ALDAR UNIVERSITY COLLEGE

كلية الـــــــــدار الجـــــامعية

PROGRAM SPECIFICATIONS

BACHELOR OF INFORMATION TECHNOLOGY

SCHOOL OF ENGINEERING AND TECHNOLOGY

ALDAR UNIVERSITY COLLEGE

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Approvals	Date
Board of Trustees	26 September 2020
College Council	23 September 2020

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A. Program Information, Planning & Development

1. Program Title

Name of School	School of Information Technology
Name of Department	Department of Information Technology
Title of Degree Program	**Bachelor of Information Technology (English)** **Concentration** 1. General 2. Mobile Application Development 3. Cloud Computing 4. Multimedia and Game Development
Condition/ Requirement 1	Qualifying certificate for English Proficiency as per the following or another standardized, internationally recognized test that is approved by the Commission such as. • TOEFL – Institutional Testing Program (ITP) with a minimum score of 550, • IELTS Test (Academic) with a minimum score of 5.5 • EmSAT score of 1200

2. Program Planning and Development

The Policy

This policy describes academic programs' requirements in planning, revision, and how new programs are developed.

Program Proposal

The Program Planning is conducted by a committee called Program Planning Committee that reports to the Vice President for Academic Affairs. The program planning is conducted to seek Initial Accreditation of a specific program from MOE-CAA.

The Chair of the department is the coordinator for developing the curriculum of any new program.

The Chair of the department ensures the following in the proposal:

1. The curriculum complies with the requirements that are stated in the CAA standards

2. The program's goals are consistent and in line with those of the School, and that the needs of assessment and Feasibility studies were conducted using valid approaches.
3. Identify the human and physical resources needed according to a plan once the program is offered.
4. The total number of credit hours must not be less than the minimum number required by the CAA. for Bachelor programs
5. Each part (General Education Courses, Core Courses, Advanced and Specialization Courses) must contain a sufficient number of elective courses to give flexibility to the students.

The proposal is introduced and discussed in the School Council. Based on the School Council's decision, the proposal is forwarded to the College Council via the Office of Vice President for Academic Affairs to seek the BOT's pre-approval to start the Program Planning cycle.

Upon pre-approval from BOT, the Program Planning Cycle is started by the School Council via an Ad Hoc "Program Planning Committee" (PPC), Chaired by the Chair of the Department with two faculty members as per the area of specialization.

The School Council shall approve the application and sent it to the College Council via Vice President Office. The College Council shall approve the proposal and send it to the BOT for approval.

The BOT discusses the proposal and can suggest changes, if any. Upon BOT approval, the proposal will be sent to the MOE-CAA for initial Accreditation.

A program will be offered only when its initial accreditation by the CAA is granted.

The Program Details

Each program should contain the following details:

1. Name and version of the program, and the Department responsible for offering it.
2. Minimum requirements for admission eligibility
3. The English Proficiency Level required for the program admission or graduation.
4. The Minimum and maximum number of students to be admitted in each intake
5. The total number of credit hours that composes the program
6. Name of Degree to be awarded in English and Arabic languages
7. Graduation requirements as approved by the CAA.
8. The definition of 1^{st} , 2^{nd} , 3^{rd} , 4^{th} and 5^{th} level of study (when applicable) in terms of the number of earned credit hours.
9. The study load bands for regular students, warned students, and students with conditional admission.
10. The Study Plan consists of a list of all the courses taken by the students enrolled in the program.

11. For each course in the study plan, the following details should be provided:
    - Course ID, course name, number of credit hours, number of contact hours of Lectures, Lab, and Tutorial sessions.
    - Category of the course:
        - General Education Courses
        - Core Courses
        - Advanced and Specialization (Concentration/Technical Elective) Courses
    - Prerequisite courses when applicable
    - The number of Minimum earned credit hours required to register for the course.
    - The number of maximum earned credit hours the student may complete before registering for the course becomes mandatory.
    - The minimum English Proficiency Level, which is required before registration in the course, is allowed.

The Admission and Registration Department enters the program details in the System upon receiving initial accreditation from the CAA.

Budgeting for Programs

ADUC ensures that the learning efforts relating to academic programs and courses are fully and transparently budgeted, including anticipated revenues and expenditures.

1. The annual budget process involves input from the unit and department heads and faculty.
2. Program budgets, both short- and long-term, are in place and based on enrolment projections, faculty hiring plans, and an assessment of the human and physical resources needed to support each program.

B. Program Accreditation

ALDAR University College located in the Emirates of Dubai, is officially licensed since 2000, by MOE-HEA, of the United Arab Emirates to award degrees/qualifications in higher education.

The Bachelor of Information Technology were granted Initial Accreditation by the MOE-HEA, in August 2013.

Additionally, the MOE-HEA, also approved the concentrations of Cloud Computing, Mobile Application Development and Multimedia and Game Development to the Bachelor of Information Technology Program in September 2017.

C. Program Educational Aims and Learning Outcomes

The goals of the BIT program are in conformity with those mentioned in Association for Computing Machinery (ACM2008). The goals of the BIT program are:

1. BIT Program Goals

The School of Information Technology strives to provide high quality Information Technology education to its students. It places special emphasis on developing its graduates with the skills and knowledge to take on appropriate professional positions in Information Technology upon graduation and grow into leadership positions or pursue research or graduate studies in the field and can effectively contribute to the advancement of the community.

Table I Alignment between Program Goals and ACM2008 Goals

No	BIT Program Goals	ACM2008 Goals
PG1	Employ appropriate IT methodologies to help an individual or organization achieve its goals and objectives.	1
PG2	Function as a user advocate to meet the Information Technology needs of community and organizations.	2
PG3	Manage Information Technology resources and provide leadership in planning by strengthening IT knowledge and skills for the effective use of technology.	3

PG4	Predict the changing direction of Information Technology, evaluate and communicate toward new technologies to meet specified requirements.	4
PG5	Awareness and, in some cases, contribution to the foundation of basic sciences and mathematics and ability to apply this knowledge to identify and solve IT problems	5
PG6	Can work effectively as a member of a team and acquire the generic skills needed to function in multidisciplinary, diverse, competitive and fast changing environment.	6
PG7	Can appreciate the significance of ethical issues and contribute as a well-rounded member of society.	6
PG8	Explore solutions for building cloud computing-based systems across geographically distributed infrastructure.	3
PG9	Apply computing theories and practices to develop mobile Apps	4
PG10	Develop professional skills in the development and production of multimedia and games	4

2. BIT Program Learning Outcomes and alignment with UAE QF

The Program learning outcomes of the BIT program are in conformity with those mentioned in (Accreditation Board for Engineering and Technology) ABET's A-K and ACM2008. The program provides opportunities for students to achieve and demonstrate the following learning outcomes:

Table II Alignments between BIT Program Learning Outcomes using National Qualifications Framework (NQF) strands and ABET& ACM2008 Program Learning Outcomes

BIT Program learning Outcomes		ABET (A-K)	ACM 2008
NQF Strand # 1: Knowledge			
PLO1	Understanding the knowledge of computing, mathematics and research innovations appropriate to the discipline	A	A
PLO2	An understanding of best practices, standards, applications and how other disciplines relate to the field of work and study	K	M
PLO3	Familiarity with local and global impact of computing on individuals, organizations, and society	H , J	G
NQF Strand # 2: Skills			
PLO4	To be able to recognize problems, create solutions, identify requirements and advance current practices.	E	B
PLO5	To be able to communicate effectively with a range of audiences	G	F
PLO6	To assist in the creation of an effective project plan and interact successfully with others in order to work towards a common result.	D	D, N
NQF Strand # 3: Responsibility			

PLO7	To design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs	B , C	C
PLO8	To use and apply current technical concepts and practices in the core information technologies	K	J
PLO9	To effectively integrate IT-based solutions into the user environment	E	L
PLO10	To identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of computer-based systems	B,C, H	K
NQF Strand # 4: Role in Context			
PLO11	Can take responsibility to work as an IT professional to design, select, apply, deploy and manage computing systems to support the organization, as an individual and in multi-cultural and multi-disciplinary teams, with the capacity to be a team leader or valuable team member	D	A,B,C,D,E,F,J K,L,M,N
NQF Strand # 5: Independency and Self-Development			
PLO12	An understanding of professional, ethical, legal, security and social issues and responsibilities	F	E
PLO13	Recognition of the need for and an ability to engage in continuing professional development, independent learning and initiatives.	I	H

D. Degree and Program Completion Requirements

Program Completion Duration

ALDAR University College will award degree certificate, attested by MOE-HEA, on successfully completion and fulfilment of following criterion as per the respective degree.

