

Department of Computer Science

Student Guide

**Programming and Computer Science Program,
and Networks and Internet Program**

Academic Year 1439/1440

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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(1) Introduction

The world today is witnessing a great shift controlled by the growing technological development. The field of computer and information technology is the basis of this shift and this remarkable development, which is evident through its impact in various fields. The development in the field of computer technology is considered to be the fastest in the world. To keep pace with this rapid development, Prince Sattam bin Abdulaziz University is keen to meet the needs of the Kingdom by providing the opportunity to qualify local cadres at a competitive level and with international standards according to the requirements of the labor market. This is clearly apparent in the strategic plan of the university, which requires a correspondence between the visions and missions of the colleges with the overall vision and mission of the university. This entailed reviewing the study plans for the academic programs. In this regard, the study plans of the Programming & Computer Science Program and Networks & Internet Program at Al-Kharj Community College have been

updated, in accordance with the requirements of the National Qualifications Framework (NQF) and the academic accreditation standards.

(2) About the Computer Department

The Computer Department at Al-Kharj Community College is one of the academic departments that were accredited in conjunction with the foundation of the college in 1423/1424 H. The Computer Department offers a qualifying program that grants the diploma degree in Programming & Computer Science and Networks & Internet. The study plan is distributed over four semesters in which 26 courses are taught with a total of 65 credit hours in the Programming & Computer Science Program, and 26 courses, with a total of 65 credit hours in the Networks & Internet Program. Theoretical and practical credit hours are taught during which the students are given the skills of dealing with the computer which qualifies them to enter the labour market in the field of computer science, such as designing programs, designing websites, managing database systems, supervising networks, data entry and secretarial work.

The Department seeks to strengthen its scientific base by studying the possibilities of expanding the department through the opening of new specializations in the field of computer science, and formulating the appropriate infrastructure for such new areas by investigating the growing needs of the labour market. The department also seeks to strengthen the competence of faculty members in the department by providing them with training opportunities.

(3) Vision

To reach the highest degree of professionalism and excellence in preparing distinguished graduates in the fields of Computer Science and Information Technology in order to serve the local community

(4) Mission

Offering distinguished programs and high-quality education, via an academic environment that utilizes the most up-to-date technology and is propitious for creativity, in order to prepare theoretically and practically skilled graduates in the fields of computer science and IT, for the purpose of meeting the demands of the labour market

(5) Objectives

1. Providing students with basic computer skills and various computer applications,
2. Providing the student with the skills needed to manage database systems,
3. Providing the student with the skills needed to design different applications,
4. Providing the student with the skills needed to design and develop web pages and to monitor them,
5. Providing the student with the principles and basics of computer network management.

(6) Values

1. Quality and distinction
2. Leadership and teamwork

3. Academic Freedom
4. Justice and Integrity
5. Transparency and accountability
6. Continuous learning
7. Creativity

(7) Method of Study in the Department

At the beginning of the study, the programs in the department share the same study plan in the first level, where the students receive mutual courses in computer science and English language skills. Students are then directed to one of the specializations in the department, the Programming & Computer Science Program or the Networks & Internet Program, in which they receive intensive study on courses in the field of specialization for three levels such as designing, programming, servers and other courses. The study ends with the fourth level, in which students are required to receive training in government departments or private companies and present a graduation project so that they can obtain the degree of Associate Diploma in the field of specialization.

Graduates from the Computer Department obtain an Associate Diploma in Computer Science in one of the following areas of specialization upon the successful completion of 65 credit hours with a GPA of not less than 2.0:

1. Programming & Computer Science Program
2. Networks & Internet Program

The minimum period of study for students with a General Secondary Certificate is two years, and the maximum is 3 years (up to two semesters maximum). Noting that the academic year includes two semesters, in addition to the summer semester which is optional for the student.

(8) Admission Requirements

The department accepts students with the General Secondary Certificate from the scientific field only, taking into account the university admission policy and the Assessment Test (Qiyas Test). The admission requirements are summarized as follows:

1. The student must obtain the General Secondary Certificate or its equivalent at an estimated average not less than good.
2. The student must produce the evidence of passing the Ability Test (Qudurat Test).
3. The student must be a full time student at any time during their program of study, whether morning or evening. In case the student is an employee, the approval of the employer must be obtained.
4. The General Secondary Certificate must not be more than five years old.

