Ministry of Higher Education
King Fahd University of Petroleum & Minerals

DAMMAM COMMUNITY COLLEGE

UNDERGRADUATE BULLETIN 2019 - 2020

Revised: March 2020

Table of Contents

ABOUT THIS BULLETIN

The Dammam Community College (DCC) Undergraduate Bulletin is an official publication of the college issued by the Office of the Dean.

The current document was prepared during the 20092010 academic year and revised in 2014-2015. The contents were compiled from input received from the academic departments and the administrative offices of the college.

The bulletin provides information about academic programs, a summary of college policies and procedures, and other selected activities and services. A major function of the bulletin is to provide information concerning admission procedures, academic regulations and requirements, student services, academic courses, and a listing of the administrative officers and faculty. It is hoped that the Bulletin will serve as a useful guide for faculty members, students and staff.

ACKNOWLEDGEMENTS

The Dean DCC, acknowledges and appreciates the support provided by all the DCC staff and faculty members actively involved in the preparation of this document. This assignment could not have been accomplished without the cooperation received from the College Registrar, Director Student Affairs, Director English Program, Coordinator Math Program, Coordinator BA Program, Coordinator CIT Program, Student Counselor, and secretaries of the Dean's Office. Special appreciation is reserved for the support provided by the NCAAA committee.

The production of this bulletin in its final form is the work of KFUPM Press.

Dr. Haitham Bahaidarah
Dean, Dammam Community College

FOREWORD

The publication of this Bulletin reveals the extent to which Dammam Community College attempts to respond firstly to the Kingdom's needs in higher education, and secondly to recent trends in international standards in higher education, as well to comply with the requirements of the National Commission for Academic Accreditation & Assessment (NCAAA), the Association to Advance Collegiate Schools of Business (AACSB), the Accreditation Board for Engineering and Technology (ABET), and other international accreditation institutions and professional societies. In fact, the primary objective of this higher education initiative is geared towards attaining the highest international standards, a goal that DCC has voluntarily imposed on itself.

A periodic revision of the Bulletin is also mandated because of the initiatives undertaken by our departments to update the academic programs as a continuous process. By the time this Bulletin is in circulation other changes will have been mandated for inclusion in the next edition, reflecting our dynamism, growth, responsiveness and aspirations.

Any success achieved by Dammam Community College is ultimately derived from its faculty and staff. Therefore, I wish to dedicate this bulletin to our faculty and staff and to the spirit of excellence they bring to every task they attempt, in full confidence that they will dedicate themselves to the quest for excellence in education.

Dr. Haitham Bahaidarah
Dean, Dammam Community College

INTRODUCTION

Dean's Message

It is a pleasure to present the revised edition of the DCC bulletin. It reflects the most up-to-date information about the programs, resources, labs, and facilities of the college.

I am proud to lead this college, which is poised for tremendous growth. Dammam Community College is a relatively young college, founded in September 2003 with only 155 students. Today, eleven years later, DCC enrolls over 800 students in over six associate degrees and diploma programs.

Dammam Community College's objectives are to provide students with the same high-quality educational standards as that of King Fahd University of Petroleum & Minerals (KFUPM), and to play an important role in the economic development of the Kingdom through providing the job market with highly qualified and skilled graduates in the fields of Accounting, Marketing, Computer and Information Technology, Supply Chain Management, Human Resource Management and Safety Technology. Most of the college alumni have taken jobs at different local and international companies, industries and banks in the country or have continued their higher education.

Over the years our strength has been and continues to be the quality of the programs we offer and the individual attention students receive from our dedicated faculty and staff. At DCC, a student will enter a learning environment that is intimate and nurturing, where small class size encourages meaningful dialogue with instructors, and the student is respected for his potential.

So on behalf of the entire college family, I welcome each of you and look forward to hearing about your personal triumphs and contributions as you make your way towards achieving your life's goals.

Aims of the College

Vision

To be a premier college in providing quality educational services and valued training to all stakeholders

Mission

The college is committed to:

- motivating students to attain their highest educational goals and providing them with a firm value-based foundation for lifelong learning and careers;

- providing a broad range of programs and support services designed to meet students' aspirations and community needs; and

- offering education and training according to the demands and requirements of the community, government, and business.

ABOUT THE COLLEGE

Background

Dammam Community College (DCC) officially admitted students on September 01, 2003. It was approved by the Minister of Higher Education and is regulated by the Council of Higher Education. DCC is under the auspices of King Fahd University of Petroleum & Minerals.

HRH Prince Abdullah bin Abdul Aziz Al-Saud, inaugurated DCC on Monday, December 25, 2004 (15 Dhul Al-Qadah 1425H). In attendance were the Ministers of Higher Education, Health and Labor and Social Affairs, the Rector of KFUPM, the Governor of Dammam, H R H Prince Mohammed bin Fahd bin Abdul Aziz Al-Saud, and several distinguished community members.

Objectives

Dammam Community College's objectives are to provide and ensure students the same high quality of educational standards as those of KFUPM, simultaneously coordinating with the demands and requirements of the community, government, social institutions, businesses and industry, while at the same time utilizing the latest technology to enhance students' career opportunities and to promote future prospects.

Location

The college is located in Dammam at a distance of 8 kilometers from Dammam city center. It is situated opposite the Prince Sultan Rehabilitation Center, which is adjacent to King Fahd Park, approximately ten kilometers from Al-Khobar on the Dhahran - Dammam Highway.

Campus Facilities

The core of the campus is a primary building consisting of two levels totaling over 12,000 square meters of available space. It is divided into three blocks: A, B and C. Blocks A and C have classrooms, an auditorium lecture hall (90 seats), computer labs, and some faculty offices.

Block B is the administrative block, and includes offices for Student Affairs, Admissions and Registration, faculty, staff, and the Dean, as well as the library and the bookstore.

The campus also has approximately 3,500 square meters of recreational space behind the main building. The recreational space includes a basketball court, a volleyball court, a tennis court, and a soccer field complete with lighting and bleachers. There is an Olympic-sized swimming pool together with showers and changing facilities. A large covered common area is also located just behind Blocks A and B in front of the soccer field.

The campus includes a Multipurpose Hall for holding examinations, conferences and college events such as graduation ceremonies, gatherings. In addition to the buildings, the college has dedicated parking to fully accommodate faculty, staff, and students.

Registration Office

The Registration Department serves as the official authorized keeper of the college student records. It provides and facilitates the means for data collection and the technology that provides these services. It provides week-by-week services from the start of the semester until the grade submission and issuance of transcripts. It is responsible for developing, maintaining, and implementing college-wide information systems that facilitate all departments in providing and collecting information. The Registration Department follows privacy and confidentiality rules in all its transactions and maintains a high level of service standards in order to provide maximum benefit to students while ensuring efficient and effective workflow.

The Registration Department ensures that the events and deadlines on the academic calendar are followed and conducted as prescribed.

The Registration Department is responsible for the following functions and processes:
- Collecting and maintaining student attendance records
- Creating and implementing class schedules
- Students' course registration
- Conducting and maintaining teachers' evaluation
- Collecting and maintaining student warning records
- Providing stakeholders with academic information (e.g. transcripts)
- Facilitating students' changes of majors and withdrawals from courses
- Processing all student petitions
- Developing reports for both internal and external stakeholders (departments, committees, Dean, Vice Rector, and Ministry of Education)
- Recording and maintaining records of students' grades in courses
- Ensuring the academic calendar dates are strictly followed
- Maintaining the student information system and developing new functionalities
- Managing students' financial transactions (e.g. tuition fee payment)
- Developing and implementing final exam schedules

Student Affairs

From a student's date of entry to the college until his graduation, the Student Affairs Office provides an environment for students to participate in academic and non-academic activities. Student Affairs offers various important services and resources such as admission, student ID cards, student certification letters, final clearance letters, contact with the student guardians/parents, issuance of official and medical excuses, assistance in coordinating lectures and seminars.

One of Student Affairs' major activities is to maintain students' files. These files detail the students' personal and educational background. They contain letters and reports of evaluations from lecturers. Student Affairs also encourages students to participate in extra-curricular activities and coordinates the social, cultural and recreational activities of the college. It is also responsible for greeting visitors and parents. It also handles all queries about student enrollment procedures.

Student Counseling Office (SCO)

The Student Counseling Office at Dammam Community College provides students with the support they need to develop and thrive as they pursue their academic goals. This support may be in relation to any academic, vocational, social, or personal issue.

The SCO helps students to meet their personal and academic challenges through:
- the development of an enhanced awareness of self and others,
- the cultivation of a positive attitude, and
- the development of productive life skills.

The SCO is committed to:
- treating every student equally and with respect,
- listening to students' concerns and responding in an empathetic and appropriate manner,
- offering support, guidance and advice –where appropriate –to help students realize their potential for living meaningful, enjoyable and productive lives, both as individuals and as members of the community, and
- respecting, protecting, and preserving the confidentiality of its clients.

Access to SCO Services

Self-referral
Students may contact the SCO directly to arrange an appointment to discuss any issue they might have.

Referral by Faculty or Staff
If a concerned member of staff or faculty feels that a student could benefit from speaking to the Student Counselor, he may either (1) advise the student to do so, or (2) refer the student to the SCO formally, after informing the student of his intention to do so. The SCO will then contact the student (e.g. by SMS) to arrange an appointment.

In some cases, seeing the Student Counselor may be made a requirement before a student can continue with normal classes.

Internship and Alumni Relationship Office (IARO)

The IARO at DCC has been established to support the mission and vision of the college. It provides innovative initiatives designed to enhance students' careers and facilitate their summer internships.

These initiatives focus on the following: training, sponsorship, CV building, interviewing skills, lectures, and job opportunities.

The IARO contacts and coordinates with business organizations that have the potential to offer suitable training opportunities for students enrolled in the Summer Internship

course. Students are allowed to contact prospective employers and to arrange for their own placement allocations; however, in such cases approval from the IARO is required.

Another responsibility of the IARO is to arrange employment opportunities for graduating students. Before students depart from the college, the office will arrange company interviews and advertise employment opportunities to students during Career Day. Career Day is an event where organizations are invited to the college to promote themselves and to offer employment opportunities to students.

The IARO arranges guest speakers from the business community and organizations to give lectures during the semester to enlighten and broaden students' knowledge of various business topics such as market trends, goals and objectives, the economy and subjects that pertain to their fields of interest or their majors.

The IARO is responsible for conducting workshops for students on résumé preparation and interviewing skills for the job market. These workshops are designed to develop and enhance opportunities for students to gain employment.

The IARO is undertaking an initiative called "Sponsorships". This involves identifying companies who are interested in sponsoring students financially toward completion of their education, and in employing these students upon graduation based on a contractually appointed time. Companies interested in sponsoring a predetermined number of students may request the administration to open or offer a new major toward an Associate Degree or other courses toward obtaining a Certificate.

The office is also in charge of initiating and maintaining effective relations with college alumni, maintaining and updating alumni profiles, preparing agendas and managing correspondence with alumni networks, and creating financial reports for alumni activities and events.

Summer Internship

The summer internship program lasts for eight weeks. It is one of the graduation requirements for students in the college. Students will earn 3 credit hours upon successful completion of the summer internship program.

To be eligible for summer internship, students must complete at least 28 credit hours, and fulfill the requirements of their academic department. In addition, they cannot register for any other course during internship. Students are required to follow the work rules and guidelines as regular employees and submit final reports to their respective departments. Students are also required to give oral presentations detailing their understanding of the internship. The employer should assign supervisors to each student to guide and help him achieve the internship objectives. The employer is also requested to submit an evaluation report and an attendance report for each student.

ACADEMIC REGULATIONS

AND THEIR

IMPLEMENTATION

ACADEMIC REGULATIONS AND THEIR IMPLEMENTATION

Dammam Community College is under the auspices of King Fahd University of Petroleum and Minerals. Therefore, the academic regulations of Dammam Community College strictly follow those of the University. The Undergraduate Study and Examination Regulations and the King Fahd University of Petroleum and Minerals (KFUPM) Rules and their Implementation, issued by the Registration Office, First Edition 1417H/1996, are the basis of Articles (A1) to (A53) and their implementation, provided herewith. The Dean of Admissions and Registration at KFUPM will provide any further assistance in this matter.

Definitions of Terms

Academic Semester:
The academic semester is a term of no fewer than fifteen (15) weeks of instruction, not including the registration and final examination periods.

Summer Session:
The summer session is a period of instruction not exceeding eight (8) weeks (but which may include additional registration and final examination periods). The weekly duration of each course in the summer session is twice that of the regular academic semester.

Academic Level:
The academic level indicates the study level. The levels required for graduation are four or more, in accordance with the specifications of each approved degree program.

Course:
A course is a subject of study within a certain academic level of the approved degree plan in each major. Each course has a number, code, title and a detailed description of its contents which distinguishes it from the other courses. A course file of each course is kept in the Academic Office for follow up, evaluation and updating purposes. Some of the courses may have pre-requisite or co-requisite requirements.

Credit Hour Policy:
The credit hour represents each of the weekly lectures with duration not less than 50 minutes, or a laboratory session or field study with duration not less than 100 minutes.

Academic Probation:
An academic probation is a notification given to a student with a cumulative GPA below the acceptable minimum as explained in these regulations.

Class Work Score:
The class work score is the score which reflects the student's standing during a semester according to his performance in examinations, research and other activities related to a particular course.

Final Examination:
The final examination is an examination of the course's content, given once at the end of every semester.

Final Examination Score:
The final examination score is the score attained by the student in each final examination.

Final Score:
The final score is the total calculation derived from the class work score and the final examination score.

Course Grade:
The course grade is a percentage, or alphabetical letter, assigned to a student, indicating the final grade he received in a course.

Incomplete Grade:
The incomplete grade is a provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade "**IC**"**.**

In-Progress Grade:
The In-Progress grade is a provisional grade assigned to each course which requires more than one semester to complete. The letter grade "**IP**" is assigned in this case.

Semester GPA:
The Semester GPA is the total quality points a student has achieved, divided by the credit hours assigned, for all the courses the student has taken in any semester. The quality points are calculated by multiplying credit hours by the grade earned in each course (see Table 1).

Cumulative GPA:
The Cumulative GPA is the total quality points the student has achieved in all courses he has taken since his enrollment at the college, divided by the total number of credit hours assigned for these courses (see Table 1).

Graduation Ranking:
The Graduation Ranking is the assessment of the student's scholastic achievement during his study at the college.

Definition of Terms Used in the Implementation of the Rules

The Grading System Applicable at DCC:
Table 2 (on page 43) shows the grading system applicable at the college including the points assigned to each grade. The maximum GPA a student may attain is 4.00.

Major GPA:
The Major GPA is calculated on the basis of all the letter grades assigned in the courses taken in the student's major department, in addition to the other accredited courses. The Major GPA is determined by the final grade assigned in each course.

Credit Hours for the Laboratory or Field Sessions:
The duration of laboratory sessions or field study usually ranges between 150 and 200 minutes, but is not less than 100 minutes for any program.

Promotion Exams:
These are examinations held at the college for outstanding students at the beginning of the first or second semester of their preparatory year, which may result in exemption from preparatory year courses.

Summer Internship:
Students must serve an eight-week summer internship in their major field. This internship must be completed before the end of the last semester at the college.

College Committees

Academic Standing Committee:
This is a consultative committee set up by the Dean of the College to study applications for transfer, re-admission petitions, suspensions, and dismissals, and to reach the appropriate recommendations, in accordance with the regulations.

Student Affairs Committee:
This committee is concerned with all disciplinary issues, student extracurricular activities, recognition of student achievements, and student clubs.

Quality Assurance Committee:
This committee is responsible for assessing and assuring all quality-related issues.

Faculty, Staff and Community Affairs Committee:
This committee discusses all the academic issues related to faculty.

Academic Affairs Committee:
This committee reviews all the academic issues related to college programs. New programs are discussed and forwarded for approval through this committee.

Accreditation and Assessment Committee:
This committee is responsible to develop and monitor an accreditation and assessment plan for academic programs at the college.

ADMISSION OF NEW STUDENTS

The College Dean and the Student Affairs Office of the college prepare a draft recommendation to H.E. the Rector of the University regarding the number of students to be admitted into the college during the following academic year.

The college offers students their own choice regarding majors, subject to certain academic requirements.

Admission Requirements

An applicant for admission to the college must satisfy the following conditions:
    a. He should have a secondary school certificate, or its equivalent, from inside or outside the Kingdom of Saudi Arabia.
    b. He should have obtained the secondary school certificate in a period of less than 5 years prior to the date of application. However, the College Council may waive this condition if the applicant has a satisfactory explanation.
    c. He must have a record of good conduct.
    d. He must successfully pass any examination (e.g. Qudrat and Tahseeli) or personal interviews as determined by the college.
    e. He must obtain the approval of his employer if he is an employee of any government or private agency.
    f. He must satisfy any other condition the college may deem necessary at the time of application.

THE PREPARATORY YEAR PROGRAM

All newly admitted students are required to complete the Preparatory Year Program before starting their undergraduate study. Students may be exempted from part of, or the entire, program if successful in one or both promotion examinations.

Most admitted students join the Preparatory Year Program, which aims at preparing students for undergraduate study, in particular in achieving the following goals:

    a. improving the proficiency of students in English prior to undertaking their undergraduate studies.
    b. developing and improving the students' knowledge of mathematical and analytical techniques through the medium of English.
    c. introducing students to new subject areas and techniques, thus improving their mental and manual skills.
    d. familiarizing students with the various majors available at the college.
    e. improving students' physical health and stamina through a Physical Education program.
    f. familiarizing students with the requirements of undergraduate study, including study skills and discipline in all its forms.

The duration of the Preparatory Year Program is one year, divided into two regular semesters and a summer session, if necessary. The Preparatory Year Program represents the first and second academic levels of all the undergraduate programs.