School of Engineering and Technology

Department of Information Technology

Degree Program: Bachelor of Information Technology (English)

Concentrations:

1. General
2. Mobile Application Development
3. Cloud Computing
4. Multimedia and Game Development

To qualify for graduation with a degree of "**Bachelor of Information Technology**", students must complete 123 credit hours of courses with a score of 2.0 CGPA on the scale of 4.0. The minimum duration to complete the degree program is 50 % of the prescribe, regular semesters as per the study plan and concentration.

Department of General Education

General Education Program

The General Education program is offered by the department as per the guidelines of CAA. The courses offered at the general education program are to supplement the Bachelor's degree programs. The program focusses on providing a broad understanding of humanities, social sciences and Culture. It prepares the student in terms of skill required for undertaking program in technical areas.

Foundation Program

The foundation program is offered by the Department of General Education to fulfill the admission criterion for the respective, prescribed the Commission of Academic Accreditation as per Standards 2011. The program offers courses along with English proficiency qualifying test preparation, as per the requirement prescribed in the admission criteria and study plan of the respective degree.

E. Program Structure

BIT Program Structure

Bachelor's Degree in Information Technology (123 Credit Hours)

The BIT program requires a total of 123 credit hours for graduation. This includes 3 credit hours for 6 weeks of company training (internship) after the completion of 90 credit hours. In addition, in the final semester of the program, students work on a capstone project (Graduation Project) involving design, implementation, testing, and evaluation of a computer-based software or hardware system. The remaining credit hours of course work are distributed over 8 full semesters. Accordingly, a student can complete all the requirements for graduation in a period of four years. Summary of the BIT program structure is shown as following:

1. General Education (24 Cr. Hrs.)
2. Core Courses (51 Cr. Hrs.)
3. Advanced Core Courses (45 Cr. Hrs.)
4. Internship (3 Cr. Hrs.)

Total = 123 Cr. Hrs.

In accordance with Association for Computing Machinery (ACM2008), BIT students are required to take courses in general education, humanities and social requirements to ensure that they are provided with many necessary skills beyond the technical ones found in the IT body of knowledge. The curriculum of the IT program comprises general education that support the broad education of IT students as shown in Table I.

Two approaches has been recommended by ACM2008 for presenting the core courses; pillars-first approach and integration-first approach. ACM2008 indicates that the pillars-first approach has the advantage of being a better approach for articulation with two-year programs. Based on CC needs for allowing students to come in from a 2-year program, pillars-first approach is used to present the core and advanced core courses as shown in Tables II and III.

In Table I, Course ID beginning with 'BIT' represents a course offered by school of Information Technology. Any other alphabetical combination at the start of the course ID represents general education courses and they are offered by school of Business Administration. General education course syllabi are located in Appendix B in this document.

Table III General Education Courses

SN	Course ID	Course Title	Credit Hour	Prerequisite
1.	GED 101	Computer Applications	3	None
2.	GED 108	Introduction to Arts	3	None
3.	GED 109	Critical Thinking	3	GED 102
4.	GED 104	Islamic Culture	3	None
5.	GED 105	Environmental Studies	3	None
6.	GED 107	UAE Society& Culture	3	None
7.	GED 102	English Writing Skills	3	None
8.	GED 110	Innovations and Entrepreneurship	3	45 Cr. Hr
Total number of hours for General Education			**24 Cr Hrs**	

Table IV Core Courses

SN	Course ID	Course Title	Credit Hours	Prerequisite(s)
1.	MTH 103	Discrete Mathematics	3	None
2.	ITG 102	Management Information Systems	3	GED101
3.	ITG 105	Introduction to Computer Science	3	None
4.	ITG 101	Fundamentals of Web Technologies	3	GED101
5.	ITG 202	Fundamentals of Networking	3	ITG105
6.	ITG 203	Computer Programming Fundamentals	3	ITG105
7.	ITG 204	Fundamentals of Database	3	GED 101
8.	ITG 205	Computer Architecture and Organization	3	ITG105
9.	ITG 206	Object Oriented Programming	3	ITG203
10.	ITG 208	Operating System	3	ITG203
11.	ITG 209	Software Engineering	3	ITG105
12.	ITG 210	Database Programming	3	ITG 204
13.	ITG 302	Human Computer Interaction	3	ITG101
14.	ITG 304	Information Assurance and Security	3	ITG203
15.	ITG 402	Integrative Programming and Technologies	3	ITG 204
17.	RESM202	Research Methodology	3	MTH103

Core Courses	51 Cr. Hrs

Table V Advanced Core Courses

SN	Course ID	Course Title	Credit Hours	Prerequisite(s)
1.	ITG 207	Network Communications and Security	3	ITG202
2.	ITG 301	Web Development	3	ITG101
3.	ITG 303	Cloud Computing	3	ITG 207
4.	ITG 305	Distributed Systems	3	ITG208
5.	ITG 311	System Analysis and Design	3	ITG 209
6.	ITG 307	Mobile Application Development	3	ITG206
7.	ITG 308	Intelligent Systems	3	ITG206
8.	ITG 309	Digital Media	3	GED101
9.	ITG 310	Data Warehousing	3	ITG210
10.	ITG 401	IT Project Management	3	ITG 209
11.	ITG 403	System Administration and Maintenance	3	ITG208
12.	ITG 404	E-Commerce	3	ITG 301
13.	ITG 405	Knowledge Based Systems	3	ITG308
14.	ITG 406	IT and Society	3	ITG 209
15.	ITG 407	Software Quality Management	3	ITG 209
16.	ITG 408	Graduation Project	3	Completion of 96 credits
Advanced Core Courses			**48 Cr. Hrs**	
17.	ITG409	Internship	3	Completion of 90 Credits

Table VI Bachelor of Information Technology-Cloud Computing Concentration Courses

SN	Course ID	Course Title	Credit Hours	Prerequisite(s)
1.	ITG 303	Cloud Computing	3	ITG 207
2.	ITCC 321	Cloud Virtualization	3	ITG 303
3.	ITCC 322	Cloud Computing Security	3	ITG 303
4.	ITCC 411	Network Virtualization Administration	3	ITCC 321
5.	ITCC 421	Special Topics in Cloud Computing	3	ITCC 411
Cloud Computing Courses			**15 Cr. Hrs**	

Table VII Bachelor of Information Technology-Mobile Application Development Concentration Courses

SN	Course ID	Course Title	Credit Hours	Prerequisite(s)
1.	ITG 307	Mobile Application Development	3	ITG206
2.	ITMD 312	Mobile Security	3	ITG 206
3.	ITMD 323	Advanced Mobile Apps Android	3	ITMD 312
4.	ITMD 412	Advanced Mobile Apps iOS	3	ITG 307
5.	ITMD 422	Special Topics in Mobile Application Development	3	ITMD 412
Mobile Application Development Courses			**15 Cr. Hrs**	

Table VIII Bachelor of Information Technology-Multimedia and Game Development Concentration Courses

SN	Course ID	Course Title	Credit Hours	Prerequisite(s)
1.	ITG 309	Digital Media	3	GED 101
2.	ITMG 313	Computer Graphics	3	ITG 206
3.	ITMG 324	3D Modeling and Animation	3	ITMG 313
4.	ITMG 413	Game Development	3	ITMG 324
5.	ITMG 423	Special Topics in Multimedia and Game Development	3	ITMG 413
Multimedia and Game Development Courses			**15 Cr. Hrs**	

F. Admission Criteria

Admission Requirements and Conditions	
Name of School	**School of Engineering and Technology**
Name of Department	**Department of Information Technology**
Title of Degree Program	**Bachelor of Information Technology (English)**
Concentration	1. General 2. Mobile Application Development 3. Cloud Computing 4. Multimedia and Game Development
Condition/ Requirement 1	Hold a UAE High School Certificate with an average score of 80% or its equivalent (Pass)
Condition/ Requirement 2	Qualifying certificate for English Proficiency as per the following or another standardized, internationally recognized test that is approved by the Commission. • TOEFL – Institutional Testing Program (ITP) with a minimum score of 550, • IELTS Test (Academic) with a minimum score of 5.5 • EmSAT score of 1200

Conditional Admissions

Candidates who do not fulfil the Admission Requirements and Conditions as stated, are admitted on the condition that they will fulfil the required admission requirements and conditions within the stipulated time period, failing which their admission will be cancelled and considered as null and void. Generally, the situations in which the conditional admission is provided are as follows:

1. Deficiency in required documents.
2. Deficiency in English Proficiency certification.

G. Students and Learning Support Services

1. Library Resources and Services

Al-Dar University College library supports the educational mission of the College by providing essential educational support to the College community, through its collection of books, eBooks, databases and, multimedia and internet resources.

