامج يتم تنفيذ المشروع أو البحث؟ (مثال: المستوى)
4th year (1st semester)

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d. Number of credit hours (if any) عدد الساعات المعتمدة (ان وجد):
3 credit hours

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e. Description of academic advising and support mechanisms provided for students to complete the project.
وصف موجز لآليات الإرشاد والدعم الأكاديمي الذي يقدم للطلبة لإكمال المشروع:

- Provide guidance and academic support through the supervisor of the project.
- Provide references and laboratories required to implement the project.
- Provide training in some topics related to the projects.

f. Description of assessment procedures. (including mechanism for verification of standards)
وصف لإجراءات التقويم. (بما في ذلك آلية التحقق من المعايير)
• The students provide a comprehensive report on all phases of the design and implementation of the project.
• Formation of a committee for the oral exam by the department members.
• Assessment is done through50 degrees for the supervisor and 50 degrees for the Committee of the oral exam.

4. Learning Outcomes in Domains of Learning, Assessment Methods and Teaching Strategy
مخرجات التعلم في المجالات التعليمية المختلفة, أساليب التقييم واستراتيجيات التدريس

Program Learning Outcomes, Assessment Methods, and Teaching Strategy work together and are aligned. They are joined together as one, coherent, unity that collectively articulate a consistent agreement between student learning and teaching.

تتوافق مخرجات التعلم في المجالات التعليمية المختلفة وأساليب التقييم واستراتيجيات التدريس وتعمل مع بعضها البعض في تناغم كمنظومة واحدة تبلور التوافق بين تعليم وتعلم الطلبة.

The *National Qualification Framework* provides five learning domains. Learning outcomes are required in the first four domains and sometimes are also required in the Psychomotor Domain.

يحدد الإطار الوطني للمؤهلات خمسة مجالات تعليمية, من المطلوب وضع مخرجات تعلم في المجالات الأربع الأولى وأحيانا بعض البرامج والتخصصات تتطلب أيضا وضع مخرجات تعلم تحت المجال الخامس النفسحركي.

On the table below are the five NQF Learning Domains, numbered in the left column.

الجدول التالي يوضح الخمس مجالات تعلم وفقا للاطار الوطني للمؤهلات, وهي مرقمة في العمود الأيسر.

First, insert the suitable and measurable learning outcomes required in each of the learning domains. **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each program learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process.

أولا: ضع مخرجات التعلم المناسبة والقابلة للقياس تحت كل مجال من مجالات التعلم. ثانيا: ضع استراتيجيات التدريس الداعمة التي تتوافق وتتماشى مع أساليب التقييم ومخرجات التعلم المستهدفة. ثالثا: ضع أساليب التقييم المناسبة التي يمكن أن تقيس بدقة وتقيم ناتج التعلم. كل ناتج تعلم للبرنامج, طريقة تقييمه, واستراتيجية تدريسه يجب أن تتناغم وتتكامل معا كجزء من عملية التعلم والتعليم.

	NQF Learning Domains and Learning Outcomes مجالات التعلّم وفق الإطار الوطني للمؤهلات ومخرجات التعلم	Teaching Strategies استراتيجيات التدريس	Assessment Methods أساليب التقييم
1.0	**Knowledge** المعرفة		
1.1	Mention the basic principles, concepts and knowledge in the field of computer science	Lecture Presentation Discussion	Written test
1.2	Determine the responsibilities, ethical and professional issues associated with specialization	Practical and laboratory method	Projects Assignments Written test Report Observation
1.3	Define the basic concepts in Educational Science	Lecture Presentation Discussion	Written test
1.4	Distinguish between different teaching strategies	Lecture Presentation Discussion	Written test Observation
2.0	**Cognitive Skills** المهارات الإدراكية		
2.1	Design computer systems using the proper tools.	Practical and laboratory method Lecture Discussion	Practical Tests Report Projects
2.2	Apply experiments in the field of specialization and interpret their results	Practical and laboratory method	Practical Tests Report Observation Projects
2.3	Apply plans and strategies for effective teaching and effective assessment methods	Lecture Discussion	Practicum (Field Training)
3.0	**Interpersonal Skills & Responsibility** مهارات التعامل مع الآخرين وتحمل المسئولية		
3.1	Apply the ethical and the professional values in communication with others.	Team work Discussion	Observation Projects Report Practicum (Field Training)
3.2	Demonstrate the ability to take responsibility and teamwork.	Discussion Work-group	Projects Report Practicum (Field Training)

