

King Abdulaziz University Applied College **CATALOG**

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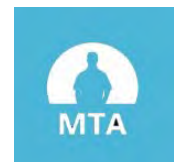
T H E A P P L I E D C O L L E G E

The Applied College Catalog

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Important Note

This catalog is intended to give brief background information about The Applied College, its programs and services which are governed by King Abdulaziz University (KAU), as well as rules and policies in compliance with the regulations of the Ministry of Education (MOE) in Saudi Arabia. The published rules and regulations of the MOE and KAU should be consulted for further details. Students and other interested persons are encouraged to visit the following website: <http://www.kau.edu.sa>

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PREFACE



Universities in most parts of the world are increasingly becoming the focus of attention of local communities. As institutions of higher learning mandated by governments and civil society, universities have to be the very embodiment of the height of human potential, sometimes even surpassing society's expectations. They constitute the very best of what we have to offer in terms of existing and new knowledge, skills, innovation, technology and research. They constantly introduce us to the new, always moving into unknown, uncharted territory.

King Abdul-Aziz University attaches great importance to serving all sectors of the community, in the implementation of directives of His Royal Highness's wise leadership, King Salman Ibn Abdulaziz Al-Saud.

The Ministry of Higher Education supports this trend and adopts the concept of applied colleges' essential role in higher education. Applied Colleges, as a new form of higher education, seek to achieve harmonization between the output of education and labor market needs. This is done within the framework of national development plans and the Kingdom 2030 Vision based on human resource development, by preparing and qualifying professionals in all fields. King Abdulaziz University-Applied College (KAU-AC) was founded initially as Jeddah Community College (KAU-AC) in 1423 H / 2003 CE and given the necessary support and resources. As a result of this support, KAU-AC has become a model for all Applied Colleges in the Kingdom of Saudi Arabia.

This catalog is a clear picture of KAU-AC and hopefully it will be of help and interest to students, faculty members, administration staff, and the community at large.

Thanks are due to the Dean of KAU-AC, Vice-Deans, teaching staff, administrators, maintenance staff, and students for their effort to develop the college in many ways, including their contribution to this catalog.

We wish everyone success and progress.

Professor AbdulRahman Alyoubi
President: King Abdulaziz University

Two Decades Of Achievements



Recently, KAU-AC celebrated the 20th anniversary of its establishment. After achieving several objectives and targets during its twenty years of existence, the “cherry on the top” was the international academic accreditation recognition for all programs of the College. This was no mean feat, coming as it did after a mere 6 years since KAU-AC’s inception. The performance of the college has been recognized by a reputed accreditation agency COE-USA. That accreditation itself reflects the quality and merit of the education offered at the College including the academic programs, the staff, departments and services.

As one milestone is reached, we strive to attain others. This year (2016) we will seek to reaffirm our accreditation by COE. No doubt, this process of reaffirmation is going to be pursued with the same relentless diligence, determination and zeal of 2009. We enter this period with the utmost confidence that we have strengthened our institution and empowered our students even further. This can be concretely demonstrated by the International Professional Certification that we have achieved in some of our specializations within the BIT and CIT Departments. We have been able to enter into official collaboration with the following world-renowned institutions and academies: Cisco, Microsoft, Cambridge IT, Adobe Professional, Association of Certified Chartered Accountants (ACCA), and Chartered Insurance Institute (CII).

This collaboration will give KAU-AC students full access to their online resources and grant them their globally acknowledged certifications. We are also proud to announce program accreditation for Insurance by CII.

We in King Abdulaziz University-Applied College, during the second decade, will further extend the college programs to match the urgent needs of the labor market. Besides that, the College will offer academic services to all sections of the society. We will do our best to support our students and provide them with all they need to achieve a bright future.

In addition to the academic support, we offer to our students, we are serving our community through professionally qualified individuals and offering scientific and practical consultation services to the public and private sectors. This consultancy includes the following professional areas: accountancy, marketing, economic feasibility studies, insurance, management and development of human resources, IT, Database, computer networks, etc.

King Abdulaziz University-Applied College, assisted by KAU management, will strive untiringly to provide the needs of Makkah province and to develop individuals and the region.

Dr. Muhammad Abdullah Balubaid
Dean: King Abdulaziz University-Applied College

Progressing Towards Goals



The real wealth of any nation is to be found in its human resources and productivity of its workforce. This is why it is called human capital. Therefore, educational advancement plans in Saudi Arabia pay considerable attention to human resource development. In this context, King Abdulaziz University comes as a pivotal "component" in this development process. It exercises an effective role in building human capital. King Abdulaziz University-Applied College as part of King Abdulaziz University is one of the tributaries to this process.

The competitive advantages of KAU-AC include English education with English as the medium of instruction, a preparatory year, and a focus on computer proficiency, work ethics, and communication

skills. In addition, the diversity and efficiency of the teaching staff, who come from Saudi Arabia, the United States, Britain, India, South Africa, Pakistan, Egypt, Jordan, Tunisia and other countries, is also another asset. Moreover, the courses offered by the College meet the needs of the labor market in fields such as marketing, insurance, graphic design, computer networking, accounting and sales.

As a result of these advantages, KAU-AC students have access to jobs even before they graduate. The ratio of employment of the college graduates is %95 which is one of the highest rates among the university colleges.

Reflecting this high quality of performance, KAU-AC received the top ranking in areas of academic assessment in the University such as course portfolio. In addition, the College was able to achieve twinning with the academic community colleges in Louisiana, USA. However, KAU-AC still has a long list of aspirations to fulfill.

Dr. Loay Balkhair
Vice-Dean

A Focus On Quality



King Abdulaziz University-Applied College (KAU-AC), one of the colleges of KAU, was established in 2003 to serve the community of the Western Region. It is committed to serving the community at various levels in accordance with the needs of the job market. KAU-AC is the first college in the Middle East to be accredited by the Council on Occupational Education (COE). Moreover, KAU-AC is considered the first Applied College in the Kingdom of Saudi Arabia to offer professional certificates in order to prepare graduates for the labor market academically and professionally. Added to the Associate degree, the students have the opportunity to obtain an international professional certificate such as CCNA certificates

from CISCO Academy; MTA, MCSA, and MCSE certificates from Microsoft Academy; Cambridge IT certificate validated by CIE; Adobe Professional Designer certificate endorsed by Adobe; ACCA qualifications granted by the British Institute of Chartered Accountants; and CII certification granted by the British Insurance Commission.

Dr. Muhammad Abdullah Balubaid

Vice-Dean for Development

KAU Ranking

In 2021, King Abdulaziz University is ranked the first Arab university by Times Higher Education. King Abdulaziz University has been placed in the top 200 universities in the world by four major ranking tables and ranked number 44 globally in 2022.

King Abdulaziz University is ranked between 101 and 150 since 2020 by Academic Ranking of World Universities Furthermore, according to U.S. News & World Report Best Global University Ranking, King Abdulaziz University is ranked 44 in 2022. And according to QS World University Rankings, King Abdulaziz University is ranked at number 143 in 2021 in the world's top universities ranking by the London-based Quacquarelli Symonds (QS).



