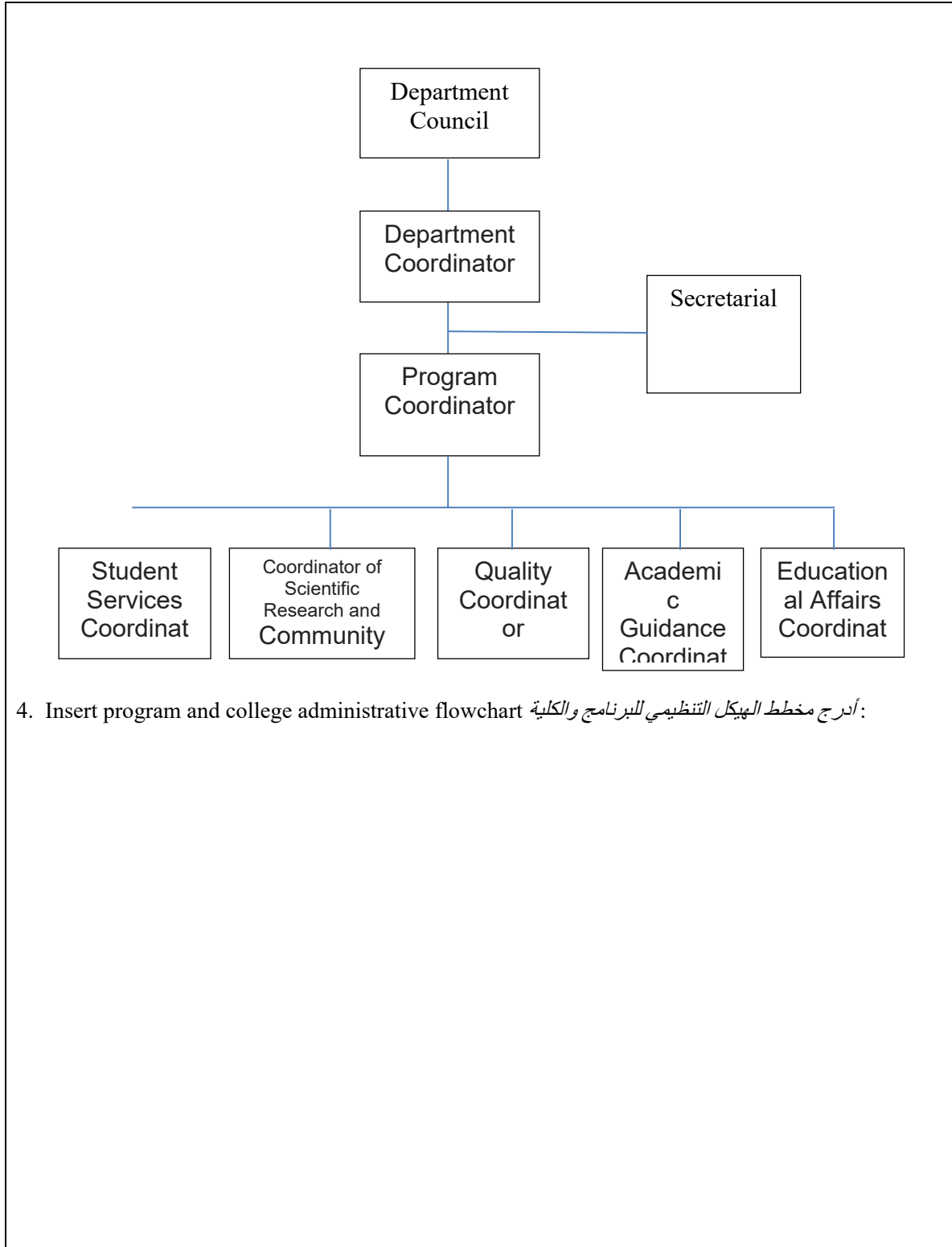


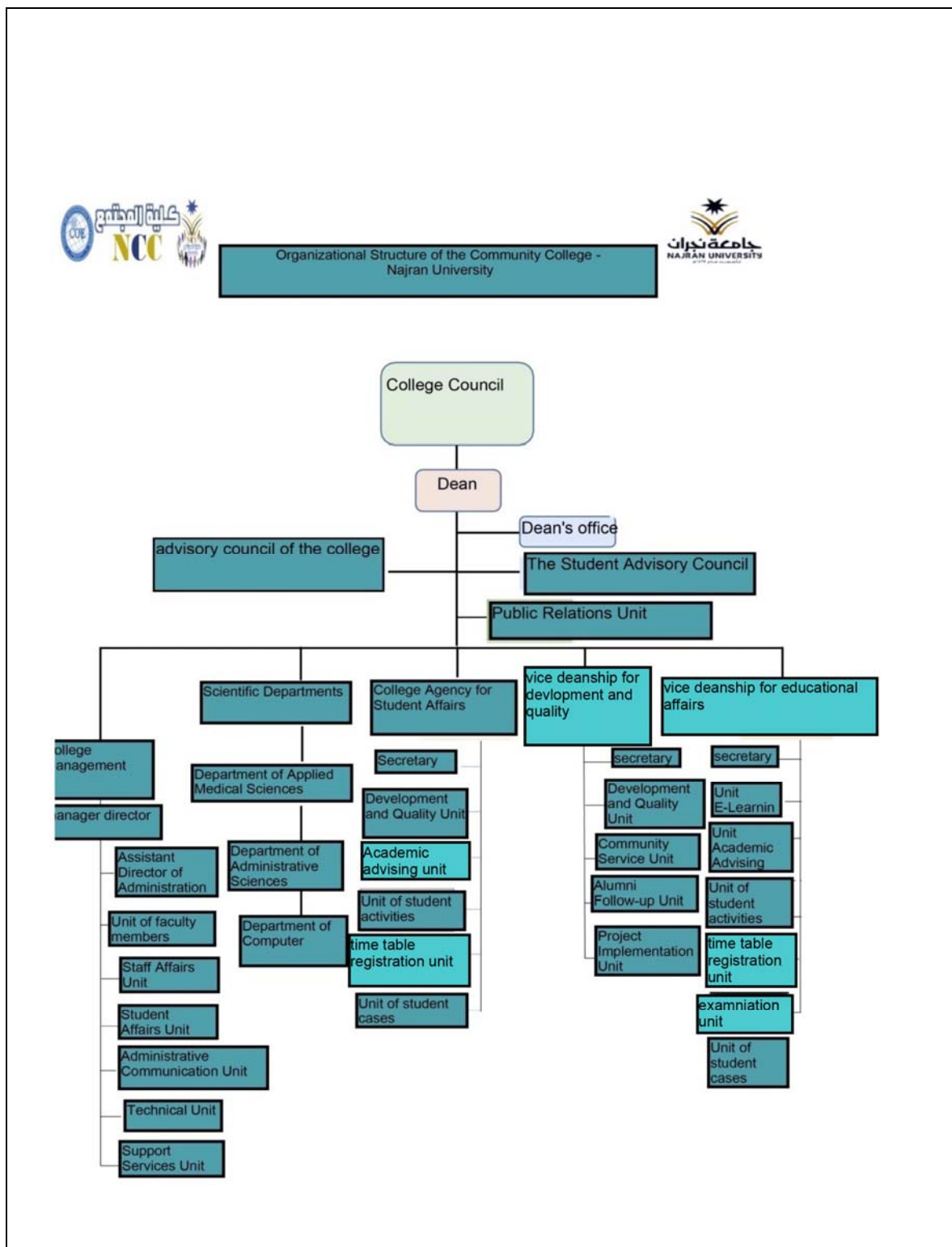
T4. Program Specification توصيف البرنامج

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 للإرشادات الخاصة باستخدام نموذج توصيف البرنامج الواردة في الملحق 2 (ب).

1. Institution المؤسسة: Najran University	Date التاريخ: 15/5/1438 h
2. College/Department الكلية/القسم: Community College - Department of Computer	
3. Dean/ Department Head العميد/ رئيس القسم: Dr.Abdullrahman Mohammed Alqurashi	





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

Branch 1(1) فرع : Branch/Location 1: **Najran University Main Campus**

Branch 2(2) فرع : _____

Branch 3(3) فرع : _____

Branch 4(4) فرع : _____

A. Program Identification and General Information

1. Program title and code : اسم ورمز البرنامج Information Systems 130101
2. Total credit hours needed for completion of the program : إجمالي عدد الساعات المعتمدة المطلوبة لإتمام البرنامج 86
3. Award granted on completion of the program : الدرجة الممنوحة عند إتمام البرنامج The Diploma Degree in “ Information system
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 الرئيسية أو التخصصات التي يشملها البرنامج (مثال: النقل أو الهندسة الإنشائية ببرنامج الهندسة المدنية؛ أو الاستشارات أو علم نفس المدرسة في برنامج علم النفس): None
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 مخرج مبكرة من البرنامج، مثال: درجة الدبلوم، فيمكن إدراج المهن والوظائف التي يتأهل لها الطالب عند كل نقطة خروج):

None

7. (a) New Program ☐ تاريخ البدء Planned starting date

(b) Continuing Program ☒ برنامج مستمر

Year of most recent major program review تاريخ أحدث مراجعة رئيسية للبرنامج

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 **Council on Occupational Education (COE)** آخرون :

Internal audit conducted by the Deanship of Development and Quality 21/4/1439

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.