4.0	**Communication, Information Technology, Numerical** **مهارات الاتصال و تقنية المعلومات والمهارات العددية**		
4.1	Apply scientific methods and professional means to achieve career success.	Lecture Presentation	Practical Tests Projects Student Practicum (Field Training)
4.2	Use modern technologies in presentation and writing reports and communicating with others.	Lecture Presentation	Practical Tests Projects Student Self-report and the report
4.3	Use statistical and mathematical methods in the specialization field.	Lecture Presentation	Practical Tests Observation Projects Student report
5.0	**Psychomotor** المهارات النفسحركية		
5.1	Practice teaching process effectively in his specialty.	Lecture	Practicum (Field Training)

Program Learning Outcome Mapping Matrix مصفوفة مخرجات تعلم البرنامج

Identify on the table below the courses that are required to achieve the program learning outcomes.
حدد في الجدول التالي المقررات المطلوبة لإنجاز مخرجات تعلم البرنامج.

Insert the program learning outcomes, according to the level of instruction, from the above table below and indicate the courses and levels that are required to teach each one; use your program's course numbers across the top and the following level scale.

أدرج مخرجات تعلم البرنامج, وفقا للمستوى الدراسي, من أعلى الجدول التالي, وأشر إلى المقررات والمستويات المطلوبة, استخدم رموز المقررات للبرنامج في الجزء العلوي, ومقياس المستويات التالي.

المستويات :Levels
مقدمة أو مدخل I = Introduction
الاجادة والاتقان P = Proficient
متقدم A = Advanced
مراجعة رمز التعليمات (see help icon)

المقررات Course Offerings NQF Learning Domains and Learning Outcomes مجالات التعلم ومخرجات التعلم		011ENG-6	100MATH-3	101CS-4	101PHYS-3	111ISL-2	012ENG-3	202MATH-3	202CS-4	201CE-3	112ISL-2	110EDU-2	201ARAB-2	303CS-4
1.0	Knowledge المعرفة													
1.1	Mention the basic principles, concepts and knowledge in the field of computer science			I	I		I	I	I	I				P
1.2	Determine the responsibilities, ethical and professional issues associated with specialization					I					P			
1.3	Define the basic concepts in Educational Science											I		
1.4	Distinguishes between different teaching strategies													
2.0	Cognitive Skills المهارات الإدراكية													
2.1	Design computer systems using the proper tools..													
2.2	Apply experiments in the field of specialization and interpret their results								I	I				P
2.3	Apply plans and strategies for effective teaching and effective assessment methods													

		1	2	3	4	5	6	7	8	9	10	11	12	13
2.4	Design computer systems using the proper tools..													
3.0	**Interpersonal Skills & Responsibility** مهارات التعامل مع الآخرين وتحمل المسئولية													
3.1	Apply the ethical and the professional values in communication with others				I								P	
3.2	Demonstrate the ability to take responsibility and teamwork													
4.0	**Communication, Information Technology, Numerical** مهارات الاتصال وتقنية المعلومات والمهارات العددية													
4.1	Apply scientific methods and professional means to achieve career success	I				I								I
4.2	Use modern technologies in presentation and writing reports and communicating with others	I		I		I								I
4.3	Use statistical and mathematical methods in the specialization field.		I	I			P	I						
5.0	**Psychomotor** المهارات النفسحركية													
5.1	Practice teaching process effectively in his specialty													
5.2														