The following courses are offered during each of the two semesters:

1. English
2. Mathematics
3. Physical Education
4. Other courses as the college deems necessary

The grades earned by a student in the Preparatory Year Program are recorded in his transcript together with the semester GPA and his cumulative GPA. However, these grades are not considered in the calculation of the cumulative GPA for the undergraduate program. The academic status assigned to the student at the end of his last regular semester in the Preparatory Year Program continues through his third academic level (i.e., first semester of the freshman year).

A student may be exempted from the Preparatory Year Program if he proves his proficiency in English and mathematics in promotion examinations or by credentials he has submitted.

If a student passes only the English part of the promotion examination, he will be partially promoted to the next academic level, but is required to fulfill any remaining Preparatory Year Program requirements during the same year.

Final Evaluation of the Preparatory Year Students

Student performance will be evaluated at the end of the Preparatory Year Program to determine who has fulfilled the College Preparatory Year Program requirements. The performance of a student in all courses he has taken will be considered, in addition to the results of all the examinations taken at the end of the program. Levels of evaluation are classified below.

The promotion of a student to the third academic level, on completion of all Preparatory Year Program requirements, takes place at the beginning of the semester immediately following his completing these requirements. A student may select any of the majors offered by the college, provided he satisfies the entrance criteria for that major.

Dismissal from the Preparatory Year Program

A student will be dismissed from the Preparatory Year Program if either:

a. he earns the grade F or DN or WF twice consecutively in the same English or mathematics Preparatory Year Program course, or,
b. he fails to complete all the Preparatory Year Program courses within a maximum of three regular semesters, as opposed to the two semesters normally required for completing the Preparatory Year Program.

ACADEMIC REGULATIONS

Undergraduate study at DCC follows the academic levels system, which comprises a minimum of four academic levels. The duration of each academic level equals one regular semester, where the student gradually progresses from one academic level to another in accordance with the approved promotion rules.

Students are responsible for knowing and following the academic rules and regulations, including the requirements for graduation. Academic advisors assist students in planning their academic programs, but their academic advising activities do not relieve students of this responsibility. Therefore, every student should be thoroughly familiar with all the academic regulations and the degree conferral system and remain informed about them throughout his career at the college. A student may seek the assistance of his academic advisor or the department chairman in this respect. The college assigns an academic advisor to each student to assist him in matters relating to his academic progress such as:

a. selecting a degree program consistent with the student's objectives and ability;
b. interpreting and understanding the academic regulations;
c. informing the student of the sequence of required and elective courses in his degree program and suggesting electives;
d. monitoring the student's progress and performance;
e. assisting in pre-registration and other registration activities; and
f. assisting in course substitution, if necessary.

The academic advisor is a faculty member in an academic department of the college in which the student is enrolled. The advisors of the Preparatory Year Program students are the coordinators of either English or Mathematics, or anyone authorized to act on their behalf. Currently, students' first semester Math Teacher is assigned as advisor through the Prep Year Program.

Registration Procedures

Pre-registration

Around the middle of the first (fall) semester, pre-registration is held in each academic department for the courses to be taken by students during the second (spring) semester; and in the middle of the second semester of each year, students pre-register for both the coming summer session and the first semester of the following academic year.

Pre-registration is required by all enrolled students who intend to continue their studies at the college during the following terms. Students pre-registered for a particular semester are also required to register formally on the scheduled registration day for that semester. A student is only allowed to change his pre-registration with the approval of his academic advisor.

Formal Registration

Formal registration is held at the beginning of each semester or summer session as indicated in the academic calendar. Each student must log into the DCC Registration system and confirm his schedule.

Late Registration

Students who have not completed the formal registration process on the fixed date may register late during the period specified in the academic calendar.

Adding and Dropping Courses

A student may change his registration by adding or dropping some courses with the approval of his academic advisor. He may also add other courses during the first four class days of a regular semester (two class days in a summer session). A student may drop courses during the first two weeks of classes in a regular semester (the first week of classes in a summer session). Courses so dropped will not appear on the student's transcript. The approval of the academic advisor must be obtained in both the addition of and the dropping of courses. Additional conditions apply as detailed below.

Dropping Courses

The course load must remain at or above the minimum permitted limit (see the Academic Level System). If the course to be dropped is a co-requisite for another registered course, then both courses should be dropped simultaneously.

Adding Courses

The course load should not exceed the maximum permitted limit (see the Academic Level System).

The courses added should not result in a conflict in the student's schedule.
It should be possible to register in one of the sections of the requested course.

Changing Section Assignments for Prep Year

The original section assignments, as well as any later changes in assignments, take into consideration both the student's new schedule and the equitable distribution of students among all lectures and laboratory sections. A student applying for a section change should:
  a. select a section that meets at times which do not conflict with his current schedule;
  b. complete the section change form and obtain the approval of the Registrar;
  c. submit the form to the Registration office and check his schedule online to make sure the changes have been implemented. The student may only proceed with the new section once the schedule changes are reflected online.

The Registration Office will implement the section change if the maximum enrollment in the requested section has not been reached. Section change requests will only be considered during the period determined by the Registration Office.

Auditing a Course

A student can change the status of a course for which he has already registered, from regular to audit, with the agreement of the course instructor and subsequent approval of the program coordinator and the academic advisor. However, while making a request to audit a course, the student must bear in mind that:

 a. he can audit a course only if he is expecting to graduate in the current semester.
 b. he cannot audit a course that he needs in order to graduate.
 c. the "audit" status for a course cannot be changed to "credit" status.
 d. once a course has been audited, it cannot be repeated for credit in subsequent semesters;
 e. the deadline for receiving audit requests by the Registration Office is the last day for dropping course(s) with the grade of W in the respective term as indicated in the academic calendar.

Course Substitution in the Degree Plan

A student qualifies for graduation when he meets the requirements of the degree program in effect at the time he commences his studies. If certain courses are discontinued during a student's course of studies in a particular degree program, or changes are made to the contents of a course, or a new curriculum is adopted that does not include certain courses required by the student, alternative courses will be substituted which are consistent in level, subject area and credit hours with those of the program for which substitutions are required. The final decision regarding substitution of courses lies with the Dean of DCC. All substitutions in a student's degree plan must be forwarded to the Registration Office.

Repeating a Course

A student who obtains a failing grade in a required course must repeat that course. Additionally, a student who wishes to improve his academic standing may repeat a course for which he previously obtained a D or D+ grade. The last grade will reflect the student's performance in such a course. Should a student repeat a required course in which he had earned a D grade, and fail, he must repeat the whole course. All of a student's grades are included in the GPA calculation in his transcript.

Assignment of Academic Status

A student's academic status will be determined at the end of each semester and will appear on his transcript showing his achievements throughout his undergraduate study. However, the summer session has no effect on academic status. A student's academic status may be one of the following:

Good Standing

This status is assigned to all students at the beginning of their courses of study. Students are expected to maintain this standing until their graduation. This involves a minimum GPA of 2.00 out of 4.00 in both a student's cumulative and semester GPA.

Academic Warning

A student will be given this status after the final grades have been processed at the end of each regular semester if either:
    a. his cumulative GPA is less than 2.00 but more than 1.00 out of 4.00.
    b. his semester GPA is less than 2.00 out of 4.00.

Academic Probation

A student will be given this status after the final grades have been processed at the end of a regular semester, if his cumulative GPA is less than 1.00 out of 4.00.

Discontinued

A student can receive discontinued status for at least one regular semester in either of the following two cases:

    a. the student was previously on academic warning or probation in a regular semester and in the next term achieved a semester GPA of less than 1.50 out of 4.00.
    b. the student has received three consecutive academic warnings. The Dean of DCC may however give the student an opportunity to continue his studies following the recommendation of the Academic Standing Committee.

Ending of Academic Warning or Probation Status

The status of academic warning can be revoked after the lapse of one regular semester from the date of the warning if the student achieves a semester and cumulative GPA of 2.00 or above at the end of that semester. A student who has been discontinued may apply for re-admission within a period of not less than one month from the beginning of the next semester for first semester and not less than two weeks for second semester. The Admission and the Academic Standing Committee, in coordination with the student's major department, considers applications for re-admission of the student at the end of his discontinuation period. This period is not included in the period required to finish a degree program.

Enrollment in Summer Internship

Most major students are required to spend a summer internship period of 8 weeks in their major field. These students should complete the summer internship period before the end of their last semester at the college. In order to qualify for this program, a student should:

    a. have completed not less than 28 credit hours of his degree plan.
    b. have completed all the required courses as identified by his degree plan.
    c. have a major GPA of 2.00 or above (out of 4.00).
    d. not have been discontinued.

Enrollment of KFUPM and DCC Employees

KFUPM and DCC employees may be admitted and registered for an undergraduate program on a part-time basis in accordance with the procedures approved by the Dean of the College.

The Academic Levels System

The Academic Levels System divides the academic year into two regular semesters. There may also be a summer session of half a regular semester's duration. The degree requirements are divided into various levels in accordance with the degree plan approved by the Academic Affairs Committee.

The College Council sets up the detailed regulations which govern promotion from one academic level to another, bearing in mind the following considerations:

a. The courses of each major are spread over the academic levels. A number of credit hours are assigned for each level, as required by the approved degree plan.

b. Students who have not failed in the course of their studies are successively promoted from lower to higher academic levels, according to their approved degree plan.

c. Students who have failed some courses are registered in courses with the minimum allowed semester course load, bearing in mind that:

- there should be no conflict in their study schedule.
- they should satisfy all prerequisite requirements.
- they will not be allowed to take more courses from the next academic level other than the number required to complete their minimum course load.

Course Load

A course load is defined as the number of credit hours for which a student is registered in a regular semester or a summer session. The course load varies from one major to another and is determined as follows:

(a) *The Minimum and Maximum Course Load Limit in a Regular Semester*

The minimum course load limit is 12 credit hours during a regular semester, provided that the total number of credit hours registered by a student in any two consecutive semesters is not less than 28. This condition is relaxed in the last semester before graduation. The maximum course load is 19 credit hours.

However, a student is permitted to register for 21 credit hours with the approval of the program coordinator, if the student has maintained a minimum cumulative GPA of 3.00 out of 4.00 in all work undertaken during the preceding terms in which he earned his last 28 credit hours.

(b) *Minimum and Maximum Course Load in a Summer Session*
The minimum course load in a summer session is 1 credit hour and the maximum is 8 credit hours.

(c) *Minimum and Maximum Course Load for a Student on Academic Warning or Probation*
The minimum course load in such cases is 12 credit hours; the maximum is 13 credit hours in each regular semester and 7 credit hours in a summer session.

(d) *Minimum and Maximum Course Load for a Student in his Last Term before Graduation*
The minimum course load at this level is 1 credit hour and the maximum is 20 credit hours during a regular semester and 9 in the summer session, provided the student's cumulative GPA of all work undertaken during the preceding terms in which he earned his last 28 credit hours is not less than 2.00 out of 4.00.

Associate Degree Plan

The courses of each degree are spread over 4 academic levels. The required courses, as well as electives and the number of credit hours that a student needs to successfully complete in order to receive a degree in his major field, are clearly specified for each academic level. This distribution of courses and credit hours is called "the Degree Plan." All degree plans are approved by the Academic Affairs Committee. The academic departments regularly review and update degree plans in order to provide students with continuously updated programs.

The following rules apply to the degree plans:

a. A student's degree plan is referred to by a specific code number and comes into effect from the first semester of his commencement of undergraduate study.
b. The academic program coordinators provide a list of elective courses to the Academic Affairs Committee for approval. The approved list is forwarded to the Registration Office.

In special circumstances, some students may change from one degree plan to another, provided this does not affect their graduation requirements.

In introducing any changes to a degree plan, it is anticipated that some courses may not be offered, or be discontinued, or new courses may be included in the degree plan. Therefore, out-of-phase students should complete their graduation requirements in accordance with the time schedule of their original degree plan. If the new degree plan requires studying a course that has been canceled, and consequently it becomes impossible to register for such a course, the course could be substituted by an alternative course, consistent in level, subject area, and credit hours, with the approval of the academic advisor, program coordinator and the College Academic Coordinator. The Registration Office should be informed about the approval of this substitution.

A re-admitted student will be subject to the degree plan assigned to him during his last semester at the college before receiving discontinued status. However, if this plan has been canceled, he will be placed in the most recent plan in his major.

Students are required to study within the framework of their approved degree plan and once they fulfill all the requirements they are nominated for graduation.

Student Transcript of Academic Record

At the end of each academic term, the student is provided with a copy of his academic record within the Online Registration System. No additional copy of the transcript is issued or sent to any outside agency without a written request by the student. No partial records are issued. The transcript must comprise the complete academic record of the student from the date of admission to the issue date.

The accuracy of a student record is of the utmost importance and errors or suspected errors should be brought to the immediate attention of the Registration Office.

Attendance and Withdrawal from Study

1. A regular student should attend all classes and laboratory sessions. A student may be discontinued from a course and denied entrance to the final examination if his attendance is less than the limit determined by the college. This limit cannot be less than 75% of classes and lab sessions assigned to each course during the semester. A student who is denied entrance to the examination due to excessive absences will be considered as having failed that course.

   Implementation Rules

   a. A regular student will not be allowed to continue in a course or take the final examination and will be given a DN grade if his unexcused absences are more than 20% of the lecture and laboratory sessions scheduled for the course.
   b. A regular student will not be allowed to continue in a course or to enter the final examination if his attendance is less than 66.7% of the lecture and lab sessions scheduled for the course.
   c. The above rules apply to both excused and unexcused absences. The student will be given a W grade in that course provided his unexcused absences do not exceed 20% of the scheduled lecture and laboratory sessions. If the unexcused absences exceed 20%, the provisions of the previous paragraph will apply.

2. The Dean may exempt a student from the provisions of attendance and allow him to attend the final examination if he provides an acceptable excuse. For such an exemption the minimum attendance requirement is not less than 50% of the lecture and laboratory sessions scheduled for the course. (A10)

3. A student who fails to attend the final examination will be given zero in that examination. In such a case, his course grade will be calculated on the basis of the class work score he earned in the course (A11).

4. If a student fails to attend the final examination of any of his scheduled courses due

to circumstances beyond his control, the Dean, in exceptional cases, may accept the excuse and arrange a make-up examination for the student within a period not exceeding the end of the next semester. In such cases, the course grade will be given to the student after the make-up examination (A12).

Implementation Rules

a. The student must furnish the excuse to his instructor and request a make-up examination before the end of the next regular semester.

b. The course instructor submits his report to the program coordinator for presentation to the academic coordinator and, then, the Dean. The Dean of the college informs the student of the final decision, i.e., as to whether his petition has been accepted or rejected. If the petition is accepted, the student will be informed of the date of the make-up examination.

c. Under exceptionally pressing circumstances, the Dean may accept the student's excuse and give him a make-up examination before the end of the next semester. The final grade will be given to the student after that make-up examination.

5. A student may be allowed to withdraw from the college for a semester and not be considered as having failed if he furnishes an acceptable excuse to the authorized body as determined by the Dean, at least five weeks before the commencement of the final examinations) (A13).

Implementation Rules

a. The Registration Office analyses all applications for withdrawal for one semester, and submits its recommendations to the Dean, DCC.

b. If a student has received any course grades before submitting an application to withdraw for a semester, all such grades are retained in his academic record and he will be given a W grade in the remaining courses.

c. A student may submit an application to discontinue study in a particular semester and withdraw from all courses during the stipulated period (after the 10th week and before end of the 14th week) provided he has an acceptable excuse and his grade in each course is determined as "Withdrawn with Pass" or "Withdrawn with Fail" according to his performance. The grade will be assigned by the instructor, with the approval of the program coordinator, in light of the student's performance before his application to discontinue his studies.

6. A student may submit an application for suspension of enrollment, for reasons acceptable to the Academic Standing Committee, provided the suspension period does not exceed two consecutive semesters, or a maximum of three non-consecutive semesters, during his entire course of study at the college. Otherwise his enrollment status will be cancelled. However, the Academic Standing Committee may, at its discretion, make exceptions to this rule (A14).

7. If a student interrupts his studies for one semester without submitting an application for suspension of enrollment, his enrollment status at the college will be cancelled. The Academic Standing Committee, however, may at its discretion, cancels a student's enrollment status if he discontinues his studies for a period of less than one semester (A15).

8. A student is not considered to have interrupted his studies during the terms he spends as a visiting student in other colleges/universities (A16).

Re-enrollment

A student whose enrollment status has been cancelled may apply for re-enrollment with the same college ID number and academic record he had before his suspension), provided that:

1. he applies for re-enrollment within four regular semesters from the date of cancellation of his enrollment status;
2. five or more semesters have lapsed since cancellation of his enrollment, in which case the student can apply to the college for admission as a new student without considering his old academic record, if he fulfills all the admission requirements for new students;
3. he has not been re-enrolled previously;
4. he was not on probation prior to the cancellation of his enrollment.

Implementation Rules

a. A suspended student should submit his re-enrollment application to Student Affairs at least one month before the beginning of the semester and two weeks before the second semester in which he intends to resume study.
b. The Student Affairs Office coordinates with the Academic Standing Committee in order to arrive at a decision regarding the application.
c. A student who interrupts his studies for more than five semesters may apply for admission as a new student if he fulfills all admission requirements for new students. The student will be assigned a new student ID number and no credits will be transferred from his previous record, though such credits will appear in his new academic record.
d. Re-enrollment does not apply to dismissed students.

A student who has been dismissed from the college for academic or disciplinary reasons - or from other colleges/universities for disciplinary reasons - will not be re-enrolled at the college. If it becomes known later that a student has been dismissed for such reasons, his enrollment will automatically be considered null and void as of the re-enrollment date.

Graduation

A student graduates after successfully completing the graduation requirements according to the degree plan, provided his cumulative GPA is not less than "Pass." Following the recommendation of the Academic Coordinator, the Dean may require the student to take certain additional courses to improve his cumulative GPA if he passed the required courses, but with a low GPA.