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QS Global World Ranking **#143** Status **Public**

Research Output **Very High** Total Students **32,063**

Academic Faculty Staff **4,059**

THE ARAB UNIVERSITY RANKINGS 2021 - TOP 10

Rank 2021	Position in World University Rankings 2021	Institution	Country
1	201-250	King Abdulaziz University	Saudi Arabia
2	301-350	Qatar University	Qatar
3	NR	King Abdullah University of Science and Technology (KAUST)	Saudi Arabia
4	NR	Prince Mohammad Bin Fahd University	Saudi Arabia
5	501-600	King Fahd University of Petroleum and Minerals	Saudi Arabia
6	351-400	Khalifa University	United Arab Emirates
7	301-350	United Arab Emirates University	United Arab Emirates
8	401-500	King Saud University	Saudi Arabia
9	301-350	American University of Beirut	Lebanon
10	NR	Zewail City of Science and Technology	Egypt

NR = not ranked

THE ARAB UNIVERSITY RANKINGS 2021

www.thewur.com

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Source:
<http://www.shanghairanking.com/ARWU2020.html>
https://en.wikipedia.org/wiki/Academic_Ranking_of_World_Universities
<https://www.topuniversities.com/universities/king-abdulaziz-university-kauf>
<https://www.timeshighereducation.com/world-university-rankings/king-abdulaziz-university>

The Applied College

Establishment

King Abdulaziz University-Applied College was established initially as Jeddah Community College in 1423 H / 2003 in Jeddah under Ministerial Decree No. 10642 on 1423/04/25 H. Since then, KAU-AC has been committed to serving the community at various levels in accordance with the functional needs of the private sector, using the latest educational methods available in terms of college labs, buildings, and equipment that prepare students to serve their community and nation.

KAU-AC Vision

“The leading applied college nationally, associated with academic excellence and professional qualifications”.

KAU-AC Mission

“Providing students with adequate knowledge and professional skills for the workplace”.

KAU-AC Goals

There are five major tracks/sub-goals (objectives) to the KAU-AC strategic plan.

They are:

- **Effective Teaching and Learning:** reinforcement of teaching, learning, and academic services to improve the quality of academic outcome.
- **Social Responsibility:** activation of social participation by college staff and providing outstanding contribution for serving society.
- **Innovation, Pioneering and Research:** the development of a stimulating and supportive environment for creativity, pioneering, leadership and innovation, and supporting entrepreneurship and research efforts of staff and students.
- **Local and international partnership:** Cooperation with local and international educational institutions to implement best practices and standards.
- **Finance:** Diversification of income using KAU resources, programs and activities.

Academic Policies and Procedures

Admission Requirements

According to King Abdulaziz University's regulations, students should meet certain criteria to be accepted at KAU-AC:

- obtaining General Certificate of Secondary Education or its equivalent from inside or outside the Kingdom,
- registering for the General Abilities Test,
- being medically fit,
- having a good reputation and displaying exemplary conduct,
- applying within 3 years after obtaining high school diploma,
- no prior expulsion from KAU or any other university,
- falsifying information or documentation to the university for the purpose of admission will result in automatic dismissal,
- submit a letter of approval from the employer, if the student is going to be working during his/her period of study at KAU-AC, and
- electronic application for admission via the internet.

Documents Needed for Enrolment

- Original High School (Secondary School) Certificate + two copies.
- Enlarged and clear copy of ID Card.
- Original card must be presented at the time of submission for the purposes of authentication.
- Secondary School recommendation letter stating good conduct.
- Recent photographs.
- Original copy of the General Secondary or Commercial High School Certificate.
- Employer approval letter whenever applicable.

General Regulations for Conduct

- Smoking is prohibited on all KAU-AC premises.
- Littering is prohibited on all KAU-AC premises.
- Students are expected to dress properly for an academic institution.
- Food and beverages are not allowed in classrooms, labs and library.
- Mobile phones should be turned off during class hours.
- Students are expected to perform their prayers in the college's Musala.
- Students are expected to attend all lectures, classes and lab sessions regularly.
- Students should be punctual for classes.
- Students are expected to carry the university ID card at all times while on KAU-AC premises.

Grading Policies and Terminologies

The following definitions are provided to assist in student orientation:

- *Preparatory Year*: Two terms taken before specializing, where students study the fundamentals of English, Mathematics, and Computer Science. This qualifies students for choosing one of the majors that offer an Associate university degree.
- *Preparatory Term*: One term where students study fundamentals of English, Mathematics, and Computer Science. This qualifies students for choosing one of the majors that offer a Diploma degree.
- *Syllabus*: an academic subject of a certain level within the framework of the overall plan of each major.
- *Term-work Mark*: the aggregate of the student's marks for tests, research work, and activities pertaining to the syllabus.
- *Final Mark*: Total of the term-work marks + final examination mark for each syllabus.
- *Estimate*: Description of the percentage or the grade letter description of the Final Mark.
- *Incomplete (IC) estimate*: Tentative estimate for a syllabus the requirements of which have not been completed on time by the student.
- *In Progress (IP) estimate*: For a course that requires more than a term to complete.
- *Term Average*: The sum of the student's points in a term divided by the number of units for all subjects.
- *Accumulative Average*: The total number of points in all the subjects studied since a student joined KAU-AC multiplied by the total of subject units.
- *General Estimate*: Student's learning level throughout his study at KAU-AC.
- *Warning*: Notice given to the student at the end of a term because of an accumulative average of 5/2 or less.
- *Failed at End of Term*: Notice given to a student at the end of a term because of the student's failure in all subjects.

Postponing Academic Studies

A student can apply to Academic Affairs for a permission to discontinue study for one or two terms in sequence or for three separate terms. The student will be dismissed if he fails to apply to Academic Affairs at the beginning of the next term to change his status and resume his studies. The following conditions apply in this respect:

- In order for an excuse to be accepted, the student's accumulative average has to be at least 2/5.
- If a student discontinues studying for one term but fails to apply to Academic Affairs for postponing, the student will be dismissed.
- Postponing is permissible only after completing the first level of the preparatory year.
- A student dismissed for absence without permission cannot be reinstated as a new student before the lapse of one academic year starting from the date his file was withdrawn from the University's records.

Changing Majors

Upon the Dean's approval or an authorized person, a student can change majors according to the following regulations:

- A student should submit his application during the time specified.
- A student's GPA should be at least 2/5.
- A student is allowed to change majors only once.
- The conditions/requirements of the new academic program, which the student is applying to, have to be fulfilled.
- A student should not have already completed 50% or more of the courses studied in his current program.

Regular Attendance

Students should attend all the classroom and practical lectures. If a student's absence exceeds 25% of the total class contact hours of a course, he cannot attend the final examination for that course.

Honors Degree

A First Degree Honor will be awarded to graduates whose accumulative average is 4.75/5 or above, and a Second Degree Honors will be awarded to students whose accumulative average is between 4.25 and 4.75. The following conditions will also apply:

- An Honor student should have maintained a no-failure record throughout his university years, whether at KAU-AC or at other institutions transferred from.
- The student should have maintained his high GPA while taking no less than the minimum or more than the maximum amount of courses allowed in one semester.
- The student should have completed at least %60 of course graduation requirements.

