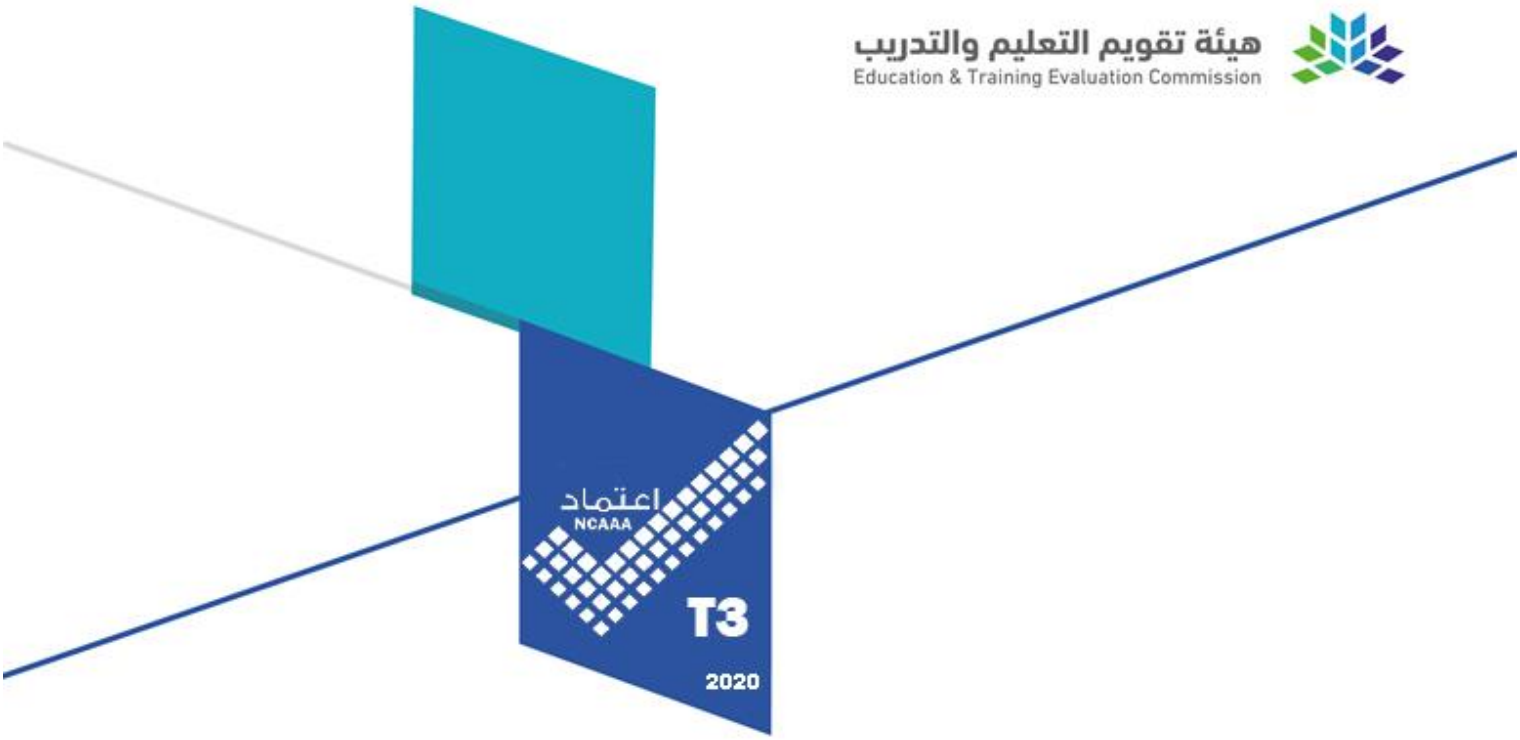
هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission



Program Specification

Program Name: Program of Science in Information Technology
Qualification Level: Level 6 (Bachelor)
Department: Information Technology
College: College of Computing and Informatics
Institution: Prince Musaid Bin Abdulrahman University

Content

A. Program Identification and General Information **3**
B. Mission, Goals, and Learning Outcomes **5**
C. Curriculum **8**
D. Student Admission and Support: **12**
E. Teaching and Administrative Staff **15**
F. Learning Resources, Facilities, and Equipment **16**
G. Program Management and Regulations **17**
H. Program Quality Assurance **18**
I. Specification Approval Data **21**

A. Program Identification and General Information

1. Program Main Location:

Riyadh

2. Branches Offering the Program:

Dammam
Jeddah
Medina
Abha
Jazan
Tabuk
Qasim

3. Reasons for Establishing the Program:
(Economic, social, cultural, and technological reasons, and national needs and development, etc.)

It is well known that information technology (IT) is the major driver and facilitator for modern economies and societies. The world is witnessing an unprecedented transformation into "Information Societies" and "Knowledge Economies". Many countries have prepared and executed "Information Technology" plans to achieve a strong lead in the new era. KSA is no exception. The Kingdom recently prepared and approved an ambitious Information Technology Plan. One of the major components of this plan is Information Technology Education, which included detailed recommendations for establishing IT programs and colleges to feed the market with trained experts at all levels. Establishing an Information Technology program in PMAU is well in line with the recommendations of the Kingdom plan and the urgent market needs.