Dr.Ibrahim Abdulrub Elqubati

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

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

Campus Location موقع المقر الجامعي	Approval By الجهة المانحة للموافقة	Date التاريخ
Main Campus: المقر الجامعي الرئيسي	MOHE	1429 - 1430
Branch 1: فرع (1)		
Branch 2: فرع (2)		
Branch 3: فرع (3)		
Branch 4: فرع (4)		

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.

Support the labour market of qualified graduates to work effectively in the Technical jobs of the field of information systems

- 1- In response to the Custodian of the Two Holy mosques to spread science and knowledge in the community
- 2- In response to the kingdom instruction to help to automate government agencies
- 3- Provide cadres of technicians for the government and private institutions in the field of information systems
- 4- To accommodate high school graduates, for completing their university study

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

اشرح علاقة البرنامج برسالة وأهداف المؤسسة.

- 1- National graduates trained in the field of information systems to meet the needs of society and the labour market, thereby contributing to sustainable development
- 2- Optimal use of modern technologies through scientific and theoretical courses included in the program

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؟

- 1- The program will prepare the specification of these courses and exposure to other programs that are taught in
- 2- Introduce the students to the course specification
- 3- Follow up the content of these courses by the program and other programs that taught in.
- 4- The course outlines must be developed in consultation and in the agreement with the concerned departments to ensure the course coverage meets their needs Point number 4 must be the first one

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؟

- 1- The program prepare the learning outcomes of the courses and ask the other departments to prepare the courses descriptions.
- 2- Program requests the relevant programs the courses specification and presented to the board of the department for an opinion and adoption.
- 3- Poll students views on these courses
- 4- Review the reports of those courses and identify weaknesses and recommend processed.
- 5- Review the ongoing courses content in coordination with the relevant programs.

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 إعاقات جسدية أو صعوبات أكاديمية أو مهارات محدودة في تكنولوجيا المعلومات أو المهارات اللغوية).

Yes نعم ☐

No لا ☒

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؟
None

C. Mission, Goals and Objectives : رسالة وغايات وأهداف البرنامج

Program Mission Statement (insert) اكتب نص رسالة البرنامج:

To graduate qualified technical staff in the field of Information Systems that meet the needs of society through providing students with educational and training skills according to Islamic values.

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 وجدت)

1. **Increase the efficiency of graduates of the program to meet the labour market requirements from Information technologist.**
2. **Excellent program to qualify the student in the field of information systems to meet the needs of the labor market.**
3. **Preparation of technical staff in the field of information systems contribute to the service and development of society**
4. **3. Enable graduates of the scientific departments of high school to complete their university studies**

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 الرئيسية للبرنامج والتي تساعد على تحقيق رسالته. لكل هدف قابل للقياس قدم وصفا لمؤشرات الأداء القابلة للقياس الواجب تتبعها وقائمة الاستراتيجيات الرئيسية المتخذة لتحقيق الأهداف.

Measurable objectives أهداف قابلة للقياس	Major strategies الاستراتيجيات الرئيسية	Measurable performance indicators مؤشرات أداء قابلة للقياس
1. Preparation of technical staff in the field of information systems to meet the needs of the labour market and contribute to the service and community development	Provide students with the necessary theoretical and applied knowledge in Information technology. Establish a structure that ensures ongoing community dialogue on curriculum adaptation and development to meet societal needs Continuous development plans and courses program	About 60% of student get score about 70% or more The program completion rate at least 70%
2. Enable high school graduates to complete their university graduation	According to the program learning outcomes and academic plan, student will supply of IS essential concepts, which entitles the student to complete a bachelor's program in the major.	About 10% of the student at least enrolled in the university bachelor's program
3. Respond to students' personal and academic needs	Establish a clear and written policy consistent with the needs of human resources development and the requirements of community. Provide the required welfare to students including health care coverage. Work with students to develop ways and means to identify academic and personal concerns for individual students (through academic advisor system). Ensure representation of students in the appropriate committees that contribute to the continuous improvement of the program	The satisfaction of students for the academic advisor system at least 70% The satisfaction of instructors for the academic advisor system not less than 80% Student satisfaction for the policies used to support defaulters students at least 70% Student satisfaction for the policies used for student rights at least 70%. The ratio of representation students in the advisory committee of the Program not less than 20%.