Course Offerings المقررات NQF Learning Domains and Learning Outcomes مجالات التعلم ومخرجات التعلم		302CE-4	230CURR-2	301IS-3	303MATH-3	113ISL-2	403CE-3	402IS-3	404CS-3	221SYC-3	404MATH-3	202ARAB-2	114ISL-2	505CS-3
1.0	**Knowledge المعرفة**													
1.1	Mention the basic principles, concepts and knowledge in the field of computer science	P		I	P		A	P	P		P			P
1.2	Determine the responsibilities, ethical and professional issues associated with specialization					P							P	
1.3	Define the basic concepts in Educational Science									I				
1.4	Distinguishes between different teaching strategies		P											
2.0	**Cognitive Skills المهارات الإدراكية**													
2.1	Design computer systems using the proper tools..	P												
2.2	Apply experiments in the field of specialization and interpret their results	P		I			P	P	P					P
2.3	Apply plans and strategies for effective teaching and effective assessment methods													
2.4	Design computer systems using the proper tools..													
3.0	**Interpersonal Skills & Responsibility** مهارات التعامل مع الآخرين وتحمل المسئولية													
3.1	Apply the ethical and the professional values in communication with others					P							P	
3.2	Demonstrate the ability to take responsibility and teamwork													
4.0	**Communication, Information Technology, Numerical**													

	مهارات الاتصال وتقنية المعلومات والمهارات العددية												
4.1	Apply scientific methods and professional means to achieve career success										I		
4.2	Use modern technologies in presentation and writing reports and communicating with others										I		
4.3	Use statistical and mathematical methods in the specialization field.	p			P						P		
5.0	Psychomotor المهارات النفسحركية												
5.1	Practice teaching process effectively in his specialty												
5.2													

Course Offerings المقررات NQF Learning Domains and Learning Outcomes مجالات التعلم ومخرجات التعلم	506CS-3	507CS-3	369SYC-2	504CE-3	211EDU-2	353EDU-2	608CS-3	603IS-3	609CSS-3	610CS-3	341CURR-3	611CS-3	704IS-3
1.0 Knowledge المعرفة													
1.1 Mention the basic principles, concepts and knowledge in the field of computer science	A	A		A			I	A	P	A		A	P
1.2 Determine the responsibilities, ethical and professional issues associated with specialization													
1.3 Define the basic concepts in Educational Science				A									
1.4 Distinguishes between different teaching strategies													
2.0 Cognitive Skills المهارات الإدراكية													
2.1 Design computer systems using the proper tools..								A		P		P	A
2.2 Apply experiments in the field of specialization and interpret their results	P	P		P			P		I			P	
2.3 Apply plans and strategies for effective teaching and effective					A	A					A		

#	Outcome	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12	C13
	assessment methods													
2.4	Design computer systems using the proper tools..													
3.0	**Interpersonal Skills & Responsibility** مهارات التعامل مع الآخرين وتحمل المسئولية													
3.1	Apply the ethical and the professional values in communication with others													
3.2	Demonstrate the ability to take responsibility and teamwork								A		P			
4.0	**Communication, Information Technology, Numerical** مهارات الاتصال وتقنية المعلومات والمهارات العددية													
4.1	Apply scientific methods and professional means to achieve career success													
4.2	Use modern technologies in presentation and writing reports and communicating with others								P	I	P			
4.3	Use statistical and mathematical methods in the specialization field.	P		P										
5.0	**Psychomotor** المهارات النفسحركية													
5.1	Practice teaching process effectively in his specialty													
5.2														