Rationales of the program:

The rationales of Bachelor program in Information Technology at PMAU are

summarized in the following points:

1- **Contributing to the national strategic communication and IT plan.**
2- **The importance of information technology job for Saudi institutions and society.**
3- **The increasing job market needs in the Kingdom of Saudi Arabia for specialized workforce in IT.**
4- **The constant need in the labor market (public and private) to specialists in information technology.**
5- **Few numbers of Saudi universities offer BSc programs in IT.**
6- **The fulfilment of national high-quality projects, which aim to develop the IT in the Kingdom of Saudi Arabia.**

4. Total Credit Hours for Completing the Program: (127 Credit Hours)

5. Professional Occupations/Jobs:

1. **Software Developer**
2. **Database administrator**
3. **Network Administrator**

4. **Web Administrator and Developer**
5. **Technical support specialist**
6. **Site programmer and developer**
7. **Information system administrator**
8. **IT specialist**

6. Major Tracks/Pathways (if any)**:**

Major track/pathway	Credit hours (For each track)	Professional Occupations/Jobs (For each track)
1.		
2.		
3.		
4.		

7. Intermediate Exit Points/Awarded Degree (if any)**:**

Intermediate exit points/awarded degree	Credit hours
1.	
2.	
3.	

B. Mission, Goals, and Learning Outcomes

1. Program Mission:

Prepared well-educated and qualified students with the most current knowledge and skills in the various fields of information technology and to build their lifetime learning and careers, meet the labor market needs and conduct scientific research that contributes to the advancement of society's knowledge, solving community issues and meeting of future challenges in Information Technology.

2. Program Goals:

The main goals of the BSIT program are:

1. Develop a technically proficient workforce capable of carrying out IT solutions to the best practices.
2. Provide students with soft skills and values to effectively communicate and collaborate with others professionally, ethically, legally as well as fulfill the needs of society.
3. Improve students' experience by empowering them with the necessary entrepreneurs' skills to develop innovative IT solutions and perform scientific research.

3. Relationship between Program Mission and Goals and the Mission and Goals of the Institution/College.

The dependence of modern society and IT applications is growing manifold with every passing year. All nations are striving to equip their populations with latest tools and technologies in the domain of IT and software engineering. The program is designed to support the university mission of providing an excellent and qualified modern education for the kingdom and its population. The BSc in IT offers higher education based on the best applications and technologies of e-learning, to transfer and localize knowledge in the subject of IT.

The BSIT program's mission and goals are very tightly related to the PMAU and the College of Computing and Informatics (CCI) missions and goals. We can achieve the vision of the CCI and PMAU by contributing to the development of the knowledge-based economy that the country deeply requires by providing exceptional education, producing high-quality research, and establishing community relationships.

The PMAU Mission is: To provide an outstanding education to all segments of society that contribute to the production, dissemination, and utilization of knowledge in achieving social, cultural and economic development.

The PMAU institution's goals are:

1. Provide outstanding education to empower learners to achieve their academic & professional aspirations.
2. Build a leading regional role in e-learning.
3. Grow in digital innovation and Techpreneurship.
4. Strengthen engagement with communities across the Kingdom.
5. Achieve fiscal sustainability and expenditure efficiency.

The CCI Mission is: To prepare qualified, professional, and excellent talents in the field of computer science and information technology and contribute to serving the community by offering various learning programs, conducting scientific research that contributes in solving community problems in technology and informatics, as well as offering consultancy and training services in the college fields with the availability of qualified faculty members and excellent learning environment.

The CCI college's goals are:

1. To keep pace with academic advances in international universities in the field of computation and informatics.
2. To increase learners' experience by enabling them to solve academic and practical problems in their areas of specialization.
3. To enable graduates to compete in the fields of computation and informatics.
4. To support continuous development through partnerships with local and international companies.
5. To connect programs through integrated courses designed and taught through advanced technology.
6. To integrate academic programs by bridging the gap between theoretical advances and practical applications.
7. To participate in offering consultation and training programs in the fields of computer science and IT within community service programs.

Table B.1 shows the mapping between the BSIT program's goals and the PMAU institute's goals, while Table B.2 shows the mapping between the BSIT program's goals and CCI college's goals.

Table B.1: Mapping between IT's goals and PMAU's goals

PMAU institution's goals	BSIT program's goals		
	IT-1	IT-2	IT-3
PMAU-1	✓		
PMAU-2			
PMAU-3			✓
PMAU-4		✓	
PMAU-5			

Table B.2: Mapping between IT's goals and CCI's goals

CCI college's goals	BSIT program's goals		
	IT-1	IT-2	IT-3
CCI-1	✓		
CCI-2	✓		
CCI-3		✓	
CCI-4		✓	
CCI-5			✓
CCI-6			✓
CCI-7		✓	

4. Graduate Attributes:

- Creative and critical thinking
- Effective communication orally and in written forms
- Effective teamwork collaboration
- Commitment to professional ethics
- Lifelong learning and continuing education

5.Program learning Outcomes*

Knowledge and Understanding	
K1	Demonstrate a deep understanding of the main concepts and technologies related to information technology.
K2	Realize the evaluation and assessment of tasks performed as IT professionals.
K3	Describe and analyze the user needs and computing requirements appropriate to problems' solutions.
Skills	
S1	Apply the concepts, methods, tools and technologies mastered during the academic program.
S2	Apply theories in modelling and designing IT systems using cutting edge tools and technologies.
S3	Apply analysis, design, implementation, testing and evaluation principles of IT solutions to fit industrial requirements and support techpreneurship.
S4	Carry out the assigned tasks with quality of work in accordance with international standards.
S5	Communicate effectively, both orally and in written form, using appropriate media.
Values	
V1	Identify the needs for continuous development of professional, legal and ethical skills with the ability to engage all group members.
V2	Function effectively on teamwork projects and activities to accomplish a common goal.