Library Resources

Resource Type
Books
Journals & Magazines
e-Databases & Association Memberships
CDs/DVDs
Number of Computers

Acquisition

The library acquires print materials (books, periodicals, pamphlets, maps, etc.), audiovisuals materials (microforms, audiocassettes, videocassettes, DVD, etc.) and electronic resources. The Library acknowledges the continuous change and evolving process of information technologies and is open to new formats that support the mission of the library / college.

Online Public Access Catalog

The library collections are managed through software called Resource mate. It manages the library acquisitions, cataloging, circulation and public access using the system. After library materials are electronically cataloged using the Online Public Access Catalog (OPAC) database, the bibliographic records are exported to website for use by the library users.

Library Services

The library provides the following services to its users:

- Online Public Access Catalogue (OPAC)
- Internet/CD ROM Search Assistance
- Online Resources Services
- Multi-Media Room Facility

- News clipping Service
- Reference/Referral Service
- Current Awareness Service (CAS)
- Selective Dissemination of Information (SDI)
- Query Based Service (QBS)
- Table of Content
- APA formatting

Online Library Services

The Library is equipped with computer terminals with internet access. Students can access online databases subscribed by the library.

General Rules of Library

- Be courteous to others by maintaining low voices.
- Please take care of the materials borrowed.
- Mobile phone, eatables, and drinks are strictly not allowed inside the library premises.

Circulation Policy

The LRC computerized library system allows students to reserve and to borrow learning resources. Each student must present his/her valid staff/student card when borrowing or returning items. Students can borrow up to two books for a period of two weeks that may be extended for another week.

Clearance Certificate/No Dues Certificate

All those who leave the college must return, replace or pay for all outstanding print and non-print materials that they have not returned to the Library. The Library will issue the clearance certificate to any student only after he/she returns the borrowed materials from the Library.

2. Scholarship

ALDAR University College offers a wide array of scholarships schemes to financially support students in their education. The Scholarship Program consists of the following:

- High School Merit Scholarship
- International Students

- Academic Distinction Scholarship
- Sibling
- Governmental Employee
- School Agreements
- Financial Aid

General Eligibility Criteria

In order to be eligible for the Scholarship Program, students should:

- Meet Aldar Undergraduate Admissions Criteria.
- Study as a full time basis as per the selected Program Study Plan.

General Rules and Regulations

- Scholarships are awarded to full-time students.
- Scholarships are only valid for tuition fees.
- All remaining fees must be paid promptly in order to receive and maintain your scholarship.
- Scholarships are open to all the students of any nationality who have met all the admission requirements.
- You can apply for more than one scholarship, provided you meet the eligibility requirements.
- Maximum scholarship can be awarded up to 50%.

High School Merit Scholarship

High school students with outstanding high school average percentage are eligible for scholarship as per below brackets:

High School Average	**Coverage**
Greater than or Equal to 98%	75%
Between 95% and 97.99%	40%
Between 90% and 94.99%	20%
Between 85% and 89.99%	15%
Between 80% and 84.99%	10%

Students, in this category, are expected to maintain a CGPA of 3.7 or above by the end of each semester.

- **International Students**

International Students enrolled at ALDAR University College. A scholarship of 10% is awarded on a semester basis.

- **Academic Distinction**

Outstanding students enrolled at ALDAR University College in various academic programs can apply for scholarships if they maintain a CGPA of 3.7 or above. A scholarship of 15% is awarded on a semester basis and subject to maintaining the required CGPA.

It is only offered in Fall and Spring Semesters. Students are not entitled to other discounts and/or scholarships. Students should not receive grade (I) and grades below C during the concerned semester.

- **Sibling**

Students who have sibling and/or spouse enrolled at ALDAR University College are eligible for 10% waiver of tuition fees. Eligible students, in this category, are entitled to other discount and scholarship schemes, if eligible.

- **Governmental Employee**

Students employed by local/federal government entities are entitled to a 15% waiver of their tuition fees.

- **School Agreements**

High school students with outstanding high school average percentages are eligible for scholarship as per school agreements. Students, in this category, are expected to maintain a CGPA as mentioned in the school agreements by the end of each semester.

3. Financial Aid

ALDAR University College offers financial aid to students in financial need. The Financial Aid Program is awarded to eligible students who demonstrate a financial need through relevant supporting documents.

Application forms may be obtained from the Office of Student Services. Selection is made based on need and academic performance. After approval, the College Council will send the list of eligible students to Office of Admission and Registration.

General Eligibility Criteria

- Student must have English proficiency
- Student must complete 15 credit hours in Al Dar University College.
- Financial Aid is awarded to full-time students.
- Financial Aid is only valid for tuition fees.
- CGPA must be 2.0 or higher for the financial aid to continue.

Supporting Documents

Students must submit the following documents:

- Completed and signed application form
- Current Rental contract
- Bank statements for the last three months
- Employee certificate and salary statement for each employed family member.
- Copy of Passport and Visa for all working family members
- Certificates of educational tuition fees for each sibling

After approval from the Management, a list of eligible students will be sent to Admission and Registration Office

4. Student Services

The Office of Student Services manages all student activities and events organized throughout the Academic Year. The Office proposes a wide range of services with the aim to facilitate the integration of students into the College life through organizing extra-curricular activities, study and recreational trips, and sport events.

The Office of Student Services aims to create and maintain a community where each student is able to pursue, through Student Committees, various types and forms of activities in order to enrich their student life. ALDAR provides an encouraging environment to students to have opportunities to pursue activities within the Campus.

Students at ALDAR are encouraged to take an active role in various activities offered by the college. Any enrolled student is eligible to participate in events sponsored by the College.

The mission of the Office of Student Services is to assist students in areas of extracurricular activities and facilitates the integration of student into the College life by:

- organizing and supervising the Orientation Program;
- providing students with personal counselling or refer them to qualified personal councillors;
- organizing and supporting extra-curricular and recreational activities;
- sponsoring and organizing sports events;
- supporting the Alumni Committee;

- assisting students in all aspects of student life including housing, medical care, residency formalities, whenever possible

At the beginning of each semester, an Orientation Program is organized for all new students. The Orientation Program provides students a smooth and successful start at ALDAR. The Program objective is to familiarize students with the campus life, meet other new students, attend presentations conducted by various Schools and Offices, and interact with faculty and staff members.

The program consists of a series of presentations conducted by various schools and offices.

5. Learning Support Centres

Professional Training and Continuing Engagement Department

ALDAR University College offers challenging and exciting educational programs to the local community. These programs are outside the framework of ALDAR University College 's regular academic programs and offer training and development in such areas as International Business Skills, IT skills, soft-skills workshops and foreign languages. Apart from above, this department also offers IELTS preparation as well.

Study Rooms

There are four rooms available for students' study. The rules and regulations are as follows:

- The study rooms for students have to be reserved in advance. The group that wants to use the rooms for discussion should give their names and the time for use at least one day before the requirement.
- The rooms are for studies and group discussions purpose only.

6. Personal Counseling

Personal Counselor offers confidential and culturally appropriate solutions for students, which help them in solving both personal and academic challenges. This counseling can help in boosting the self-awareness, confidence, self-management, interpersonal and life skills.
Students can contact the Office of Student Services for taking appointments with the personal counselor.

7. Academic Advising

Academic Advising complements academic instruction and is thus a central to the educational mission of the College. ALDAR recognizes this responsibility by allocating time for indirect instructional activity, which includes student advising, as part of the total faculty instructional workload.

Academic advising is designed to provide necessary tools and information to all students, allowing them to take responsibility for developing educational plans compatible with their goals; meeting institutional and degree requirements; and preparing for a life of change, challenge and individual fulfilment as active citizens.