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 الإلزامية والاختيارية التي يقدمها البرنامج في كل مستوى بداية من السنة التحضيرية حتى التخرج مستخدماً 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 الإلزامية والاختيارية، وعدد الساعات المعتمدة المطلوب إتمامها، ومتطلبات القسم/الكلية ومتطلبات الجامعة، وتفاصيل المقررات الدراسية التي ينبغي دراستها كل عام أو كل فصل دراسي.

جدول خطة المنهج الدراسي Curriculum Study Plan Table

* Prerequisite – list course code numbers that are required prior to taking this course.
المتطلب السابق- اذكر رمز وأرقام المقررات المطلوب إتمامها قبل أخذ هذا المقرر

Level المستوى	Course Code رمز المقرر	Course Title اسم المقرر	Required or Elective إلزامي 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 Language Program (1)	Required	None	6 (6+0)	College
	111SALM-2	Introduction to Islamic Culture	Required	None	2 (2+0)	College
	101CIS-2	Introduction to Computer	Required	None	2 (1+1)	College
	201ARAB-2	Arabic Language Skills	Required	None	2 (2+0)	College
	101HIST-2	History of the	Required	None	2 (2+0)	College

		Kingdom of Saudi Arabia				
Level 2 المستوى (2)	012ENG-6	Intensive English Language Program (2)	Required	011ENG-6	6 (6+0)	College
	120CIS-3	Computer Discrete Mathematics	Required	None	3 (2+1)	Department
	111CIS-2	Computer Maintenance	Required	None	2 (1+1)	Department
	112CIS-3	Introduction to Database	Required	101CIS-2	3 (2+1)	Department
Level 3 المستوى (3)	201CIS-2	Introduction to Information Technology	Required	None	2 (1+1)	Department
	211MANG-2	Occupation Ethics	Required	None	2 (2+0)	Department
	202CIS-3	Computer Programming (1)	Required	None	3 (2+1)	Department
	216CIS-3	Database Management System	Required	112CIS-3	3 (2+1)	Department
	203CIS-3	Computer Network (1)	Required	111CIS-2	3 (2+1)	Department
	204CIS-3	Data Structure	Required	202CIS-3	3 (2+1)	Department
Level 4 المستوى (4)	211CIS-2	Information Security	Required	None	2 (2+0)	Department
	212CIS-3	Computer Programming (2)	Required	202CIS-3	3 (2+1)	Department
	213CIS-3	Internet Applications	Required	203CIS-3	3 (2+1)	Department
	214CIS-3	Operating Systems (1)	Required	111CIS-2 112CIS-3	3 (2+1)	Department
	215CIS-2	Introduction to Information Systems	Required	None	2 (2+0)	Department
	217CIS-2	Computer Graphics	Required	202CIS-3	2 (1+1)	Department
	212MANG-2	Communication Skills	Required	None	2 (2+0)	Department
Level 5 المستوى	301CIS-3	Operating Systems (2)	Required	214CIS-3	3 (2+1)	Department

(5)	302CIS-3	Computer Networks (2)	Required	203CIS-3	3 (2+1)	Department
	303CIS-3	Multimedia	Required	217CIS-2	3 (2+1)	Department
	304CIS-3	Webpage Designing and Programming	Required	217CIS-2	3 (2+1)	Department
	305CIS-3	Applied Project	Required	None	3 (3+0)	Department
	306CIS-2	Selected Topics	Required	None	2 (1+ 1)	Department
Level 6 المستوى (6)	311CIS-8	Field Training	Required	All of above	8 (4 + 4)	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) أو الإكلينيكية (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

- 1- The Field Training designed to provide students opportunity to apply their academic education with work experience.
- 2- Students are sent to different companies to get the real experience of work group, communications and professional development experiences.
- 3- A continuous period of three months spent in company with purpose of acquiring practical experience.
- 4- Define the tools used in real time specific computer based system
- 5- Describe the practical management process for real time computer based systems
- 6- Describe the activities in development, errors and solutions
- 7- Analysis the situation to collect the requirements for a specific problem
- 8- Working with the existing systems
- 9- Debug the entire system error free