* Add a table for each track and exit Point (if any)

C. Curriculum

1. Curriculum Structure

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	**9**	**34**	**26.77%**
	Elective	-	-	-
College Requirements	Required	**12**	**36**	**28.35%**
	Elective	-	-	-
Program Requirements	Required	**12**	**36**	**28.35%**
	Elective	**4**	**12**	**9.5%**
Capstone Course/Project		**2**	**6**	**4.7%**
Field Experience/ Internship		**1**	**3**	**2.35%**
Others		-	-	-
Total			**40**	**127**

* Add a table for each track (if any)

2. Program Study Plan

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of study*	Type of requirements (Institution, College or Department)
Level 1	ENG001	English language Skills	Required	-	8	Blended	Institute
	CS001	Computer Essentials	Required	-	3	Blended	Institute
	COMM001	Communication Skills	Required	-	2	Blended	Institute
Level 2	ENG001	English language Skills	Required	-	8	Blended	Institute
	MATH001	Fundamentals of Math	Required	-	3	Blended	Institute
	CI001	Academic Skills	Required	-	2	Blended	Institute
Level 3	CS140	Computer Programming I	Required	Pass First Common Year	3	Blended	College
	IT101	Introduction to IT & IS	Required		3	Blended	College
	MATH150	Discrete Mathematics	Required		3	Blended	College
	ENG103	Technical Writing	Required		3	Blended	College
	IT110	Computer Organization	Required		3	Blended	College
	ISLM101	Islamic Culture (1)	Required		2	Blended	Institute
Level 4	CS141	Computer Programming II	Required	CS140	3	Blended	College
	MATH251	Linear Algebra	Required	MATH150	3	Blended	College
	IT242	Software Engineering	Required	CS140	3	Blended	College
	IT241	Operating Systems	Required	IT110	3	Blended	College

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of study*	Type of requirements (Institution, College or Department)
	MGT101	Principals of Management	Required	-	3	Blended	College
	ISLM102	Islamic Culture 2	Required	-	2	Blended	Institute
Level 5	IT243	System Analysis and Design	Required	CS141	3	Blended	Program
	IT244	Introduction to Database	Required	CS141	3	Blended	Program
	IT201	Human Computer Interaction	Required	IT101,IT242	3	Blended	Program
	IT210	Computer Networks	Required	IT241	3	Blended	Program
	STAT101	Statistics	Required	-	3	Blended	College
Level 6	IT344	Database Management Systems	Required	IT244	3	Blended	Program
	IT230	Web Technologies	Required	IT201, IT244	3	Blended	Program
	IT270	IT Project Management	Required	IT243	3	Blended	Program
	IT340	Network Management	Required	IT210	3	Blended	Program
	E-COM101	E-Commerce	Required	-	3	Blended	Program
	ISLM103	Islamic Culture 3	Required	-	2	Blended	Program
Summer	IT499	Practical Training	Required	Complete 86 hours	3	Blended	College
Level 7	IT490	Senior Project I	Required	IT230, IT344	2	Blended	Program
	IT440	System Integration	Required	IT243, IT340	3	Blended	Program
	IT342	Enterprise Systems	Required	IT201	3	Blended	Program
	IT446	Data Mining & Data Warehousing	Elective	IT344	3	Blended	Program
	IT448	Mobile Application Development	Elective	IT230	3	Blended	Program
	ISLM104	Islamic Culture 4		-	2	Blended	Institute
Level 8	IT491	Senior Project II	Required	IT490	4	Blended	Program
	IT 445	Decision Support Systems	Elective	IT344	3	Blended	Program
	IT 441	Multimedia Systems Development	Elective	IT230	3	Blended	Program
	IT407	Professional Issues	Required	IT270	3	Blended	Program
	IT409	IT Security and Policies	Required	IT340	3	Blended	Program

* Include additional levels if needed
** Add a table for each track (if any)

3. Course Specifications

Insert hyperlink for all course specifications using NCAAA template

All course specification attached here.

4. Program learning Outcomes Mapping Matrix

Align the program learning outcomes with program courses, according to the following desired levels of performance (**I = Introduced P = Practiced M = Mastered)**