Honored Students

At the end of each term, KAU-AC students who achieve an accumulative average of 4.75 or more are given the following incentives:

- Certificates of Excellence.
- Prizes and gifts.
- Inclusion in KAU-AC Dean's List.
- Nomination for KAU-AC and University activities and KAU-AC student-working opportunity program.

Electronic Student Services

Through the On Demand University Services (ODUS), available on King Abdul-Aziz University's website

www.kau.edu.sa

students can find out about their own academic affairs as well as the latest updates of their academic records. Student services include:

- Dropping and adding of courses, applying to academic programs.
- Academic record printout for all levels and reviewing the student's academic status.
- Finding out about the study plan.
- Courses timetables printout.
- Obtaining a KAU-AC student identification letter and a student airline-ticket discount.

Student Complaint Policy and Procedure

KAU-AC has a policy concerning the student's complaint. These Policies and Procedures, which are published on the college's catalog and KAU's website, include the following elements:

Informal Conflict Resolution:

1. Discuss the conflict with the person against whom the complaint is made. If the complainant does not feel comfortable doing so, the complaint should be directed to the office of the Vice Dean for Academic Affairs.
2. The Vice Dean of Academic Affairs will meet with the individual against whom the complaint has been made in an effort to resolve the conflict.

Filing a formal complaint form:

If the conflict cannot be resolved informally, the complainant must make a formal written complaint on Students complaint form to the Vice Dean of Academic Affairs. The written complaint must include the following:

1. A statement of the complaint
2. Identification of individual/office against whom the complaint is made
3. The relief sought
4. The complainant must sign the complaint.
5. Upon receipt of the formal written complaint, the Vice Dean of Academic Affairs must take immediate action to resolve the conflict.

Student Grievance Procedure

The following represent the standard operating procedures for addressing grievances in the college:

1. Student-Student conflict:

Conflict between students on all matters should be addressed to the Vice Dean of Academic Affairs. Personal conflict may be reported to the Vice Dean of Academic Affairs.

2. Student - Staff Conflict:

All cases are referred to the Vice Dean for Academic Affairs.

3. Academic Conflict:

Conflict pertaining to Student's denial for exam (DN), exam assessments, grades, academic record, or any other related complaint.

In case of grievances, students can register their complaints to any of the following personnel: Dean, Vice Dean, Head of concerned departments, Concerned Instructor and Director of student's affairs, Academic Affairs Supervisor, Course Coordinators. Their contact information is available on the College campus and a web-based staff directory. Students usually lodge a verbal complaint to any one of the above-mentioned authorities. Concerned authority takes the remedial measure on Student's complaints by taking immediate action by appropriate measures. The College has an "open-door" policy regarding student grievances. Students can contact the Dean on Sundays from 15.00–13.00 to lodge their complaints. In addition, students can fill out a grievance form via their web page on ODUS plus which directs them to the concerned authorized personnel.

Complaint Procedures:

There are two methods to register complaints; the first can be done electronically via KAU's website/email to competent authority and the second a written complaint submission on specified complaint form available in the office of the vice dean of academic affairs. Both anonymous and identified complaints are acceptable. The Vice Dean for educational affairs, who will acknowledge in writing receipt of the complaint and establish a file for the complaint within two working days, will review the complaint. The file will be kept separate from student academic records or faculty/staff personnel records. If a complaint is filed anonymously, it should be dealt with caution. We strongly encourage students to provide their personal and academic details without any fear. KAU-AC acts immediately and solves the student problems as soon as possible.

Students' complaint forms are available in the students' affairs department of KAU-AC and provide complete information on the process and requirements.

Students are also at liberty to contact the COE. The contact details of the COE are given here under:

7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
Telephone (local) 770-396-3898
Telephone (Toll-Free): 800-917-2081
Fax: 007-396-3790
Web: <http://www.council.org/>

Grading System

Course's Grades Distribution

A student's performance in a course is evaluated by the teacher through assigned class work, assignments, homework, projects, quizzes and scheduled examinations. Courses usually follow the pattern shown in the table below. A letter grade, based on the aggregate numerical score, is given to students following the grade distribution policy of the University.

Class Activity	Final Grade Distributio
Exam I	20%
Exam II	20 %
Final Exam	40 %
Assignment / Quizzes / Participation ...etc.	20 %
Total	100 %

Final Examination Policy

- It is expected that all mid-semester examinations will occur during a regularly scheduled class period of the course.
- All examinations, excluding the finals, are scheduled by the instructors themselves.
- Final examinations are required in all classes during the period scheduled by the office of Academic Affairs at the end of each semester.
- There should be no deviation from the final exam schedule once it is authorized and announced.
- The final exam duration should not be less than one hour or more than three hours.
- No student is to be given more than two exams in one day.
- Any student who fails to attend the final examination without an acceptable excuse will be given a zero in that examination. In that case, his course grade will be calculated on the basis of his class work and other test scores he earned in the course.
- The Vice-Dean of Academic Affairs may allow the student to complete the requirements of any course during the next term if there are exceptional circumstances which are beyond the student's control. In such a case, the grade of IC will be given to the student.
- Instructors are required to use the incomplete (IC) grade form as a contract with the student as to what course work must be completed by the student for the IC grade to be replaced with a grade. Both the instructor and student should sign this agreement which must be submitted to the Vice-Dean of Academic Affairs.
- When the student completes the course requirements within the specified period, the instructor should assign the appropriate grade on a Change of Grade form and submit it to the Office of Student and Academic Affairs for processing.
- If the student fails to complete all the requirements in the following semester, the IC status will be changed to an F grade which will be included in the calculation of the cumulative GPA.
- The grade of IC is not to be awarded in place of a failing grade or when the student is expected to repeat the course.

Courses' Final Grade and Grade Point Average

Grades are based upon the quality of the student's work in classes within the framework of the college's philosophy, academic standards, and University regulations.

A student who feels strongly that he received inaccurate grades or the grading was unfair, must discuss the matter with the instructor of that course and/or the department chairperson. A student's grade-point average (GPA) is the weighted mean value of all grade points he earned in a semester. It is computed on a scale of 0.00 to 5.00. The GPA is calculated by dividing all grade points earned into the total number of credits taken. A minimum grade point average of 2.00 is required for graduation.

The meaning of each grading symbol and its value in grade points is given below:

Grade	Descriptive Grades	Letter Grades	Points
100- 95	Exceptional	A+	5.00
94 – 90	Excellent	A	4.74
89 – 85	Superior	B+	4.50
84 – 80	Very Good	B	4.00
79 – 75	Above Average	C+	3.50
74 – 70	Good	C	3.00
69 – 65	High-Pass	D+	2.50
64 – 60	Pass	D	2.00
Below 60	Fail	F	1.00
	Incomplete	IC	---
	In Progress	IP	---
	Denial	DN	0.00
	No grade-Pass	NP	---
	No grade-Fail	NF	---
	Withdrawn	W	---

Make-up Examinations

If a student misses an examination or test, other than the final, the instructor will make an arrangement for a make-up examination. The student must submit to the instructor, immediately upon his return, the make-up exam form and a valid excuse for the absence which prevented him from taking the examination.