The primary purposes of academic advising are to help students to select appropriate academic courses and programs, to establish effective mentor relationships, to use support services effectively, and for future planning.
Academic Advising purpose is to:

- Assist newly enrolled students in the selection of the appropriate academic program/ courses/concentrations
- Provide students information and guidance about academic standards, rules and regulations of the College
- Monitor students' academic standing to ensure improvement in their performance
- Address specific course/program related issues
- Assist students in exploring and understanding the possible short- and long-range implications and consequences of their choices

Advising procedure

All students at ALDAR are assigned an Academic Advisor. Advisors maintain regular and reasonable office hours during which they will be available to students seeking academic support.

The advising process depends on the thoughtful participation of the students. Students must:

- meet at least once each semester with their academic advisers, beginning with the first semester

- ensure completing all degree requirements and accept ultimate responsibility for their selection of classes

8. Career Services

The Career Services Coordinator at the College is responsible for providing students with an effective career development program, which includes career information and planning, placement services, and career counseling.

Career Counseling

The Career Services Coordinator provides students and alumni with career counseling to help them in their employment and career plans by:

- providing assistance in writing resume and cover letter, which takes place during the Fall semester by conducting resume writing workshops
- encouraging the students to take personality tests in order to make themselves more aware about their personality traits
- conducting interviews and providing helpful tips via different workshops to make the students understand different ways of handling an interview
- educating the students about different job searching techniques

Career Placement Services

The Career Services Coordinator will provide students with guidance and support as they develop and pursue their career plans. The role of the Career Services Coordinator is to:

- assist students with their internship requirements by providing internship opportunities
- manage all contractual and educational processes related to internships
- assist students and Alumni in their employment search
- organize career development workshops to assist students in their internship/employment strategies
- update students with the current job vacancies and opportunities, market demand, and annual career fairs

A wide range of career development workshops and services are conducted throughout the academic year including:

- workshops on resume preparation
- workshop on interview techniques and skills
- seminars on career development
- internship postings
- annual Career Fairs
- access to internship and employment databases

9. Computer Laboratories

Computer labs and computing facilities are available to all students. The primary purpose of the computing and network resources at the College is to assist students, faculty and administrative staff in their respective goals. Students are expected to make proper use of the facilities, act responsibly and avoid any use of the computing resources that could violate student's code of conduct.

Improper and illegal uses of these facilities include:

- unauthorized downloading of proprietary software;
- transmission through the College computing and network system of illegal material containing pornographic, harassing, violence contents;
- copying of copyright material without the owner's authorization;
- using the computer laboratories for personal and/or non-academic purposes;
- improper behaviour putting at risk of disruption the computing and network facilities of the College;

Laboratory Regulations

- Food and drink shall not be brought into, stored in or consumed in a laboratory.
- Smoking is prohibited in laboratories.
- You must work quietly in laboratory.
- Be tidy and keep the laboratory clean.
- Unauthorized person(s) are not allowed in a laboratory.
- Laboratory session must be attended on time, and students coming late will not be allowed to enter the laboratory.
- Before leaving, users should arrange all equipment on their tables.
- Report all problems to the laboratory supervisor.

Safety and Security of the Computer Labs

- The IT Department is responsible for the installation of anti-virus shield software on all computers at the Institute. This software must be of the type that updates itself through the vendor web site online on a daily basis.
- The IT Department must carry out regular virus scans on the hard disk(s) of all computers in ALDAR University College (monthly).
- The IT Department must set up all computers to have a password on the CMOS setup in order to prevent students from changing the system configuration.

10. Recreational Facilities

ALDAR University College provides dedicated recreational area for students so that they can get together to play games and socialize. The Office of Student Services manages the following facilities.

Fitness Centre

The fitness centre is free of charge for the enrolled students. Students can have their own lockers and the Office of Student Services manages the log.

Fitness Center Timings: opened from Saturday till Sunday

Activities Room

The activities room is equipped with a table tennis table, foozball table and carom.

Activities Room Timings: Saturday – Thursday, 9 AM – 9 PM.

Activity area

Student can make use the area in front of the Office of Student Services located at the ground floor for the extracurricular activities like cultural day, in house programs and club meetings.

11. Residence Halls

ALDAR University College facilitates the students coming from abroad in finding hotels or apartments for the duration of two or three weeks.

12. Dining Services

ALDAR University College has a cafeteria on campus for students where food and beverages are served at reasonable prices.

13. Health Services

The clinic is available for all faculty, staff, and students. Services include treatment for minor health emergencies and conditions, dispensing medication for minor health problems, providing individuals with medical referrals, and offering information on health-related issues.

The clinic is open from Sunday to Thursday and on Saturday. Throughout the semester, the clinic conducts a number of educational sessions focused on health awareness.

14. Other Services

Prayer Rooms

ALDAR University College has two prayer rooms. The Prayer rooms for Male and Female are located in the Third Level.

Lost and Found

The Lost and Found is located at the Office of Student Services. Lost and found items are held for a period of three months. After the holding period expires, unclaimed items will be disposed as follows:

- Cash will be deposited into charity accounts
- Student ID cards, passports and official documents will be turned over to the Office of Admission & Registration
- Other items such as personal accessories, valuables, clothes, bags, and books will be donated to charity organizations
- Other items that cannot be donated will be discarded

Bookstore

The Library Bookstore is located in the Fourth floor of the Building. The bookstore sells all required core texts recommended by Faculty members.

Photocopy Facilities

A photocopier and a LaserJet printer are available for student use in the Library. Copyright laws must be respected and adhered to, all the time.

Transportation Services

Transportation services are provided to the students living in Dubai, Sharjah, or Ajman. Students will be picked up and dropped off at designated areas. Students should contact the Office of Student Services at the beginning of each semester.

Parking Services

Ample Parking lots are provided for faculty, staff, students and visitors with three dedicated basement floors.

ID Cards

When a student first registers at the college, the Office of Admission & Registration issues a Student ID card. The card has the student's name, ID, photo, major, and the validation date. Students must carry their IDs with them at all times and have them available upon request.

Email ID

ALDAR University College provides students with a communication channel using Electronic Intelligence Academic Solution (EIAS) Student Portal. Students can exchange emails with their respective faculty members and the Office of Admission & Registration. Students are held responsible by ALDAR University College for information sent via their email accounts.

H. Program Effectiveness Matrices

1. Schedule of Delivery

BIT (General) Study Plan

Semester	Code	Course Title	Type	Pre-Requisite	Credits
Year 1 Fall	GED 101	Computer Applications	GE	None	3 (3Lec)
	GED 108	Introduction to Arts	GE	None	3 (3Lec)
	GED 107	UAE Society and Culture	GE	None	3 (3Lec)
	GED 104	Islamic Culture	GE	None	3 (3Lec)
	GED 102	English Writing Skills	GE	None	3 (3Lec)
Total					**15**
Year 1 Spring	MTH 103	Discrete Mathematics	CR	None	3 (3Lec)
	ITG 102	Management Information Systems	CR	GED 101	3 (3Lec)
	ITG 105	Introduction to Computer Science	CR	None	3 (3 Lec + 1Tut)
	GED 105	Environmental Studies	GE	None	3 (3Lec)
	GED 109	Critical Thinking	GE	GED 102	3 (3Lec)
Total					**15**
Year 2 Fall	ITG 101	Fundamentals of Web Technologies	CR	GED 101	3 (2Lec+2Lab)
	ITG 202	Fundamentals of Networking	CR	ITG 105	3 (2Lec+2Lab)
	ITG 203	Computer Programming Fundamentals	CR	ITG 105	3 (2Lec+2Lab)
	ITG 204	Fundamentals of Database	CR	GED 101	3 (3Lec)
	ITG 205	Computer Architecture and Organization	CR	ITG 105	3 (3Lec)
Total					**15**
Year 2 Spring	ITG 206	Object Oriented Programming	CR	ITG 203	3 (2Lec+2Lab)
	ITG 207	Network Communications and Security	AD	ITG 202	3 (3Lec)
	ITG 208	Operating System	CR	ITG 203	3 (3Lec)
	ITG 209	Software Engineering	CR	ITG 105	3 (3Lec)
	ITG 210	Database Programming	CR	ITG 204	3 (2Lec+2Lab)
Total					**15**
Year 3 Fall	ITG 301	Web Development	AD	ITG 101	3 (2Lec+2Lab)
	ITG 302	Human Computer Interaction	CR	ITG 101	3 (3Lec)
	ITG 303	Cloud Computing	AD	ITG 207	3 (2Lec+2Lab)
	ITG 304	Information Assurance and Security	CR	ITG 203	3 (3Lec)
	ITG 305	Distributed Systems	AD	ITG 208	3 (3Lec)
Total					**15**
Year 3 Spring	ITG 311	Systems Analysis and Design	AD	ITG 209	3 (3Lec)
	ITG 307	Mobile Application Development	AD	ITG 206	3 (2Lec+2Lab)