Course code & No.	Program Learning Outcomes									
	Knowledge and understanding			Skills					Values	
	K1	K2	K3	S.1	S.2	S.3	S.4	S.5	V1	V2
ENG001*	I(CLO1)			I(CLO2, CLO3)				I(CLO4)		
CS001	I(CLO1, CLO2)			I(CLO3)					I(CLO4)	
COMM001		I(CLO1)		I(CLO2)				I(CLO3)		I(CLO4)
MATH001	I(CLO1)			I(CLO2, CLO3, CLO4)						
CI001	I(CLO1)			I(CLO2, CLO3)						I(CLO4)
CS140	I(CLO1)				I(CLO2)		I(CLO3)			I(CLO4)
IT101	I(CLO1)		I(CLO2)	I(CLO3)	I(CLO4)		I(CLO5)		I(CLO6)	
MATH150	P(CLO1, CLO2)			P(CLO3, CLO4)						P(CLO5, CLO6)
ENG103	I(CLO1)			I(CLO2, CLO3, CLO4, CLO5)				I(CLO6)		
ISLM101	I(CLO1, CLO2)			P(CLO3), I(CLO4)						I(CLO5, CLO6)
IT110	I(CLO1)			P(CLO2)		P(CLO3)	I(CLO4)		I(CLO5)	
CS141	I(CLO1)			P(CLO2)		P(CLO3)	P(CLO4)			
IT241	I(CLO1)		I(CLO2)	I(CLO3)	I(CLO4)	P(CLO5)				
IT242			P(CLO1)	I(CLO2)	P(CLO3)	P(CLO4)				I(CLO5)
MATH251	P(CLO2)		P(CLO1)	P(CLO3, CLO4)						P(CLO5, CLO6)
MGT101	I(CLO1)		I(CLO2)	P(CLO3, CLO4)					M(CLO6)	M(CLO5)
ISLM102	I(CLO1, CLO2, CLO3, CLO4)			P(CLO5)						P(CLO6)
STAT101	I(CLO1)			I(CLO2, CLO3, CLO4, CLO5)						I(CLO6)
IT243			I(CLO1)		P(CLO2)	P(CLO3)	I(CLO4)			P(CLO5)
IT244	I(CLO1)				P(CLO2)	P(CLO3)	I(CLO4)			
IT201	I(CLO1)			P(CLO2)	I(CLO3)	P(CLO4, CLO5)	P(CLO6)			
IT210	I(CLO1, CLO2)	I(CLO3)				P(CLO4)	P(CLO5)			I(CLO6)
E-COM101	I(CLO1, CLO2)			I(CLO3, CLO4)			I(CLO5)		I(CLO6)	
IT230	P(CLO1)			P(CLO2)	P(CLO3)	P(CLO4)		P(CLO5)		P(CLO6)
IT270	M(CLO1)	P(CLO2)		I(CLO3)	M(CLO4)		M(CLO5)		P(CLO6)	
IT340	P(CLO1)			I(CLO2)		P(CLO3)	P(CLO4)		P(CLO5)	
IT344	P(CLO1)					P(CLO2)	P(CLO3)			M(CLO4)
ISLM103	I(CLO1), M(CLO2), P(CLO3)			P(CLO4), M(CLO5)						M(CLO6)

Course code & No.	Program Learning Outcomes									
	Knowledge and understanding			Skills					Values	
	K1	K2	K3	S.1	S.2	S.3	S.4	S.5	V1	V2
IT499	M(CLO1)			M(CLO2)		M(CLO3)	M(CLO4)	M(CLO5)		M(CLO6)
IT490			M(CLO1)		M(CLO2)	M(CLO3)	M(CLO4)			M(CLO5)
IT440	M(CLO1)					P(CLO2)	M(CLO3)	P(CLO4)	M(CLO5)	
IT342			P(CLO1)		P(CLO2)	M(CLO3)	P(CLO4)			M(CLO5)
IT446		M(CLO1)				P(CLO2)	P(CLO3)			P(CLO4)
IT448	M(CLO1)		M(CLO2)				M(CLO3)			M(CLO4)
ISLM104	M(CLO1, CLO2, CLO3), I(CLO4)			M(CLO5)						P(CLO6)
IT445	P(CLO1)					P(CLO2)	M(CLO3)		M(CLO4)	
IT407	P(CLO1)	P(CLO2)		M(CLO3)	M(CLO4)		M(CLO5)		M(CLO6)	
IT409	M(CLO1)			M(CLO2)	M(CLO3)	M(CLO4, CLO5)			M(CLO6)	
IT441	M(CLO1)					M(CLO2)	M(CLO3)		P(CLO4)	
IT491					M(CLO1)	M(CLO2)	M(CLO3)	M(CLO4)		M(CLO5, CLO6)

* Add a table for each track (if any)

5. Teaching and learning strategies to achieve program learning outcomes

Describe policies, teaching and learning strategies, learning experience, and learning activities, including curricular and extra-curricular activities, to achieve the program learning outcomes.

The BSIT program use several effective teaching strategies. The most used teaching strategies are:

- Group teaching (F2F Lectures)
- Virtual sessions
- Class discussions
- Active learning (group-work case studies and projects)
- Group based Senior Project 1 and Senior Project 2.
- Lab sessions

BSIT program is based on combining between traditional learning and online learning. All courses are designed to be conducted by using these two methods. The face to face learning is a traditional method. The instructor contacts directly with the students. During the face to face classes, the instructor explains the main concepts for the students. In virtual classes, the instructor communicates with the students by using Blackboard software. The Blackboard software offers online communication between the instructor and students. The instructor can use class discussion and active learning strategies in virtual and face to face classes. In addition, the college has various labs to support practical sides of the educational operation. Further, the college organizes many competitions periodically and encourages students to participate in outside activities such as workshops and conferences. The Deanship of Admission and Student Affairs provides extracurricular activities for All PMAU students according to a plan seeking to achieve the PMAU educational goals.