Implementation Rules

a. The student is required to pursue his major degree plan and complete all requirements before graduation.
b. The Registration Office will provide the relevant departments with copies of the academic records of all candidates for graduation. The Registration Office will review these records to ensure that the students have satisfied all graduation requirements.

c. A student must attain both cumulative and major GPAs of 2.00 or above (out of 4.00) to graduate.

d. If the cumulative GPA is lower than the required limit, it may be re-calculated at the student's request, provided he has successfully completed all the courses required for obtaining the degree. This will be based upon the recommendation of the Academic Coordinator in coordination with the Registration Office and the approval of the Dean. However, at the time of graduation, the student's cumulative GPA should not be more than 2.00 (out of 4.00) after recalculation.

Cumulative GPA Re-Calculation Rules

1. To exclude any previous grade of a course studied by a student, the student must have successfully repeated the course and obtained a grade of D or higher.
2. The grades F, DN, WF, D, and D+ may be excluded by subtracting the number of credit hours of a certain course from the total credit hours used in calculating the student's cumulative GPA, and subtracting the quality points assigned to these credit hours from the total quality points used for calculating the student's cumulative GPA.
3. The total credit hours of the courses to be excluded from the cumulative GPA re-calculation should not exceed 12.
4. The academic record must include all the grades of the courses taken by the student, showing the grades earned on each occasion. A special mark should be introduced to identify the courses which have been excluded from the cumulative GPA calculation. The academic record should show the re-calculated cumulative GPA.
5. No change is to be introduced to the academic record after the graduation document is issued.
6. The rules of re-calculation of the cumulative GPA will be applied to courses the student has repeated at the college.
7. Under no circumstances will the re-calculation of the cumulative GPA raise the GPA above 2.00, which is the minimum required to satisfy graduation requirements.
8. To obtain any degree from the college, the student must have studied a minimum of 36 credit hours, at the college, including at least 18 credit hours in his major field.
9. The Registration Office thoroughly reviews all student records to ensure that all graduation requirements are satisfied.
10. The Registration Office submits a draft recommendation to the College Council listing the students nominated for graduation at the end of each semester.
11. The Registration Office submits a draft recommendation to the College Council listing the students who have satisfied all graduation requirements and have actually graduated.
12. A graduating student is obliged to obtain a clearance form from Student Affairs and have it signed by the following departments: the Bookstore, Security, Registration Office, Accounting, and any other departments as determined by Student Affairs.
13. The Registration Office prepares and releases the official graduation certificates and degrees and maintains copies of these documents.

Dismissal

Dismissal from the college will occur in the following circumstances

1. A student will be dismissed if he obtains a maximum of three consecutive academic probations as the result of his cumulative GPA being less than 1.00 out of 4.00. Following the recommendation of the Academic Standing Committee, the Dean may allow the student a fourth opportunity to improve his cumulative GPA by taking additional courses.

2. A college student will be dismissed if he fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for his graduation in the original program period. The Academic Standing Committee, however, may exempt the student from this restriction and give him the opportunity to complete the graduation requirements within an additional period of maximum duration equal to that of the original program.

   Implementation Rules
   a. A student is dismissed if he receives three consecutive academic probations.
   b. Following the recommendation of the Academic Standing Committee, the Dean may allow a student a fourth opportunity to improve his cumulative GPA.
   c. A student is dismissed if he fails to complete the graduation requirements within an additional period equal to one half of the original program's duration.
   d. In exceptional cases, the Dean may allow a student to complete the graduation requirements within an additional period of a maximum duration equal to that of the original program.
   e. The Registration Office informs the student of his dismissal and cancels his enrollment.
   f. A dismissed student is obliged to obtain a clearance form from Student Affairs and have it signed by all the relevant departments as detailed previously among requirements for graduation.

Examinations and Grades

1. On the basis of the recommendation of the relevant program offering the course, the Academic Coordinator verifies the class work score as being not less than 30% of the course final grade

2. On the basis of the recommendation of the program concerned, the Academic Coordinator may approve the inclusion of practical or oral tests in the final examination of any course. The scores to be assigned to such tests will be considered as part of the final examination scores (A23).

3. Upon the instructor's recommendation, the program (which offers the course) may allow the student to complete the requirements of any course during the next term. In such an event, the grade IC will be recorded for the student in his academic record. IC grades are not included in the calculation of the semester and cumulative GPAs until the student obtains his final grade in the course by completing all the requirements. If no change has been made in the IC grade after the lapse of one semester, the IC status will be changed to an F grade which will be included in the calculation of semester and cumulative GPAs.

Implementation Rules

a. The course instructor may allow the student to complete the course requirements during the following term if there are exceptional circumstances which are beyond the student's control.

b. The course instructor recommends assigning an IC grade after identifying the work and the time required to complete the course requirements.

c. The course instructor should submit a report to the program coordinator indicating the reasons and justifications for assigning the IC grade, and indicating the work and time required to complete the course.

d. Based on the instructor's recommendations, the program coordinator may allow the student to complete the course requirements during the following semester.

e. The student must complete the course requirements by the end of the next regular semester. However, exceptions may be made in the following cases:
   - Students registered in the coop program may, with the approval of the program coordinator, delay completion of the course for an additional regular semester.
   - Students with an IC grade before registering for the coop program may be allowed to complete incomplete courses within a maximum period of one regular semester after completion of the coop program.

f. When the student completes the course requirements within the specified period, the course instructor changes the student grade from IC to the new earned grade. This takes place within a maximum period of one semester after the end of the term during which the student earned the IC grade. The instructor also informs the Registration Office of the grade change.

g. The Registration Office changes the grade to F and informs the student and program coordinator accordingly, if the grade has not been changed by the instructor within the specified period.

h. If the student has registered for a course in the term following the semester in which he previously earned an IC grade and the said grade has not been changed, then the previous grade will be changed to F by the Registration Office.

i. If a student has an IC grade, this results in the suspension of the student's academic standing during that semester. This also includes the suspension of distinction (honor) status.

j. No student is allowed to register for a course in which he earned a grade of IC in the course prerequisite.

4. The class work score is evaluated either by oral and practical examinations, research, other class activities, or some or part of all the aforementioned, and at least one written examination; or by at least two written examinations.

5. Courses involving symposia, research, or field work, or courses of a practical nature, may be excluded from some or all the rules of 1, 2, and 4 following a decision by the Academic Coordinator and the recommendation of the department teaching the course. The Academic Coordinator identifies alternative ways to evaluate the student's achievement in such courses (A26).

6. If any course of a research nature requires more than one semester for its completion, the student will be assigned an IP grade, and after the completion of the course, the student will be given the grade he has earned. However, if he fails to

complete the course on time, the department teaching the course may approve the assignation of an IC grade for this course in his record (A27).

7. The grades a student earns in each course are calculated as follows (A28):

Percentage	Grade	Grade Code	GPA (Out of 4.00)
95 – 100	Exceptional	A+	4.00
90 – less than 95	Excellent	A	3.75
85 – less than 90	Superior	B+	3.50
80 – less than 85	Very Good	B	3.00
75 – less than 80	Above Average	C+	2.50
70 – less than 75	Good	C	2.00
65 – less than 70	High Pass	D+	1.50
60 – less than 65	Pass	D	1.00
Less than 60	Fail	F	0.00

Implementation Rules

a. The student's final course grade will be one of the above nine levels and his grades will be calculated in accordance with this table. The course instructor may consider both the grade average and the standard deviation in determining the end-of-course grade which reflects the student's achievement in the course. The Registration Office will be informed of the student's final grades via the forms prepared for this purpose.

b. The grade AU will be assigned to students who attend a course as auditors without being given any grades, regardless of their performance in the course. The effect of this assignment on the student's cumulative or semester grade is the same as the grade "no grade pass" or NP. The instructor informs the Registration Office in the event of such a student being absent for more than one third of the classes, in which case the course will be eliminated from his record.

c. The grades NP or F are assigned for courses offered on the basis of pass or fail, such as thesis and summer internship.

d. The grade WP may be given to a student who officially withdraws from all courses after the permitted withdrawal deadline. Such a grade will be given upon the instructor's confirmation that the student's performance was satisfactory and that his unexcused absences were less than 20% of the lecture and laboratory sessions scheduled for the course at the time of withdrawal. This grade does not affect the student's cumulative GPA.

e. The grade WF is assigned to a student who officially withdraws from all courses after the permitted withdrawal deadline, if his performance was unsatisfactory. A student who obtains such a grade is considered as having failed this course.

8. Based on the cumulative Grade Point Average achieved by a graduating student, his graduation rank is assigned to one of the following levels (A29).

	Level	Range of Cumulative GPA
1.	Excellent	3.50 – 4.00
2.	Very Good	2.75 – less than 3.50
3.	Good	1.75 – less than 2.75
4.	Pass	1.00 – less than 1.75

9. First-honors will be granted to graduating students who achieve a cumulative GPA of 3.75 - 4.00 (out of 4.00). Second-honors will be granted to graduating students who achieve a cumulative GPA of 3.25 - less than 3.75 (out of 4.00) (A30).

Distinction	Requirements	
	Semester GPA	Quality Points
First Distinction	3.75 – 4.00	60 or above
Second Distinction	3.50 – 3.74	56 or above
Third Distinction	3.00 – 3.49	48 or above

In order to be eligible for first or second-honors the student:

- must not have failed in any course at the college/university he is currently attending, or any other college/university;
- must have completed all graduation requirements within a period of duration ranging between the maximum and minimum limits for completing the program of study in a college;
- must have completed 60% or more of the graduation requirements at the college/ university from which he graduates.

Implementation Rules

    a. Third-honors will be granted, at the time of graduation, to students who achieve a cumulative GPA of more than 3.00 (out of 4.00), and the conditions for offering first and second-honors do not apply. However, they must fulfill the terms of the above paragraph (b) and paragraph (c).

    b. At the end of each semester, the Registration Office records the names of distinguished students on the college distinction list, on the basis of their semester GPA and the quality points earned in this semester.

    c. A student earns the rank of 'Excellent' for an academic year if he achieves one of the distinction ranks in both the first and second semesters of that year.

    d. A student receives one half of his distinction reward remuneration in the semester in which he achieves any of the above distinction ranks.

Final Examination Procedures

1. The Academic Coordinator may set up a committee to coordinate with the departments in organizing the activities related to the final examination. This committee's charges should include reviewing of mark sheets and submitting them to the relevant committee within three days from the examination date of the course (A31).

   Implementation Rules
   All final grades must be submitted to the Registration Office by the deadline specified in the academic calendar.

2. The Academic Coordinator applies the principle of strict confidentiality in the final examinations procedures (A32).

   Implementation Rules
   Course instructors should prepare examinations in strict secrecy and confidentiality. The instructor alone is responsible for having the exams printed and for their storage after printing.

3. A course instructor prepares the examination questions. However, if the need arises, the Academic Coordinator may assign another teacher to do the same, based on the recommendation of the program coordinator (A33).

4. A course instructor grades the final examination papers and if necessary the program coordinator may assign one or more additional instructors to participate in the grading process. The Academic Coordinator may also assign the grading process to another instructor when the need arises (A34).

   Implementation Rules
   In the case of common examinations for a multi-section course, the grading of the examination may be assigned to course instructors regardless of which sections they teach.

5. The instructor who corrects the final exam, and records the marks obtained by students on the designated grade list, signs his name on the grade sheet and has it countersigned by the program coordinator (A35).

   Implementation Rules
   a. A course instructor enters the students' grades on the forms prepared by the Registration Office for this purpose and signs them.
   b. The course instructor submits the student grade forms to the program coordinator for his approval.
   c. The course instructor must himself submit these forms to the Registration Office by the deadline fixed.
   d. No grade shall be reviewed or changed after the submission of the grade sheets to the Registration Office without a written request from the course instructor elaborating and explaining the occurrence of the mistake(s). Such requests must be endorsed by the program coordinator, the Academic Coordinator and the Dean of the College. The Registration Office should be informed of these changes no later than the beginning of the final examination period of the next term. The corrected grade will appear in the student's record.

6. No student is to be given more than two examinations in one day. The Academic Coordinator may allow for exceptions to this rule (A36).

   Implementation Rules

   a. The Registration Office schedules the final examinations in such a way that no student is given more than two exams on the same day.
   b. Every semester the Registration Office prepares the schedule of the final examinations listing the date, time and location of examinations. The following considerations are involved:

   - The final examinations schedule must be maintained free from conflicts.
   - The classrooms and auditoria in which the examinations will be held are reserved.
   - The departments and students are informed by an announcement of the schedule of final examinations at least one week before the commencement of the final examinations period as specified in the college's academic calendar.

   c. All course instructors and students should abide by the examination schedule prepared by the Registration Office.
   d. In the event of a conflict in a student's final exams, the course instructors should provide make-up examinations for such courses with the approval of the Registration Office and the program coordinator concerned. The makeup exam is to be given during the final examination period.
   e. The schedule of a final examination of a certain course may be changed for justifiable reasons upon the recommendation of the course instructor and the program coordinator. The Registration Office decides on such cases. The recommended new date and time of the final exam of this course must fall within the final examination period.
   f. An instructor of a course which does not require final examinations, as per its approved description, may give alternative examinations or homework assignments for the students instead of the final examination.

7. No student will be allowed to sit for a final examination after the lapse of 30 minutes from the beginning of the examination. Also, no student will be allowed to leave the examination venue less than 30 minutes after the beginning of the examination (A37).

8. Cheating, or attempting to cheat, or violating instructions and examination regulations shall render the offender subject to punishment in accordance with the Student Disciplinary Rules, as issued by the Student Affairs Committee (A38).

   Implementation Rules
   a. Cheating is an act of dishonesty and faculty members and students must maintain trust and honesty to ensure and protect the integrity of grades.
   b. All academic work or requirements assigned to a student must be carried out by him without any unauthorized aid of any kind.
   c. Instructors must exercise due professional care in the supervision and verification of academic work so that honest effort on the part of the students will be positively encouraged.

d. If any instance of dishonesty by a student, in homework assignments or any other requirements of the course, is discovered by an instructor, it is his responsibility to take appropriate action. Based on his judgment of each particular case, he should, for instance, give a zero grade for that particular assignment or homework. The instructor will notify the program coordinator about the incident in writing who, in turn, will submit the case to the attention of the Academic Coordinator. After deliberating the case, the Dean may approve the instructor's decision(s), or else if further action is required, refer it to the Student Affairs Committee for review, which will submit its recommendation to the Dean of the College. A student has the right to appeal to Student Affairs within one week of notification of a disciplinary decision.

e. A course instructor or a supervisor of a course examination who discovers that a student is cheating or attempting to cheat in any of the written examinations must give the student a zero grade in that examination. He should also submit a report containing his recommendation to the program coordinator offering the course. Based on his judgment of each particular case, the course instructor may additionally choose to take further action such as to give the student an 'F' grade in that course. The program coordinator should submit his report on the case to the Academic Coordinator. After deliberating the case, the Dean may approve the instructor's decision(s), or else if further action is required refer the case to the Student Affairs Committee for review. That committee would then submit its recommendation to the Dean for appropriate action based on the Student Disciplinary Rules.

9. If the need arises, the program which offers the course may agree to the re-grading of examination papers within a period not exceeding the beginning of the next term's examinations (A39).

Implementation Rules

A student who feels strongly that he has received a grade that is demonstrably inaccurate, or that the grading was unfair, must promptly discuss the matter with the instructor of the course. If the student and his instructor are unable to arrive at a mutually agreeable solution, the student may forward an official appeal to the course's program coordinator, no later than the end of the fourth week of the next semester. The program coordinator will investigate whether the appeal is justified by reviewing the instructor's evaluation of the student based on the student's class work and final examination scores. The program coordinator will then take appropriate action, if he deems it necessary, by submitting the student's appeal to the Academic Coordinator.

10. Following the recommendation of the relevant department, the Academic Coordinator determines the duration of the final written examinations which, in any case, should not be less than one hour and not more than three hours' duration (A40).

11. Consistent with the provisions of Final Examination Procedures of this document, the Academic Coordinator establishes the regulations that govern the final examination procedures (A41).

Transfer

Transfer from outside the college

1. The transfer of a student from outside the college may be accepted under the following conditions (A42).

    a. The student should be enrolled at a recognized college/university.
    b. The student must not have been dismissed from that college/university for disciplinary reasons.
    c. The student must satisfy the transfer provisions as determined by the Academic Coordinator.

    Implementation Rules

    All transfer applications are submitted to the Academic Standing Committee which studies the application and ensures that the applicant fulfills the requirements in (1), in addition to any other provisions the committee deems necessary, in coordination with the programs concerned.

2. The Academic Coordinator shall review the courses taken by the student outside the college based on the recommendations of the programs which offer equivalent courses. The courses evaluated as equivalent will be transferred to the student's record but will not be included in the calculation of his cumulative GPA.

    Implementation Rules

    In order to get a transfer of credit for any course taken outside the College, the student should:
    a. have obtained grade of 'C' or higher in that course;
    b. have taken the course at a recognized college/university; and
    c. have taken a course equivalent in all respects to one of the courses which are included in the College degree requirements. However, the grade earned by the student in the course is not included in the student's cumulative GPA.

3. If, after his transfer, it is discovered that a student had been dismissed from his previous college/university for disciplinary reasons, his enrollment will be considered canceled as from the date of acceptance of his transfer to the College (A44).

4. The transfer of a student from a college/university to DCC during any semester takes place in accordance with the procedures and the dates announced by DCC, under the general transfer rules (A45).

Transfer from one program to another program

A student may transfer from one program to another program in accordance with college rules (A46).

Implementation Rules
1. With the approval of the program coordinator and the Dean, a student may change from one major to another major according to the rules established by the college.
    a. A student may transfer from one major to another within the college at any

time before he completes the third academic level. The College Council may consider exceptional cases where students have already completed the third level.

   b. The change will be recorded in the academic record of the student at the beginning of the term following the change.

   c. A student is allowed a maximum of two changes from one major to another. The Dean may consider exceptional cases.