	ITG 308	Intelligent Systems	AD	ITG 206	3 (3Lec)
	ITG 309	Digital Media	AD	GED 101	3 (2Lec+2Lab)
	ITG 310	Data Warehousing	AD	ITG 210	3 (2Lec+2Lab)
Total					**15**
Year 4 Fall	RESM 202	Research Methodology	CR	MTH 103	3 (3Lec)
	ITG 401	IT Project Management	AD	ITG 209	3 (3Lec)
	ITG 402	Integrative Programming and Technologies	CR	ITG 204	3 (3Lec)
	ITG 403	System Administration and Maintenance	AD	ITG 208	3 (3Lec)
	ITG 404	e-Commerce	AD	ITG 301	3 (3Lec)
Total					**15**
Year 4 Spring	ITG 405	Knowledge Based Systems	AD	ITG 308	3 (2Lec+2Lab)
	ITG 406	IT and Society	AD	ITG 209	3 (3Lec)
	ITG 407	Software Quality Management	AD	ITG 209	3 (3Lec)
	ITG 408	Graduation Project	AD	Completion of 96 Crs	3 (1Lec+4Lab)
	GED 110	Innovation and Entrepreneurship	GE	45 Credit Hours	3 (3Lec)
Total					15
Year 4 Summer	ITG 409	Internship	-	Completion of 90 Crs	3Crs
Total					**123**

GE: General Education CR: Core AD: Advanced Core

BIT (Cloud Computing) Study Plan

Semester	Code	Course Title	Type	Pre-Requisite	Credits
Year 1 Fall	GED 101	Computer Applications	GE	None	3 (3Lec)
	GED 108	Introduction to Arts	GE	None	3 (3Lec)
	GED 107	UAE Society and Culture	GE	None	3 (3Lec)
	GED 104	Islamic Culture	GE	None	3 (3Lec)
	GED 102	English Writing Skills	GE	None	3 (3Lec)
Total					**15**
Year 1 Spring	MTH 103	Discrete Mathematics	CR	None	3 (3Lec)
	ITG 102	Management Information Systems	CR	GED 101	3 (3Lec)
	ITG 105	Introduction to Computer Science	CR	None	3 (3 Lec + 1Tut)
	GED 105	Environmental Studies	GE	None	3 (3Lec)
	GED 109	Critical Thinking	GE	GED 102	3 (3Lec)

Total					**15**
Year 2 Fall	ITG 101	Fundamentals of Web Technologies	CR	GED 101	3 (2Lec+2Lab)
	ITG 202	Fundamentals of Networking	CR	ITG 105	3 (2Lec+2Lab)
	ITG 203	Computer Programming Fundamentals	CR	ITG 105	3 (2Lec+2Lab)
	ITG 204	Fundamentals of Database	CR	GED 101	3 (3Lec)
	ITG 205	Computer Architecture and Organization	CR	ITG 105	3 (3Lec)
Total					**15**
Year 2 Spring	ITG 206	Object Oriented Programming	CR	ITG 203	3 (2Lec+2Lab)
	ITG 207	Network Communications and Security	AD	ITG 202	3 (3Lec)
	ITG 208	Operating System	CR	ITG 203	3 (3Lec)
	ITG 209	Software Engineering	CR	ITG 105	3 (3Lec)
	ITG 210	Database Programming	CR	ITG 204	3 (2Lec+2Lab)
Total					
Year 3 Fall	ITG 301	Web Development	AD	ITG 101	3 (2Lec+2Lab)
	ITG 302	Human Computer Interaction	CR	ITG 101	3 (3Lec)
	ITG 303	Cloud Computing	CN	ITG 207	3 (2Lec+2Lab)
	ITG 304	Information Assurance and Security	CR	ITG 203	3 (3Lec)
	ITG 305	Distributed Systems	AD	ITG 208	3 (3Lec)
Total					
Year 3 Spring	ITG 311	Systems Analysis and Design	AD	ITG 209	3 (3Lec)
	ITCC 321	Cloud Virtualization	CN	ITG 303	3 (2Lec+2Lab)
	ITG 308	Intelligent Systems	AD	ITG 206	3 (3Lec)
	ITCC 322	Cloud Computing Security	CN	ITG 303	3 (3Lecs)
	ITG 310	Data Warehousing	AD	ITG 210	3 (2Lec+2Lab)
Total					**15**
Year 4 Fall	RESM 202	Research Methodology	CR	MTH 103	3 (3Lec)
	ITG 401	IT Project Management	AD	ITG 209	3 (3Lec)
	ITG 402	Integrative Programming and Technologies	CR	ITG 204	3 (3Lec)
	ITCC 411	Network Virtualization Administration	CN	ITCC 321	3 (2Lec+2Lab)
	ITG 404	e-Commerce	AD	ITG 303	3 (3Lec)
Total					**15**
Year 4 Spring	ITCC 421	Special Topics in Cloud Computing	CN	ITCC 411	3 (3Lec)
	ITG 406	IT and Society	AD	ITG 209	3 (3Lec)
	ITG 407	Software Quality Management	AD	ITG 209	3 (3Lec)
	ITG 408	Graduation Project	AD	Completion of 96 Crs	3 (1Lec+4Lab)
	GED 110	Innovation and Entrepreneurship	GE	45 Credit Hours	3 (3Lec)

Total					**15**
Year 4 Summer	ITG 409	Internship	-	Completion of 90 Crs	3Crs
Total					**123**

GE: General Education CR: Core AD: Advanced Core

BIT (Mobile Application Development) Study Plan

Semester	Code	Course Title	Type	Pre-Requisite	Credits
Year 1 Fall	GED 101	Computer Applications	GE	None	3 (3Lec)
	GED 108	Introduction to Arts	GE	None	3 (3Lec)
	GED 107	UAE Society and Culture	GE	None	3 (3Lec)
	GED 104	Islamic Culture	GE	None	3 (3Lec)
	GED 102	English Writing Skills	GE	None	3 (3Lec)
Total					**15**
Year 1 Spring	MTH 103	Discrete Mathematics	CR	None	3 (3Lec)
	ITG 102	Management Information Systems	CR	GED 101	3 (3Lec)
	ITG 105	Introduction to Computer Science	CR	None	3 (3 Lec + 1Tut)
	GED 105	Environmental Studies	GE	None	3 (3Lec)
	GED 109	Critical Thinking	GE	GED 102	3 (3Lec)
Total					**15**
Year 2 Fall	ITG 101	Fundamentals of Web Technologies	CR	GED 101	3 (2Lec+2Lab)
	ITG 202	Fundamentals of Networking	CR	ITG 105	3 (2Lec+2Lab)
	ITG 203	Computer Programming Fundamentals	CR	ITG 105	3 (2Lec+2Lab)
	ITG 204	Fundamentals of Database	CR	GED 101	3 (3Lec)
	ITG 205	Computer Architecture and Organization	CR	ITG 105	3 (3Lec)
Total					**15**
Year 2 Spring	ITG 206	Object Oriented Programming	CR	ITG 203	3 (2Lec+2Lab)
	ITG 207	Network Communications and Security	AD	ITG 202	3 (3Lec)