6. Assessment Methods for program learning outcomes.

Describe assessment methods (Direct and Indirect) that can be used to measure achievement of program learning outcomes in every domain of learning.
To measure the achievement of program learning outcomes, the BSIT program uses the following assessment methods: **Direct methods:** • Individual and Group assignments • Project/Case Study presentation • Senior projects evaluation • Plagiarism check for assignments and senior projects • Lab exams • Midterm and final exams **Indirect methods:** • Course evaluation surveys • Exit Survey of final year students • Employers survey and feedbacks • Field experience survey • Employers' evaluation of the PMAU graduates proficiency Program KPIs

D. Student Admission and Support:

1. Student Admission Requirements
• Applicants should have obtained secondary school certificate or equivalent. • No limited period for obtaining the secondary school certificate is required. • Admission is granted to applicants who satisfy all admission requirements and is based on the applicant's grades in secondary school.
2. Guidance and Orientation Programs for New Students
A full Orientation Course is available on Blackboard for new students. The course has complete information that will assist the students in getting to know what are they expected to do during their journey at PMAU, and what do they expect from the University. Full information on how to deal with the blended learning technique, how to use the online materials, and all assessment policies.
3. Student Counseling Services (academic, career, psychological and social)
• Students of the BSIT program have the right to use the health care provided in the health facilities of PMAU.

• Students of the BSIT program take advantage of the available credit services and facilities such as electronic university books, sports facilities, basements, car parking, etc...
• Students of the BSIT program can apply for training courses, programs, internal and external trips, as well as participate in cultural and community services.
• Every student of the BSIT program receives the appropriate service and support for his/her needs if he/she has special needs.
• The periodic meeting for male and female students is held on a fixed basis at the beginning of each semester, where all students can send direct inquiries and raise inquiries to the Dean of the College through the virtual semester.
• An on-line Student Services icon is available on the PMAU's website that offers tremendous support.
• The dean of the College of Computing and Informatics holds a meeting with students of the college at the branch level, in order to talk with students about electronic exams, and a number of aspects were discussed (method and type of questions, the duration of the exam). The dean also answers the students 'inquiries about everything related to electronic tests.
• The college holds an awareness lecture for its students about graduation projects, project registration steps and project groups at the beginning of each semester
• A committee works on applying the highest standards and updating the academic curricula periodically in line with the development of technology and the needs of the labor market based on studying the labor market and following up developments in the technical field from scientific sources such as books and published scientific papers and analyzing student, faculty and coordinators' questionnaires regarding each Established. These committees are distributed at the departmental level under the supervision of the Main Quality Committee of the college as follows:
Quality Committee, Department of Information Technology.
Quality Committee, Department of Computer Science.
These committees work according to international quality standards:
• Association For Machinery and IEEE computer Society
• ABET
• The dean of the college, Dr. Abdulaziz bin Abdullah Al-Bisher, holds a number of internal meetings at the college level with faculty members to discuss the following:
1. Emphasis on the internal procedures and regulations followed for faculty members within the College of Computing and Informatics, in addition to specifying the tasks of the faculty members.
2. Develop plans for the course of academic subjects during the academic semester by making a course plan for each subject that the course coordinator performs and then submits it to the committee for approving study plans.
3. Meetings for electronic exams. The mechanism for conducting electronic tests and the correct way to put questions for such tests were discussed. The grading distribution mechanism was also discussed, and the tasks of the college's branch coordinators were discussed to conduct the tests in their branches.
• The university seeks to guarantee students' rights and seeks to educate them about their rights and responsibilities. Therefore, the university established two committees to protect students' rights
• Sub-Committee for the Protection of Student Rights:
o It considers all educational and administrative grievances and complaints of students, except for administrative matters outside the framework of the college
• Main Committee for Student Rights Protection:

o It considers all students 'grievances and complaints filed against the administrative authorities at the university and grievances coming from the sub-committees

- Students can get help on their academic plan, understand the pre-request courses and choosing their courses by emailing their branch coordinator, or chairman of their department.
- Faculty members announce their contact information as well as office hours on Blackboard. Therefore, students can easily contact them for any question.
- The department adopts an open-door policy, according to which a student is free to meet the department chair, Dean of Student Affairs, Dean or advisor at any time.
- The Student and academic Affairs Committee is responsible for handling students' issues and complaints as they arise.

On-line Da'am System is available to solve any technical issues faced by students.

4. Special Support
(low achievers, disabled, gifted and talented)

In collaboration with the Deanship of Admissions and Students Affairs, Students with special needs are provided with dedicated programs designed to serve them on an individual basis. In addition, there is a specialized psychological and social counseling unit to provide help when needed (Email: pscu@seu.edu.sa).

The college believes in the difference abilities among students. The low achievers can get support through assigning an academic advisor to assist them to overcome their obstacles.

Outstanding students received financial incentives and rewards. Moreover, the collage is challenging talented students through different completions. This contribution aims to spread the spirit of competition among students and as a kind of motivation for them to excel and creativity. The college regularly holds a competition to select the best graduation projects at the level of all branches of the university and evaluated by a group of faculty members, as the competition includes educational and applied fields for undergraduate students and Masters. The college also encourages and supports students to participate in local and international conferences and competitions, such as cybersecurity conferences and competitions, programming competitions, artificial intelligence, and graduation projects. In order for the college to reach talented and distinguished students to develop their skills and involve them in extracurricular activities and local and international competitions, the college has developed a specific mechanism to reach these students.