2. The academic record of a student transferring from one major to another will include all the courses the student has taken, including the grades and both the semester and cumulative GPAs obtained throughout his period of study at the College (A47).

General Rules

1. These regulations supersede all the preceding rules and regulations established for study and examinations at the undergraduate level.

2. The Dean may set up implementation rules which will not contradict these regulations.

   <u>Implementation Rules</u>

   The Dean reserves the right to interpret and amend the implementation rules accompanying these regulations.

3. H.E. the Rector of KFUPM reserves the right to interpret these regulations.

ACADEMIC RECORDS AND GRADE CODES

Academic Record

The academic record is a statement which explains the student's academic progress. It includes the courses studied in each term with course numbers, codes, number of credit hours, the grades attained and the codes and points of these grades. The record also shows the semester, cumulative GPA and the student's academic status in addition to the courses from which a transferred student is excused.

Grade Codes			
Letter Grades	Marks	Points	Grades in English
A+	95 – 100	4.00	Exceptional
A	90 – less than 95	3.75	Excellent
B+	85 – less than 90	3.50	Superior
B	80 – less than 85	3.00	Very Good
C+	75 – less than 80	2.50	Above Average
C	70 – less than 75	2.00	Good
D+	65 – less than 70	1.50	High Pass
D	60 – less than 65	1.00	Pass
F	Less than 60	0.00	Fail
IP	-	-	In-Progress
IC	-	-	Incomplete
DN	-	0.00	Denial
NP	60 or above	-	No grade-pass
NF	Less than 60	-	No grade-fail
W	-	-	Withdrawn

TABLE 1: EXAMPLE OF THE CALCULATION OF SEMESTER AND CUMULATIVE GPA

Second Semester					
Course	CR Hrs	Mark	Grade	Points	Quality Points
IAS	2	96	A+	4.00	8
ACCT	3	82	B	3.00	9
MATH	4	71	C	2.00	8
CIT	3	81	B	3.00	9
Total	**12**				**34**

Quality Points = Cr Hrs x Points

$$\text{First Semester GPA} = \frac{\text{Total Quality Points (36.25)}}{\text{Total Credits (12)}} = 3.02$$

$$\text{Second Semester GPA} = 34/12 = 2.83$$

$$\text{Cumulative GPA} = \frac{\text{Total Quality Points (36.25 + 34)}}{\text{Total Credits (12 + 12)}} = 2.93$$

TABLE 2: THE GRADING SYSTEM APPLICABLE AT DCC

Grade Codes			
Letter Grades	Marks	Points	Grades in English
A+	95 – 100	4.00	Exceptional
A	90 – less than 95	3.75	Excellent
B+	85 – less than 90	3.50	Superior
B	80 – less than 85	3.00	Very Good
C+	75 – less than 80	2.50	Above Average
C	70 – less than 75	2.00	Good
D+	65 – less than 70	1.50	High Pass
D	60 – less than 65	1.00	Pass
F	Less than 60	0.00	Fail
IP	-	-	In-Progress
IC	-	-	Incomplete
DN	-	0.00	Denial
NP	60 or above	-	No grade-pass
NF	Less than 60	-	No grade-fail
W	-	-	Withdrawn
WP	-	-	Withdrawn with Pass
WF	-	0.00	Withdrawn with Fail
AU	-	-	Audit

ACADEMIC PROGRAMS

Business Administration Programs

- Accounting

- Marketing

- Supply Chain Management

- Human Resource Management

Computer and Information Technology Program

Safety Technology Program

Educational Services

- English

- Islamic and Arabic Studies

- Mathematics

- Physical Education

BUSINESS ADMINISTRATION PROGRAMS

ACCOUNTING (ACCT)

Program Mission:

The accounting program is committed to providing a broad range of accounting skills designed to meet student aspirations and the needs of the business community. This program endeavors to help students attain their educational goals and to provide them with a firm foundation in accounting practices. It attempts to equip students with valuable knowledge and skills for lifelong learning and a career in accounting. In addition, the program aims to serve all relevant groups of the community in terms of providing the required training and consultation.

Program Objectives

The Associate Degree in Accounting has the following educational goals:

1. To equip students with valuable knowledge and skills for a career in accounting.
2. To prepare students to pursue their study for a higher degree.
3. To produce graduates who are able to maintain high ethical and professional standards.
4. To enhance graduates' ability to engage in lifelong learning.

Program Outcomes

Graduates from the Accounting Program should be able to:

1. Describe the role of accounting and its activities in the business environment.
2. Demonstrate knowledge and skills of the accounting information systems.
3. Able to record, analyze and prepare financial statements.
4. Apply management accounting techniques and systems for planning, controlling and decision-making situations.
5. Use basic quantitative methods in solving accounting problems.
6. Demonstrate effective teamwork and leadership skills.
7. Show ethical and responsible behavior.
8. Demonstrate effective written communication and oral presentation skills.

Curriculum Overview

The objectives of the Associate Degree in Accounting are achieved through a curriculum made up of courses in the following areas:

1. **General education courses: (13 Credits)**

ENGL 101	Introduction to Academic Discourse	(3-0-3)
ENGL 102	Introduction to Report Writing	(3-0-3)
IAS 111	Belief and its Consequences	(2-0-2)
IAS 201	Writing for Professional Needs	(2-0-2)
MATH	115 Finite Mathematics	(3-0-3)

2. **Core courses: (45 Credits)**

ACCT101	Principles of Accounting I	(2-2-3)
ACCT102	Principles of Accounting II	(2-2-3)
ACCT199	Summer Internship	(0-0-3)
ACCT200	Accounting Information Systems	(3-0-3)
ACCT201	Intermediate Accounting I	(2-2-3)
ACCT202	Intermediate Accounting II	(2-2-3)
ACCT251	Cost Accounting	(3-0-3)
ACCT252	Managerial Accounting	(3-0-3)
ACCT205	Computer Applications in Accounting	(2-2-3)
BA101	Introduction to Business	(3-0-3)
BA221	Business Law	(3-0-3)
BA200	Business Communication	(3-0-3)
ECON103	Introduction to Economics	(3-0-3)
CIT 111	Introduction to Information Systems	(2-3-3)
CIT 142	Introduction to Computer Applications	(2-3-3)

3. **ACCT elective courses: (3 Credits)**

ACCT249	Special Topics in Accounting	(3-0-3)
ACCT245	Introduction to Auditing	(3-0-3)
ACCT258	Zakat and Tax Accounting	(3-0-3)

4. **Other electives: (3 Credits)**

HRM101	Principles of HRM	(3-0-3)
MGT101	Principles of Management	(3-0-3)
MKT101	Principles of Marketing	(3-0-3)
SCM125	Principles of Supply Chain Management	(3-0-3)
CIT243	Introduction to ERP	(2-2-3)

Students are required to take one elective course from the list of other electives.

Accounting Curriculum

Preparatory Year								
Course	Title	LT	LB	CR	Course	Title	LT	LB	CR
ENGL 00	Preparatory English I	15	5	4	ENGL 02	Preparatory English III	15	5	4
ENGL 01	Preparatory English II	15	5	4	ENGL 03	Preparatory English IV	15	5	4
MATH 001	Preparatory Math I	3	1	4	MATH 002	Preparatory Math II	3	1	4
PE 001	Prep. Health & Physical Education I	0	2	1	PE 002	Prep. Health & Physical Education II	0	2	1
	Total	18	8	13		Total	18	8	13

Summer					Preparatory English are modular courses consisting of 8 weeks each.			
Course	Title	LT	LB	CR				
ENGL 04	Preparatory English IV	15	5	4				
	Total	15	5	4				

First Year								
Course	Title	LT	LB	CR	Course	Title	LT	LB	CR
ENGL 101	Introduction to Academic Discourse	3	0	3	ENGL102	Introduction to Report Writing	3	0	3
MATH115	Finite Mathematics	3	0	3	ECON103	Introduction to Economics	3	0	3
BA101	Introduction to Business	3	0	3	IAS111	Belief and its Consequences	2	0	2
CIT111	Introduction to Information Systems	2	3	3	ACCT102	Principles of Accounting II	2	2	3
ACCT101	Principles of Accounting I	2	2	3	CIT142	Introduction to Computer Applications	2	3	3
	Total	13	5	15		Total	12	5	14

Summer Internship				
Course	Title	LT	LB	CR
ACCT 199	Summer Internship	0	0	3
	Total	0	0	3

Second Year								
Course	Title	LT	LB	CR	Course	Title	LT	LB	CR
BA200	Business Communication	3	0	3	ACCT202	Intermediate Accounting II	2	2	3
IAS201	Writing for Professional Needs	2	0	2	ACCT205	Computer Applications in Accounting	2	2	3
ACCT200	Accounting Information Systems	3	0	3	ACCT252	Managerial Accounting	3	0	3
ACCT201	Intermediate Accounting I	2	2	3	ACCT2XX	Elective in Accounting	3	0	3
BA221	Business Law	3	0	3	XXX-XXX	Other Elective	x	x	3
ACCT251	Cost Accounting	3	0	3					
	Total	16	2	17		Total	12-13	4-6	15

Total credit hours required in ACCT Degree Program: 64 hours (Excluding Prep Year)

MARKETING (MKT)

Program Mission:

The Marketing Program is committed to providing a broad range of marketing skills designed to meet student aspirations and the needs of the business community. This program endeavors to help students attain their highest educational goals and to provide them a firm foundation in marketing practices and a firm value-based foundation for lifelong learning and a career in marketing.

Program Objectives

The Marketing Program has the following educational goals:

1. To prepare graduates for a career in the marketing field.
2. To prepare graduates who are able to pursue higher education.
3. To enhance graduates' ability to engage in lifelong learning.

Program Outcomes

Graduates from the Marketing Program should be able to:

1. Define different business concepts and principles
2. Recognize the concepts of different Integrated Marketing Communication (IMC) components.
3. Describe the relationship selling process.
4. Evaluate different concepts in developing and managing distribution channels.
5. Apply brand management principles to appraise different products.
6. Design marketing research to understand consumer behavior.
7. Demonstrate effective teamwork skills.
8. Show ethical behavior and commitment to lifelong learning.
9. Demonstrate an ability to communicate effectively both orally and in writing using Communication and Information Technology (CIT) applications.

Curriculum Overview

The objectives of the Associate Degree in Marketing are achieved through a curriculum made up of courses in the following areas:

1. **General education requirement (13 Credits)**

ENGL101	Introduction to Academic Discourse	(3-0-3)
ENGL102	Introduction to Report Writing	(3-0-3)
IAS111	Belief and its Consequences	(2-0-2)
IAS201	Writing for Professional Needs	(2-0-2)
MATH115	Finite Mathematics	(3-0-3)

2. **Core requirement (45 Credits)**

BA221	Business Law	(3-0-3)
BA200	Business Communications	(3-0-3)
MGT101	Principles of Management	(3-0-3)
ECON103	Introduction to Economics	(3-0-3)
ACCT101	Principles of Accounting I	(2-2-3)
CIT111	Introduction to Information Systems	(2-3-3)
CIT142	Introduction to Computer Applications	(2-3-3)
MKT101	Principles of Marketing	(3-0-3)
MKT120	Introduction to Sales	(3-0-3)
MKT125	Integrated Marketing Communications (IMC)	(3-0-3)
MKT199	Summer Internship	(0-0-3)
MKT201	Distribution Channels	(3-0-3)
MKT203	Product and Brand Management	(3-0-3)
MKT205	Introduction to Marketing Research	(3-0-3)
MKT204	Consumer Behavior	(3-0-3)

3. **MKT elective course (3 Credits)**

MKT202	Retail Management	(3-0-3)
MKT206	Digital Marketing	(3-0-3)
MKT249	Special Topics in Marketing	(3-0-3)

4. **Other electives - ACCT, HRM, CIT (3 Credits)**

ACCT102	Principles of Accounting-II	(2-2-3)
HRM101	Principles of HRM	(3-0-3)
SCM125	Principles of Supply Chain Management	(3-0-3)
CIT243	Introduction to ERP	(2-2-3)

Students are required to take one elective course from the other major electives.

Marketing Curriculum

Preparatory Year

Course	Title	LT	LB	CR	Course	Title	LT	LB	CR
ENGL 00	Preparatory English I	15	5	4	ENGL 02	Preparatory English III	15	5	4
ENGL 01	Preparatory English II	15	5	4	ENGL 03	Preparatory English IV	15	5	4
MATH 001	Preparatory Math I	3	2	4	MATH 002	Preparatory Math II	3	2	4
PE 001	Prep. Health & Physical Education I	0	2	1	PE 002	Prep. Health & Physical Education II	0	2	1
	Total	**18**	**8**	**13**		**Total**	**18**	**8**	**13**

Summer

Course	Title	LT	LB	CR					
ENGL 04	Preparatory English IV	15	5	4	**Preparatory English are modular courses consisting of 8 weeks each.**				
	Total	**15**	**5**	**4**					

First Year

Course	Title	LT	LB	CR	Course	Title	LT	LB	CR
ENGL 101	Introduction to Academic Discourse	3	0	3	ENGL102	Introduction to Report Writing	3	0	3
MATH115	Finite Mathematics	3	0	3	CIT142	Introduction to Computer Applications	2	3	3
IAS111	Belief and its Consequences	2	0	2	ACCT101	Principles of Accounting I	2	2	3
CIT111	Introduction to Information Systems	2	3	3	MKT120	Introduction to Sales	3	0	3
MGT101	Principles of Management	3	0	3	ECON103	Introduction to Economics	3	0	3
MKT101	Principles of Marketing	3	0	3					
	Total	**16**	**3**	**17**		**Total**	**13**	**5**	**15**

Summer Internship

Course	Title	LT	LB	CR
MKT 199	**Summer Internship**	0	0	3
	Total	**0**	**0**	**3**

Second Year

Course	Title	LT	LB	CR	Course	Title	LT	LB	CR
MKT125	Integrated Marketing Communications (IMC)	3	0	3	IAS201	Writing for Professional Needs	2	0	2
BA200	Business Communications	3	0	3	MKT203	Product and Brand Management	3	0	3
MKT201	Distribution Channels	3	0	3	MKT204	Consumer Behavior	3	0	3
BA221	Business Law	3	0	3	MKT205	Introduction to Marketing Research	3	0	3
MKTXXX	Elective I (Marketing)	3	0	3	XXX-XXX	Elective II (Other Electives)	x	x	3
	Total	**15**	**0**	**15**		**Total**	**13-14**	**x**	**14**

Total credit hours required in MKT Degree Program: 64 hours (Excluding Prep Year)

Supply Chain Management (SCM)

Program Mission:

The Supply Chain Management program is committed to developing a wide range of skills and a firm knowledge base to meet student aspirations and the needs of the business community. This program is designed to encompass global logistics, quality and supply management components to help students attain their highest educational and career goals. The SCM Program further aims to instill value-based attitudes for lifelong learning in a variety of business environments.

Program Objectives

The main objectives of the program are to:

1. To prepare graduates to start a career in supply chain management.
2. To qualify graduates who are able to pursue higher education.
3. To enhance graduates' ability to engage in lifelong learning.

Program Outcomes

After completing the program, students should be able to:

1. Describe SCM functions in the business environment.
2. Recognize SCM concepts used in improving business operations.
3. Apply basic quantitative methods to solve supply chain problems.
4. Use critical thinking skills in making supply chain decisions.
5. Exhibit ethical and responsible behavior.
6. Demonstrate teamwork skills.
7. Demonstrate effective communication skills using ICT tools.

Curriculum Overview

The objectives of the Associate Degree in Supply Chain Management are achieved through a curriculum made up of courses in the following areas:

1. **General education requirement (13 Credits)**

ENGL101	Introduction to Academic Discourse	(3-0-3)
ENGL102	Introduction to Report Writing	(3-0-3)
IAS111	Belief and its Consequences	(2-0-2)
IAS201	Writing for Professional Needs	(2-0-2)

2. **Core requirement (45 Credits)**

MATH115	Finite Mathematics	(3-0-3)
ACCT 101	Principles of Accounting I	(2-2-3)
MKT 101	Principles of Marketing	(3-0-3)
MGT 101	Principles of Management	(3-0-3)
ECON103	Introduction to Economics	(3-0-3)
BA 200	Business Communication	(3-0-3)
BA 221	Business Law	(3-0-3)
CIT 111	Introduction to Information Systems	(2-3-3)
CIT 142	Introduction to Computer Applications	(2-3-3)
SCM 125	Principles of Supply Chain Management	(3-0-3)
SCM 199	Summer Internship	(0-0-3)
SCM 235	Operations Management	(3-0-3)
SCM 250	Inventory and Warehouse Management	(3-0-3)
SCM 251	Purchasing Management	(3-0-3)
SCM 253	Transportation and Logistics	(3-0-3)
SCM 260	Quality Management	(3-0-3)

3. **SCM elective courses (3 Credits)**

SCM 249	Special Topics in Supply Chain Management (3-0-3)	
SCM 255	Negotiations and Contracts	(3-0-3)

4. **Other elective courses (3 Credits)**

ACCT 102	Principles of Accounting II	(2-2-3)
ST 104	Risk Management	(3-0-3)
MKT 201	Distribution Channels	(3-0-3)
MKT 205	Introduction to Marketing Research	(3-0-3)
CIT 243	Introduction to ERP	(2-2-3)

Supply Chain Management Curriculum

Preparatory Year									
Course	**Title**	**LT**	**LB**	**CR**	**Course**	**Title**	**LT**	**LB**	**CR**
ENGL 00	Preparatory English I	15	5	4	ENGL 02	Preparatory English III	15	5	4
ENGL 01	Preparatory English II	15	5	4	ENGL 03	Preparatory English IV	15	5	4
MATH 001	Preparatory Math I	3	2	4	MATH 002	Preparatory Math II	3	2	4
PE 001	Prep. Health & Physical Education I	0	2	1	PE 002	Prep. Health & Physical Education II	0	2	1
	Total	**18**	**8**	**13**		**Total**	**18**	**8**	**13**

Summer					Preparatory English are modular courses consisting of 8 weeks each.				
Course	**Title**	**LT**	**LB**	**CR**					
ENGL 04	Preparatory English IV	15	5	4					
	Total	**15**	**5**	**4**					

First Year									
Course	**Title**	**LT**	**LB**	**CR**	**Course**	**Title**	**LT**	**LB**	**CR**
ENGL101	Introduction to Academic Discourse	3	0	3	ENGL102	Introduction to Report Writing	3	0	3
CIT111	Introduction to Information Systems	2	3	3	CIT142	Introduction to Computer Applications	2	3	3
MKT101	Principles of Marketing	3	0	3	ACCT101	Principles of Accounting I	2	2	3
MGT101	Principles of Management	3	0	3	SCM125	Principles of Supply Chain Management	3	0	3
MATH115	Finite Mathematics	3	0	3	ECON103	Introduction to Economics	3	0	3
					IAS111	Belief and its Consequences	2	0	2
	Total	**14**	**3**	**15**		**Total**	**15**	**5**	**17**

Summer Internship				
Course	**Title**	**LT**	**LB**	**CR**
SCM 199	Summer Internship	0	0	3
	Total	**0**	**0**	**3**

Second Year									
Course	**Title**	**LT**	**LB**	**CR**	**Course**	**Title**	**LT**	**LB**	**CR**
BA221	Business Law	3	0	3	BA200	Business Communication	3	0	3
SCM235	Operations Management	3	0	3	SCM253	Transportation & Logistics	3	0	3
SCM250	Inventory & Warehouse Management	3	0	3	SCM260	Quality Management	3	0	3
IAS201	Writing for Professional Needs	2	0	2	SCM2XX	Elective (SCM)	3	0	3
SCM251	Purchasing Management	3	0	3	XXX-XXX	Other Elective	x	x	3
	Total	**14**	**0**	**14**		**Total**	**14-15**	**0-2**	**15**

Total credit hours required in SCM Degree Program: 64 hours (Excluding Prep Year)

Human Resource Management (HRM)

Program Mission:

The Human Resource Management Program is structured to provide a broad range of HRM skills designed to meet student aspirations and the needs of the business community. This program makes it possible for students to attain their highest educational goals, and provides them a firm foundation in HRM practices and a firm value-based foundation for lifelong learning and a career in Human Resource Management.