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 الدراسي):

6th 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)
15 * 4 * 4
d. Number of credit hours (if any) (إن وجد) : 8 hours

3. Project or Research Requirements (if any) (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 ضم ن كل مقرر دراسي) (ينبغي إرفاق نسخة من متطلبات المشروع):
a. Brief description وصف موجز : In this project, student submits proposals about the ideas of verius subjects that concentrate on analyze, and design a software system or conduct a thorough investigation of a particular IS-related problem for research-based projects. The student will deliver oral presentations, the designed software system, and written reports.
b. List the major intended learning outcomes of the project or research task. أكتب مخرجات التعليم الرئيسة – المستهدفة من المشروع أو البحث: <ol style="list-style-type: none"> 1- Identify the IT project related to the real time issues. 2- Describe the components of the project 3- Write the techniques used to create the project 4- Analyse the IT project 5- Design the IT project 6- Develop the project using appropriate software tools. 7- Demonstrate projects in team work 8- Working in a teamwork and the learning the skills of effective communications with others to achieve the goal of the project.
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) 5 th semester
d. Number of credit hours (if any) (إن وجد) : 3 hours
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: Faculty members are assigned to enrolled students as project supervisors to guide them throughout their work. The courses are counted towards the supervisor's teaching load. A

department-level coordinator is assigned to manage the courses. His duties include advising students on rules and procedures.

f. Description of assessment procedures. (including mechanism for verification of standards)
وصف لإجراءات التقويم. (بما في ذلك آلية التحقق من المعايير)

Score of the Supervisory Committee

Review the student to the supervisor

Collaboration with classmate

Student's use of resources and references

Student understanding for the concepts of n development application

The student's ability to analyze the problem to find solutions

The student's ability to design a system to solve the problem

The student's ability to develop a software system to solve the problem

Score of the Supervisory Committee

Collaboration with classmate

Writing method

Organization of the report

The score of the discussion committee

The student's approach to project presentation within the team

Ability to discuss

Student understanding of application development concepts

The student's ability to analyse the problem to find solutions

The student's ability to design a system to solve the problem

The student's ability to develop a software system to solve the problem

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 وأحياناً بعض البرامج والخصائص تتطلب أيضاً 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 وفقاً للإطار 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.

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

NQF Learning Domains and Learning Outcomes مجالات التعلم وفق الإطار الوطني للمؤهلات ومخرجات التعلم	Teaching Strategies استراتيجيات التدريس	Assessment Methods أساليب التقييم
1.0 Knowledge المعرفة		
1.1 Define the main concepts of the Computer fields	Lecture Whole Group and small group discussion	.Exams .Homework Quizzes
1.2 Describe the components of different computer fields	Lecture Whole Group and small group discussion	Exams .Homework Quizzes
1.3 Outline the different algorithms to build computer software	Lecture Whole Group and small group discussion	Exams .Homework Quizzes

2.0	Cognitive Skills المهارات الإدراكية		
2.1	Operate the different computer applications	Lecture Brainstorming Small group work Lab demonstration Project	Exams Group reports Lab reports Individual and group presentations
2.2	Design algorithms to solve computing problems	Lecture Brainstorming Small group work Lab demonstration Project	Exams Group reports Lab reports Individual and group presentations
2.3	Analyse computer fields systems	Lecture Brainstorming Small group work Lab demonstration Project	Exams Group reports Lab reports Individual and group presentations
2.4	Design computer applications	Lecture Brainstorming Small group work Lab demonstration Project	Exams Group reports Lab reports Individual and group presentations
3.0	Interpersonal Skills & Responsibility مهارات التعامل مع الآخرين وتحمل المسؤولية		
3.1	Accomplish work in a team	.Small group work .Individual presentation Projects	Observation Form
4.0	Communication, Information Technology, Numerical مهارات الاتصال و تقنية المعلومات والمهارات العددية		
4.1	Use oral and written communication effectively	.Individual presentation Small group work	Observation Form
5.0	Psychomotor المهارات النفسحركية		
5.1	None		

مصفوفة مخرجات تعلم البرنامج Program Learning Outcome Mapping Matrix

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، وفقاً للمستوى الدراسي، من أعلى الجدول التالي، وأشر إلى المقررات والمستويات المطلوبة، استخدم رموز المقررات للبرنامج في الجزء العلوي، ومقياس المستويات التالي.