(9) Employment Opportunities for our Graduates

The authentication and classification of some academic programs, offered by the College, by the Ministry of Civil Service contributed to identify the appropriate areas of work. Hence, the Ministry of Civil Service has classified the Diploma of Programming & Computer Science and Networks & the Internet in the sixth rank of the first degree. Therefore, the

appropriate field of work for the Programming & Computer Science Diploma was identified as a program assistant. Whereas the appropriate field of work for the Networks & Internet Diploma was identified as a computer operator and a trainer assistant (in the field of specialization). The Deanship seeks to classify and approve other programs. The following are the prospective employers:

1. Almarai Company.
2. The administration departments of Prince Sattam bin Abdulaziz University.
3. Al Kharj Municipality.
4. King Khaled Hospital.
5. Private polyclinics.
6. Private companies.
7. Al-Rajhi Bank, the National Commercial Bank, Albilad Bank and Riyadh Bank.
8. Military Factories, the Air Base, the Logistics Base.
9. Agricultural Resources Development Company.

(10) Programming and Computer Science Program

(10-1) Educational Objectives of the Program

This program aims to teach the theoretical as well as practical facets of computer science to the students enrolled in it. The ultimate aim is to enable them to acquire knowledge of the various forms of principles, the fundamentals and the

theories underpinning computer science and programming. It is also aimed to enable students to apply this knowledge in their quest for practical and modern solutions to the different conundrums in their field of specialization in their future careers.

(10-2) Characteristics of Graduates from this Program

Holders of a diploma in Computer Science and Programming should demonstrate the following:

1. Knowledge of the following important facts, fundamentals and theories:
 - a. Computer science and IT
 - b. Basics of programming and object-oriented programming.
 - c. Data structures and processing
 - d. Analysis and design of systems
 - e. Databases, design and programming
 - f. Designing and programming web pages
 - g. Regulations and procedures related to their field of study.
2. Ability to apply concepts, theories and surveys to issues and problems related to their field of study or employment or both, and to find sound solutions based on such analysis
3. Ability to assume the necessary responsibilities for successful recruitment in the area of expertise for which they were prepared

4. Ability to interpret and evaluate quantitative and qualitative data and provide results verbally and in writing, with appropriate use of ICT.

Graduates from this program should:

1. Be able to apply their knowledge and skills to computer issues with minimal guidance, knowing the limits of their knowledge, and how this affects the analyses and interpretations that are based on this knowledge. They should seek advice from appropriate authorities whenever the need arises.
2. Take the initiative to plan to enhance their knowledge and skills.
3. Think and act independently, and interact constructively in situations that require collective work, to achieve common goals.
4. Determine the impact of their actions on others and assess the appropriateness of such behaviour in the light of sound moral principles. They should bear their own responsibility for their actions in individual or collective situations.
5. Behave in ways that are congruent with Islamic values and beliefs, and reflect loyalty, responsibility and commitment to community service.

(11) Networks and Internet Program

(11-1) Educational objectives of the program

1. The program aims to graduate students trained and qualified to design, manage, build and maintain networks to meet the need for diploma cadres that the country needs in network systems.
2. Also technical and administrative cadres to be prepared in a short period of time in different areas of expertise needed by the community to provide the public sector as well as companies and institutions in the private sector with these cadres in order to serve the community and boost its economic and social development.
3. To prepare qualified citizens who are educationally and intellectually qualified to perform their duties in the service of their country and the advancement of their nation.
4. To prepare graduates capable of dealing with the challenges and technologies of the age.
5. To produce graduates capable of competing in the local and global labour market.

(11-2) Characteristics of graduates from this program

Holders of a diploma in Networks and Internet should demonstrate the following:

1. Knowledge of the following important facts, fundamentals and theories:
 - a. Network design and maintenance
 - b. Network and internet protocols
 - c. Building and managing networks
 - d. Setting up a network, a proxy server and a mail server
 - e. Fundamentals of Networks and Object Oriented Programming

- f. Different operating systems
 - g. Network security
 - h. Ability to process and configure servers, switches and routing for adapters
 - i. Website management, and
 - j. Designing systems and practical procedures related to their field of specialization.
 - k. Ability to process server settings, switches and routing for adapters
 - l. Managing internet websites
 - m. Designing the systems and the procedures related to their field of specialization
2. Ability to apply concepts, theories and surveys to issues and problems related to their field of study or employment or both, and to find sound solutions based on such analysis
 3. Ability to assume the necessary responsibilities for successful recruitment in the area of expertise for which they were prepared
 4. Ability to interpret and evaluate quantitative and qualitative data and provide results verbally and in writing, with appropriate use of ICT.