Program Objectives

The main objectives of the program are to encourage the students to:

1. To prepare graduates for entry-level positions in the HRM industry.
2. To prepare graduates for the pursuit of higher education.
3. To enhance graduate ability to engage in lifelong learning.

Program Outcomes

Upon completion of the Associate Degree program in Human Resource Management, the graduate should be able to:

1. Recognize the role of HRM and its main functions in an organization
2. Describe the basic concepts of ethics, diversity, and social responsibility in HRM.
3. Use basic critical thinking skills in solving the Human Resource issues
4. Apply basic quantitative methods in making HRM decisions.
5. Demonstrate effective teamwork & leadership skills
6. Show ethical and responsible behavior
7. Demonstrate effective written communication and oral presentation skills

Curriculum Overview

The objectives of the Associate Degree in Human Resource Management are achieved through a curriculum made up of courses in the following areas:

1. **General education requirement (13 Credits)**

ENGL101	Introduction to Academic Discourse	(3-0-3)
ENGL102	Introduction to Report Writing	(3-0-3)
IAS111	Belief and its Consequences	(2-0-2)
IAS201	Writing for Professional Needs	(2-0-2)
MATH115	Finite Mathematics	(3-0-3)

2. **Core requirement (45 Credits)**

ACCT101	Principles of Accounting I	(2-2-3)
MGT101	Principles of Management	(3-0-3)
MKT101	Principles of Marketing	(3-0-3)
ECON103	Introduction to Economics	(3-0-3)
CIT111	Introduction to Information Systems	(2-3-3)
CIT142	Introduction to Computer Applications	(2-3-3)
HRM101	Principles of Human Resource Management	(3-0-3)
HRM102	Staffing	(3-0-3)
HRM199	Summer Internship	(0-0-3)
HRM201	Training and Development	(3-0-3)
HRM202	Compensation and Benefit Management	(3-0-3)
HRM206	Workplace Psychology	(3-0-3)
HRM204	Labor Law and Social Insurance	(3-0-3)
BA200	Business Communication	(3-0-3)
MGT202	Organization Behavior	(3-0-3)

3. **HRM elective courses (3 Credits)**

HRM215	Negotiation and Conflict Management	(3-0-3)
HRM210	Human Resource Information Systems	(3-0-3)
HRM249	Special Topics in HRM	(3-0-3)

4. **Other electives (3 Credits)**

ACCT102	Principles of Accounting II	(2-2-3)
SCM125	Principles of Supply Chain Management	(3-0-3)
CIT243	Introduction to ERP	(2-2-3)
BA221	Business Law	(3-0-3)
MKT205	Introduction to Marketing Research	(3-0-3)

Human Resource Management Curriculum

Preparatory Year									
Cours	**Title**	**LT**	**LB**	**CR**	**Course**	**Title**	**LT**	**LB**	**CR**
ENGL 00	Preparatory English I	15	5	4	ENGL 02	Preparatory English III	15	5	4
ENGL 01	Preparatory English II	15	5	4	ENGL 03	Preparatory English IV	15	5	4
MATH 001	Preparatory Math I	3	2	4	MATH 002	Preparatory Math II	3	2	4
PE 001	Prep. Health & Physical Education I	0	2	1	PE 002	Prep. Health & Physical Education II	0	2	1
	Total	**18**	**8**	**13**		**Total**	**18**	**8**	**13**

Summer						
Cours	**Title**	**LT**	**LB**	**CR**		
ENGL 04	Preparatory English IV	15	5	4	**Preparatory English are modular courses consisting of 8 weeks each.**	
	Total	**15**	**5**	**4**		

First Year									
Cours	**Title**	**LT**	**LB**	**CR**	**Course**	**Title**	**LT**	**LB**	**CR**
ENGL101	Introduction to Academic Discourse	3	0	3	ENGL102	Introduction to Report Writing	3	0	3
MATH115	Finite Mathematics	3	0	3	MGT101	Principles of Management	3	0	3
IAS111	Belief and its Consequences	2	0	2	ACCT101	Principles of Accounting I	2	2	3
CIT111	Introduction to Information Systems	2	3	3	MKT101	Principles of Marketing	3	0	3
HRM101	Principles of HRM	3	0	3	HRM102	Staffing	3	0	3
ECON103	Introduction to Economics	3	0	3					
	Total	**16**	**3**	**17**		**Total**	**14**	**2**	**15**

Summer Internship				
Cours	**Title**	**LT**	**LB**	**CR**
HRM 199	Summer Internship	0	0	3
	Total	**0**	**0**	**3**

Second Year									
Cours	**Title**	**LT**	**LB**	**CR**	**Course**	**Title**		**LB**	**CR**
CIT142	Introduction to Computer Applications	2	3	3	HRM202	Compensation and Benefit Management	3	0	3
HRM201	Training and Development	3	0	3	HRM204	Labor Law and Social Insurance	3	0	3
BA200	Business Communications	3	0	3	HRM206	Workplace Psychology	3	0	3
MGT202	Organization Behavior	3	0	3	HRM2XX	Elective I (HRM)	3	0	3
IAS201	Writing for Professional Needs	2	0	2	XXX-XXX	Elective II (Other Elective)	x	x	3
	Total	**13**	**3**	**14**		**Total**	**14-15**	**x**	**15**

Total credit hours required in HRM Degree Program: 64 hours (Excluding Prep Year)

Computer and Information Technology (CIT) Program

Program Mission:

The Computer & Information Technology program is committed to providing a broad range of information technology skills (hardware and software) designed to meet student aspirations and the needs of the business community. This program endeavors to help students attain their highest educational goals and to provide them a firm foundation in IT practices and a firm value based foundation for lifelong learning and a career in information technology.

Program Objectives

The major objectives of the program are to:

1. To prepare graduates that can take entry-level positions in an information technology field and able to pursue their higher education.
2. To enhance graduates' ability to engage in lifelong learning.
3. To serve the community through providing training programs and short courses.

Program Outcomes

After graduating from the CIT program, students should be able to:

1. Identify basic components of an end-user IT system.
2. Recognize the main programming languages, database concepts and their compatibility in developing applications for specific business environment.
3. Demonstrate core IT competency in programming and database application development.
4. Demonstrate core IT competency in networking, client computing and user support.
5. Apply basic computer information technology and security concepts of hardware and software in a business environment.
6. Investigate, analyze, and resolve specified software and hardware problems.
7. Work collaboratively and ethically to achieve organizational goals and demonstrate life-long learning with professional growth and awareness of legal issues
8. Demonstrate oral and written communication skills effectively.

Curriculum Overview

The objectives of the Associate Degree in **Computer & Information Technology** are achieved through a curriculum made up of courses in the following areas:

1. **General Education Courses: 13 Credits**
ENGL 101	Introduction to Academic Discourses	(3-0-3)
ENGL 102	Introduction to Report Writing	(3-0-3)
IAS 111	Belief and its Consequences	(2-0-2)
IAS 201	Writing for Professional Needs	(2-0-2)
MATH 115	Finite Mathematics	(3-0-3)

2. **Core Courses: (46 Credits)**
CIT 111	Introduction to Information Systems	(2-3-3)
CIT 112	Web Authoring and Design I	(2-3-3)
CIT 113	Introduction to Operating System	(2-3-3)
CIT 127	Introduction to Computer Maintenance	(2-3-3)
CIT 122	Introduction to Database Management	(2-3-3)
CIT 123	Introduction to Networking	(2-3-3)
CIT 124	Introduction to Information Security	(1-3-2)
CIT 125	Programming I	(2-3-3)
CIT 142	Introduction to Computer Applications	(2-3-3)
CIT 199	Summer Internship	(0-0-3)
CIT 215	Programming II	(2-3-3)
CIT 216	Web Authoring and Design II	(2-3-3)
CIT 223	Mobile Application Development	(2-3-3)
CIT 225	Network Security and Penetration Testing	(2-3-3)
BA 200	Business Communication	(3-0-3)
CIT 270	Capstone Project	(0-4-2)

3. **CIT Electives: 6 Credits**
   IT User Support
CIT 222	Server Administration	(2-3-3)
CIT 227	Introduction to Linux	(2-3-3)

   Application Development and Database Management
CIT 224	Database Administration	(2-3-3)
CIT 226	Data Integrity and Security	(2-2-3)

   Network and Security
CIT 214	Introduction to Cloud computing	(2-3-3)
CIT 218	Computer Forensics and Investigations	(2-3-3)
CIT 249	Special Topics	(2-3-3)

   ERP Elective
CIT 243	Introduction to ERP	(2-2-3)

4. **CIT Elective (for other Programs)**
CIT 112	Web Authoring and Design I	(2-3-3)
CIT 243	Introduction to ERP	(2-2-3)

5. **BA Electives: 3 Credits (for CIT Program)**

ACCT 101	Principles of Accounting I	(2-2-3)
MKT 101	Principles of Marketing	(3-0-3)
MGT 101	Principles of Management	(3-0-3)
BA 101	Introduction to Business	(3-0-3)
MKT 120	Introduction to Sales	(3-0-3)
BA 150	Human Relations and Psychology	(3-0-3)
BA 221	Business Law	(3-0-3)

Students are required to take one elective course from the BA electives.

[+] Student should take two CIT electives to fulfil the degree requirement; an elective course will be opened; provided the minimum number of enrollment is satisfied.

[++] Student may be required to purchase (optional) student-learning hub for ERP course from SAP Education/SAP Dual Study program to write certification exam.

Computer and Information Technology Curriculum

Preparatory Year									
Course	**Title**	**LT**	**LB**	**CR**	**Course**	**Title**	**LT**	**LB**	**CR**
ENGL 00	Preparatory English I	15	5	4	**ENGL 02**	Preparatory English III	15	5	4
ENGL 01	Preparatory English II	15	5	4	**ENGL 03**	Preparatory English IV	15	5	4
MATH 001	Preparatory Math I	3	2	4	**MATH 002**	Preparatory Math II	3	2	4
PE 001	Prep. Health & Physical Education I	0	2	1	**PE 002**	Prep. Health & Physical Education II	0	2	1
	Total	**18**	**8**	**13**		**Total**	**18**	**8**	**13**

Summer					
Course	**Title**	**LT**	**LB**	**CR**	
ENGL 04	Preparatory English IV	15	5	4	**Preparatory English are modular courses consisting of 8 weeks each.**
	Total	**15**	**5**	**4**	

First Year									
Course	**Title**	**LT**	**LB**	**CR**	**Course**	**Title**	**LT**	**LB**	**CR**
ENGL 101	Introduction to Academic Discourse	3	0	3	**ENGL 102**	Introduction to Report Writing	3	0	3
MATH 115	Finite Mathematics	3	0	3	**CIT 122**	Introduction to Database Management	2	3	3
CIT 111	Introduction to Information Systems	2	3	3	**CIT 123**	Introduction to Networking	2	3	3
CIT 112	Web Authoring and Design I	2	3	3	**CIT 124**	Introduction to Information Security	1	3	2
CIT 113	Intro. to Operating System	2	3	3	**CIT125**	Programming I	2	3	3
					CIT 127	Introduction to Computer Maintenance	2	3	3
	Total	**12**	**9**	**15**		**Total**	**12**	**15**	**17**

Summer Internship				
Course	**Title**	**LT**	**LB**	**CR**
CIT 199	**Summer Internship**	0	0	3
	Total	**0**	**0**	**3**

Second Year									
Course	**Title**	**LT**	**LB**	**CR**	**Course**	**Title**	**LT**	**LB**	**CR**
IAS 111	Belief and its Consequences	2	0	2	**IAS 201**	Writing for Professional Needs	2	0	2
BA 200	Business Communication	3	0	3	**BA-XXX**	Business Elective	3	0	3
CIT 142	Introduction to Computer Applications	2	0	3	**CIT 223**	Mobile Application Development	2	3	3
CIT 215	Programming II	2	0	3	**CIT 225**	Network Security and Penetration Testing	2	3	3
CIT 216	Web Authoring and Design II	2	0	3	**CIT 270**	Capstone Project	0	4	2
CITXXX	CIT Elective	2	3	3	**CITXXX**	CIT Elective	2	3	3
	Total	**13**	**0**	**17**		**Total**	**11**	**13**	**16**

Safety Technology Program

Program Mission:

The Safety Technology Program (STP) is committed to providing world-class education for students to develop professional skills suitable for career entry-level positions, and also to building a strong foundation to pursue advanced degrees and lifelong learning. Additionally, STP provides continual educational opportunities for the host community.

Program Objectives

The main objectives of the program are to enable the student to:

1. To prepare graduates who can take entry-level positions in the health and safety field.
2. To prepare graduates who are able to pursue higher education and lifelong learning.
3. To enhance graduate ability to fulfill long-term goals in professional and educational development.

Program Outcomes

After completing the program, students should be able to:

1. Explain the fundamental aspects of occupational safety and environmental health issues.
2. Describe standards, codes, procedures or regulations necessary for safety professional practice.
3. Formulate, and solve broadly defined technical or scientific problems by applying knowledge of mathematics and science and/or technical topics to areas relevant to occupational, safety, and health.
4. Conduct experiments (or standard tests) as well as to analyze and interpret data.
5. Show ethical and responsible behavior.
6. Function effectively as member of a team.
7. Demonstrate effective written, oral and graphical communication skills.

Curriculum Overview

The objectives of the Associate Degree in **Safety Technology** are achieved through a curriculum made up of courses in the following areas:

1. **General education requirements (13 credits)**

ENGL101	Introduction to Academic Discourse	(3-0-3)
ENGL102	Introduction to Report Writing	(3-0-3)
IAS111	Belief and its Consequences	(2-0-2)
IAS201	Writing for Professional Needs	(2-0-2)
MATH115	Finite Mathematics	(3-0-3)

2. **Safety technology core requirements (45 credits)**

BIOL133	Biology for Engineers	(2-3-3)
CHEM133	General Chemistry	(3-4-4)
ST101	Introduction to Safety Technology	(1-3-2)
ST105	Regulations and Legal Aspects of Safety	(3-0-3)
ST103	Accident Investigation & Analysis	(3-0-3)
ST104	Risk Assessment	(3-0-3)
ST199	Summer Internship	(0-0-3)
ST201	Safety Management	(3-0-3)
ST202	Fire Protection Technology	(2-3-3)
ST204	Construction Safety	(3-0-3)
ST205	Industrial Hygiene	(2-3-3)
ST207	Human Factors in Safety	(2-3-3)
ST208	Safety Training Methods	(3-0-3)
ST270	Safety Technology Project	(1-3-3)
ST212	Environmental Safety	(3-0-3)

3. **Safety technology electives (6 credits)**

ST203	Hazardous Materials	(2-3-3)
ST209	Emergency Management	(3-0-3)
ST249	Special Topics in Occupational Health and Safety	(3-0-3)

Students are required to take two elective courses.