Reporting Grades

Faculty is required to submit the final grades to the office of Student and Academic Affairs by the deadline specified in the academic calendar.

Changing Grades

No grade shall be reviewed or changed after the submission of the final grades to the Academic Affairs Office without a written request from the course instructor explaining the reasons for the change. Such a request for a grade change must be endorsed by the department head and the Vice Dean of Academic Affairs.

Repeating a Course

A student who fails a course is permitted to repeat the course. The failed course and grade remain on the transcript as well as the repeated course and grade, but only the new grade will be included in the grade point average calculation.

A student will be dismissed from the program if he fails the course on the second attempt.

Cheating and Plagiarism

- Cheating or plagiarism in any form is considered a serious violation of student code of conduct and may result in disciplinary action. The instructor has primary responsibility for identifying and responding to clear instances of student plagiarism and/or cheating.
- Students are responsible for their own work and actions. All academic work or requirements assigned to a student must be carried out by him without any unauthorized aid of any kind.
- Faculty are expected to uphold and support the highest academic standards in this matter and explain clearly these principles including any qualifications which may be operative in the classes they are teaching so that honest effort on the part of the students will be positively encouraged.
- **Plagiarism** is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving appropriate acknowledgment.
- **Cheating** is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another student's test or examination; unauthorized discussion of answers or questions on an examination or test; and taking or receiving copies of an exam without the permission of the instructor. The instructor should complete a report about each incident of cheating or dishonesty and submit it to the department head.
- The student should receive a zero grade for any dishonest work (homework assignments), or cheating or attempting to cheat in any of the written examinations.
- The Vice-Dean may recommend placing the dishonest student(s) on the college disciplinary probation list.
- Repeated cheating and dishonest practices by a student may result in dismissal/ suspension from the college once approved by the dean of the College.

Counseling and Academic Advisory Services

Besides KAU-AC staff, students consult full time professional counselors and Academic Advisors at the “Student Counseling and Academic Advisory Unit” at KAU.

Student Counseling and Academic Advisory Unit

Aim

To provide academic, psychological, and sociological assistance to the university students.

Objectives

- Serving students by providing assistance and counseling to help them in solving their sociological, psychological, and academic problem.
- Building students self –esteem and supporting good behavior.
- Providing vocational and psychological counseling to students by guiding and helping them to achieve harmony in their academic life.
- Conducting preventive programs to raise students, awareness in respect of sociological problems such as drugs and smoking... etc.
- Training social workers and psychiatric counselors at the university.
- Conduction researches concerning the most common problems among students.

Students' rights

Privacy

- Regarding all information provided by the student regardless of its nature.
- Regarding the place and facilities where the counseling is provided.
- Regarding the student’s cultural background.
- Accepting the student as he/she is, not creating expectations of what the student should be.

Freedom of choice

The Student Counseling and Academic Advisory Unit provides optional services to students. In addition, it is the right of the student to choose the counselor that he/she feels most comfortable with when receiving the unit’s services.

Confidentiality

Strict confidentiality is to be observed regarding any information provided to the counselor by the student. The counselor must keep such information confidential unless consent to release the information (or parts of it) is given by the student. This is a basic right of the student; a basic profession practice and it is supported by the society and religious institutions in KSA.

Graduates' Placement

Job placement exists to help students take advantage of available employment opportunities and to help employers effectively utilize the trained work force produced by KAU-AC. Placement services are continuously evaluated through the process of follow-up at KAU-AC (See KAU-AC Follow-Up plan).

A primary objective of KAU-AC is to prepare each student for employment. In order to achieve this goal, KAU-AC has an organized and structured procedure to assist its students in the job placement process. The purpose of this plan is to provide an effective program of job placement services. Helpful suggestions for the improvement of this plan are always welcomed from staff, the advisory committee, students and prospective employers.

KAU-AC is an equal opportunity educational facility dedicated to a policy of nondiscrimination in employment and training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, religion, region in KSA, or qualified disability. All students have equal rights to counseling and training.

The procedures addressed in this document are in accordance with the employment policy in KSA, concerning the privacy rights of students.

KAU-AC has a plan for both placement and follow up processes. The placement coordinators committee is regulated by the Academic Affairs Department with close consultation of the respective heads of BIT and CIT departments.

Placement Team

The graduates' placement coordinating bodies are as follows:

- 1. KAU-AC Alumni Unit:** it is a specialized department focusing on graduates' placement. This unit has a full comprehensive record of KAU-AC graduates, and they are in continuous communication with the graduates to direct them for the announced job vacancies. Also, they provide guidance to the graduates about jobs through organizing courses and seminars. They also assist graduates who face difficulties in finding jobs. The department has a database of all KAU-AC graduates' placements on annual basis. The unit works in coordination with KAU-AC academic departments.
- 2. KAUDeanship of Students' Affairs:** within this department, there is a division of KAU graduates that contains graduates' follow up unit and placement unit. They work in coordination with KAU-AC Alumni Unit. This department has a database of all KAU alumni (including KAU-AC) and their placement, each departmental head and staff, a "placement week" is arranged soon after finishing the program and nominating the candidate graduating students.

I. The objectives of KAU-AC Job Placement Services:

The primary objective of KAU-AC placement plan is to assist students and alumni by providing expertise in job searching procedure, interviewing techniques, resume writing, giving pre-placement seminars and job search alternatives. Also, the plan informs the faculty members to help final year students in conducting a successful job interview. While employment cannot be a guarantee, the Job Placement Service can help in developing strategies, options and in implementing a plan of action.

II. Function of the Job Placement Services:

The function of the Job Placement Service is to lead, coordinate, and provide methods and systems, which will make the job placement efforts of the college efficient and effective. KAU-AC placement services are designed to assist the student in obtaining employment. With the aid of each program instructor and other support personnel, the student will be offered a variety of employment opportunities. The Placement Coordinators and program instructor(s) work with the students in obtaining employment.

III. Employer Recruitment:

Employers are informed that KAU-AC is a source of well-trained employees through the following methods:

- 1. Personal visits***
- 2. Letters***
- 3. Telephone contacts***
- 4. Group meetings***
- 5. Curricula developing "DACUM" meetings***
- 6. Newspaper articles***
- 7. Internet website***
- 8. Job Fairs***

Other methods of providing information to employers are utilized when appropriate; and a continuous and organized effort to make personal visits to these employers is maintained. Representatives of business and industry are encouraged to visit the college and interview students that are ready for employment. The Job Placement Coordinators maintains a list of potential employers and contact persons.

IV. Job Placement Candidates:

- A.** Students who have completed or are near completion of training and are seeking employment.
- B.** Alumni that want searching jobs or to change jobs or have left an earlier placement and are seeking employment.
- C.** Students, who terminate training with marketable skills, but did not complete the training program.
- D.** Students who terminate training without marketable skills, but desire assistance with job placement.
- E.** Students who are enrolled in the college and are seeking part-time employment to help meet financial obligations.
- F.** Students whose needs require the assistance of special community and state agencies and services to reach a vocational objective.