Graduates from this program should:

1. Be able to apply their knowledge and skills to computer issues with minimal guidance, knowing the limits of their knowledge, and how this affects the analyses and interpretations that are based on this knowledge. They should seek advice from appropriate authorities whenever the need arises.
2. Take the initiative to plan to enhance their knowledge and skills.

3. Think and act independently, and interact constructively in situations that require collective work, to achieve common goals.
4. Determine the impact of their actions on others and assess the appropriateness of such behavior in the light of sound moral principles. They should bear their own responsibility for their actions in individual or collective situations.
5. Behave in ways that are congruent with Islamic values and beliefs, and reflect loyalty, responsibility and commitment to community service.

(12) Study Plans

(12-1) Requirements of Computer Science Program

Requirements	Objectives
University Requirements	These requirements aim to provide students with the basic knowledge in Islamic culture and the ability to effectively express themselves in Arabic language and enhance their communication skills and professionalism
College Requirements	These courses aim to improve students' English language skills and acquaint them with Information technology and the principles of computer science.
Department Requirements	Originating and developing the concepts and knowledge relating to the specialization through providing them with the basic courses in the specialization that help improve their academic performance via determining their academic channels.

(12-2) University Requirements

Course Code	Course Name	Credit
ISL 131	Islamic Culture	2
ARA 101	Language Skills	2
MGT 154	Communication Skills	2
COMP 2304	Professional Ethics	2
Total		8 Units

(12-3) College Requirements

Course Code	Course Name	Credit
110-ENG	Reading & Writing	2
ENG- 111	Listening and Speaking	2
ENG- 112	English Grammar	2

COMP 1101	Skills of Computer and Information technology	3
COMP 1201	Specialized Reading	2
Total		11 Units

(12-4) Department Requirements

Programming and Computer Science Program			Networks and Internet Program		
Course Code	Course Name	Credit	Course Code	Course Name	Credit

COMP 1102	Computer Programming 1	3	COMP 1102	Computer Programming 1	3
COMP 1103	Fundamentals of Computer Networks	2	COMP 1103	Fundamentals of Computer Networks	2
MATH 1104	Discrete Mathematics	3	MATH 1104	Discrete Mathematics	3
COMP 1208	Computer Programming 2	3	COMP 1202	Internet Technologies	3
COMP 1203	Operating Systems	3	COMP 1203	Operating Systems	3
COMP 1204	Computer Maintenance	2	COMP 1204	Computer Maintenance	2
STAT 1205	Statistics and probability	3	STAT 1205	Statistics and probability	3
COMP 1206	Fundamentals of Data Base	3	COMP 1206	Network and Internet Protocols	3
COMP 2308	Data Structures	3	COMP 2305	Setup and Management of Web sites	3
COMP 2306	Data Base programming	3	COMP 2302	Network Management	3
COMP 2307	Visual Programming	3	COMP 2301	Mobile Computing Application	3
COMP 2303	Principles of Information Security	2	COMP 2303	Principles of Information Security	2
COMP 2406	Internet Programming	3	COMP 2401	Routing and Switching	3
COMP 2407	Multimedia Application	3	COMP 2402	Setup and Maintenance of Networks	3
COMP 2408	Software Packages	3	COMP 2403	Computer Forensics	3
COMP 2404	Graduation Project	2	COMP 2404	Graduation Project	2
COMP 2405	Field Training	2	COMP 2405	Field Training	2
Total		46 Units	Total		46 Units

(12-5) Study Plan for the Programming and Computer Science Program

Level One

Course Code	Course Name	Pre-requisite	Study Unites		
			Theoretical	Practical	Credit
110-ENG	Reading & Writing	-	2	0	2
ENG- 111	Listening and Speaking	-	2	0	2
ENG- 112	English Grammar	-	2	0	2
COMP 1101	Skills of Computer and Information Technology	-	2	1	3
COMP 1102	Computer Programming 1	-	2	1	3
COMP 1103	Fundamentals of Computer Networks	-	1	1	2
MATH 1104	Discrete Mathematics	-	2	1	3
Total			13	4	17