Course Offerings المقررات NQF Learning Domains and Learning Outcomes مجالات التعلم ومخرجات التعلم		352EDU-2	353CURR-2	712CS-3	7XXCS-3	713CS-2	151SYC-2	823CS-4	476CURR-8	714CS-3				
1.0	**Knowledge المعرفة**													
1.1	Mention the basic principles, concepts and knowledge in the field of computer science			A	P	A		A		A				
1.2	Determine the responsibilities, ethical and professional issues associated with specialization			A		A		A						
1.3	Define the basic concepts in Educational Science													
1.4	Distinguishes between different teaching strategies								P					
2.0	**Cognitive Skills المهارات الإدراكية**													
2.1	Design computer systems using the proper tools..					A								
2.2	Apply experiments in the field of specialization and interpret their results				P			A						
2.3	Apply plans and strategies for effective teaching and effective assessment methods	A	P	P				P						
2.4	Design computer systems using the proper tools..													
3.0	**Interpersonal Skills & Responsibility** مهارات التعامل مع الآخرين وتحمل المسئولية													
3.1	Apply the ethical and the professional values in communication with others													
3.2	Demonstrate the ability to take responsibility and teamwork					A		A						
4.0	**Communication, Information**													

	Technology, Numerical مهارات الاتصال وتقنية المعلومات والمهارات العددية													
4.1	Apply scientific methods and professional means to achieve career success													
4.2	Use modern technologies in presentation and writing reports and communicating with others					A		A						
4.3	Use statistical and mathematical methods in the specialization field.			P	P						P			
5.0	Psychomotor المهارات النفسحركية													
5.1	Practice teaching process effectively in his specialty							P						
5.2														

Elective Course Offerings المقررات NQF Learning Domains and Learning Outcomes مجالات التعلم ومخرجات التعلم		CS715	CS716	CS717	CS718	CS719	CS720	CS721	CS722					
1.0	Knowledge المعرفة													
1.1	Mention the basic principles, concepts and knowledge in the field of computer science	P	P	P	P	P	P	P	P					
1.2	Determine the responsibilities, ethical and professional issues associated with specialization													
1.3	Define the basic concepts in Educational Science													
1.4	Distinguishes between different teaching strategies													
2.0	Cognitive Skills المهارات الإدراكية													
2.1	Design computer systems using the proper tools..													
2.2	Apply experiments in the field of specialization and interpret their results	P	P	P	P	P	P	P	P					
2.3	Apply plans and strategies for													

	effective teaching and effective assessment methods														
2.4	Design computer systems using the proper tools..														
3.0	**Interpersonal Skills & Responsibility** مهارات التعامل مع الآخرين وتحمل المسئولية														
3.1	Apply the ethical and the professional values in communication with others														
3.2	Demonstrate the ability to take responsibility and teamwork														
4.0	**Communication, Information Technology, Numerical** مهارات الاتصال وتقنية المعلومات والمهارات العددية														
4.1	Apply scientific methods and professional means to achieve career success														
4.2	Use modern technologies in presentation and writing reports and communicating with others														
4.3	Use statistical and mathematical methods in the specialization field.	P	P	P	P	P	P	P	P						
5.0	**Psychomotor** المهارات النفسحركية														
5.1	Practice teaching process effectively in his specialty														
5.2															

5. Admission Requirements for the program متطلبات القبول بالبرنامج

Attach handbook or bulletin description of admission requirements including any course or experience prerequisites**.**

أرفق دليلاً أو نشرة توصيفية لمتطلبات القبول بالبرنامج، بما في ذلك أية مقررات أو خبرة لازمة كمتطلب سابق.

- Achieve an outstanding level (very good, at least) in Computer skills, English, mathematics, and physics courses at the secondary school stage.
- Get in a suitable rate (at least very good)in the secondary school stage and qualification exam.

6. Attendance and Completion Requirements متطلبات الحضور وإتمام البرنامج

Attach handbook or bulletin description of requirements for من كل متطلبات تحوي توصيفية نشرة أو دليلاً أرفق :

a. Attendance الحضور.

b. Progression from year to year الانتقال من العام إلى العام الذي يليه.

c. Program completion or graduation requirements إتمام البرنامج ومتطلبات التخرج.

Requirements for completion of the program

completion of a number of credit hours for the program are as follows:
•compulsory courses: the number of hours(124 credit hours)
•Elective Courses: the number of hours(6 credit hours)
•Total number of hours: 130 credit hours

E. Regulations for Student Assessment and Verification of Standards

اللوائح التنظيمية لتقويم الطلبة والتأكد من تحقق المعايير:

What processes will be used for verifying standards of achievement (e.g. verify grading samples of test or assignments? Independent assessment by faculty from another institution)   (Processes may vary for different courses or domains of learning.)