	ITG 208	Operating System	CR	ITG 203	3 (3Lec)
	ITG 209	Software Engineering	CR	ITG 105	3 (3Lec)
	ITG 210	Database Programming	CR	ITG 204	3 (2Lec+2Lab)
Total					**15**
Year 3 Fall	ITG 301	Web Development	AD	ITG 101	3 (2Lec+2Lab)
	ITG 302	Human Computer Interaction	CR	ITG 101	3 (3Lec)
	ITMD 312	Mobile Security	CN	ITG 206	3 (3Lecs)
	ITG 304	Information Assurance and Security	CR	ITG 203	3 (3Lec)
	ITG 305	Distributed Systems	AD	ITG 208	3 (3Lec)
Total					**15**
Year 3 Spring	ITG 311	Systems Analysis and Design	AD	ITG 209	3 (3Lec)
	ITG 307	Mobile Application Development	CN	ITG 206	3 (2Lec+2Lab)
	ITG 308	Intelligent Systems	AD	ITG 206	3 (3Lec)
	ITMD 323	Advanced Mobile Apps Android	CN	ITMD 312	3 (2Lec+2Lab)
	ITG 310	Data Warehousing	AD	ITG 210	3 (2Lec+2Lab)
Total					**15**
Year 4 Fall	RESM 202	Research Methodology	CR	ITG 103	3 (3Lec)
	ITG 401	IT Project Management	AD	ITG 209	3 (3Lec)
	ITG 402	Integrative Programming and Technologies	CR	ITG 204	3 (3Lec)
	ITMD 412	Advanced Mobile Apps iOS	CN	ITG 307	3 (2Lec+2Lab)
	ITG 404	e-Commerce	AD	ITG 301	3 (3Lec)
Total					**15**
Year 4 Spring	ITMD 422	Special Topics in Mobile Application Development	CN	ITMD 412	3 (3Lec)
	ITG 406	IT and Society	AD	ITG 209	3 (3Lec)
	ITG 407	Software Quality Management	AD	ITG 209	3 (3Lec)
	ITG 408	Graduation Project	AD	Completion of 96 Crs	3 (1Lec+4Lab)

	GED 110	Innovation and Entrepreneurship	GE	45 Credit Hours	3 (3Lec)
Total					**15**
Year 4 **Summer**	ITG 409	Internship	-	Completion of 90 Crs	3Crs
Total					**123**

GE: General Education CR: Core AD: Advanced Cor

BIT (Multimedia and Game Development) Study Plan

Semester	Code	Course Title	Type	Pre-Requisite	Credits
Year 1 Fall	GED 101	Computer Applications	GE	None	3 (3Lec)
	GED 108	Introduction to Arts	GE	None	3 (3Lec)
	GED 107	UAE Society and Culture	GE	None	3 (3Lec)
	GED 104	Islamic Culture	GE	None	3 (3Lec)
	GED 102	English Writing Skills	GE	None	3 (3Lec)
Total					**15**
Year 1 Spring	MTH 103	Discrete Mathematics	CR	None	3 (3Lec)
	ITG 102	Management Information Systems	CR	GED 101	3 (3Lec)
	ITG 105	Introduction to Computer Science	CR	None	3 (3 Lec + 1Tut)
	GED 105	Environmental Studies	GE	None	3 (3Lec)
	GED 109	Critical Thinking	GE	GED 102	3 (3Lec)
Total					**15**
Year 2 Fall	ITG 101	Fundamentals of Web Technologies	CR	GED 101	3 (2Lec+2Lab)
	ITG 202	Fundamentals of Networking	CR	ITG 105	3 (2Lec+2Lab)
	ITG 203	Computer Programming Fundamentals	CR	ITG 105	3 (2Lec+2Lab)
	ITG 204	Fundamentals of Database	CR	GED 101	3 (3Lec)
	ITG 205	Computer Architecture and Organization	CR	ITG 105	3 (3Lec)
Total					**15**
Year 2 Spring	ITG 206	Object Oriented Programming	CR	ITG 203	3 (2Lec+2Lab)
	ITG 207	Network Communications and Security	AD	ITG 202	3 (3Lec)
	ITG 208	Operating System	CR	ITG 203	3 (3Lec)
	ITG 209	Software Engineering	CR	ITG 105	3 (3Lec)
	ITG 210	Database Programming	CR	ITG 204	3 (2Lec+2Lab)
Total					**15**

Year 3 Fall	ITG 301	Web Development	AD	ITG 101	3 (2Lec+2Lab)
	ITG 302	Human Computer Interaction	CR	ITG 101	3 (3Lec)
	ITMG 313	Computer Graphics	CN	ITG 206	3 (2Lec+2Lab)
	ITG 304	Information Assurance and Security	CR	ITG 203	3 (3Lec)
	ITG 305	Distributed Systems	AD	ITG 208	3 (3Lec)
Total					**15**
Year 3 Spring	ITG 311	Systems Analysis and Design	AD	ITG 209	3 (3Lec)
	ITMG 324	3D Modeling and Animation	CN	ITMG 313	3 (2Lec+2Lab)
	ITG 308	Intelligent Systems	AD	ITG 206	3 (3Lec)
	ITG 309	Digital Media	CN	GED 101	3 (2Lec+2Lab)
	ITG 310	Data Warehousing	AD	ITG 210	3 (2Lec+2Lab)
Total					**15**
Year 4 Fall	RESM 202	Research Methodology	CR	ITG 103	3 (3Lec)
	ITG 401	IT Project Management	AD	ITG 209	3 (3Lec)
	ITG 402	Integrative Programming and Technologies	CR	ITG 204	3 (3Lec)
	ITMG 413	Game Development	CN	ITMG 324	3 (2Lec+2Lab)
	ITG 404	e-Commerce	AD	ITG 301	3 (3Lec)
Total					**15**
Year 4 Spring	ITMG 423	Special Topics in Multimedia and Game Development	CN	ITMG 413	3 (3Lec)
	ITG 406	IT and Society	AD	ITG 209	3 (3Lec)
	ITG 407	Software Quality Management	AD	ITG 209	3 (3Lec)
	ITG 408	Graduation Project	AD	Completion of 96 Crs	3 (1Lec+4Lab)
	RESM 202	Research Methodology	CR	ITG 103	3 (3Lec)

	GED 110	Innovation and Entrepreneurship	GE	45 Credit Hours	3 (3Lec)
Total					15
Year 4 **Summer**	ITG 409	Internship	-	Completion of 90 Crs	3Crs
Total					**123**

GE: General Education CR: Core AD: Advanced Core

2. Program Learning Outcomes Mapped to Descriptors of the QFEmirates for the Appropriate Program Level

BIT Program Goals								
BIT Program Outcomes		PG1	PG2	PG3	PG4	PG5	PG6	PG7
NQF1	PLO 1	1	1	2	2	3	1	1
	PLO 2	2	1	2	3	2	2	1
	PLO 3	3	2	2	3	1	2	1
NQF2	PLO 4	1	3	2	2	3	1	1
	PLO 5	2	3	1	1	1	2	1
	PLO 6	2	2	3	2	1	2	1
NQF3	PLO 7	3	1	1	2	2	1	1
	PLO 8	3	2	1	2	3	1	1
	PLO 9	3	3	1	1	2	1	1
	PLO 10	3	3	2	2	2	1	1
NQF4	PLO 11	3	3	3	2	3	3	2
NQF5	PLO 12	1	1	1	1	1	2	3
	PLO 13	1	1	1	2	1	3	2

Assessment Score
1=Weak or No Contribution
2=Moderate Contribution
3=Full Contribution

MATRIX OF PROGRAM COURSES AND QFE LEVEL 9 STRANDS

BIT Program learning Outcomes		ABET (A-K)	ACM 2008
NQF Strand # 1: Knowledge			
PLO1	knowledge of computing, mathematics and research innovations appropriate to the discipline	A	A
PLO2	Knowledge of best practices, standards, applications and how other disciplines relate to the field of work and study	K	M
PLO3	Ability to understand the local and global impact of computing on individuals, organizations, and society	H , J	G
NQF Strand # 2: Skills			
PLO4	Graduates will be able to recognize problems, create solutions, identify requirements and advance current practices.	E	B
PLO5	Graduates will be able to communicate effectively with a range of audiences	G	F
PLO6	Graduates will be able to assist in the creation of an effective project plan and interact successfully with others in order to work towards a common result.	D	D, N
NQF Strand # 3: Responsibility			
PLO7	Graduates will be able to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs	B , C	C
PLO8	Graduates will be able to use and apply current technical concepts and practices in the core information technologies	K	J
PLO9	Graduates will be able to effectively integrate IT-based solutions into the user environment	E	L
PLO10	Graduates will be able to identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of computer-based systems	B,C, H	K
NQF Strand # 4: Role in Context			
PLO11	Graduates will be able to take responsibility to work as an IT professional to design, select, apply, deploy and manage computing systems to support the organization, as an individual and in multi-cultural and multi-disciplinary teams, with the capacity to be a team leader or valuable team member	D	A,,B,C,D, E,F,J K,L,M,N