4. **Other electives (3 credits)**

CIT142	Introduction to Computer Applications	(2-3-3)
MGT101	Principles of Management	(3-0-3)
PHYS133	General Physics	(2-3-3)
HRM206	Workplace Psychology	(3-0-3)
BA200	Business Communication	(3-0-3)

Safety Technology Curriculum

Preparatory Year									
Course	**Title**	**LT**	**LB**	**CR**	**Course**	**Title**	**LT**	**LB**	**CR**
ENGL 00	Preparatory English I	15	5	4	ENGL 02	Preparatory English III	15	5	4
ENGL 01	Preparatory English II	15	5	4	ENGL 03	Preparatory English IV	15	5	4
MATH 001	Preparatory Math I	3	2	4	MATH 002	Preparatory Math II	3	2	4
PE 001	Prep. Health & Physical Education I	0	2	1	PE 002	Prep. Health & Physical Education II	0	2	1
Total		**18**	**8**	**13**	**Total**		**18**	**8**	**13**

Summer					Preparatory English are modular courses consisting of 8 weeks each.				
Course	**Title**	**LT**	**LB**	**CR**					
ENGL 04	Preparatory English IV	15	5	4					
Total		**15**	**5**	**4**					

First Year									
Course	**Title**	**LT**	**LB**	**CR**	**Course**	**Title**	**LT**	**LB**	**CR**
ENGL101	Introduction to Academic Discourse	3	0	3	ENGL102	Introduction to Report Writing	3	0	3
ST101	Introduction to Safety Technology	1	3	2	ST103	Accident Investigation & Analysis	3	0	3
ST105	Regulations and Legal Aspects of Safety	3	0	3	BIOL133	Biology for Engineers	2	3	3
MATH115	Finite Mathematics	3	0	3	ST104	Risk Assessment	3	0	3
CHEM133	General Chemistry	3	4	4	XXX-XXX	Other Elective	x	x	3
IAS111	Belief and its Consequences	2	0	2					
Total		**15**	**7**	**17**	**Total**		**13-14**	**3-6**	**15**

Summer Internship				
Course	**Title**	**LT**	**LB**	**CR**
ST 199	Summer Internship	0	0	3
Total		**0**	**0**	**3**

Second Year									
Course	**Title**	**LT**	**LB**	**CR**	**Course**	**Title**	**LT**	**LB**	**CR**
IAS201	Writing for Professional Needs	2	0	2	ST205	Industrial Hygiene	2	3	3
ST201	Safety Management	3	0	3	ST207	Human Factors in	2	3	3
ST202	Fire Protection Technology	2	3	3	ST208	Safety Training Methods	3	0	3
ST204	Construction Safety	3	0	3	ST270	Safety Technology Project	1	3	3
ST212	Environmental Safety	3	0	3	STXXX	Elective II	3	0	3
STXXX	Elective I	3	0	3					
Total		**16**	**3**	**17**	**Total**		**11**	**9**	**15**

Total credit hours required in **ST Degree Program: 67 hours (**Excluding Prep Year)

EDUCATIONAL SERVICES

The Preparatory Year Program at Dammam Community College is a separate academic division and is an essential element in the college curriculum. This program has six major objectives:

1. To improve students' English language proficiency in subjects they are likely to meet in their freshman and subsequent years of their undergraduate studies;
2. to review and reinforce students' knowledge of mathematical and analytical techniques, but with the additional focus that this review be conducted with English as the language of instruction;
3. to introduce students to new subject areas and techniques with hands-on experience in computer science by making computer terminals and computer time available to every student;
4. to expose students to the various academic specialties available at the college and to acquaint them with the kinds of careers for which training in accounting, computer and information technology, and marketing will prepare them;
5. to improve students' physical health and stamina through team sports, physical activities, and personal hygiene; and
6. to acquaint students with the rigors of academic work and to provide them with the means of acquiring the study habits and skills which facilitate academic success.

Throughout the Preparatory Year, special meetings are arranged between students and the chairmen of the academic departments in order to clarify the requirements and expectations a student must meet in those fields of study. These meetings culminate in activities where students have a chance not only to see presentations both by the college's academic departments but also large industrial or commercial concerns in which they may someday seek employment.

Regular tutorial sessions are also held in locations close to classrooms and throughout the academic day in order to render additional instructional assistance to students. Faculty members from the various Preparatory Year courses are available during scheduled tutorial office hours.

Placement tests are conducted during the first week of each semester. Some of the Preparatory Year requirements may be waived for students with exceptional scores on the placement tests. Internationally – recognized qualifications (e.g. IELTS, IGCSE) may also be submitted for consideration. Standardized examinations and course work are used to determine the grades awarded to students at the end of the Preparatory Year to determine their readiness for freshman undergraduate studies.

ENGLISH

THE PREPARATORY ENGLISH PROGRAM

This intensive one-year course is divided into four modules, plus a basic module if required by an individual student. All new students are initially admitted to the course which is designed to consolidate and improve the basic knowledge of English acquired in school. Four hours of English instruction per day are given. The course is specifically designed to help students meet their English language needs in the academic programs at DCC. The principal aim of the course is to help students develop reading and listening skills, but also the writing and speaking skills they will need in order to succeed in their academic studies. Grammar and vocabulary instruction support these skills. The PEP courses also aim to help students develop the study skills and self-discipline necessary for success in their academic careers.

Students who successfully complete the course are equipped with a level of English which will enable them to commence their freshman studies. Through a program of reading, writing, vocabulary, listening, and speaking, all geared to specific uses of English, the students' ability to cope with college-level work is hopefully improved. Additionally, competitions and contests stimulate students to use their knowledge of English.

COLLEGE ENGLISH PROGRAM

The CEP offers two college-level writing courses: Academic Discourses and Report Writing. The first offers a broad introduction to academic discourse emphasizing writing on science-based and technical subjects from sources such as textbooks, encyclopedias, and specialist periodicals; there is also a strong reading element. The second course strengthens the skills of writing from sources and takes students up to the production of a term paper based on the resources of the college library; library skills figure prominently in this course. Both these courses, along with exposure to English in the classroom, have the central objective of providing students with the linguistic competencies they need in their chosen field of specialization.

SHORT COURSES

DCC offers short courses which are designed to serve the community. In addition, DCC may offer specific "closed" short courses for any organization that needs to develop its personnel in specific areas.

Course Name: Basic English

Course Code: ENGL00 (15, 5, 4)

Prerequisites: None

Course description:

The course provides an introduction to basic sentence formation, speaking, listening, and reading skills. All students who score less than 380 in TOEFL (paper-based score) will be placed in this module. The main emphasis is on elementary speaking skills. The course helps students to develop an understanding of basic language concepts. It is designed for students who are not presently prepared to study in the English Preparatory Year Program. The aim is to ensure students enter the main four components of the Preparatory Year Program with the basic skills necessary for success. Materials used are at the A-1 level according to the Common European Framework (CEF).

Learning Outcomes

By the end of this course, students will be able to:

1. **Communication**

   - Follow a very simple presentation or demonstration, provided that it is illustrated with concrete examples or diagrams, there is repetition and the field is familiar.
   - Understand some parts of a lecture, if the speaker makes careful adjustments for non-native speakers.
   - Ask simple questions and understand simple answers.
   - Express simple opinions using expressions such as 'I don't agree'.
   - Understand basic instructions on class times, dates and room numbers, and assignments to be carried out.
   - Check instructions with a teacher or lecturer by virtually repeating them.

2. **Skills**

   - Identify information in texts through skimming and scanning
   - Write down some information, provided that this is more or less dictated (for example, further reading matter) and time is given for writing.
   - Understand the general meaning of a simplified textbook or article, reading very slowly.
   - Understand simple textbooks, articles, etc., understanding most key points.
   - Follow simple argumentation.
   - Understand visuals if they are predictable and if understanding depends on simple keys that can be looked up in a dictionary.

Course Name: Preparatory English I

Course Code: ENGL01 (15, 5, 4)

Prerequisites: ENGL00

Course Description:

Students entering this module should have a minimum 381 TOEFL score. It is considered the academic starting point of the Preparatory English Program. Elementary skills with an emphasis on structured reading and listening texts are employed with an emphasis on skills development. Students will study basic sentence structure and introduce essay formation. Materials used are at a CEF A-1 /A-2 level.

Learning Outcomes:

By the end of this course, students will be able to:

1. **Communication**

   - Follow a very simple presentation or demonstration, provided that it is illustrated with concrete examples or diagrams, there is repetition and the field is familiar.
   - Understand some parts of a lecture, if the speaker makes careful adjustments for non-native speakers.
   - Express simple opinions using a limited range of expressions.
   - Understand basic instructions on class times, dates and room numbers, and assignments to be carried out.
   - Check instructions with teacher or lecturer by virtually repeating them.

2. **Skills**

   - Write down some information, provided that this is more or less dictated (for example, further reading matter) and time is given for writing.
   - Understand the general meaning of a simplified textbook or article, reading very slowly.
   - Understand simple textbooks, articles etc., understanding most key points.
   - Follow simple argumentation.
   - Understand the gist or inference of simple passages.
   - Follow most pronoun references.

Course Name: Preparatory English II

Course Code: ENGL02 (15, 5, 4)

Prerequisites: ENGL01

Course Description:

Students entering this module should have a minimum 410 TOEFL score. Pre-Intermediate skill development in structured reading and listening texts will be emphasized. Students will also study basic essay formation. Materials used are at a CEF A-2 /B-1 level.

Learning Outcomes:

By the end of this course, students will be able to do the following.

1. **Communication**

   - Ask for clarification, but this needs to be given sympathetically in order for it to be understood.
   - Note down times, dates and places given by teachers and lecturers.
   - Follow a simple audio text of two to three minutes and paraphrase the main ideas, accepting that the oral recitation will have grammatical errors.

2. **Skills**

   - Use appropriate punctuation to mark sentences.
   - Notice the common types of mistakes.
   - Produce simple paragraphs of descriptions using basic signalling techniques.
   - Describe a basic device, how it works, and its uses.
   - Compare and describe data, using superlatives and comparatives.
   - Join simple sentences with *and, but, in addition, on the other hand,* etc.
   - Make usable notes.
   - Paraphrase basic information and use statistics and information from tables.

Course Name: Preparatory English III

Course Code: ENGL03 (15, 5, 4)

Prerequisites: ENGL02

Course Description:

Students entering this module should have a minimum 440 TOEFL score. Intermediate skills with an emphasis on near-native reading and listening texts are employed. Students will study academic essay writing and introductory TOEFL preparation is stressed. Materials used are at a CEF B-1 level.

Learning Outcomes:

By the end of this course, students will be able to do the following.

1. **Communication**

   - Understand instructions on classes and assignments given by teacher or lecturer.
   - Ask for clarification, with only little difficulty.
   - Understand the general meaning of a lecture, demonstration or presentation on a familiar or predictable topic, where message is clearly expressed in simple language.

2. **Skills**

   - Demonstrate use of relative clauses.
   - Write in an objective style, through use of the passive voice.
   - Demonstrate cause and result.
   - Use linking words such as *first, for instance, in conclusion, but, however, although...*
   - Transform data into text.
   - Use their own words to paraphrase and summarize.
   - Organize their ideas and present them in a logical way.

Course Name: Preparatory English IV

Course Code: ENGL04 (15, 5, 4)

Prerequisites: ENGL03

Course Description:

This module completes the English component of the Preparatory English Program. Students entering this program should have a minimum 471 TOEFL score. Upper Intermediate skills with an emphasis on reading, listening, writing and TOEFL preparation are stressed. The aim is to ensure students are fully prepared to study at a university where English is the medium of instruction. Materials used are at a CEF B-2 level.

Learning Outcomes:

By the end of this course, students will be able to do the following.

1. **Communication**

   - Ask questions, for example for reasons, clarification etc.
   - Give a clear presentation on a familiar topic, and answer predictable or factual questions.
   - Present their own opinion, and justify opinions.
   - Explain results in practical terms.
   - Present arguments, using a limited range of expression (vocabulary, grammatical structures).
   - Make notes from simple sources that will be of some limited use for essay or revision purposes.
   - Check that all instructions are understood.

2. **Skills**

   - Distinguish main themes from irrelevancies and asides.
   - Make notes that will be of some limited use for essay or revision purposes, but ARE UNLIKELY to be able to take notes accurately unless time is given to write them down.
   - Understand most visuals that they are likely to come across, but may sometimes have difficulty with textual commentary.
   - Make simple notes that are of reasonable use for essay or revision purposes, capturing most important points.
   - Write an account of an experiment and demonstrate basic understanding of work done.
   - Read all information related to practical arrangements for study which teachers or lecturers are likely to write.
   - Write good paragraphs including topic sentences, body, and concluding sentences.
   - Select relevant information and prioritize it correctly.
   - Express arguments in a logical order.
   - Write an essay from notes.

- Produce several styles of essay, including persuasive, descriptive, evaluative, and discursive essays.

Module Levels and Benchmarks

KFUPM / DCC Courses	Description	Common European Framework (CEFR)	Cambridge English Exams	IELTS	Oxford Online Placement Test / TOEFL IBT	TOEFL PBT
ENGL 00	Beginner	A1	YLE	0 – 2.5	0 – 27	0 – 380
ENGL 01	Elementary	A2	KET	3.0	28 – 35	381 – 409
ENGL 02	Pre – Intermediate	A2 – B1	KET / PET	3.0 – 3.5	36 – 41	410 – 439
ENGL 03	Intermediate	B1	PET	4	42 – 50	440 – 470
ENGL 04	Upper Intermediate	B2	FCE	4.5 – 5.0	51 – 62	471 – 500

MATHEMATICS

The Mathematics Department provides supporting courses to the majors offered by DCC, in addition to the Preparatory Year Program. All newly admitted students must take the MATH011 course during their first semester, followed by MATH012 course in the second semester. These two courses are exact copies of the MATH001 and MATH002 offered by KFUPM's Preparatory Year Program. They are designed to achieve the following educational objectives:

- To develop students' understanding of mathematics and mathematical processes in a way that promotes confidence and fosters enjoyment.
- To extend students' range of mathematical skills and techniques and to solve more difficult unstructured problems.
- To develop an understanding of coherence and progression in mathematics, and of how different areas of mathematics can be connected.
- Mathematics as an effective means of communication.
- To develop an awareness of the relevance of mathematics to other fields of study; for example, to the world of work and to society in general.
- Students are encouraged to take an increasing responsibility for their own learning and to evaluate their own mathematical development.

During the first semester of the freshmen year of all majors, students are required to take an applied calculus course (MATH121), which concentrates on the application of mathematics in business and economics. Students find this course very stimulating as it shows them the application of mathematics in the subjects that they are going to study.

ISLAMIC AND ARABIC STUDIES

The Islamic and Arabic Studies Department is a service department. Its responsibilities include the broadening of students' knowledge and general education in history, social behavior, and other disciplines within the context of the Islamic belief and culture in which DCC graduates are expected to practice their professions. A second major goal of the courses offered by the department is to enrich the students' knowledge and utilization of the Arabic language in effective written and spoken communication. These courses promote an appreciation of Arabic not only as a language of poetry, literature, and religion, but also as one of science and technology. Above all, the foremost objective of these courses is to revitalize the Islamic and Arabic base of students' knowledge and enhance their Islamic perspective.

Each undergraduate student must successfully complete six semester credit hours in Islamic and Arabic studies. IAS111 (Belief and its Consequences) and IAS201 (Objective Writing) The language of instruction is Arabic.

After consultation with, and approval by, their advisors, non-Arabic speaking students may choose from the list of elective courses as substitution for the 'Requirements in Islamic and Arabic Studies Courses' as specified by the department.

PHYSICAL EDUCATION

Physical education helps students to develop, not only in the knowledge of life skills, but also in the practical realization of, the following attributes: on the one hand, excellent fitness levels and motor skills, and on the other hand, personal and social skills so as to obtain the ultimate goal of a lifetime of productive physical activity and vibrant health. Students who participate regularly in physical education activities enjoy and enhance their physical, mental, social and emotional aspects of life, as is proved in much physical education research.

The aim of most progressive schools is to equip students with knowledge, skills, capacities and values, along with the interest to maintain a healthy lifestyle into maturity. Some schools also require physical education as a way of promoting weight loss, where necessary, in students. Activities included in the program are designed to promote physical fitness, to develop motor skills, to instill knowledge and the understanding of rules, concepts, and strategies. It also aims to teach students to work as part of a team, or as individuals, in a wide variety of competitive activities.

All students from the preparatory years and freshmen in associate degree courses must participate in physical education classes for two hours per week. This must be done within a quality program that includes curriculum-aligned instruction and assessment which gives an opportunity for all to learn.