ما الإجراءات التي تستخدم للتحقق من معايير الإنجاز؟ (مثلاً: مراجعة التصحيح لعينة من الاختبارات أو التكليفات؟ ، تقييم مستقل بواسطة عضو هيئة تدريس من مؤسسة تعليمية أخرى) (مع ملاحظة أن إجراءات التحقق قد تختلف من مقرر إلى آخر ومن مجال تعلم إلى مجال تعلم آخر.

1) Create an examination committee in the college to check success rates and stand on the causes of high/low results.
2) Create an evaluation committee in the department to check and evaluate the exam sheets for all courses.
3) Review the answer sheets, score compilation, and score recording by college members with each other.

Student assessment system:

Student assessment system is based on the theoretical and practical tests, assignments and projects. Full mark for each course in the study plan of the program equals 100 degrees.

Full mark is distributed as follows:

1) Courses with practical side:
   a. Semester activities: 50 degrees, divided as follows:
      i. Theoretical mid-term exam between week No 8 and week No. 9: 15 degrees
      ii. Practical mid-term exam between week No 8 and week No. 9: 10 degrees
      iii. Assignment and quizzes: 15 degrees
      iv. Attendance and participations: 10 degrees.
   b. Final theoretical exam: 40 degrees.
   c. Final practical exam: 10 degrees.

2) Courses without practical side:
   a. Semester activities: 50 degrees, divided as follows:
      i. Theoretical mid-term exam between week No 8 and week No. 9: 20 degrees.
      ii. Assignment and quizzes: 20 degrees
      iii. Attendance and participations: 10 degrees.
   b. Final theoretical exam: 50 degrees.

Graduation project:
   1) The degree of semester-activity reports: 50 degrees.
   2) Project evaluation through department committee: 50 degrees.

F Student Administration and Support إدارة شؤون الطلبة والدعم الطلابي

1. Student Academic Counselling الإرشاد الأكاديمي للطلبة

Describe the arrangements for academic counselling and advising for students, including both scheduling of faculty office hours and advising on program planning, subject selection and career planning (which might be available at college level).

قم بوصف عمليات الإرشاد الأكاديمي للطلبة، بما في ذلك وضع جداول الساعات المكتبية لأعضاء هيئة التدريس, وتقديم المشورة بشأن التخطيط للبرنامج واختيار التخصص والتخطيط المهني (وهو ما قد يتوفر على مستوى الكلية).

1) Assigning a college member to act as a coordinator for academic advising who will follow the operations of the academic advising and to report periodically to the department.
2) Assigning of academic advisor for a number of students to register and follow-up their problems and difficulties.
3) Direct communication for students with head / coordinator of the department/program in the event of problems or difficulties in the educational process.
4) Formation of an advisory board of students to find out their problems and suggestions about educational process.

Conduct periodic surveys (questionnaires) of graduates on the availability of job opportunities for them and their satisfaction with the information, qualifications and practical experience they have gained and applied in the area of specialization.

2. Student Appeals دعاوى الطلبة

Attach the regulations for student appeals on academic matters, including processes for consideration of those appeals.

ارفق اللوائح التنظيمية الخاصة بتظلمات الطلاب المتعلقة بالمسائل الأكاديمية،وتشتمل على إجراءات التعامل مع تلك التظلمات.

Students appeals can be submitted through:
- Meetings conducted by academic advisor with student groups.
- Academic advisor of the department in written form.
- Head / Coordinator of the department directly in written form.
- The university website.

G. Learning Resources, Facilities and Equipment مصادر التعلم والمرافق والتجهيزات

1a. What processes are followed by faculty and teaching staff for planning and acquisition of textbooks, reference and other resource material including electronic and web based resources?