V. Job Placement Procedure

KAU-AC emphasizes the need for students to develop their knowledge, technical skills, communication abilities, and job search techniques necessary for success in the job market. Placement of students is a cooperative effort of faculty, staff, administration, students, and representatives of cooperative agencies.

A. Job Seeking Preparation:

Students are advised and counseled continuously regarding employment requirements and job opportunity awareness. This starts before the specialization of the students in the 2nd year, and the deanship and instructors enlighten the students about the nature and future of each program, and the requirements to win a job in it. The administration of the college conducts "Orientation Program" for the new enrolled students in the beginning of each semester and clarify the future of each program. Educating students regarding employment requirements and job opportunity awareness comes through three courses: (communication skills-I), (communication skills-II) and (work ethics-II). The syllabus of these courses assists students in future decisions for job choices and educational growth by compiling resumes, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job, besides the vocational ethics accompanying this process.

Moreover, each student must pass a practical training course (for at least 8 weeks) in one of the businesses available in the job market relevant to student's specialization, and this is coming in a designated course called "Cooperative Training". The course codes are: CIT281, BIT281 and INS281, for CIT, BIT and insurance students respectively. Instructors from KAU-AC are appointed to observe and report the achievements of students in this course. Also, KAU-AC receives report about each trained student from the officials of the site of training. Each student must present a lecture assisted by power point presentation to his department students and instructors about his achievements in the end of the course. This aims to train the student on punctuality, and the real atmosphere in work at the business market, besides the technical experience he acquires. This, help students in searching jobs later, and some of them have been selected by the establishments where they were trained in for employment later, since they showed good performance.

B. Job Fair:

During the academic year, KAU-AC organizes once or twice a job fair called "Career Day". In that day, KAU-AC invites managers and representatives of the most famous companies and business establishments in KSA to offer the job vacancies in their establishments. The career day starts by the meeting of KAU-AC dean with the employers taking part in that event. Secondly, the dean meets the students to give them an idea about the procedure to apply for jobs. However, each business representative will have a desk in KAU-AC building to meet the students. The students will have a good chance to have a detailed picture about the activities of those companies and the available job vacancies. In the same day, each student can apply for the offered jobs by submitting his resume and other papers. Each student can apply for several jobs in that day, and the employers interview the applying students in that day to choose the suitable ones. All final year students apply for the offered jobs. Moreover, some students are chosen and employed in those companies as part-time employees although they are not in the final semester. In the job fair, the members of KAU-AC placement services are touring among the students to direct and advise them in applying for the offered jobs by the invited establishments.

C. KAU-AC Cooperation with Local Business:

KAU-AC has "Advisory Committee" whose members are the managers and executives of the main private and public sectors business in KSA, particularly in Jeddah. Those members are considered as the friends and partners of KAU-AC, as KAU-AC is a source of the qualified manpower for their business. Although KAU-AC has systematic meetings with the committee, it has continuous communication with them. Beside their role in designing the college programs and continuous support for developing those programs, they offer many job vacancies to KAU-AC students. That is because KAU-AC graduates' qualifications and skills are in accordance with the mentioned business sectors strategies and demands.

D. Placement Week

In the end of each semester, soon after finishing the program, and nominating the candidate graduating students, a campaign is organized by the heads of departments, placement unit, faculty members and staff to refresh the students' knowledge about placement and encourage them to apply for jobs. KAU-AC is used to have a list of job vacancies offered by employers that helps students to apply for.

E. Professional Certificates Program

Recently, KAU-AC adopted "professional qualifications", and for this KAU-AC has contracted a partnership with some international academies and establishments namely Sisco, Cambridge, Adobe and Microsoft in the field of computer art, besides ACCA and CII in business. In this trend, KAU-AC has merged the curricula of those establishments in KAU-AC programs to facilitate the way for our graduates to join the mentioned academies exams to acquire higher skills towards their professional qualifications. Recently, also KAU-AC entered with Babson College (based in USA) in a cooperation contract to establish a program in entrepreneurship. The program will be supervised by both parties and aims to graduate and train self-employed entrepreneurs and provide them with the required knowledge and skills to start and create their own projects in labor market and dispense with the private and public sectors employment. This trend of cooperation with international institutes is to widen the opportunities for graduates' employment.

VI. Student and Staff Awareness of Placement Services:

1. The placement services are mentioned in the college catalogue, the strategic plan of KAU-AC and all other documents.
2. Students and staff know the placement service members that are regulated by KAU-AC Alumni Unit and KAU Alumni Division, with the consultation of heads of the academic departments.
3. One of the main duties of KAU-AC Alumni and KAU Alumni Division are to follow up the placement process, and the students and staff used to return to those departments in this regard.
4. The activities of the college management, around the year, do their best towards performing the placement process including advertising job vacancies and following up process.
5. The intensive effort by the faculty members to enlighten the students through training them on job search techniques within the placement process whose reference is KAU-AC Alumni and KAU Alumni Division.
6. Job fairs and placement week.

VII. Adjunct Placement Activities:

A. Circulating the Media-Announced Job Vacancies:

During the year, the college keeps an eye on the publicized job vacancies in media means. KAU-AC has a special relation with the local newspapers focusing on their comments and to be informed about the job vacancies published in those newspapers.

B. Job vacancies on Notice Board:

Faculty members, heads of departments, staff and placement coordinators cooperate to publicize any job vacancy to students around the year.

C. Internet:

Internet access is available for all students, and they can follow the jobs announced sites to choose the appropriate one. Also, the placement coordinators in KAU-AC and KAU are in continuous following of job vacancies on internet.

VIII. Documentation of Placement Information:

When the completer passes all his graduation requirements, the academic affairs office requests him to fill in "the graduation form" that would be certified by the college officials. Then all the graduate's details would be transferred to KAU-AC Alumni Unit for placement. KAU-AC and KAU Alumni divisions hold the records of all completers. Most of KAU-AC completers are placed every year, and the minority is looking to be placed. However, some students are placed in a job as part-timers although they are not graduated, and their records are included in the mentioned placement record. The placement information kept with the placement coordinators includes the following items:

Year of graduation, name of graduates, university student's number, specialization, his status (whether placed or not), salary, employer's name and address, field of job, company telephone and fax numbers, name of the direct manager of the graduate with his telephone / mobile numbers, first salary (if the graduate is under trail as some employers do), telephone /mobile numbers of the graduate, his mail address, his email, telephone/mobile numbers of the next of kin of the graduate, mobile telephone number of the graduate's close friend, and other notes.

IX. Securing Placement Data from Follow-Up Process (See Follow-Up Plan):

Students are encouraged to inform the college when new placement is secured even following their KAU-AC tenure.