ACADEMIC COURSES

Course Abbreviations

ACCT   *Accounting*

BA   *Business Administration*

BIOL   *Biology*

CHEM   *Chemistry*

CIT   *Computer and Information Technology*

ENGL   *English*

HRM   *Human Resource Management*

IAS   *Islamic and Arabic Studies*

MATH   *Mathematics*

MGT   *Management*

MKT   *Marketing*

SCM   *Supply Chain Management*

ST   *Safety Technology*

PE   *Physical Education*

COURSE DESCRIPTIONS

ACCOUNTING

ACCT 101   Principles of Accounting I   (2-2-3)

Accounting in business. Analyzing and recording transactions. Adjusting accounts and preparing financial statements. Completing the accounting cycle. Accounting for merchandise operations. Inventories and cost of sales. Accounting information systems. Cash and internal controls. Accounting for receivables. Ethics in accounting incorporated in the presentation of financial statements.
Prerequisite(s): None

ACCT 102   Principles of Accounting II   (2-2-3)

Plant assets, natural resources and intangibles. Current liabilities and payroll accounting. Accounting for partnerships. Accounting for corporations. Long-term liabilities. Investments and international operations. Reporting the statement of cash flows. Analysis of financial statements. Managerial accounting concepts and principles.
Prerequisite(s): ACCT 101

ACCT 199   Summer Internship   (0-0-3)

Practical training at workplace environment is given in the field of students' major. The duration of the summer internship course is eight weeks of full time work. A student is assigned a work supervisor who plans student training and provides guidance and advice during the training period. Students are graded on the basis of documentation of acquired learning as reported by the student and employer.
Prerequisite(s): Completion of 28 credit hours with a minimum CGPA of 2.0

ACCT200 Accounting Information systems (3-0-3)

Accounting systems. Accounting databases. Accounting interface: database forms, queries and reports. Accounting systems and business processes. Accounting systems and business processes. Business processes: purchasing, sales and payroll cycles. Integrated enterprise systems. Accounting and business intelligence. Fraud and internal control. The risk intelligence enterprise: enterprise risk management.
Prerequisite(s): ACCT102

ACCT201 Intermediate Accounting I (2-2-3)

Intermediate Accounting part one. Objectives of financial statements and their preparation. Environmental and theoretical structure of financial accounting. Review of the accounting process. The balance sheet. The income statement and cash flow. Income measurement and profitability analysis. Time value of money. Cash and receivables. Inventories. Measurement. Assets: acquisition and disposition.
Prerequisite(s): ACCT102

ACCT202 Intermediate Accounting II (2-2-3)

Intermediate Accounting part two. Study of stockholder equity, including issuance and reacquisition of capital stock, dividends and retained earnings. Accounting for short-term and long-term investments in securities. Study of cash flows, capital leases and interpretation and analysis of financial statements.
Prerequisite(s): ACCT201

ACCT205 Computer Applications in Accounting (2-2-3)

Case company practice on Peachtree Accounting software functions, including vendor transactions, customer transactions, employees, general ledger, and inventory and internal control. Using the job-costing feature in Peachtree. Interpreting the financial statements. Using the time and billing feature in Peachtree. Maintaining accounting records for service businesses. Completing quarterly activities and closing fiscal year. In addition, using Microsoft Excel for accounting applications.
Prerequisite(s): ACCT200

ACCT249 Special Topics in Accounting (3-0-3)

Variable contents. State of the art topics in accounting. Relationship of the special topic to other course work and best practices in accounting. Application of the course topic to industrial professional practice.
Prerequisite(s): ACCT102 *and Departmental approval.*

ACCT251 Cost Accounting (3-0-3)

Fundamental cost concepts, behavior and analysis and the use of cost information to support management decision-making. This course covers Cost-volume-profit analysis (CVP analysis), process costing, job costing, ABC costing, cost estimation, cost analysis for decision-making and services costing.
Prerequisite(s): ACCT102

ACCT252 Managerial Accounting (3-0-3)

Business ethics, planned and flexible budgets, capital budgeting, standard costs, decentralization, cash flow and analysis of financial statements.
Prerequisite(s): ACCT251

ACCT245 Introduction to Auditing (3-0-3)

Techniques of investigating, interpreting and appraising accounting records and assertions. Internal control design and evaluation. Evidence-gathering techniques. Verification of balance sheets and income statement items. Preparation of audit working papers and the compilation of audit reports.
Prerequisite(s): ACCT200

ACCT258 Zakat and Tax Accounting (3-0-3)

Principles of tax and lawful Zakat collection systems in the Kingdom of Saudi Arabia. The course consists of two main topics: tax accounting and lawful Zakat.
Prerequisite(s): ACCT 102

BUSINESS ADMINISTRATION

BA 101   Introduction to Business   (3-0-3)

Fundamental topics of forming and running business within the dynamic environment. Other related topics covered in the course include doing business in a global environment, marketing, HRM, management and leadership and understanding accounting and financial information.
Prerequisite(s): None

BA 110   Business English   (3-0-3)

The course aims to teach students how to communicate effectively in English for business. Business English has components in the main four skills of reading, writing, speaking and listening.
Prerequisite(s): ENGL 101

BA 120   Introduction to Sales   (3-0-3)

This course explores sales as a means of achieving career objectives. Emphasis will be placed on techniques of presentation, poise and refinement. It covers the psychology of selling and marketing fundamentals to help students understand selling basics and prospect development. Students will study the life and career of a professional salesperson and the importance of Relationship Marketing and Relationship Building.

BA 121   Principles of Economics & Cost Accounting   (3-0-3)

This course focuses on time value of money, rate of return, taxes, depreciation, product costing systems including: job order costing, process costing, joint products costing, operational costing, and costing in manufacturing and service organizations. Activity-based costing systems.

BA 150   Human Relations and Psychology   (3-0-3)

This course focuses on practical applications of psychology to relationships. Topics include communication, problem solving, decision making, conflict and change as they occur in individuals, interpersonal, group and intergroup relations.

BA 200   Business Communications   (3-0-3)

Fundamental topics of business communications including characteristics of business messages, writing informal reports, proposals and formal reports, business presentations, job search, résumés, cover letters and interviewing skills.
Prerequisite(s): ENGL102

BA 221   Business Law   (3-0-3)

Saudi business law including the general legal framework, legal issues arising in day-to-day business dealings. Basic principles of business law, in particular the laws of contract, agency, partnership, merchants and business ethics. Required elements of torts, creditors' rights, bankruptcy and commercial paper.
Prerequisite(s): None

BA 231   Personnel Management   (3-0-3)

This course reviews issues of personnel management in organizations. Topics include direction and motivation, leadership behavior, recruitment of support staff, orientation and training programs, personnel placement and reassignment, assignment of work, personnel evaluation and counseling, obsolescence and retraining, employee grievances, and handling of conflict situations.
Prerequisite(s): MGT 201

BA 240   Business Ethics   (2-0-2)

An introduction to traditional ethical theories and their application to business. A basis for understanding how ethical issues in business arise, and some strategies to control or resolve them. Examines ethical issues in the context of business theory and practice. Enhances moral sensibility and expands capacity for moral inquiry, dialogue, and decision-making in ways that will be useful in professional and civic lives.
Prerequisite(s): None

ECON 103   Introduction to Economics   (3-0-3)

Fundamentals of micro and macro economies. Concepts of demand and supply, economic cycle and unemployment. Fiscal and monetary policy. Market conditions such as monopoly, oligopoly and competition. Analysis of the concepts of demand, supply and price elasticity. Preparing a small-scale financial budget.
Pre-requisite: None

COMPUTER AND INFORMATION TECHNOLOGY

CIT 111   Introduction to Information Systems   (2-3-3)

Fundamentals of computer information systems including computer hardware, software, data communications, programming, computer ethics, computer security, database and data warehouse, internet, problem solving and programming using multiple computer platforms. Role of information systems in organizations. Types of computer information systems that support various activities and processes in organizations. Exposure to basics of networking underlying modern information systems.
Prerequisite(s): **None**

CIT 112   Web Authoring and Design I   (2-3-3)

Internet and web technology; web development using HTML, including creating multimedia web pages with hypertext links, tables, frames, forms, cascading style sheets.(CSS3) and JavaScript; with hands-on experience in website design and authoring.
Prerequisite(s): **None**

CIT 113   Introduction to Operating System   (2-3-3)

Computer operating systems functions and management; memory, process, device, file, and network function management, concurrent processes, security and ethics.
Prerequisite(s): **None**

CIT 127   Introduction to Computer Maintenance   (2-3-3)

Computer hardware components; troubleshooting, repair, and maintenance; operating system interfaces and management tools; networking components; computer security; and operational procedures.
Prerequisite(s): **CIT 113**

CIT 122   Introduction to Database Management   (2-3-3)

Introduction to database and database management system concepts, internal design models, normalization, network data models, development tools, and its applications.
Prerequisite(s): **CIT 111**

CIT 123   Introduction to Networking   (2-3-3)

Technical level concepts of non-vendor specific networking including technologies, media, topologies, devices, management tools, and security. Provides the basics of how to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructure.
Prerequisite(s): **CIT 113**

CIT 124   Introduction to Information Security   (1-3-2)

Introduction to current cyber security issues and trends in business and industry. Install and configure software and tools to ensure personal, internet, mobile, and computer security.
Prerequisite(s): **CIT 113**

CIT 125   Programming I   (2-3-3)

Fundamental programming concepts; data types, control structures, simple data structures, error-handling, object-oriented programming, graphical user interfaces, and modular programming.

Prerequisite(s): **CIT 111**

CIT 142   Introduction to Computer Applications   (2-3-3)

Building a solid foundation in the most popular MS office productivity skills such as word processing, presentation applications, spreadsheet, and database applications. Exposure to the basic features of MS office tools used for word processing, presentation application, spreadsheet applications and database applications.

Prerequisite(s): **None**

CIT 199   Summer Internship   (0-0-3)

Practical training is given in the field of students' major through real work experience. The work supervisor plans students' training and provides guidance and advice during the training period of eight weeks of full time work. The DCC summer coordinator organizes workshops to students on summer training course, coordinates training plans with work supervisors, tracks students' progress, and provides advice and guidance during the training period.

Prerequisite(s): A student must have successfully completed at least 28 credit hours to participate in the Summer Internship. Typically, after the first year in the program with a minimum CGPA of 2.0.

CIT 214   Introduction to Cloud Computing   (2-3-3)

Conceptual foundation, implementation, and maintenance of a cloud in a network environment. Students will learn creating, managing, using and working with virtual machine, self-service portal and using virtual desktop infrastructure. This course provides practical hands-on labs.

Prerequisite(s): **CIT 123**

CIT 215   Programming II   (2-3-3)

Object-oriented programming concepts; inheritance; polymorphism; abstract classes and interfaces, container/collection classes, packages, object-oriented design, software modeling, event-driven programming, recursion, use of stacks, queues and lists, searching and sorting techniques.

Prerequisite(s): **CIT 125**

CIT 216   Web Authoring and Design II   (2-3-3)

Extensive hands-on experience, on creating dynamic web pages and web services. Additionally, the course will present an introduction to basic web page backend programming and web database interfacing.
Prerequisite(s): **CIT 122**

CIT 218   Computer Forensics and Investigations   (2-3-3)

Computer forensics and the basic concepts used in a computer forensics examination; introduces techniques required for conducting a forensic analysis on systems and data.
Prerequisite(s): **CIT 124**

CIT 222   Server Administration   (2-3-3)

Managing Server Operating System including manipulation of file structure, backup, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and system resource control.
Prerequisite(s): **CIT 113**

CIT 223   Mobile Application Development   (2-3-3)

Mobile application development frameworks; Architecture, design and engineering issues, techniques, methodologies for mobile application development.
Prerequisite(s): **CIT 215**

CIT 224   Database Administration   (2-3-3)

Database environment, create, manage and administer database, user security, manage data, concurrencies, undo data, implement database security, database maintenance, performance management, recovery, and backup.
Prerequisite(s): **CIT 122**

CIT 225   Network Security and Penetration Testing   (2-3-3)

Structured hands-on knowledge of computer security, discovering vulnerabilities, penetration testing and recommending remedial measures against hackings.
Prerequisite(s): **CIT 123**

CIT 226   Data Integrity and Security   (2-2-3)

Introduction to the principles, practices, procedures, and methodologies to ensure security of databases. This course also reviews database security processes, security configuration techniques, and auditing checklists, such as auditing processes, secure architecture, and privilege management.
Prerequisite(s): **CIT 122**

CIT 227   Introduction to Linux   (2-3-3)

Manage user accounts, file systems, backup, troubleshooting, and processes while gaining hands-on experience installing, configuring, and administering a Linux system.
Prerequisite(s): **CIT 113**

CIT 243   Introduction to ERP   (2-2-3)

Line of business process in organizations. Support of Enterprise Resource Planning (ERP) systems to line of business process and their integration. Major components of ERP systems and inter-relationships. Advantages and limitations of ERP systems implementation
Prerequisite(s): **CIT 111**

CIT 249   Special Topics   (2-3-3)

State-of-the-art topics in Computer and Information Technology.
Prerequisite(s): **During final semester**

CIT 270   Capstone Project   (0-4-2)

The student will work independently on a topic of his choice, under the instructor's supervision, to implement a small IT project.
Prerequisite(s): **During final semester**

ENGLISH

ENGL 101   Introduction to Academic Discourse   (3-0-3)

Reading skills, writing for academic purposes, and oral presentation skills.
Pre-requisite: None

ENGL 102   Introduction to Report Writing   (3-0-3)

Advanced level reading skills, writing for academic purposes, oral presentation skills, and basic research skills
Pre-requisite: ENGL101

HUMAN RESOURCE MANAGEMENT

HRM101 Principles of Human Resource Management (3-0-3)

Managing work flows and conducting job analyses, managing diversity, recruiting and selecting employees, downsizing and outplacement, appraising and managing performance, training and development, managing compensation and benefits, employee relations, employee rights, discipline and safety.
Prerequisite(s): None

HRM102 Staffing (3-0-3)

Strategic staffing, business and staffing strategies, legal context of staffing, strategic job analysis and competency modeling, forecasting and planning, sourcing, identifying recruits, recruiting, assessing external candidates, assessing internal candidates, choosing and hiring, and evaluation of staff.
Prerequisite(s): HRM101

HRM199 Summer Internship (0-0-3)

Practical training at workplace environment is given in the field of students' major. The duration of the summer internship course is eight weeks of full time work. A student is assigned a work supervisor who plans student training and provides guidance and advice during the training period. Students are graded on the basis of documentation of acquired learning as reported by the student and employer.
Prerequisite(s): Completion of 28 credit hours with a minimum CGPA of 2.0

HRM201 Training and Development (3-0-3)

Strategic training, needs assessment, learning theories and program design, transfer of training, training evaluation, traditional training methods, the use of technology in training, employee development, special issues in training and development, careers and career management, challenges in career management and the future of training and development.
Prerequisite(s): HRM101

HRM202 Compensation and Benefit Management (3-0-3)

The pay model, internal alignment and job analysis, job evaluation, person-based structures, defining competitiveness, designing pay levels, mix and pay structure, pay for performance, performance appraisal, the benefits determination process, benefit options, compensation for special groups, international pay systems, government and legal issues in compensation, budgets and administration.
Prerequisite(s): HRM101

HRM215 Negotiation and Conflict Management (3-0-3)

Negotiation and conflict, negative views of conflict, positive approaches to conflict, cultural effects on conflict, destructive conflict, personality, negotiation styles and tactics, compromise, accommodation and collaboration, conflict patterns and triangles, assessment guides, negotiating for mutual gains, modeling conflict, third-party intervention, forgiveness and reconciliation.
Prerequisite(s): HRM101

HRM204 Labor Law and Social Insurance (3-0-3)

Employment contract, duties and disciplinary rules, work conditions and circumstances, marine employment contract, working in quarries and in mines, work inspection, expiration of employment contract and the severance award, resolution of labor disputes, definition and evolution of social insurance law, international treaties on social insurance law, the General Organization for Social Insurance, scope of social insurance, groups excluded from social insurance, compensation on occupational hazards and retirement pay.
Prerequisite(s): HRM101

HRM206 Workplace Psychology (3-0-3)

Overview of work psychology, personality and individual differences, perceptions and attitudes at work, motivation and work satisfaction, relationships at work, decision-making, leadership at work, career management and development, organizational change and development, human performance and the work environment, assessing people at work, learning, training and development, psychological health in the workplace and the loss of work.
Prerequisite(s): None

HRM210 Human Resource Information Systems (3-0-3)

Introduction to Human Resource Information Systems (HRIS): Strategic role of Human Resource Information Systems (HRIS) in the effective management of organizations. HRIS capabilities and limitations. Recruitment and selection in an Internet context. Evaluation and selection factors of an appropriate HRIS to support management decision-making. HR metrics and workforce analytics. Change management issues of the implementation of HRIS. Internet, privacy and security issues in HRIS.
Prerequisite(s): HRM101, CIT111

HRM249 Special Topics in Human Resource Management (3-0-3)

Variable contents. State of the art topics in human resource management. Relationship of the special topic to other course work and best practices in HRM. Application of the course topic to industrial professional practice.
Prerequisite(s): HRM101 and Departmental approval

HRM 101   Principles of Human Resource Management   (3-0-3)

Managing workflows and conducting job analysis, managing diversity, recruiting and selecting employees, downsizing and outplacement, appraising and managing performance, training and development, managing compensation and benefits, employee relations, employee rights, discipline and safety.
Prerequisite(s): None

HRM 102　　Staffing　　　　　　　　　　　　　　　　　　　　(3-0-3)

Staffing models and strategy, legal compliance, planning, job analysis and rewards, external and internal recruitment, external and internal selection, final match, staffing system management, and retention management.
Prerequisite(s): HRM 101

HRM 199　　Summer Internship　　　　　　　　　　　　　　(0-0-3)

This course is designed to provide practical training in the student's field of study through work experience. Students are graded according to evaluations by the employer and summer internship Examination Committee. Duration: eight weeks long under instructor's supervision. **Prerequisite(s): minimum 28 credit hours, minimum cumulative GPA 2.0**

HRM 201　　Training and Development　　　　　　　　　　(3-0-3)

Strategic training, needs assessment, learning theories and program design, transfer of training, training evaluation, traditional training methods, the use of technology in training, employee development, special issues in training and development, careers and career management, challenges in career management, and the future of training and development.
Prerequisite(s): HRM 101

HRM 202　　Compensation and Benefit Management　　　(3-0-3)

The pay model, internal alignment and job analysis, job evaluation, person-based structures, defining competitiveness, designing pay levels, mix, and pay structure, pay for performance, performance appraisal, the benefits determination process, benefit options, compensation of special groups, international pay systems, government and legal issues in compensation, budgets and administration.
Prerequisite(s): HRM 101

HRM 203　　Conflict Management　　　　　　　　　　　　　(3-0-3)

Definition of conflict, negative views of conflict, positive approaches to conflict, the Lens model of conflict and cultural effects, destructive conflict, styles and tactics, compromise, accommodation and collaboration, conflict patterns and triangles, assessment guides, negotiating for mutual gains, modeling conflict, third-party intervention, forgiveness and reconciliation.
Prerequisite(s): HRM 101

HRM 204　　Labor Law and Social Insurance　　　　　　(3-0-3)

Employment contract, duties and disciplinary rules, work conditions and circumstances, marine employment contract, working in quarries and in mines, work inspection, expiration of employment contract and the severance award, resolution of labor disputes, definition and evolution of social insurance law, international treaties on social insurance law, the General Organization for Social Insurance, scope of social insurance, groups excluded from social insurance, compensation on occupational hazards, and retirement pay.
Prerequisite(s): HRM 101

HRM 205   ERP Applications in Human Resource Management   (1-4-3)

This course explores Enterprise Resource Planning (ERP) systems and explains their concepts and importance. In addition, it teaches the basics of ERP systems, and the most common end-user functions in human resource management.