NQF Strand # 5: Independency and Self-Development			
PLO12	An understanding of professional, ethical, legal, security and social issues and responsibilities	F	E
PLO13	An ability to engage in continuing professional development, independent learning and initiatives.	I	H

3. Program Learning Outcomes Mapped to Course Learning Outcomes

		NQF1			NQF2			NQF3				NQF4	NQF5	
Code	Course Title	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO 12	PLO 13
ITG 101	Fundamentals of Web Technologies	CLO 1			CLO 2				CLO 3 CLO 4	CLO 5				
ITG 105	Introduction to Computer Science	CLO 1 CLO 2 CLO 3	CLO 1 CLO 2 CLO 3		CLO 4									
ITG 202	Fundamentals of Networking		CLO 1 CLO 2		CLO 5			CLO 3	CLO3 CLO 4	CLO 4				
ITG 203	Computer Programming Fundamentals	CLO1						CLO 4	CLO 3		CLO 2			
ITG 204	Fundamentals of Database	CLO 1			CLO 2			CLO 3	CLO 4 CLO 5					
ITG 205	Computer Architecture and Organization	CLO 1						CLO 4	CLO 2 CLO 3 CLO 5	CLO 5				
ITG 206	Object Oriented Programming		CLO 1		CLO 2			CLO 3	CLO 4	CLO 4				
ITG 207	Network Communications and Security			CLO 1	CLO 1 CLO 3			CLO 5	CLO 2		CLO 4			
ITG 208	Operating System	CLO 1	CLO 2		CLO 3 CLO 4						CLO 5			
ITG 209	Software Engineering	CLO 1			CLO 2 CLO 3				CLO 4	CLO 5				
ITG 210	Database programming		CLO 1		CLO 2			CLO 3	CLO 4					
ITG 211	Management Information Systems			CLO 1				CLO 3		CLO 3 CLO 4	CLO 2		CLO 2	

ITG 301	Web Development				CLO 1			CLO 4	CLO 2 CLO 3	CLO 2				
ITG 302	Human Computer Interaction		CLO 1		CLO 2			CLO 3			CLO 4			
ITG 303	Cloud Computing		CLO 1	CLO 2	CLO 2					CLO 3	CLO 4	CLO 3		

ITG 304	Information Assurance and Security		CLO 1		CLO 2			CLO 4	CLO 5				CLO 3	
ITG 305	Distributed Systems		CLO 1		CLO 2				CLO 3	CLO 4	CLO 5			
ITG 311	Systems Design and Analysis		CLO 1 CLO 2					CLO 3 CLO 5			CLO 4			
ITG 307	Mobile Application Development		CLO 1					CLO 2	CLO3	CLO 3	CLO 4	CLO 4		
ITG 308	Intelligent Systems	CLO 1 CLO 2			CLO 2 CLO 3				CLO 4					
ITG 309	Digital Media		CLO 1		CLO 2 CLO 3			CLO 4						
ITG 310	Data Warehousing		CLO 1		CLO 2		CLO 3		CLO 4					
ITG 401	Project Management		CLO 1		CLO 4		CLO 3 CLO 6			CLO 3	CLO 2			
ITG 402	Integrative Programming and Technologies		CLO 1					CLO 4	CLO 2		CLO 3			
ITG 403	System Administration and Maintenance				CLO 1		CLO 2	CLO 3	CLO 4		CLO 5			
ITG 404	e-Commerce			CLO 1					CLO 2	CLO 3	CLO 4		CLO 5	
ITG 405	Knowledge Based Systems	CLO 1	CLO 1					CLO 3	CLO 2 CLO 4					
ITG 406	IT and Society			CLO 1						CLO 3			CLO 2 CLO 4	
ITG 407	Software Quality Management		CLO 1	CLO 2	CLO 4			CLO 5	CLO 3					
ITG 408	Graduation Project				CLO 1	CLO 4	CLO 1	CLO 2 CLO 3						CLO 2 CLO 3
ITG 409	Internship					CLO 5		CLO 2			CLO 1	CLO 3	CLO 4	CLO 6
MTH 103	Discrete Mathematics	CLO 1	CLO 2		CLO 3			CLO 5	CLO 4					
RESM 202	Research Methodology	CLO 1		CLO 2 CLO 3			CLO 5			CLO 4				

3. Teaching and Learning Methods

The Teaching and Learning Methods (TLM), at ADUC are employed as per the requirement of the course. Some of the commonly used methodologies are mentioned here, however each course syllabus mention specific details of the TLM implemented in the specific course. Some of the TLMs are mentioned as follows:

a. Lecture Sessions: (Presentations by faculty, Explanations, Class Discussions, Debate Sessions etc)
b. Student Presentations:
c. Group Discussions:
d. Physical Lab Sessions:
e. Virtual Lab Sessions:
f. Library Sessions: (Assigning students activities which requires library usage)
g. Case Study Discussions:
h. Simulation Exercises:

The Faculty Teaching Peer Review (FTPR) System ensures that the faculty members are monitored and evaluated for their teaching performance and a formal feedback is provided to them.

4. Assessment Methods

a. Quizzes
b. Projects
c. In Class Case Studies
d. Take Home Case Studies
e. Individual Presentations
f. Group Presentations
g. Written Assignments
h. Individual Assignments
i. Group Assignments
j. Class Contributions
k. Lab activities
l. Midterm Exams
m. Final Projects

n. Internships
o. Final Exams

I. Academic Regulations

Program Grading System

Students are awarded letter grades for each course in which they have enrolled. The letter grade reflects student performance in a particular course. The minimum passing grade in an undergraduate course is D

ADUC follows the following Grading qualifications and assigns a specific letter to reflect on the student's transcript.

A	Demonstrates a high level of performance and outstanding mastery of the domain area
B+	Demonstrates excellent mastery of subject matter and overall commendable performance and achievement
B	Very good mastery of subject matter and excellent knowledge and understanding
C+	Good mastery of subject matter and fairly good knowledge and understanding
C	Average performance and achievement
D+	Inadequate level of achievement overall. Average to a poor level of knowledge and understanding of the subject matter
D	Limited knowledge and understanding of the subject matter
F	Spare knowledge and understanding of the subject matter and standard of performance well below the level required for a Bachelor Degree Program
XF	Failure due to Academic Integrity Violation
I	Incomplete Grade. Must be completed within One (1) Semester; otherwise, it will be replaced by an F Grade.
R	Repeat Course
W	Withdrawal
FA	Failure due to absence

The Grading qualifications are quantified based on the following Grading System as per the student's score in a course.

Grade	Points	Marks	Description
A	4.0	90 – 100	Outstanding
B+	3.5	85 – 89	Excellent
B	3.0	80 – 84	Very Good
C+	2.5	75 – 79	Good
C	2.0	70 – 74	Average
D+	1.5	65 – 69	Poor
D	1.0	60 – 64	Very Poor
F	0	< 60	Fail

XF	0	-	Failure due to Academic Integrity Violation
I	-	-	Incomplete
R	-	-	Repeat
W	-	-	Withdrawal
FA			Failure due to absence

Credit Hours

Courses are calculated in credit-hours. Each course carries a certain number of credits which are awarded after its successful completion. Credit hours usually equal the number of contact hours spent during the semester. Two or three hours of tutorial or laboratory work per week is the equivalent of one credit hour.

Grade Point Average (GPA) Calculation

The student's Grade Point Average (GPA) is the sum of products of grade points and credit hours of each course and then dividing the result by the total number of credit hours of the semester.

$$GPA = \frac{\sum_{per\ course}(Grade\ Point\ x\ Credit\ Hours)}{Total\ Number\ of\ Registered\ Credit\ Hours\ in\ Current\ Semester}$$

Courses with letter grades of TC (Transferred Credit) and I (Incomplete) are excluded from the GPA calculation.

The Cumulative Grade Point (CGPA) Calculation

The Student's Cumulative Grade Point Average (CGPA) is the sum of products of grade points and credit hours of each course registered in current and previous semesters and then dividing the results by the total number of credit hours.

$$CGPA = \frac{\sum_{per\ course}(Grade\ Point\ x\ Credit\ Hours)}{Total\ Number\ of\ Registered\ Credit\ Hours\ in\ all\ Semesters}$$

The numerical performance (CGPA) needs to be also translated qualitatively in terms of students' performance. The grade descriptors will help define the students' overall level of skills and provide more comprehensive information to both academic and corporate.