المستويات:

I = Introduction مقدمة أو مدخل

P = Proficient الاجادة والالتقان

A = Advanced متقدم

(see help icon) مراجعة رمز التعليمات

Course Offerings المقررات NQF Learning Domains and Learning Outcomes مجالات التعلم ومخرجات التعلم	01ENG-6	11ISLM-2	201ARAB-2	101CIS-2	101HIST-2	012ENG-6	120CIS-3	111CIS-2	112CIS-3	201CIS-2	211MANG-2	202CIS-3	
1.0 Knowledge المعرفة													
1.1 Define the main concepts of the Computer fields	I			A		I		A	P	A		P	
1.2 Describe the components of different computer fields				A				A	P	A			
1.3 Outline the different algorithms to build computer software							I					A	
1.4													
2.0 Cognitive Skills المهارات الإدراكية													
2.1 Operate the different computer applications				A				A		A	A		
2.2 Design algorithms to solve computing problems							I				P	A	
2.3 Analyze computer fields systems									A		I		
2.4 Design computer applications											P	A	
3.0 Interpersonal Skills & Responsibility مهارات التعامل مع الآخرين وتحمل المسؤولية													
3.1 Accomplish work in a team	I	I	I	P	I	P	I	P	P	P	P	P	
3.2													
4.0 Communication, Information Technology, Numerical مهارات الاتصال وتقنية المعلومات والمهارات العددية													
4.1 Use oral and written communication effectively	A	P	A	I	I	A	I	I	I	I	I	I	
4.2													
5.0 Psychomotor المهارات النفسحركية													
5.1 N/A													
5.2													

Course Offerings NQF Learning Domains and Learning Outcomes	216CIS-3	203CIS-3	204CIS-3	211CIS-2	212CIS-3	213CIS-3	214CIS-3	215CIS-2	212MANG-2	217CIS-2	302CIS-3	303CIS-3
1.0 Knowledge												
1.1 Define the main concepts of the Computer fields	P	P	P	P	P	A	P	A		P	P	P
1.2 Describe the components of different computer fields	P	A					A				A	
1.3 Outline the different algorithms to build			A	P	A							

	computer software												
2.0	Cognitive Skills												
2.1	Operate the different computer applications		P				P	P				P	
2.2	Design algorithms to solve computing problems			A	P	A		I			P	I	
2.3	Analyze computer fields systems	A	A		I			P	A			A	
2.4	Design computer applications	P		A		A					I		P
3.0	Interpersonal Skills & Responsibility												
3.1	Accomplish work in a team	P	P	P	P	P	P	P	P	A	P	P	P
4.0	Communication, Information Technology, Numerical												
4.1	Use oral and written communication effectively	I	I	I	I	I	I	I	I	I	I	I	I
5.0	Psychomotor												
5.1	N/A												

	Course Offerings	304CIS-3	305CIS-3	306CIS-2	301CIS-3	311CIS-8
1.0	Knowledge					
1.1	Define the main concepts of the Computer fields	P		P	P	
1.2	Describe the components of different computer fields	P			A	
1.3	Outline the different algorithms to build computer software		A	P		
2.0	Cognitive Skills					
2.1	Operate the different computer applications		I		P	A
2.2	Design algorithms to solve computing problems	I	A	P	I	
2.3	Analyze computer fields systems		A	I	P	
2.4	Design computer applications	A	A	A		I
3.0	Interpersonal Skills & Responsibility					
3.1	Accomplish work in a team	P	A	A	P	A
4.0	Communication, Information Technology, Numerical					
4.1	Use oral and written communication effectively	I	A	I	I	A
5.0	Psychomotor					
5.1	N/A					

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.

6. Attendance and Completion Requirements متطلبات الحضور وإتمام البرنامج

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

- Attendance الحضور.
Students attend theoretical and practical lectures with a minimum of 75% for all courses
- Progression from year to year الانتقال من العام إلى العام الذي يليه.
The student must succeed in all courses in the present level to move to the other level.
- Program completion or graduation requirements
The student must pass all courses at the six levels, including passing the period of field experience successfully to obtain the graduation certificate.

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 التكاليفات؟ ، 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.

Review and audit the results of each course.

A random sample of student's pamphlets revision in the final tests to ensure the objectivity grades .