ما العمليات المتبعة من قبل أعضاء هيئة التدريس والفريق القائم بالتدريس للتخطيط وحيازة الكتب المقررة والمراجع، وغير ذلك من المصادر الأخرى بما فيها المصادر الإلكترونية والمصادر المعتمدة على الانترنت؟

- The faculty members fill a special form to select the references and sources needed
- Prepare a consolidated list of the names of books and references needed by the students in the program.
- The committee of plans and curriculum renewals of scientific references for the curriculum periodically.
- Train students to enter the electronic library of the University and how to bring the information requested from them.

1b. What processes are followed by faculty and teaching staff for planning and acquisition resources for library, laboratories, and classrooms.

ما العمليات المتبعة من قبل أعضاء هيئة التدريس والفريق القائم بالتدريس للتخطيط وحيازة المصادر الخاصة بالمكتبة والمعامل وقاعات المحاضرات؟

- The faculty members fill a special form to select the resources for library, laboratories, and classrooms needed.

The committee of plans and curriculum raise annual reports for renewals of resources for library, laboratories, and classrooms.

2. What processes are followed by faculty and teaching staff for evaluating the adequacy of textbooks, reference and other resource provisions?

ما العمليات التي يتبعها أعضاء هيئة التدريس والفريق القائم بالتدريس لتقييم مدى كفاية الكتب والمراجع والمصادر الأخرى المتاحة للبرنامج؟

- Design a questionnaire for faculty members to determine the appropriateness books and references in terms of the number and specialization.
- The committee of plans and curriculum analysis the questionnaires for books and references to determine the time lines and appropriateness of the content of the courses and raise the results and recommendations to the program coordinator.

3. What processes are followed by students for evaluating the adequacy of textbooks, reference and other resource provisions?

ما العمليات التي يتبعها الطلبة لتقييم مدى كفاية الكتب والمراجع والمصادر الأخرى المتاحة للبرنامج؟

- Design a questionnaire for students to determine the appropriateness books and references in terms of the number and specialization.
- The committee of plans and curriculum analysis the questionnaires for books and references to determine the timeliness and appropriateness of the content of the courses and raise the results and recommendations to the program coordinator.

4. What processes are followed for textbook acquisition and approval?

ما العمليات المتبعة لحيازة الكتب المقررة والمراجع والموافقة عليها؟

- The committee of plans and curriculum analysis the questionnaires for books and references to determine the timeliness and appropriateness of the content of the courses and raise the results and recommendations to the program coordinator.
- Program Coordinator raises the letter of recommendation to the College council to take what he sees as appropriate towards the purchase of books and references.

أعضاء هيئة التدريس وغيرهم من طاقم التدريس **H. Faculty and other Teaching Staff**

1. **Appointments** التعيينات

Summarize the process of employment of new faculty and teaching staff to ensure that they are appropriately qualified and experienced for their teaching responsibilities.

أوجز عملية توظيف طاقم التدريس الجديد بما يضمن ملاءمتهم من حيث مؤهلاتهم وخبراتهم للقيام بمسؤوليات التدريس.

1) The head of department studies and evaluates the CVs of candidates who wish to join the program according to the following conditions:
- Academic qualifications and degrees.
- Employment history and experiences of previous teaching of the candidate.
- Published research work in the area of specialization.
- Personal interview.
- Proficiency of the English language.
- Previous reports and recommendations

2) The head of department writes recommendation letter to nominate the candidates that are eligible to work in the program to the Dean of the College.

2. Participation in Program Planning, Monitoring and Review

<div dir="rtl">المشاركة في تخطيط البرنامج، ومتابعته ومراجعته:</div>

a. Explain the process for consultation with and involvement of teaching staff in monitoring program quality, annual review and planning for improvement.