A. Student Follow-Up Questionnaire:

College personnel may receive updated information on students through the follow-up process. As detailed in KAU-AC Follow-Up Plan, students receive a written Follow-Up Questionnaire (sent by mail) following exit, completion, and/or placement. Also, another Questionnaire (on telephone) within the following-up process is performed (at least once a year) by telephoning the graduates. Students are asked to answer both Questionnaires in order to evaluate program curriculum, instruction, physical facilities, tools and equipment, media, student services, and the details and circumstances of their jobs. The questionnaire also inquires about the former student's job status and information.

B. Employer Follow-Up Questionnaire:

KAU-AC sends an Employer Follow-Up Questionnaire (by mail) to each graduate's employer. This survey invites an evaluation of the graduate's technical knowledge, work attitude, work quality, and overall rating, as well as evaluation of his record of punctuality and attendance. This Questionnaire aims to assess the quality of KAU-AC programs.

X. Processing, Reporting, Evaluation of Follow-Up Data, and Availability of the Data:

Follow-up data from former students and employers are made available to faculty members and administration for evaluation in the areas assessed.

When information is received in KAU-AC the analyst enters the withdrawal, placement, and follow-up information into the data system and places the forms in the student's permanent record. For graduates, KAU-AC Alumni Unit follow-up the graduates' affairs.

Data of enrollment, completion and placement information is extracted from the Academic Affairs database and Alumni Unit for use in numerous annual assessment reports, and accreditation reports.

All reported data are utilized internally by KAU-AC and KAU to evaluate the effectiveness of programs and the college services.

KAU-AC conducts a Career Day every year and invites both governmental institutions and private companies for the purpose of recruiting KAU-AC students and graduates from all programs offered at KAU-AC.

KAU-AC coordinates with many institutions and corporate in the governmental and private sectors to conduct this event. For such event to take place, several weeks of communication, arrangements, preparations, and hard work for putting all efforts together are essential for the success of this day.

Companies are invited to present their activities, products, brochures and most importantly to meet the college students for the purpose of recruitments and preliminary job interviews. Some companies may choose to conduct a voluntary screening test to help students identify their areas of strength and weaknesses and accordingly choose an appropriate program for skills development. This should insure that the identified students will be ready to join the company right after their graduation from the college. The career day usually includes the following events:

- Exhibition for participating companies and institutions
- Job recruitments activities such as filling applications and sitting for interviews
- Opening ceremony and panel discussions
- Seminars on how to prepare yourself you're a job interview, present yourself and act at workplace, work in a team, develop your skills and make yourself indispensable for your company

King Abdulaziz University-Applied College strives hard in coordination with the Human Resources Development Fund and Jeddah Chamber of Commerce and Industry to find training and work opportunities for students in private institutions, both during their studies or after graduation. On the annual career days organized by the college, a number of KAU-AC students are recruited by some companies and institutions (while still undergraduates). Businesses and private sector institutions are invited on career days to meet KAU-AC students to facilitate the recruitment process. This has resulted in the recruitment of a large group of college undergraduate students in addition to recruiting more than %90 of the college graduates in private sector institutions. For example, all the students in the first HIT class have been hired by Al-Nahdi Medical Company. According to an agreement they receive a monthly remuneration while still undergraduates and join the company after graduation.

The purpose of Career Day is to build bridges of communication between the students and the private sector institutions, in addition to introducing these private enterprises to KAU-AC's majors and educational programs. It is also aimed at familiarizing KAU-AC students with the employment opportunities available in these companies and private sector institutions.

KAU-AC also organizes college events that feature businessmen together with the participation of the Human Resources Development Fund and the Chamber of Commerce. The purpose of these events is to inform college students about the importance of study and work, about taking responsibility and respecting all professions. Preparatory year students are also advised on how to select the appropriate specialization according to their abilities. A suitable major chosen by the student is obviously a step toward a successful career in the future.

Facilities

The Physical Campus

KAU-AC has two stunning five stories buildings, which are constructed on the covered area of around 10,980 square meters. The lower floor contains the parking area, electricity, & handling unit, air handling unit, generator room, and storage room. There are enough parking spaces for administrative staff, faculty, students and disabled students. The first floor has the GRC dept., the office of Director of Educational Affairs and the main telecom exchange center. The second floor has computer laboratories, the director's office, and training department. On the third floor there is the Dean's office, the Vice Dean's office, the office of Vice Dean for Development, and the Deanship of Publications. The fourth floor has a training hall, the ADM office, the office of Vice Dean for Research and the finance division. The fifth floor is an open hall for faculty meetings. KAU-AC has met with a long-range plan for facility and campus improvements. KAU-AC has acquired a new campus in the heart of KAU's main campus and has now numerous facilities inside its buildings with easy access to the KAU stadium, volleyball playground and the swimming pool, the central library, KAU clinic / hospital, canteen, bookstores, and photo copiers.

The Central Library

KAU-AC students, teaching faculties and admin staff have full access to KAU central library which is just about 50 meters away from KAU-AC building. KAU central library is built over an area of -18,000square-meter within the main Campus of King Abdulaziz University (KAU) in Jeddah, along Saudi American Bank (SAMBA). KAU central library is managed by the Deanship of Library Affairs. It houses a diverse collection of books and reference material to meet the needs and wants of a wide range of readership. It offers a wide range of services, including e-books and e-journals, video-conferencing rooms and computer terminals.

KAU Clinic / Hospital

King Abdulaziz University Hospital is just a quarter kilometer away from KAU-AC. King Abdulaziz University Hospital which was established in the late 1396H has up-to-date facilities and now has 845 beds with the addition of 157 beds dedicated for the critical care units, and general and specialized clinics that exceeds two hundred clinics. Highly qualified staff in medical administration and university hospital provide various medical and health services. They keep up with the latest technologies and scientific methods to serve all segments of the University.

KAU Stadium

Sports stadiums services are provided to KAU-AC students and employees in coordination with the Department of sports activities of Deanship of Students Affairs. Sports stadium is less than a quarter kilometer away from KAU-AC new campus. It includes an international court with the possibility of holding all the track and field on its ground, with room for more than 7 thousands spectators and physiotherapy clinics and contains electronic clocks with color screens and parking lots that can accommodate more than 1,000 cars., three tennis courts, four volleyball courts, three basketball courts. Three handball courts and reserve football stadium. Recreation Services at KAU offers a wide range of recreation and leisure facilities to community members. For sports and fitness, KAU community members enjoy a vast array of sports and fitness activities and facilities. In addition to providing amenities such as two pools, exercise rooms, squash and tennis courts, as well as an outdoor football field and track.

KAU Restaurant

KAU restaurant is located near KAU-AC premises and beside KAU central library. It remains open from 8 am to 5 pm for KAU staff, teachers and students. It has the capacity to serve breakfast, lunch and dinner to around 200 hundred students at a time. It provides best possible subsidized food to KAU staff, teachers' and students. The quality of food at the canteen is at par with expectations of the students.

Photocopy Center

Copies of educational materials are available at discounted prices from the Copy Centre located near central library. There are also some photocopying machines available in KAU-AC building where teachers, staff and students can make their own copies. It remains open from 8 am to 5 pm.