Measuring and comparing reference learning outcomes with similar programs

Conduct a general test to measure the learning outcomes of the program such as exit exam.

Employers 'surveys of graduates' characteristics were conducted according to learning outcomes

Discuss the learning outcomes of courses and programs in the department's council.

In addition, community college is committed to meaningful and sustainable assessment of its programs. To achieve that, Community college developed a formal assessment plan that involves a variety of direct and indirect assessments of courses, programs, outcomes, and overall student and faculty experiences. The plan specifies which assessments to perform and identifies data sources, frequency and stakeholders of each assessment. A robust assessment process is in place to ensure consistent results.

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).

Details of academic advising procedures and policies can be found in the community college Academic Advising Manual available from the Academic Advising Unit.

Roles and Responsibilities

An academic advisor is a selected faculty member of the department for the process of guiding the students/advisee on different issues related to their academic progress and problems. Maximum number of students per academic advisor is twenty five (25).

Following are the responsibilities defined for the academic advisor:

- 1. Advise undergraduate students and address their academic concerns.**
- 2. Follow and report student progress via advising checklist sheet.**
- 3. Participate in orientation and advising services.**
- 4. Assist students in selecting suitable senior projects and supervisors.**
- 5. Check fulfilment of graduation requirements.**

The advisee/student has the responsibility to:

- 1. Recognize that advising is a shared responsibility and accept responsibility for all decisions.**
- 2. Share personal values, abilities and goals.**
- 3. Prepare for advising sessions and bring relevant materials.**
- 4. Meet with the advisor when asked or when in need of assistance.**
- 5. Learn policies, procedures and requirements, i.e. add/drop deadlines, graduation and general education policies**

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.

Regulations for student appeal written in student's guide in details. (Attachment)

-Regular meeting of the student support staff with student to get feedback.

-Student appeals to the academic office or dean office directly.

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؟

Faculty and staff members generally follow standard Najran university procedures to acquire resources, which typically start by submitting their requests in appropriate forms through their department heads.

The University, in cooperation with the Deanship of Library Affairs, provides a number of modern books according to Information Systems Program request.

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؟

Faculty and staff members generally follow standard Najran university procedures to acquire resources, which typically start by submitting their requests in appropriate forms through their department heads.

Generally, under the direct supervision of the dean a committee is appointed the review all labs and clinics, All these are discussed in department meeting at the beginning and the end of each term.- Any requirement needed will be reported and send to the dean.

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؟

Instructors suggest textbooks appropriate to their courses through the department-appointed course coordinator who submits their request to a curriculum committee, which can recommend the book for approval by the Department Council.

Survey of staff members on the adequacy and efficiency of learning resources available in the program.

Monitor performance indicators related to textbooks and references available in the program.

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؟

Students have the opportunity to evaluate textbooks within student course experience survey, as well at the termination of each semester, student must evaluate the all course components including course textbox in academic web site this process requires to display the course result. A survey of students about the adequacy of learning resources.

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

ما العمليات المتبعة لحيازة الكتب المقررة والمراجع والموافقة عليها؟

Textbooks are made available to students through the University Bookstore. Departments submit their revised textbook lists at the end of the academic year before summer to be made available by beginning of following year.

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

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 ملائمتهم من حيث مؤهلاتهم وخبراتهم للقيام بمسؤوليات التدريس.
- Maintain certain standards to ensure the selection of the best & well-qualified staff.
 - Advertise the required positions at the university site.
 - Provide candidates with full data on the job required and conditions of appointment according to the employment list of the Ministry of Higher Education, Saudi and non-Saudi
 - Submitted via the University's website
 - Ensure that candidates' qualifications and experience are correct prior to personal interview.
 - Personal interviews to evaluate the quality and efficiency of the applicants.
 - Academic, awards, scientific expertise and research should take in consideration for the selection of academic staff.

2. Participation in Program Planning, Monitoring and Review

المشاركة في تخطيط البرنامج، ومتابعته ومراجعته:

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

اشرح الاجراءات المتبعة للتشاور مع هيئة التدريس واشراكهم في متابعة جودة البرنامج، والمراجعة السنوية، والتخطيط لتحسين جودته.

Faculty participation in committees that evaluate and improve the program quality, these committees represented in committee responsible for reporting on program quality, Curriculum Committee responsible for program content, and Department Council for final review and decision.

Participation of faculty members in various academic committees in the program.

Participation of faculty members in the development and quality units committees.