Level Two

Course Code	Course Name	Pre-requisite	Study Unites		
			Theoretical	Practical	Credit
COMP 1201	Specialized Reading	110-ENG	2	0	2
COMP 1208	Computer Programming 2	COMP 1102	2	1	3
ISL 131	Islamic Culture	-	2	0	2
COMP 1203	Operating Systems	COMP 1101	2	1	3
COMP 1204	Computer Maintenance	COMP 1101	1	1	2
STAT 1205	Statistics and Probability	COMP 1104	3	0	3
COMP 1206	Fundamentals of Data Base	COMP 1102	2	1	3

Total	14	4	18
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Level Three

Course Code	Course Name	Pre-requisite	Study Unites		
			Theoretical	Practical	Credit
ARA 101	Language Skills	-	2	0	2
COMP 2308	Data Structures	COMP 1208	2	1	3
MGT 154	Communication Skills	-	2	0	2
COMP 2306	Data Base programming	COMP 1207	2	1	3

COMP 2304	Professional Ethics	-	2	0	2
COMP 2307	Visual Programming	COMP 1208	2	1	3
COMP 2303	Principles of Information Security	COMP 1203	1	1	2
Total			13	4	17

Level Four

Course Code	Course Name	Pre-requisite	Study Unites		
			Theoretical	Practical	Credit
COMP 2406	Internet Programming	COMP 2307	2	1	3

COMP 2407	Multimedia Application	COMP 2307	2	1	3
COMP 2408	Software Packages	COMP 2307	2	1	3
COMP 2404	Graduation Project	Pass 52 Hours	0	2	2
COMP 2405	Field Training	Pass 52 Hours	0	2	2
Total			6	7	13

(12-6) Study Plan for the Networks and Internet Program

Level One

Course Code	Course Name	Pre-requisite	Study Unites		
			Theoretical	Practical	Credit
110-ENG	Reading & Writing	-	2	0	2
ENG- 111	Listening and Speaking	-	2	0	2
ENG- 112	English Grammar	-	2	0	2
COMP 1101	Skills of Computer and Information technology	-	2	1	3
COMP 1102	Computer Programming 1	-	2	1	3
COMP 1103	Fundamentals of Computer Networks	-	1	1	2
MATH 1104	Discrete Mathematics	-	2	1	3
Total			17	4	13

Level Two

Course Code	Course Name	Pre-requisite	Study Unites		
			Theoretical	Practical	Credit
COMP 1201	Specialized Reading	110-ENG	2	0	2
COMP 1202	Internet Technologies	COMP 1103	2	1	3
ISL 151	Islamic Culture	-	2	0	2
COMP 1203	Operating Systems	COMP 1101	2	1	3
COMP 1204	Computer Maintenance	COMP 1101	1	1	2
STAT 1205	Statistics and probability	MATH 1104	3	0	3
COMP 1206	Network and Internet Protocols	COMP 1103	2	1	3
Total			14	4	18

Level Three

Course Code	Course Name	Pre-requisite	Study Unites		
			Theoretical	Practical	Credit
ARA 101	Language Skills	-	2	0	2
COMP 2305	Setup and Management of Web Sites	COMP 1206	2	1	3
MGT 154	Communication Skills	-	2	0	2
COMP 2302	Network Management	COMP 1103	2	1	3
COMP 2304	Professional Ethics	-	2	0	2
COMP 2301	Mobile Computing Application	COMP 1206	2	1	3

COMP 2303	Principles of Information Security	COMP 1203	1	1	2
Total			13	4	17

Level Four

Course Code	Course Name	Pre-requisite	Study Unites		
			Theoretical	Practical	Credit
COMP 2401	Routing and Switching	COMP 2305	2	1	3
COMP 2402	Setup and Maintenance of Networks	COMP 2302	2	1	3
COMP 2403	Computer Forensics	COMP 2302	2	1	3

COMP 2404	Graduation Project	Pass 52 Hours	0	2	2
COMP 2405	Field Training	Pass 52 Hours	0	2	2
Total			6	7	13

(13) Academic Counselling

(13-1) Objectives of the Academic Counselling

The processes of the academic counselling aims to enhance the quality level and the educational services offered by Al-Kharj Community College in relation to the development and improvement implemented in Prince Sattam University and its future plans in virtue of the following subsidiary objectives:

1. Maximizing students' compatibility academic mode.
2. Helping students' overcome the personal and academic problems.
3. Stimulating students' to show the best of themselves –skills, and talents – with the best quality.
4. Raising students' awareness about the importance of using college facilities and resources.