E. Teaching and Administrative Staff

1. Needed Teaching and Administrative Staff

Academic Rank	Specialty		Special Requirements / Skills (if any)	Required Numbers		
	General	Specific		M	F	T
Professors	Information Technology/Computer Science	-	-	1	1	2
Associate Professors	Information Technology/Computer Science	-	-	5	5	10
Assistant Professors	-	-	-	40	20	60
Lecturers	Information Technology/Computer Science	-	-	17	14	31
Teaching Assistants	-	-	-	-	-	-
Technicians and Laboratory Assistants	-	-	-	-	-	-
Administrative and Supportive Staff	Holding Bachelor's/ diploma degree		Computer Skills Microsoft Office programs skills	5	5	10
Others (specify)	-	-		-	-	-

2. Professional Development

2.1 Orientation of New Teaching Staff

Describe briefly the process used for orientation of new, visiting and part-time teaching staff

The college dean meets the teaching staff at the beginning of the every academic year for the purpose of welcoming, orientation and explaining duties assigned in instruction. More attention is given to new members who are briefed on policies and regulations. Coordinators also meet their group instructors and briefly explaining to them the teaching strategies assessment methods.

In addition, a full Orientation Course is available on Blackboard for new faculties to undertake and pass. The course has complete information divided into six units as follows:

Unit 1: PMAU's E-Learning Model
Unit 2: Student-Centered Learning Approach
Unit 3: PMAU's Electronic Environment
Unit 4: E-Course Functionality
Unit 5: Additional Blackboard Functionality
Unit 6: Instructor Behavior in E-Learning Environment

Each unit has its own assignments and quiz; upon completing the units, the candidate is asked to sit an on-line comprehensive test.

Nevertheless, experienced faculties are always available to assist their new colleagues.

2.2 Professional Development for Teaching Staff

Describe briefly the plan and arrangements for academic and professional development of teaching staff (e.g., teaching & learning strategies, learning outcomes assessment, professional development, etc.)

- Encourage the teaching staff to attend courses and workshops related to the development of their teaching and research skills.
- Audited, annually, teaching performance for faculty members.
- Provide advice and guidance to improve and enhance the performance of teaching.
- Encourage members to enroll in the training courses and workshops in other areas.
- Encourage faculty members to attend conferences and symposia.
- Promote scientific contact through visits and visiting professors.
- Encourage faculty members to enroll in continuing education programs.
- A unified on-line "Orientation Course" is designed to allow all new faculties to get all the necessary information before joining the PMAU.
- Set up a plan to be followed by each branch supervisor to have regular meetings with new faculties and get feedback.
- An on-line faculty profile should be available and updated accordingly.

By the above points, the teaching staff have the opportunity to pursue professional development of their teaching and research skills

F. Learning Resources, Facilities, and Equipment

1. Learning Resources.

Mechanism for providing and quality assurance of learning resources (textbooks, references and other resource materials, including electronic and web-based resources, etc.)

The Blackboard system includes full course contents for faculties and students enrolled for any particular course. This includes all references needed. In addition, an access to Saudi Digital Library (SDL) for all the students and faculty alike is available. SDL is the largest academic gathering of information sources in the Arab world, with more than (310,000) scientific references and hundreds of databases, covering all academic disciplines. SDL is also providing advanced information services and digital resources, which can be benefited faculty and students.

In addition, online books are available from WileyPlus, in with the University has a contract with. The college also offers hard copies of textbooks to faculties. The entity responsible for planning and acquisition of textbook is the Learning Resource Committee at the college.

2. Facilities and Equipment

(Library, laboratories, medical facilities, classrooms, etc.).

The college has provided state of the art facilities to both faculties and students for imparting quality education. The campuses provide modern classrooms with electronic gadgets required for smooth execution of class hours. The students also avail the opportunities to interact with faculty during visiting hours who are required to be in their allocated office spaces which are also furnished with all facilities needed for blended learning environment including hardware and software which is needed.

The most salient IT equipment includes:

- State of the art latest computing machines and laptops for faculty members.
- 24 hours uninterrupted high-speed internet provision at all the branches.
- Provision of PMAU portal accounts to all the students and faculty members.
- Blackboard system as teaching software with accounts for all the teachers and students to manage their academic activities and conduct virtual sessions.
- Students' attendance, grading, e-mail and other relevant software.

Access to Saudi Digital Library for all the students and faculty alike.

3. Arrangements to Maintain a Healthy and Safe Environment (According to the nature of the program)

Maintaining a safe and healthy environment is a priority to the PMAU. This will create a positive impact on the learners and make them success in their study. In this regards, the PMAU maintains the safety of the university buildings and the safety of university staff from fire situations, God forbid, prevent losses, prevent detention inside elevators, maintain environmental integrity, and follow up and organize the work of the safety project. The PMAU Safety Department ensures that the alarms are valid in coordination with the concerned authority, makes sure the fire equipment is valid, Set up safety and firefighting shifts, prepares evacuation plans for the buildings during the fire, God forbid, and cooperates with civil defense and red crescent. Kindly refer to https://seu.edu.sa/aosas for more details.