Regular meetings of the program are held during which the opinions and suggestions of faculty members are taken. Discuss their recommendations outlined in the report to make decisions.

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

- 1- **Make proposals on the future of the college**
- 2- **Suggest ways to deepen the partnership between the college and the local and regional community**
- 3- **To give an opinion on the development of programs and curricula according to the requirements of the labor market**
- 4- **Provide advice during all preparation and implementation of the strategic plan of the college**
- 5- **Provide proposals that will develop the resources of the college**
- 6- **Contribute to the establishment of a coordination mechanism for the establishment of joint projects between the College and the community sectors related to the specializations of the College programs**
- 7- **Proposing methods to provide funding for development projects in the college**
- 8- **Advise in the development of programs, curricula and improvement plans**
- 9- **Follow up the field training reports and provide feedback**
- 10- **Advise on the strategies of learning resources used and the strategies of teaching and learning, and their relevance to targeted learning outcomes, especially the professional ones.**
- 11- **Advise on new program proposals or substantive program modifications**
- 12- **Provide advice and suggestions for activating the annual employment forum**
- 13- **Contributing to career guidance in coordination with the university graduates office**

3. Professional Development التطوير المهني

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

ما الترتيبات المتبعة للتطوير المهني لأعضاء هيئة التدريس، ومن في حكمهم فيما يخص:

a. Improvement of skills in teaching and student assessment. تحسين مهارات التدريس ومهارات تقييم الطلبة

Identify the needs of faculty members from training programs, specially related to teaching and assessment strategies.

Develop an operational plan for training to raise performance and develop skills at the program level.

Follow-up and participation in training programs prepared by the Skills Development Unit, Deanship of Development and Quality.

b. Other professional development including knowledge of research?

أنشطة التطوير المهني الأخرى بما في ذلك الاطلاع على الأبحاث.

Encouraging staff members to participate in local and international conferences, and providing research financed by the university in their various disciplines.

Encouraging visits to exchange experiences with other local or regional universities.

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

Orientation of the new staff member to all program facilities.

New staff member has to be linked with expertise colleague.

Presence of a guide or policy in each department.

Quality improvement meeting or seminars for the new staff to clarify all quality required report.

Strategic plans of the college about the points of strength, weakness, opportunities & threats.

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 أو بدوام جزئي. (الموافقات المطلوبة، عملية الاختيار، نسبتهم مقارنة بإجمالي عدد هيئة التدريس... إلخ)

This is subject to the regulations for the appointment of faculty members in Saudi Arabia.

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 إجراءات ضمان الجودة لوضع وتقييم مخرجات التعلم؟

Student's survey reports.

Course reports.

<p>Feedback of the performance of graduates from employers. Revise & review the evaluation of the graduating students for courses and academic program. Student questionnaire at the college web.</p>
<p>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؟</p> <p>Student survey report of the courses. Graduates and employers questionnaire to get their view about the teaching staff. Head of department will evaluate the Workshops, seminars done by the academic staff. Preferred educating seminar on the new teaching skills.</p>
<p>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.</p> <p>(i) From current students and graduates of the program من طلاب البرنامج الحاليين ومن الخريجين</p> <p>Students' opinion on the quality of the courses and the performance of staff members. Students survey on the quality of learning resources available in the program. Students survey about the suitability of the infrastructure and equipment of the program. Graduates survey on the skills gained from the program. Graduates survey on the appropriateness of learning outcomes for employment.</p> <p>(ii) From independent advisors and/or evaluator(s) من استشاريين مستقلين و/أو مقيمين مستقلين</p> <p>Primarily through seeking relevant international accreditation for program and feedback during annual meetings with the college's Advisory Committee Board. The program has been accredited by Council on Occupational Education - COE) (http://www.council.org/) as of February 2012.</p> <p>(iii) From employers and/or other stakeholders من أرباب العمل و/أو أصحاب المصلحة الآخرين</p> <p>Through employer surveys, and consultation with members of the Advisory Committee who are selected to represent relevant community and employer stakeholders.</p>

المرفقات Attachments:

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.

التوقيعات المعتمدة Authorized Signatures

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	Prof. Ibrahim alqubati	Department Coordinator		15/5/1438
Branch 1 الفرع 1	Dr . Ahmad Khalid	Program coordinator		15/5/1438
Branch 2 الفرع 2	Mr . Mamoun Al-azzam	Quality assurance coordinator		15/5/1438
Branch 3 الفرع 3				
Branch 4 الفرع 4				