Deanship of Student Affairs

The Deanship of Students' Affairs offers the following facilities: e-services, financial, housing, permits, counseling, special services, preparatory year, facilities and others. There is a library that has books, magazines and newspapers along with digital books. KAU-AC faculties and students have full access to KAU library and sports playgrounds. There is one cafeteria, one copy center and several other meeting rooms for the consulting committee, the accreditation committee, the e-learning committee and the students committee for sports and cultural activities within the premises of KAU-AC.

KAU-AC caters for the extra-curricular needs of students by providing various activities in the social, cultural, sporting, and religious arena. Recreation Rooms on the main campus contain Billiard tables, table tennis boards, soccer tables and video games for student use during breaks and after classes.

Student Extra Curricula Activities

There are four main committees responsible for conducting the extra curricula activities at King Abdulaziz University-Applied College. Each committee has two leaders: one from the teaching staff and the other from the students. Each committee has several student-members who coordinate its activities throughout the academic year. These committees are:

Educational Committee

To enhance the students' general knowledge and participation in educational programs, seminars, special courses, competitions, and contests with other colleges in King Abdulaziz University as well as other Saudi and foreign universities.

Social Committee

To carry out students' social activities including: organizing social gatherings, traveling and visiting national and international academic institutes, conducting community services and arranging for special events, students' celebrations and parties.

Sports Committee

To encourage students' participation in different kinds of sports activities offered at the college and at King Abdulaziz University campuses including: soccer, volleyball, basketball, tennis, swimming, horse riding, running and several other sports available for students. Students have the opportunity to participate in university and nation-wide various sports competitions.

Cultural Awareness Committee

To support students' cultural activities and raise awareness of culture differences and proper ways of interaction and cooperation with people from various backgrounds and cultures. The aim of this committee is to broaden the students' horizons for the good of the local community and humanity.

College Strategic Plan

Nowadays, Applied Colleges (previously named as Community Colleges) represent an innovation in the educational field in the Kingdom of Saudi Arabia. Many applied colleges have been established all over the Kingdom during the past two decades to fulfill the needs and requirements of the Saudi communities and meet job market demands. In addition to coping with modern international development trends, applied colleges take part in providing quality education, job training and experience opportunities, and enhancing personal and job skills of community members, thus complementing the role of universities in education and research.

In order to perform the above-mentioned tasks, KAU-AC (King Abdulaziz University Applied College) had first developed its strategic plan in 2008. The implementation of its strategic plan had resulted in KAU-AC being a pioneer applied college in Saudi Arabia. KAU-AC's standards and accomplishments had soon become a benchmark for many applied colleges nationwide. In 2022, 2016, 2011 King Abdulaziz University (KAU) developed and started the implementation of its second, third and fourth general strategic plans with the involvement of its stakeholders, local and international bodies and associates.

KAU developed its strategic plans to cater for all its academic institutions. It mandated its colleges to implement its general strategic plan to ensure that the efforts of all KAU institutions are synchronized to fulfill the main objectives of the University. At the same time, KAU allowed its colleges to develop their own sub-strategies. Consequently, KAU-AC was one of the first colleges at KAU to develop its own unique strategic plans which complement the general strategic plans of KAU. KAU-AC participates in KAU's strategic plan by taking an active role in fulfilling its vision, mission, general and specific goals and KPIs (Key Performance Indicators) which are related to its role. Moreover, by integrating the general KAU strategic plans with its own plans, KAU-AC ensures that its strategic plans cater directly and precisely for its particular needs and reflects its goals of serving the community and providing professional training opportunities for its students in areas that fulfill job market needs, in addition to developing their knowledge, skills, attitudes and abilities. Since 2008, KAU-AC has been simultaneously implementing the general strategic plans of KAU and its own particular strategic plans.

KAU-AC realizes the importance of strategic planning for educational, vocational and training institutions and establishing priorities for the applied (community) colleges. Therefore, it continuously evaluates its progress according to its strategic plan. Moreover, KAU-AC examines - in regular and systematic bases and with the involvement of all stakeholders - the effectiveness of its vision, mission and objectives through workshops, periodic meetings and discussions. For the key performance indicators (KPIs), KAU-AC uses electronic systems and databases (called MARZ & EQAUP) to evaluate the progress of the College toward achieving its strategic objectives and the implementation of its related projects.

KAU-AC Strategic Plan

Both KAU and KAU-AC strategic plans are fully developed and documented with the involvement of stakeholders through comprehensive workshops, meetings, discussions, surveys, formation of committees, ...etc. The strategic plans contain the institutions' vision, mission, values, major objectives (tracks), sub objectives, executive projects, KPIs, implementation needs, electronic and personal monitoring and evaluation system, and periodic feedback.



Mission

Providing students with adequate knowledge and professional skills for the workplace.



Vision

The leading applied college nationally, associated with academic excellence and professional qualifications.



Values

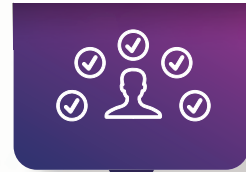
Innovation



Productivity



Professional



Pioneering



Loyalty

Tracks

Teaching and
learning

01

Social
Responsibility

02

Research, innovations,
and leadership

03

Cooperation locally
and internationally

04

Funding

05

General and Specific Goals (Objectives & strategies for achieving objectives)

Goal's Number	General Goals	Goal's Number	Specific Goals	Project's Number	Executive Projects
1	Teaching and learning Enhance teaching, learning and educational services to raise the efficiency of learning outcomes			1	Qualifying graduates to enter the professional tests of scientific societies and Measurement and Evaluation
				2	Completion of academic accreditation for all educational programs that are not qualified yet
		1	Measure the effectiveness of the curriculum in the labor market	3	Completing the National Accreditation programmatic requirements
		2	Rehabilitation and employment of college students in the labor market	4	Study the effect of educational outcomes in the labor market.
		3	Pioneering in providing international professional certificates	5	Training faculty members on teaching skills
		4	Attract distinct and sustainable faculty members	6	Attract distinguished educational staff (rehabilitation and training and development).
		5	Develop students' activities and services in the college	7	The development of technical skills
		6	Develop curriculum and learning environment	8	The development of educational programs for the associate degrees
		7	Skills Improvement for teaching and technical staff members	9	Developing distance education programs and e-learning.
		8	The development of e-learning system	10	Rehabilitate students intellectually and behaviorally for university life
				11	Developing the effectiveness of the academic advisor as well as the electronic one (application guide program)
				12	Improving student services: 1 - Graduates' Association 2. e-student card
2	Social Responsibility Activating community participation and provide outstanding contributions to community service			13	Distinctive projects provided by scientific departments in the area of specialization to serve the community
		9	Optimizing the society's perception towards the community college	14	Provide Award for Best Post College / department / member / administrative / student in community service
		10	Raising the level of job satisfaction for employees of the college	15	The establishment of an annual exhibition in the University for Social Responsibility
		11	Active participation in finding solutions to the problems of a community	16	Activation of the college's role in addressing community issues
		12	The development of community volunteer work	17	Dissemination of the college's achievements and activities in the media
		13	Mechanisms to promote social responsibility within the College	18	Increase student collaborative projects and training to serve the community
		14	Defining the college's programs and outputs in the media	19	Raise the level of voluntary work to serve the community
				20	Promote positive stimulus for distinctive employees
				21	Activation of community activities among the employees of the college
3	Research, innovations, and leadership Enhance Applied Research and raise the level of creativity in educational programs and support innovation and leadership among students and teaching staff	15	Improving creative skills of faculty and students	22	Encourage and support patents
		16	Promote creativity, innovation and distinctive applied research	23	Create a support and assistance to researchers (overcoming logistical obstacles)
		17	Expansion in providing professional certificates in various disciplines	24	Activate and develop entrepreneurship
		18	Encourage faculty members to obtain professional certificates	25	Attract and follow-up talented students
4	Cooperation locally and internationally Strengthen local and international cooperation with international standards	19	Establish cooperation and partnership with the relevant sectors in the Kingdom	26	Support partnerships with various ministries and government sectors
		20	Establish cooperation with a number of international scientific bodies	27	The establishment of agreements with providers of international professional certificates
		21	Promote student exchanges between the college and universities other	28	Activating "Altajseer" agreements between the college and local together with international universities
		22	Strengthen the relationship between the college and the graduates	29	Graduates contribution in college events (day career, meetings, forum)
				30	Participation of people with expertise from local sectors in academic works and extra-curricular
5	Funding Invest in college activities and programs to diversify Funding programs			31	Providing courses and advisory services specialist
		23	Develop college's dependent resources	32	Developing distance education and e-learning programs
		24	Encourage and prepare students for entrepreneurship	33	(Exam Center) Provide professional tests
				34	Register college's halls and labs as central laboratories