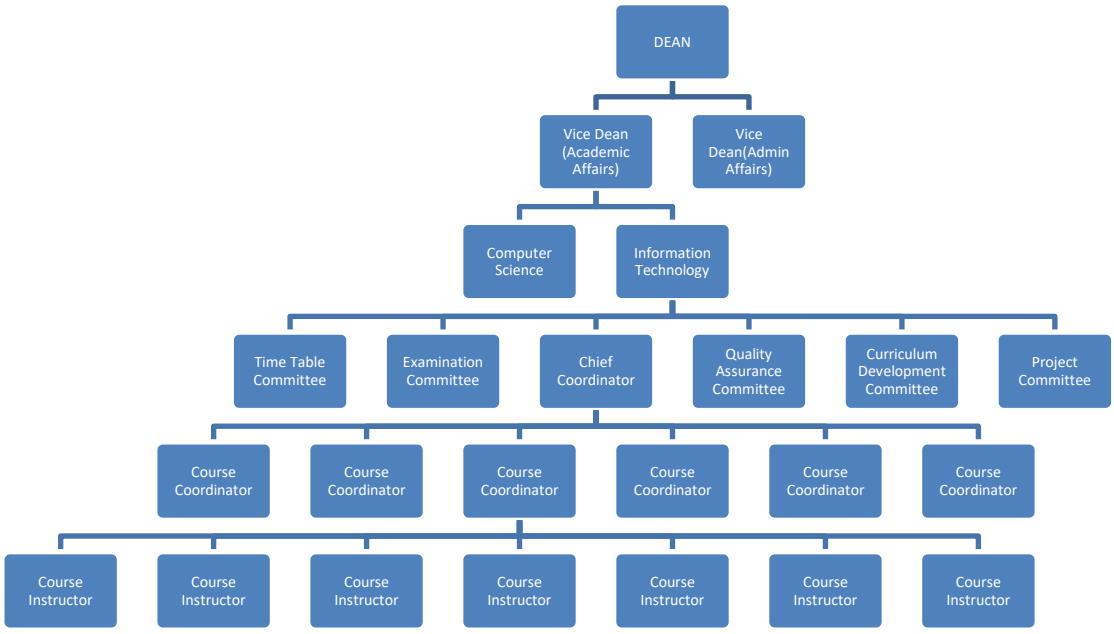
In addition, the PMAU pays great attention to all aspects of its members' care, especially with regard to the health services, for example there is an evening clinic that treats emergencies. Kindly refer to https://seu.edu.sa/aoms for more details.

G. Program Management and Regulations

1. Program Management

1.1 Program Structure

(including boards, councils, units, committees, etc.)



1.2 Stakeholders Involvement

Describe the representation and involvement of stakeholders in the program planning and development. (students, professional bodies, scientific societies, alumni, employers, etc.)

The BSIT program Council and other related committees continuously monitor the quality of teaching and learning activities and regularly review the received feedbacks from the involved stakeholders (students, trainers, and employers) to improve the program outcomes and its KPIs and therefore strengthening the current curriculum. Recommendations for the program improvement, which are collected via dedicated surveys, are mentioned in the annual report.

2. Program Regulations

Provide a list of related program regulations, including their link to online version: admission, study and exams, recruitment, appeals and complaint regulations, etc.)

1. Deanship of Admission & Students Affairs – Rules and Regulations
   https://seu.edu.sa/aasa/ar/rules-and-regulations/
2. Necessary forms
   https://seu.edu.sa/aasa/ar/forms/
3. Psychological and social counseling unit: pscu@seu.edu.sa
4. Academic advising
5. Attendance and Completion Requirements
6. Students' rights and obligations
7. CCI - Examination Manual
8. CCI - Policies and Regulations
9. CCI - Course Instructors Manual

H. Program Quality Assurance

1. Program Quality Assurance System

Provide online link to quality assurance manual

The BSIT program quality assurance system can be accessed from here. The quality assurance at all CCI programs follows the PMAU quality assurance system, which can be accessed via the link: https://seu.edu.sa/media/6277/quality-assurance-guide.pdf

2. Program Quality Monitoring Procedures

The BSIT program employs several procedures for monitoring the program quality:

- Assessing the CLOs via different assessment methods.
- Collecting student evaluations of the quality of the courses via course evaluation surveys.
- Collecting instructors' recommendations at the end of each academic semesters via course reports (CRs). The quality assurance committee at the department reviews the validity of the suggested recommendations mentioned in the CRs and passes the valid recommendations to the department council for approval.

The BSIT program has an assessment plan that links course-based and external assessments with the program learning outcomes. This faculty-driven process collects data in the courses using an electronic rubric-based tool integrated with the Blackboard learning environment, to automatically track, record, and tally instructor-evaluated work and provides students with comprehensive feedback of their submission and faculty comments. Data collected from the rubrics is aligned with the program learning outcomes. At the end of each semester, the assessment data is prepared in a Learning Outcomes and Quality Indicator report. The reports are then reviewed by instructors and academic

leadership to determine necessary changes to the curriculum, learning activities, and planned outcomes.
The assessment plan allows faculty to analyze assessment data and make program improvements for each learning outcome. Regular meetings are held among faculty and academic leadership to determine any needed changes in curriculum, learning activities, or planned outcomes. The results of the assessment process and the faculty and academic leadership recommendations for changes are reported to the college council and curriculum committee.

Student learning is monitored twice a year to determine if changes in curriculum, teaching, or operational modifications are needed. The learning assessment process is linked to the annual Academic Program Action Plan to provide an opportunity to develop a meaningful dialogue about student learning and program relevance and cohesion with the institution's strategic plan and budget process.

The IT department monitors the BSIT program quality and improvement. Every academic year the committee prepares a detailed assessment and improvement plan based on learning outcomes and related KPIs and put the plan for the next academic year. The IT assessment plans and reports can be accessed from here.