(13-2) Role and Tasks of the Academic Advisor

The task of the academic advisor is principally focused on the performance of the University student since his admission to the Community College until his graduation and providing him with the care, counselling and directions which may be necessary for meeting the requirements of success in the collage pursuant to the applicable by laws and regulations in the University.

A Student is supervised by a chosen group of faculty members who are highly qualified in the academic advising, the tasks of which are as follows:

1. Providing the academic advising and engineering the knowledge map which the students have to follow in order to choose the best courses and the most convenient alternatives.

2. Providing a freshman with the available courses, levels, transferring, and success and failure system.
3. Acquainting students with the assessment systems and how grades are calculated for the subjects of specialization.
4. Familiarizing students with items of the study plan (levels, majors, basic and optional subjects).
5. Acquainting students with the titles of the subjects, their requirements, the equivalence subjects, and their order and providing them with the optimal methods for making use of such data.
6. Providing students with the dates of course registration, withdrawing (dropping) and adding course and transferring across sections in virtue with the regulations and bylaws.
7. Assisting the students in registering the academic hours that should be commensurate with their abilities and consistent with the university regulations at all levels.
8. Assisting the students in filling in the academic forms and applications in a correct manner and submitting them in the due dates and ensuring that all forms have been filled in.
9. Helping students through opening new sessions and effectively watching the classrooms and the workflow.
10. Advising the students to choose the convenient courses that fit well with their abilities and interests.
11. Assisting the students in acquiring an increasing efficiency and effectiveness in studying the programmed course via instructing them how to understand the course and referring them to the important references.
12. Identifying the most suitable academic track for the students and setting the study plan that fits well with his abilities and enable him to complete his academic program with the best ways.
13. Advising students to how they could manage their lecture time and how to make the best use of the free time in reviewing and studying in the library and Internet halls.

14. Providing the students with the necessary support during the exam time which particularly pertains to how he could organize his time and effectively prepare himself for these exams.
15. Watching the GPAs' of the students and academically advising students with low GPAS and motivating them and drawing their attention to the followed procedures in this respect.
16. Directing the students to achieving the best possible benefit from their majors at the academic, physical and healthy level and orient them toward the various college facilities.
17. Advising the students to how they can make use of the summer courses and implement projects and study plans.
18. Directing students to how they make use of the Edugate in order to exploit all the services offered by the college to the Student.
19. Familiarizing students with different websites relating to the university and college websites, the importance of which are to provide them with the news of their college and university and help them learn about the courses, lectures and tests, key answer models and questions models, faculty members and other relevant information.

In addition, the academic advisor seeks to familiarize the students with the administrative and organizational structure of the college in line with the offered services, his rights and duties through the following:

1. Urging the students to permanently visiting their respective academic advisors during office hours.
2. Conducting the awareness programs (lectures and seminars) in collaboration with the volunteering students to service their classmates and developing their organizational skills.
3. Organizing workshops relating to the irregular phenomena observed in the Community College with the aim of addressing them, such as smoking and wearing unfit dress.

4. Helping students with special needs to overcome their health problems.
5. Exploring the skills and the special talents of the students with the aim of improving and developing these talents.
6. Planning the advising process in terms of the advising tools such as designing questionnaires and applying the observation lists and guiding interviews.
7. Drawing the student's attention toward how to make use of the summer courses and how to conduct projects and set study plans.

(13-3) Modus Operandi of Academic Counselling

The Computer Department has an academic counselling committee. Members of this committee are faculty members whose duty it is to counsel and give guidance. In performing his duties, the academic advisor avails himself of whatever amenities are available to him in his office, such as a desktop computer hooked up to the Internet, a networked laser printer so as to print out forms if need be, a telephone to stay in touch with the head of the Department as well as the Students' Affairs office and his fellow academic advisors. The E-register portal for entering student data is, however, the responsibility of an employee in the Students' Affairs.

It is incontestably true that the use of E-register in academic counselling is pivotal because it enables the supervisor to get to know the student's record in the preceding terms and his GPA, which is considered the key to academic counselling since it is the most formal way of assessing a student's academic status and his performance.