CGPA	Description
3.60 – 4.00	Excellent
3.00 – 3.59	Very Good
2.50 – 2.99	Good
2.00 – 2.49	Satisfactory
Less than 2.00	Unsatisfactory

Incomplete (Grade I)

Grade I is allocated to students who fail to complete the final assessment of a course, namely, final examination or final research-based assessment. Unless an official excuse submitted by the student and accepted by the concerned faculty member, the final assessment must be completed and marked during or before the period of add/drop of the following semester as mentioned in the academic calendar; otherwise, a grade F (Fail) will be awarded for the relevant course.

Grade I will be extended for one semester for an internship or any course assessed by a graduation project, only if an official excuse is submitted by the student and accepted by the concerned faculty member during the last week of the relevant semester or before the final examination period.

Students must provide a legitimate reason for absence from the exam within three working days and pay the Makeup exam fee of the course tuition fees upon the dean's approval.

XF Grade

The following actions shall be taken against the student proven to have committed an act of plagiarism:

1. A student committing a first plagiarism/cheating offense in any course, a zero grade is given to the submitted work.
2. A student committing a second plagiarism/cheating offense in any course will be awarded a failing grade on that course. The plagiarism offence shall be noted in the student's record of grades and marked as "XF".
3. A student committing a third plagiarism/cheating offense in any course will be awarded a failing grade on all courses of the semester in which the student commits the violation. The plagiarism

offence shall be noted in the student's grades record and be marked with the "XF" for all the courses taken in that semester.

4. A student committing a fourth plagiarism/cheating offense in any course will be expelled from ADUC and shall be awarded a failing grade on all courses of the semester which will be marked with a grade of "XF".
5. Upon a written request submitted by the student to the Office of Admissions and Registration, the XF mark may be removed if the student maintains his/her record clean up until his/her graduation.

ADUC may supplement its penalty with a decision to fully or partially ban the student from the privileges provided by ADUC for a maximum period of two semesters.

Assessments

Types of Assessments

The assessments are broadly categorized as:

1. Continuous Assessment conducted throughout the semester over regular intervals as per the schedule prescribed in the syllabus. These can be in the form of the following:
    A. Quiz Exams
    B. Mid Term Exams
    C. Assignments (Home/Class/Lab)
    D. Case Studies
2. Final Examination/Term-end examination conducted at the end of the semester as per the syllabus's schedule prescribed.
    A. Final Examination
    B. Final Project/Graduation Project along with Viva Voce examination
    C. Dissertation/Thesis/Report along with Viva Voce examination

Quality of Assessments

1. All the assessments must follow the quality check procedure as per the examination policy of ADUC.
2. The School Dean and Department Chair shall be responsible for the effective implementation of the quality check process.
3. The peer review shall be conducted as per the Assessment Peer Review form. (Appendix 17).
4. The Assessment Google form (question paper) shall be exchanged only between the instructor and peer reviewer through their official ADUC email ids.
5. The peer review form shall be administered by the Dean/Chair of the Department.

Assessment Procedures

Step 1

The Dean/Chair to issue the list of reviewers as per the area of expertise.

The dates of peer review to be decided in the School Council.

Step 2

The instructor shall submit the question paper along with the Assessment Answer key to the peer reviewer and notify the reviewer accordingly.

The submission shall be made through Google Drive only.

Step 3

The peer reviewer shall submit the review on the standard peer review form and notify the instructor accordingly.

The instructor shall comply with the reviewer's comments.

Step 4

The instructor shall update the reviewer about the compliance of the reviewer.

The reviewer shall give the decision in terms of Approve or Not Approved.

Step 5

In case of any difference of opinion, the Dean/Chair shall be approached for resolution.

2. Academic Progress

Good Academic Standing

In order to be considered in Good Academic Standing students must achieve a minimum CGPA of 2.00 at the end of each Semester.

Academic Probation

Students with a CGPA of less than 2.00 by the end of the second academic semester will be placed on probation. The probation cannot exceed three consecutive semesters and the concerned students must revert to good Academic standing within the set period. Failure to achieve a CGPA of 2.00 will lead to Academic dismissal.

Students with a CGPA less than 2.00 cannot register in courses without their advisors' approval.

- A student whose CGP is less than 2.00 by the second semester of the academic year will receive a first academic warning. Students on first academic warning can only register in 4 courses.
- Student who fails to raise their CGPA to 2.00 after the first warning shall be given a second academic warning and placed on academic probation for the next semester. Students on academic probation can only register in 3 courses. All courses being repeated courses.

If a student fails to raise his/her CGPA to 2.00 at the end of the prescribed period of the probation, he/she will be dismissed form the program

days) and pay the make-up exam fees 50% of the course tuition fees upon dean's approval.

Repeat Course

If a student has failed in a course, it is advisable to repeat it in the following semester. Students are at liberty to repeat the completed courses for the sake of improving their CGPA. They can repeat up to two times, but credit hours will be counted only once in the total credit hours required for graduation.
In all repeated course cases, the highest grade is considered for CGPA calculation.

Attendance Policy

Students are expected to attend all classes and be punctual.

Throughout the Program, regular attendance and participation in classroom activities are compulsory. The Instructor will monitor attendance at the beginning of each session. Students absent from class without prior approval of the Department Chair will be issued a first Warning after 10% of absenteeism and a second Warning at 20%.

Absenteeism of 25% in any course will result in failure due to absence (FA) and a grade of zero will be assigned.

A student with a legitimate and valid reason for missing a class can request his absence not to be counted. Such absence should be reported with supporting documents in the student file.

Students unable to attend classes for a certain period for medical or any other "force majeure" reasons have to produce proper supporting documents and submit a written leave of absence to the concerned Department Chair/Dean for approval.

Dean's List

At the end of each Academic Year, a Dean's List of academically outstanding students is issued by the Registrar's office. The Dean's list consists of the top 10% of the best performing students.

To be on the Dean's List, students have to be in good Academic standing with a CGPA of at least 3.7 with no I grade and no grade below C during the Semester. In addition, students with a

minimum of 12 Credit hours are eligible to the Dean's List. Dean's list designation applies to only Fall and Spring Semesters academic records.

3. Opportunities for Appeal by Students

Grade Appeal

A student has the right to appeal a course grade that he believes was not satisfactory.
Disputes over final course grades may reflect disagreements that have arisen as the result of a late-semester project or the final exam. Students' grade may only be changed by the instructor during the semester or by the recommendation of the Grade Appeal committee for the final exam grade.
Both students and faculty have rights and responsibilities in the grading process:

1. Faculty members have the responsibility to provide students with syllabi that clearly outlines the basis on which students will be assessed and graded
2. Faculty members have the responsibility to provide their students with timely feedback on their performance on quiz, case studies, projects, Mid-term and other assignments during the semester.
3. Students who wish to appeal are responsible for clearly demonstrating that the final grade they received is contrary to procedures as specified in the syllabus, or was biased or based on computational error.

Faculty members and students should communicate regularly and openly about all grading issues. A student who is dissatisfied with an instructor's grading decision during a semester should discuss the issue with the instructor and attempt to resolve the matter informally. A student who believes that a grading issue has not been satisfactorily resolved should speak with the instructor's department chair about the matter. The department chair should work with both the student and the instructor to address the issue. The decision of the department chair regarding issues on coursework grades is final.

Procedure

Students can only file for a course grade appeal at the end of the semester as per the following procedure:

- Course Grade appeal can be lodged within a maximum period of 3 days from the time of the official release of the grades;
- An official Grade appeal form with proper reasons and relevant documentations and justifications must be duly filled up and submitted to the Office of Admissions & Registration.
- The Department Chair will convene a Grade Appeal Committee Chaired by him\her and consisting of two faculty members to review the grade appeal.

- The Grade Appeal Committee will re-examine final exam papers and grade distribution assuming that the student has seen his\her total assessments before the final exam and will take a decision to maintain or modify the grade(s);
- The Grade Appeal Committee might request additional materials/documents from the instructor and/or student.
- All parties concerned, including the student and course instructor, will be notified of the final decision taken by the Grade Appeal Committee.
- The decision of the Grade Appeal Committee is final, and the concerned students can no further dispute it;
- Minutes will be taken during the deliberations of the Grade Appeal Committee