<div dir="rtl">اشرح الاجراءات المتبعة للتشاور مع هيئة التدريس واشراكهم في متابعة جودة البرنامج، والمراجعة السنوية، والتخطيط لتحسين جودته.</div>

1) Hold regular meetings to discuss issues of quality and accreditation standards for NCAAA.
2) Encourage attending conferences, seminars, and workshops related to the quality assurance.
3) The formation of an advisory committee of specialists to look at the program and how it conforms to the requirements of the labor market and specialization and provide recommendations for the development and improvement.
4) The formation of students advisory committee to find out their opinions and suggestions in the program and courses and stand on the problems and difficulties they face during study.
5) Invite specialists and advisors in quality from the deanship of Development and Quality in Najran University and from NCAAA for the dissemination of a culture of quality among faculty members.
6) Presentation of successful experiences in the areas of quality in similar programs.
7) The formation of a quality assurance program committee to follow up the work of the Quality Assurance and determine their duties and functions.
8) Preparing the annual report of the program to find out the strengths and weaknesses.

Preparation Guide and information system for the quality of the program.

b. Explain the process of the Advisory Committee (if applicable)

<div dir="rtl">اشرح اجراءات مشاركة اللجنة الاستشارية (إذا ينطبق)</div>

The Committee of Quality in the program forms an advisory committee of stakeholders and specialists in accordance with the following procedures:

- Submit a proposal of the committee members to the department council for approval.
- The council of the department raises a letter of recommendation to the College Council for Approval

Attachment: The tasks of the Advisory Committee for employers and professionals
Attachment: The tasks of the Advisory Committee for students.

3. Professional Development التطوير المهني

What arrangements are made for professional development of faculty and teaching staff for:

<div dir="rtl">ما الترتيبات المتبعة للتطوير المهني لأعضاء هيئة التدريس، ومن في حكمهم فيما يخصّ:</div>

a. Improvement of skills in teaching and student assessment.

<div dir="rtl">تحسين مهارات التدريس ومهارات تقييم الطلبة</div>

- Attend training courses and workshops related to the development of teaching skills and methods of assessment and evaluation.
  Internal and external audit of the performance of the teaching for faculty members.
- Provide advice and counselling to improve teaching performance of faculty members.
- Analyse the results of the students in the courses of study to assess the performance of teaching and assessment methods for faculty member.

b. Other professional development including knowledge of research?

أنشطة التطوير المهني الأخرى بما في ذلك الاطلاع على الأبحاث.

- Encourage faculty members to attend training courses and workshops in the areas of teaching and research.
- Encourage faculty members to attend conferences and seminars in the area of teaching and research.
- Encourage faculty members to attend continuing education and e-learning programs.

4. Preparation of New Faculty and Teaching Staff إعداد طاقم تدريس الجدد

Describe the process used for orientation and induction of new, visiting or part time teaching staff to ensure full understanding of the program and the role of the course(s) they teach as components within it.

قم بوصف الاجراءات المتبعة في عملية التهيئة وادماج أعضاء هيئة التدريس الجدد أوالزائرين أو بالدوام الجزئي، لضمان فهمهم الكامل للبرنامج ودور المقرر أو المقررات الدراسية التي يدرسونها كمكونات للبرنامج.

- Hold program to receive new members at the beginning of each semester.
- Knowledge of program requirements, working system and administrative communication.
- Familiarity with the mission and objectives of the department, and the courses that he will teach and the economic and social needs of the program and his contributions.
- Familiarity with the work in quality assurance standards through courses and workshops.
- Knowledge of the achievements of the department and the faculty members and their contributions in the field of academic and community service.
- Identification of equipment and facilities available.
- Knowledge of the rights and duties of a faculty member.

5. Part Time and Visiting Faculty and Teaching Staff الأساتذة الزائرين أو بدوام جزئي

Provide a summary of Program/Department/College/institution policy on appointment of part time and visiting teaching staff. (ie. Approvals required, selection process, proportion to total teaching staff, etc.)