3. Arrangements to Monitor Quality of Courses Taught by other Departments.

The quality assurance committee collects and reviews all course portfolios (including CRs, students' work samples, and surveys) from various departments and submits them to the Program chair. Department council addresses all collected issues and suggested recommendations. Furthermore, the quality assurance committee fills "Course Report Review" forms for each course in the program and submits all forms to the program chair for approval. The approved (signed) forms are submitted to the Academic Accreditation department at the PMAU.

4. Arrangements Used to Ensure the Consistency between Main Campus and Branches (including male and female sections)

- All the assessment activities (Quiz, Assignments, Exams) are unified, and published in the same time for all CRNs.
- Only one coordinator is responsible of managing that course.
- The course modules are unified, and delivered to students according to one week plan that must be followed by all the instructors.

5. Arrangements to Apply the Institutional Regulations Governing the Educational and Research Partnerships (if any).

Not Applicable.

6. Assessment Plan for Program Learning Outcomes (PLOs), and Mechanisms of Using its Results in the Development Processes

• The IT department, which provides the BSIT program, is responsible for monitoring program quality and improvement. Every academic year the committee prepares a detailed assessment and improvement plan (usually based on learning outcomes and related indicators). The prepared plan states, among other things, the assessment process, the tools used and how improvements are conducted and documented.
• A major component of the assessment plan is the creation of faculty course groups. The course groups are responsible for evaluating the quality of course delivery for courses in their groups and suggesting improvements in their areas based on process indicators.
• Students' evaluation and their grades are also considered.

The IT assessment plan and reports can be accessed from here.

7. Program Evaluation Matrix

Evaluation Areas/Aspects	Evaluation Sources/References	Evaluation Methods	Evaluation Time
Evaluation of Teaching	Dean, Head of Department, Students surveys, students marks	• Dean meetings with the faculty members and students to get their feedback. • Evaluation conducted for the instructors by the head of department. Review student marks, which could give an indication to the used teaching techniques.	End of academic year
Effectiveness of Teaching	Students, graduates, employers	• Students' surveys. • Exit surveys. Employers' evaluation	End of academic semester
Learning resources	Students, graduates	• Students' surveys. Exit surveys.	End of academic semester
Assessments	Students, instructors	• Students' surveys (evaluate the effectiveness of used assessment methods) Exam questions (Review the exam questions by the course committee before conducting the exam looking for strengths and weaknesses)	End of academic semester

Evaluation Areas/Aspects (e.g., leadership, effectiveness of teaching & assessment, learning resources, partnerships, etc.)
Evaluation Sources (students, graduates, alumni, faculty, program leaders, administrative staff, employers, independent reviewers, and others (specify)
Evaluation Methods (e.g., Surveys, interviews, visits, etc.)
Evaluation Time (e.g., beginning of semesters, end of academic year, etc.)

8. Program KPIs*

The period to achieve the target (3) year.

No	KPIs Code	KPIs	Target	Measurement Methods	Measurement Time
1	KPI-P-01	Percentage of achieved indicators of the program operational plan objectives	**100%**	Statistical data	By the end of each academic year
2	KPI-P-02	Students' Evaluation of quality of learning experience in the program	**4.8/5**	Student Survey	By the end of each academic year
3	KPI-P-03	Students' evaluation of the quality of the courses	**4.8/5**	Student Survey	By the end of each academic year
4	KPI-P-04	Completion rate	**80%**	Statistical data:	By the end of each academic year
5	KPI-P-05	First-year students retention rate	**90%**	Statistical data:	By the end of each academic year

No	KPIs Code	KPIs	Target	Measurement Methods	Measurement Time
6	KPI-P-06	Students' performance in the professional and/or national examinations	**N/A**	Statistical data	By the end of professional / national examinations
7	KPI-P-07	Graduates' employability and enrolment in postgraduate programs	80%	Survey	After graduation
8	KPI-P-08	Average number of students in the class	**Less than 25**	Statistical data:	By the start of each semester
9	KPI-P-09	Employers' evaluation of the program graduates proficiency	**4.5/5**	Employer survey	After one year of employment
10	KPI-P-10	Students' satisfaction with the offered services	**4.2/5**	Student survey	By the end of each academic year
11	KPI-P-11	Ratio of students to teaching staff	**20:1**	Statistical data	By the start of each semester
12	KPI-P-12	Percentage of teaching staff distribution	Ranking: Professor: 3% Associate professor:7% Assistant professor:70% Lecturer: 20%	Statistical data	By the start of each year
13	KPI-P-13	Proportion of teaching staff leaving the program	**1%**	Statistical data	By the start of each semester
14	KPI-P-14	Percentage of publications of faculty members	70%	Statistical data	By the end of the academic year
15	KPI-P-15	Rate of published research per faculty member	**2.5:1**	Statistical data	By the end of the academic year
16	KPI-P-16	Citations rate in refereed journals per faculty member	**15:1**	Statistical data	By the end of the academic year
17	KPI-P-17	Satisfaction of beneficiaries with the learning resources	4.25/5	Survey	By the end of the academic year

* including KPIs required by NCAAA

I. Specification Approval Data

Council / Committee	CCI Quality and Academic Accreditation Committee	
Reference No.	**01/2021**	
Date	**14/9/2021**	