It is essential also that the supervisor be well versed in the issues related to adding and dropping out of courses, the stipulated order of courses and course prerequisites, course equivalency, course contents, levels, number of credits to be completed according to the level in which a student is at the moment, and a whole host of other issues pertinent to academic counselling.

The academic supervisor should also be fully competent in using the services on edugate since it enables the student to perform almost all of his academic needs at the outset of each term, such as his timetable, his scores in the previous term, his GPA, finding out about all courses, subjects, sections and study plan for the current academic year, etc.

(13-4) Pass and Failure

A student passes a course if he scores 60% or more. The highest score is 100.

(13-5) Grades, Semester Average and GPA

The total of marks in each course is the sum of marks for coursework (40 or 50) and the final exam mark (60 or 50). Coursework includes: first test, second test (if any), surprise tests, participation, homework, papers, and any other tasks assigned to the student prior to the final exam.

Marks for coursework are recorded regularly throughout the term, and they are calculated at the end of term. The final exam score should be recorded within 48 hours of the test. The total mark is entered on edugate, where the student can see his mark.

(13-6) Semester Average and Cumulative Average

The student receives a semester average after passing a number of courses and obtaining the results of all the courses for that semester, after the calculation of all of his ratings. The following chart elucidates this:

Score	Rating	Symbol	Grade	Result
≤95	Upper excellent	A+	5	Pass
90-94	Excellent	A	4.75	
85-89	Upper very good	B+	4.5	
80-84	Very good	B	4	
75-79	Upper good	C+	3.5	
70-74	Good	C	3	
65-69	Upper acceptable	D+	2.5	
60-64	Acceptable	D	2	
>60	Fail	F	1	Fail

The semester average is the mean value of the scores a student receives for the total number of courses he has taken in that semester, taking into account both the number of courses and the number of credit hours for those courses. The number of units is not necessarily the same as the number of credits. Some courses for example are taught in three

hours per week, but they are allocated two credit hours. It is possible to enquire about the credits for the courses in the Community College by referring to the Course descriptions available in the Department, or by going to the Department's official website.

Suppose a distinguished student in level 2 in the diploma program at the Community College is enrolled in one of the majors offered by the Computer Department, and he wants to calculate his semester average for the previous semester (level 1) after having obtained the scores for all of his courses:

Course	Credits	Score	Grade out of 5	Total of points
COMP 110	3	96	5	$5 \times 3 = 15$
COMP 111	2	92	4.75	$4.75 \times 2 = 9.5$
COMP 112	2	88	4.5	$4.5 \times 2 = 9$
MATH 114	3	87	4.5	$4.5 \times 3 = 13.5$
ENG 110	10	83	4	$4 \times 10 = 40$
Total	20			87

His semester average then (and it is also his GPA here because he has completed only one semester) = $87/20 = 4.35$

If the student continues to be distinguished, and scores the following in level 2:

Course	Credits	Score	Grade out of 5	Total of points
ENG 120	6	85	4.5	$6 \times 4.5 = 27$
COMP 151	3	90	4.75	$4.75 \times 3 = 14.25$
ISL 151	2	95	5	$5 \times 2 = 10$
COMP 154	3	88	4.5	$4.5 \times 3 = 13.5$
COMP 155	3	83	4	$4 \times 3 = 12$
COMP 153	2	96	5	$5 \times 2 = 10$
Total	19			76.75

The semester average for this student then (level 2) is as follows: $76.75/19 = 4.04$

And the GPA for the two semesters will be: $(87+76.75) / (20+19) = 4.2$

Oftentimes a student may wish to improve his GPA. From what we have seen in the Community College, it is possible to summarize the alternatives that show a student to what extent his ambition of improving his GPA is achieved:

Student level	Number of units passed	Number of units in the current semester	Current accumulative average	Total accumulative points	First option		Second option	
					Target average	Average required in each course	Target Average	Average required in each course
First	0	17	0	0	4.5	B+	3	C
Second	17	15	3.6	61.2	4.0	A	3.80	B+
third	32	15	3.0	96	3.63	A+	3.3	B
Graduation semester	47	17	2.76	129.72	3.22	B+	3.08	B

(13-7) Transfer and Dropping out of a Semester

Transfer:

1. Any student can transfer to any of the specializations within the college in the qualifying program provided that his/her secondary school specialization accords with the specialization he/she wishes to join.