قدم موجزاً لسياسة البرنامج/القسم/الكلية/المؤسسة الخاصة بتعيين أساتذة زائرين أوبدوام جزئي . (الموافقات المطلوبة، عملية الاختيار، نسبتهم مقارنة بإجمالي عدد هيئة التدريس...إلخ

Not applicable

I. Program Evaluation and Improvement Processes تقييم البرنامج وعمليات التحسين

1. Effectiveness of Teaching فعالية العملية التدريسية

a. What QA procedures for developing and assessing learning outcomes?

ما هي اجراءات ضمان الجودة لوضع وتقييم مخرجات **التعلم؟**

- Raise the efficiency of the faculty members by the dissemination of a culture of quality, and knowledge of the work and the requirements of quality assurance and accreditation through talks and workshops.
- External audit of the program and the curriculum courses.
- Questionnaires analysis of student feedback on the evaluation of the courses and academic program.
- Conduct internal audit (self-evaluation).
- Workshops and training for faculty members to provide them with the necessary teaching skills (theories of learning and teaching, learning strategies and teaching methods).
- Recording and analysis of the comments and opinions of faculty members on teaching and learning strategies and teaching methods used in the program.

b. What processes are used for evaluating the skills of faculty and teaching staff in using the planned strategies?

ما هي العمليات التي تستخدم لتقييم مهارات طاقم التدريس في استخدام استراتيجيات التدريس المخطط لها؟

- Periodic program evaluation.
- Evaluating the results of the course periodically and final examinations.
- Assessment of the external auditor for the courses and program.
- Student assessment of courses and academic program.
- Internal Audit (self-evaluation)

2. Overall Program Evaluation التقييم الكلي للبرنامج

a. What strategies are used in the program for obtaining assessments of the overall quality of the program and achievement of its intended learning outcomes:

ما هي الاستراتيجيات التي تستخدم في البرنامج للحصول على تقويمات للمستوى العام لجودة البرنامج **ومدى** تحقق مخرجات تعلم البرنامج المستهدفة.

(i) From current students and graduates of the program من طلبة البرنامج الحاليين ومن الخريجين ؟

- The distribution of questionnaires to the graduates for:
  ✓ Their opinion about the program in general and the learning outcomes.
  ✓ The possibility of joining the labour market and provide good career opportunities for them.
  ✓ The problems they face in the work environment.
  ✓ The satisfaction of their expertise from the program to the requirements of the labour market.

- Personal interview to a group of students expected to graduate to get their point of view about the courses and the program in general.
- Conduct questionnaires of the Advisory Committee for students periodically about the educational process and curriculum.

(ii) From independent advisors and/or evaluator(s) من استشاريين مستقلين و/أو مقيّمين مستقلّين ؟

- Periodic review of the program by external auditors.
- An advisory committee for the program consisted of specialists, stakeholders and members of the society.

(iii) From employers and/or other stakeholders من أرباب العمل و/أو أصحاب المصلحة الآخرين .

- Organizing regular meetings to employers and members of the civil society that benefit from the program.
- Questionnaires are distributed to employers, stakeholders and other relevant social groups to get what is the target of the program, stand on the quality of the program and its relevance to the requirements of the labour market and the quality of the experience and qualifications of graduates.

Attachments المرفقات:

1. **Copies of regulations and other documents referred to template preceded by a table of contents.**

   نسخ من اللوائح وغيرها من الوثائق المشار إليها في النموذج يسبقها جدول المحتويات.

2. **Course specifications for all program courses including field experience specification if applicable.**

   توصيفات جميع مقررات البرنامج بما في ذلك توصيف الخبرة الميدانية اذا انطبقت.

Authorized Signatures التوقيعات المعتمدة

Dean / Chair العميد / رئيس	Name الاسم	Title المسمى الوظيفي أو المنصب	Signature التوقيع	Date التاريخ
Program Dean or program chair Main Campus عميد أو رئيس البرنامج بالمقر الجامعي الرئيس	Dr. Mohsen Hakami	Head of Department		
Branch 1 الفرع 1	Dr. Makarem Bamatraf	Men Branch Coordinator		
Branch 2 الفرع 2	Dr. Khadija Al-Alaidarous	Women Branch Coordinator		