Prerequisite(s): CIT101

HRM 206   Workplace Psychology   (3-0-3)

Overview of work psychology, personality and individual differences, perceptions and attitudes at work, motivation and work satisfaction, relationships at work, decision making, leadership at work, career management and development, organizational change and development, human performance and the work environment, assessing people at work, learning, training, and development, psychological health in the workplace, and the loss of work.

Prerequisite(s): HRM 101

ISLAMIC & ARABIC STUDIES

IAS 111   Belief and its Consequences   (2-0-2)

Introduction to faith, its foundation and sources; the fundamentals of belief; divinity, prophet-hood and after life; the treatment of different subjects in the Quran which deal with the universe, man and life; and consideration of the position of the contemporary Muslim vis-à-vis the different alien doctrines and the need for his adherence to Islam and renouncing of all false ideologies.

Pre-requisite: None

IAS 201   Writing for Professional Needs   (2-0-2)

Methods of research, exposing their theoretical and practical aspects. Develop student linguistic and literary potential, both in reading and writing. Essay writing, varieties, purposes, styles, and forms, such as religious, scientific, literary, and journalistic. Practice oral self-expression, with the instructor correcting and discussing student mistakes.

Pre-requisite: None

MATHEMATICS

MATH 011   Preparatory Math I   (3-2-4)

The course primarily aims at the development of critical thinking among the students through the mathematical concepts studied at the high school level. Word problems will be an important part of the course.

MATH 012   Preparatory Math II   (3-2-4)

The course covers inverse function, exponential and logarithmic functions; trigonometric functions; trigonometric identities and equations; solving the system of linear and non-linear equations; matrices, their properties and determinant solution of system of linear equations; basic ideas about conics (ellipse, parabola, hyperbola).

Prerequisite(s): Math 011

MATH 121   Introduction to Applied Calculus   (3-2-3)

To introduce the student to basic concepts and methods of calculus. Topics include: limits, differentiation and integration of ordinary functions as exponential, logarithmic, and trigonometric functions. Multivariable calculus is also discussed. Applications include: cost, benefit, marginal cost and some maximizing and minimizing business problems.
Prerequisite(s): Math 012

MATH 115   Finite Mathematics   (3-0-3)

Linear equations and inequalities. Systems of linear equations. Basic material on matrices. Elementary introduction to linear programming. Counting techniques, permutations and combinations. Probability for finite sample space. Basic concepts in statistics, and topics in mathematics of finance.
Pre-requisite(s): None

MANAGEMENT

MGT101   Principles of Management   (3-0-3)

Management and organizations. Management functions, roles and skills. Corporate social responsibility and business ethics. Cultural diversity and international management. Planning and managerial decision-making. Managerial control. Human resource management. Team management, motivation and leadership.
Pre-requisite: None

MGT 202   Organization Behavior and Design   (3-0-3)

This course introduces the field of organizational behavior. It covers individual behavior, values, and personality. Motivation in the workplace is dealt with in more detail. Dealing with stress at work and managing it is also covered. How decision-making is done. Working in teams and developing high performing teams is also covered. How to handle conflicts and manage them. Leadership skills in organizational setup and how to lead an organization are explained. An examination of the complex relationships among individuals, groups, organizations, and society is done. A dynamic systems approach to understanding and facilitating work relationships is emphasized through the study of the interaction of individual needs, abilities, and traits with organizational goals and structure.
Prerequisite(s): MGT 101

MGT 204   Project Feasibility Analysis in Arabic   (3-0-3)

It's an elective course which introduces the concepts, process, and methodology in feasibility analysis of private investment projects; especially the analysis of marketing, technical, financial, economic and environmental feasibilities; preparation of the feasibility study, project proposal and report with emphasis on practices is covered.
Prerequisite(s): MKT 101, MGT 201

MARKETING

MKT 101   Principles of Marketing   (3-0-3)

Overview of contemporary marketing. Global marketing environment. Marketing manager's role in a market-directed economy, marketing objectives, strategic planning, and developing marketing mixes for target markets. Material is presented as it relates to the four "P's" of marketing: product, place, promotion, and price.
Prerequisite(s): None

MKT125   Integrated Marketing Communications (IMC)   (3-0-3)

The role of advertising in the marketing of goods and services. Discusses the different uses of advertising, types of media, how advertising is created, agency functions and legal, social, and economic aspects of the industry. Introduces other IMC tools including direct marketing, personal selling, sales promotion and public relations.
Prerequisite(s): MKT101

MKT120   Introduction to Sales   (3-0-3)

The life and career of a professional salesperson, the importance of relationship marketing and relationship building, preparation for relationship selling, the relationship selling process, and sales management.
Prerequisite(s): MKT101

MKT199   Summer Internship   (0-0-3)

Practical training at workplace environment is given in the field of students' major. The duration of the summer internship course is eight weeks of full time work. A student is assigned a work supervisor who plans student training and provides guidance and advice during the training period. Students are graded on the basis of documentation of acquired learning as reported by the student and employer.
Prerequisite(s): Completion of 28 credit hours with a minimum CGPA of 2.0

MKT201   Distribution Channels   (3-0-3)

Different channel institutions, marketing channel design, channel coordination and implementation, performance evaluation of the management of the firm's distribution systems, the roles of channel members, the impact of marketing channel decisions on marketing strategy and channel design and management.
Prerequisite(s): MKT101

MKT202   Retail Management   (3-0-3)

Challenges and global development trends in the industry, retail trade, store and non-store retailing, location and site selection, merchandising, pricing and margin planning and store management, layout and visual merchandising.
Prerequisite(s): MKT101

MKT203   Product and Brand Management   (3-0-3)

Covers brand equity principles, identifies key branding decisions, examines ways to build brand equity, measure and manage customer-based brand equity.
Prerequisite(s): MKT101

MKT204   Consumer Behavior   (3-0-3)

Consumer behavior defined. Cross-cultural variations in consumer behavior. Group influence on consumer behavior. Consumer perception. Motivation, personality and emotion. Attitudes and influencing attitudes. Self-concept and lifestyle. Situational influences. Consumer decision process and potential problem awareness. Information search and alternative evaluation and selection. Post-purchase processes, Customer satisfaction and customer commitment. Organizational and buyer behavior.
Prerequisite(s): MKT101

MKT205   Introduction to Marketing Research   (3-0-3)

Fundamentals of marketing research methods with principles, concepts and practices of modern marketing research. The course outlines the marketing research process and examines the research methods and techniques applicable to problem solving in marketing.
Prerequisite(s): MKT101 and MATH115

MKT206   Digital Marketing   (3-0-3)

Mindset of consumers in the digital era, digital marketing model, digital marketing strategy and implementation and digital sustainability.
Prerequisite(s): MKT125

MKT249   Special Topics in Marketing   (3-0-3)

This course introduces and explores current issues in the marketing field of study, focusing on practical topics on the latest development in business and marketing. Practical topics aimed to improve knowledge and professional development opportunities.
Prerequisite(s): MKT101 and Departmental approval

SAFETY TECHNOLOGY

ST 101 Introduction to Safety Technology (1-3-2)
The role and ethics of the safety professional and the philosophy of safety and health in the workplace; regulatory, environmental and industrial aspects applicable to the safety profession. First Aid.
Prerequisite: None

BIOL133 Biology for Engineers (2-3-3)
Overview of basic information in chemical context of life, cell structure, cell function, energy transfer, cell division (mitosis and meiosis) and DNA Technology and its engineering applications, basic information about microorganisms (microbiology) and viruses and human effects on the biosphere.
Prerequisite(s): None

CHEM133 General Chemistry (3-4-4)
Fundamental principles of chemical structure and reactivity including atomic and molecular structure, chemical bonding, structures of ionic, covalent, and metallic lattices, chemical reactions and stoichiometry, thermochemistry, electrochemistry, chemistry of metals and solids, and introduction to rate processes, organic and environmental chemistries.
Prerequisite(s): None

PHYS133 General Physics (2-3-3)
The topics covered include particle kinematics and dynamics, conservation of energy and linear momentum, rotational kinematics, rigid body dynamics, conservation of angular momentum, gravitation, simple harmonic motion and the statics and dynamics of fluids. The laboratory includes experiments illustrating the principles, laws and concepts discussed in the course.
Prerequisite(s): None

ST101 Introduction to Safety Technology (1-3-2)
This is a core course for Safety Technology. This course introduces the fundamentals of safety and health technology in terms of hazard recognition, legal aspects, related materials, environmental, and industrial aspects applicable to the safety profession. It also explores the various types of hazards in the contemporary workplace, personal protective equipment, and First Aid.
Prerequisite(s): None

ST103   Accident Investigation and Analysis   (3-0-3)

This course is to equip students with the basic understanding of the nature of hazards, accident prevention, loss reduction, inspection techniques, and accident investigation analysis.
Prerequisite(s): ST101

ST104   Risk Assessment   (3-0-3)

An introduction to risk assessment fundamental concepts, theories and definitions, Basics of What-If Hazard Analysis, Preliminary Hazard Analysis, Hazard and Operability (HAZOP) Study, Failure Mode and Effects Analysis, introduction to Bow-Tie Risk Assessment Methodology, Business Aspects of Operational Risk Assessment.
Prerequisite(s): ST101

ST105   Regulations and Legal aspects of Safety   (3-0-3)

General industrial safety standards, overview of the regulations and laws which impact on all aspects of safety and the environment. Review of employer's legal responsibilities and proactive measures to ensure compliance with OSH`s standards and regulations, International Labor Organization ILO, Civil defense regulations, Saudi Labor Law, Saudi Building Code, labor and workers' compensation laws, ISO safety standards.
Prerequisite(s): None

ST201   Safety Management   (3-0-3)

The role of safety programs in the workplace. Safety program standards, assessment, design, development, implementation and evaluation. Safety management system, workplace design and engineering, record keeping, and cost benefit analysis.
Prerequisite(s): ST101

ST199   Summer Internship   (0-0-3)

Practical training at workplace environment is given in the field of students' major. The duration of the summer internship course is eight weeks of full time work. A student is assigned a work supervisor who plans student training and provides guidance and advice during the training period. Students are graded on the basis of documentation of acquired learning as reported by the student and employer.
Prerequisite(s): Completion of 28 credit hours with a minimum CGPA of 2.0

ST202   Fire Protection Technology   (2-3-3)

Recognition of possible fire sources, emergency procedures in the event of a fire, life safety in buildings, detection and notification systems, fire suppression systems, building construction techniques and fire investigation method, fire program management for eliminating fires, fire safety inspections using code and standards.
Prerequisite(s): ST101, ST105

ST203   Hazardous Materials   (2-3-3)

Introduction to hazardous materials and their classes, overview of relevant Chemistry Concepts, hazard classes and toxicology, selecting correct personal protective equipment, response to a hazardous materials emergency, managing an incident, management and transportation of hazardous materials, waste treatment and disposal.
Prerequisite(s): ST 101 and CHEM 133

ST204   Construction Safety   (3-0-3)

Identification of construction safety hazards, hazard control methods, precautions and strategies, construction safety law and practice, risk assessment and method statement.
Prerequisite(s): ST101

ST205   Industrial Hygiene   (2-3-3)

Industrial hygiene focuses on the areas typically encompassed by industrial hygiene and highlights the specific role played by the industrial hygienist in protecting employee health and safety. Routes of exposure; chemical, physical, and biological hazards; Industrial Toxicology, Gases, Vapors and Particulates, ventilation and air quality, Industrial Noise, Ionizing Radiation, Nonionizing Radiation, Air sampling and monitoring techniques, Thermal Stress, Identification, evaluation, and control of industrial health hazards are stressed.
Pre-requisite: ST101, BIOL 133

ST207   Human Factors in Safety   (2-3-3)

Review of the principles and practices of ergonomics as it applies to the industrial environment. A study of the relationship of human behavior and ergonomics as applied to workplace safety. The role of the managers, engineers, supervisors, and workers towards safety in relationship to the physiological, psychological and ethical factors on safety. Demonstrates how to collect data on users and operators and how to convert the data to good workplace design.
Prerequisite(s): ST101

ST208   Safety Training Methods   (3-0-3)

Introduction & fundamentals and organization of safety and health training, preparations, delivery of safety training, roles and responsibilities in safety training, training technology, safety training records and evaluating safety training effectiveness.
Prerequisite(s): ST101

ST209   Emergency Management   (3-0-3)

Natural and technological disasters, Complex Humanitarian Emergencies (CHEs), Emergency Management life cycle, emergency preparedness life cycle, international emergency management, Non-Governmental Organizations.
Prerequisite(s): ST 101

ST212   Environmental Safety   (3-0-3)

Fundamentals of environmental safety in terms of policy and regulation, epidemiology, toxicology and disease, air and water pollution, food safety, pests and pesticides, ionizing radiation and sustainability

Prerequisite(s): ST101

ST249   Special Topics in Occupational Health and Safety   (3-0-3)

Variable contents. State of the art topics in occupational safety and health. Relationship of the special topic to other course work and best practices in occupational safety and health. Application of the course topic to industrial professional practice.

Prerequisite(s): ST101 and departmental approval

ST270   Safety Technology Project   (1-3-3)

Students undertake a safety technology project under the supervision of a faculty member with the aim of achieving a comprehensive understanding in principles of safety technology and applying theoretical aspects covered in safety courses. The student is required to make an oral and written presentation of the project.

Prerequisite(s): Completed the first three semesters

SUPPLY CHAIN MANAGEMENT

SCM 125   Principles of Supply Chain Management   (3-0-3)

Supply chain drivers. Supply chain strategies. Supply chain metrics. Types of relationship between supply chain members. Latest trends in supply chain management. Use of technology to manage supply chains. Compliance with social and environmental aspects.

Prerequisite: None

SCM 199   Summer Internship   (0-0-3)

Practical training at workplace environment is given in the field of students' major. The duration of the summer internship course is eight weeks of full time work. A student is assigned a work supervisor who plans student training and provides guidance and advice during the training period. Students are graded on the basis of documentation of acquired learning as reported by the student and employer.

Prerequisite(s): Completion of 28 credit hours with a minimum CGPA of 2.0

SCM 235   Operations Management   (3-0-3)

Fundamental concepts, principles, problems, and practices. Operations strategy, products and process design, capacity planning, production scheduling, materials requirements planning forecasting, inventory fundamentals, order quantities, just-in-time manufacturing and lean production.

Prerequisite: MATH 115, SCM 125

SCM249   Special Topics in Supply Chain Management   (3-0-3)

This course explores the current issues in the field of SCM. It focuses on the practical aspects of the challenges and trends in the areas of supply chain management. The course is comprised of components aiming to acquaint students with the latest developments in the field of SCM.

Prerequisite(s): SCM125 and departmental approval

SCM 250   Inventory & Warehouse Management   (3-0-3)

Inventory planning. Replenishment of inventory. Management of stock location. Management of warehouse operations. Safety issues with inventory management. Latest technological trends in managing modern warehouses.

Prerequisite: SCM 125

SCM 251   Purchasing Management   (3-0-3)

Fundamental purchasing functions. The purchasing process. Organizational purchasing policies. Procurement strategies. Cost management. Supplier selection and evaluation. Negotiations process and tactics. Contract management. Legal aspects, ethics and the negotiation process.

Prerequisite: SCM 125

SCM 253   Transportation & Logistics   (3-0-3)

Introduction to logistics functions. Role of intermediaries in transportation and logistics. Packaging options. Understanding of commercial documentations. Reverse logistics concept. Issues related to distribution and transportation of goods.

Prerequisite: SCM 250

SCM 255   Negotiations and Contracts   (3-0-3)

Negotiation planning. The conflict and negotiation process. Negotiation strategies. Ethics and best practices in negotiation. Communication in negotiation. Framing and tactics in negotiation. Multiparty and teams in negotiation. International and multicultural negotiations.

Prerequisite: BA 221

SCM 260   Quality Management   (3-0-3)

Quality management philosophies. Service quality, re-engineering, inspection and testing. 9001 and 14001 standards and European Quality Award. Mistake proofing, failure mode and effect analysis, 5S and seven quality control tools.

Prerequisite: SCM 251

PHYSICAL EDUCATION

PE 001   Prep. Health & Physical Education I   (0-2-1)

Health and Fitness I (Nutrition level I and Aerobic Fitness) is designed to provide students with the basic nutritional principles related to fitness and sport. The topics covered will include the role of nutrients in physical performance in a healthy lifestyle and special dietary considerations related to aerobic fitness. The aerobic component is basically training in activities such as jogging, calisthenics, and the use of weights. Emphasis will be placed on the relation between the exercises and cardio-vascular fitness.

Team sports I (Football) is the introduction of basic skills in football; students will receive instruction in rules, equipment, and proper execution of fundamental skills and tactics. This component is designed to challenge both physical and intellectual levels of the students.

The Individual/ Dual sports (Aquatics) are comprised of an introduction to the organization and practice of aquatics, athletics, racquet sports, triathlon, and martial arts. Individual/Dual sports are an integral part of our society. This part will help because a basic understanding of the physical and mental principles in individual and dual sports is essential for the fullest and richest enjoyment of these sports and of life in general.

PE 002   Prep. Health & Physical Education II   (0-2-1)

Health and Fitness II (First Aid) provides instruction in first aid and emergency care skills, including victim assessment, cardiopulmonary resuscitation, bandaging and splinting. This includes how to care for bleeding, burns, sudden illness, poisoning, drug abuse, temperature emergencies and drowning. This course prepares the students to have the opportunity to earn a basic life support certificate from the Saudi Red Crescent.
Team Sports II (Basketball) provides the students with the opportunity to acquire knowledge of strategies in sports play, develop skills in team sports and the maintenance thereof, in order to develop their personal fitness. This lesson includes the knowledge and application of skills, techniques, strategies, rules, and safety practices necessary for selected team sports.

Individual/Dual sports (Badminton) This component offers the fundamental skills, rules, strategies and equipment of the sports of athletics, badminton, tennis and recreational games. This part will help because a basic understanding of the physical and mental principles in individual and dual sports is essential for the fullest and richest enjoyment of these sports and of life in general.
Prerequisite: N/A

COLLEGE LOCATION MAP