2. Any student of Prince Sattam University can transfer to any of the specializations of the College in the Transitional Program provided that:

- a. He / she is a regular student at the university.
- b. His / her specialization in secondary school accords with the specialization he wishes to join.
- c. His/ her accumulative average should not be less than 2.

To transfer from the specializations in the qualifying program to another in the transitional program, the following conditions are required:

- a. The accumulative average (GPA) should not be less than 2.
- b. The student has not been transferred from the university to the qualifying program
- c. The student has not been transferred from the transition program to the qualifying program.
- d. The students are chosen according to their accumulative average and the available seats in the required specialization.

To transfer from the specializations in the transitional program to the specializations in the qualifying program, the following conditions are required:

- a. The student's specialization in the secondary school should accord with of the specialization which the student wishes to transfer to.
- b. Students are chosen according to the accumulative average and the available seats in the required specialization.

Dropping out of a term:

A student can apply for an apology for the term without any effect on his or her undergraduate course or cumulative average. The student may obtain permission for dropping out twice during the period of his / her study in the College (five terms for qualification).

(13-8) Academic Dismissal, Twice the Period, Weak Cumulative Average

A student will be warned automatically if his / her cumulative average falls below the graduation limit of 2. If the average is below that limit, he or she will receive another warning. A student may receive one or more warnings if he / she fails to complete his study in the assigned duration. A student will be academically dismissed if he receives more than 3 academic warnings. He / she has the right to appeal to the Dean of the College, who considers the possibility of offering the student an opportunity to overcome the stumbled courses.

(13-9) Attendance, Absence and Deprivation

The College esteems attendance of the lectures to be compulsory in the different disciplines and all sections. The student is permitted to sit for the final examination of the registered course if his absence does not exceed 25% of the total lectures during the term. The College Council has the right to take appropriate procedures for students whose percentage

exceeded the percentage postulated in University system. If a student is debarred from sitting for the final exam in a specific course, he/ she will receive zero in that course. If a student is absent in the final exams and fails in a course, then he/ she will get one point in that course.

(14) Department's Committees

No	Committee	Assignments
1	Quality Assurance	Assuming all tasks associated with the unit of Quality Assurance in the Department, encompassing academic accreditation, self-study report, annual reports and the bridging scheme and so forth.
2	Staff Recruitment and TAs Scholarships	Designing a database of TAs studying abroad and revising it annually Designing a database of staff recruitment in the Department
3	Scientific Research and Community Service	Assuming all tasks related to this committee, including scientific research, community service, brochures, conferences, workshops and symposiums and the like
4	Academic Guidance and student Affairs	Assuming all tasks concerned with the committee, comprised of the guide of academic guidance, student activities, student results, student absences, debarment and excuses and so forth.
No	Committee	Assignments

5	Academic Schedules and Examinations	Carrying out all tasks belonging to the committee, including timetables, invigilation, exams, departmental councils and so forth.
6	Alumni	Assuming all tasks connected with this committee in the Department, involving Alumni, internship and graduation projects and so forth
7	Strategic plan, Development of Academic Programs	Executing all tasks associated with this committee in the Department, including development of academic programs, schemes, plans, syllabi and the like.
8	Edugate	Updating the Department website
9	Laboratories follow-up	Writing periodical reports concerning the laboratories conditions and their updates
10	Student Activities	Assuming all assignments associated with this committee in the department, including students' participation in curricular and extracurricular activities and conferences at the college and university levels
11	Course portfolios	Reviewing the résumés, outlines, reports, specifications, statistics and samples of question papers, students' answer sheets of each course taught on the two programs.

(15) Computer Department Labs

There are three labs in the computer science department and each lab has 36 modern networked computers, and they also have access to the internet. Moreover, there is a smart board and a data show projector in each lab. Also, there is a network and maintenance lab which contains 25 computers connected via a small network by a server. The students can practice maintenance in this lab by using special devices for this practical purpose.



(16) Faculty Members

The Computer science Department has instructors who have PhD and Master's degrees with distinct qualifications and experience which make them able to improve the educational process. The Computer science Department communicates with its alumni to get ideas from them to improve the outcome which will facilitate appropriate jobs for the students by communicating with all the sectors then improving the curriculum depending on what they need.

No	Name	Phone	Email	URL
Men's Part				
1	Dr. Mohamed A. EL Shebrawi	0115887360	m.ashabrawy@psau.edu.sa	https://faculty.psau.edu.sa/m.ashabrawy
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(17) Contact Us

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