The strategic plan includes:

- **KAU Mission:** “Promoting society through pioneering educational and research excellence”.
KAU-AC Mission: “Providing students with adequate knowledge and professional skills for the workplace”.
- **KAU Vision:** “A leading international university that contributes to the realization of the Kingdom’s vision”.
KAU-AC Vision: “The leading applied college nationally, associated with academic excellence and professional qualifications”.
- **KAU Objectives:** KAU 4th strategic plan is stretched over four years (2025-2022).
KAU Ultimate Strategic Aim (Objective): “A global beacon of knowledge, leadership and innovation whose graduate is the preference of the workforce market”.
- **KAU-AC Objectives:** Similarly, KAU-AC 3rd strategic plan covers the same period of four years (2025-2022). There are 5 major tracks/goals (**objectives**) to the KAU-AC strategic plan. They are:
 - **Effective Teaching and Learning:** reinforcement of teaching, learning, and academic services to improve the quality of academic outcome.
 - **Social Responsibility:** activation of social participation by college staff and providing outstanding contribution for serving society.
 - **Innovation, Pioneering and Research:** the development of a stimulating and supportive environment for creativity, pioneering, leadership and innovation, and supporting entrepreneurship and research efforts of staff and students.
 - **Local and International Partnership:** Cooperation with local and international educational institutions to implement best practices and standards.
 - **Funding:** Diversification of income using KAU resources, programs and activities.
- **Strategies for achieving the objectives:** Both KAU and KAU-AC strategic plans have detailed action plans and practical projects to achieve the general and specific objectives and sub-objectives. KAU identifies 135 initiatives (projects) while KAU-AC adds 34 initiatives/projects to be initiated and completed by the end of the strategic plan in 2025.
- **Current and projected financial resources:** KAU is a governmental University that obtains its annual budget from the government. As one of KAU institutions, KAU-AC shares the university’s financial resources that provide a basis for initiatives specified in its strategic plan. In addition, KAU’s strategic plan aims to diversify its current income resources with a target of %5 annual increase in net profit while applying spending efficiency targets and strategies.

KAU-AC has formed a special committee to facilitate the implementation process of KAU’s strategic plan and coordinate all related efforts in this regard. It is important to bear in mind that while adopting the general strategic plan of KAU, KAU-AC has also developed its own strategic plan with its own vision, mission and objectives.

Health and Safety Plan

King Abdulaziz University-Applied College (KAU-AC) is a part of King Abdul-Aziz University (KAU) in Jeddah, Kingdom of Saudi Arabia. KAU-AC's overall health and safety program is in compliance with KAU Health and Safety Rules and regulation. The college assumes the primary role to provide safe, healthy and accident free atmosphere. The plan includes alarms, first-aid facilities and drills.

1. ALARMS

- I. fire alarms,
- II. fire extinguishers detectors,
- III. ceiling extinguishers.

2. FIRST-AID-FACILITIES

- I. medicines
- II. antiseptic creams
- III. aerosol for burns
- IV. analgesic, cottons
- V. bandages

3. FIRE DRILLS

Fire drills are conducted regularly to ensure the effectiveness and workability of Fire Evacuation Plans. The plan also includes:

- I. I. the process for determining any accidental events
- II. II. availability to the students during orientation week
- III. III. being carried out by the instructors in the classrooms
- IV. IV. a review for revision by the safety coordinators under the supervision of the college dean.

4. ACCIDENTS & PROCEDURES

Whenever any accident occurs to any of the employees or the students, it is reported to the General Administrative Office at KAU-AC with the records of insurance coverage. It is the responsibility of the supervisor to complete an Incident/ Accident Report form and to send the victim to the emergency care unit of KAU clinic. KAU-AC has its own transport facility to meet such a need. King Abdulaziz University-Applied College (KAU-AC) is a part of King Abdul-Aziz University (KAU) in Jeddah, Kingdom of Saudi Arabia. Therefore, KAU clinic and hospital facilities are also available for anyone involved in an accident while attending KAU-AC. This includes students, administrators and faculty staff members.

5. KAU-AC ACCIDENT/ INCIDENT PROCEDURE

It is the policy of KAU-AC to strive for the implementation of the highest safety standards. By providing accident free, healthy, safe, and comfortable work environment as much as possible by elimination recognized hazards from the workplace.

The KAU-AC's overall health and safety program, and specific individual programs have been developed to assure compliances with King Abdulaziz University Health and safety Rules and Regulations as they apply to various operations at the University.

I. Objectives:

- to provide safety program on humanitarian and economic base
- to send each employee back home to his/her family each day healthy and uninjured
- to make each employee safe and prevent hazards such as chemical hygiene etc.
- to ensure student's safety at the campus
- to apply occupational health standards and safety rules and regulations
- to implement an accident prevention program at all levels of the college starting from the higher administration to the guests and visitors, health and safety are responsibility of every manager and supervisor at the college

II. Process:

Each employee must report every accident/ incident to the general administration office at KAU-AC. When applicable, Insurance coverage should apply. It is the responsibility of the supervisor to complete the HR006- form and the medical authorization FORM HR007- in the following manner:

- Whenever an incident occurs under any circumstances, it is the duty of the supervisor to report the incident immediately after its discovery. The concerned employee should fill in the specified incidental form and submit it to the administrative manager.
- If an employee visits a physician resulting from an accident or an incident at work, the employee should submit the original accident/ incident report FORM HR006- and the medical authorization FORM HR007-.
- If the employee does not see a physician the State Employee Incident/Accident Report form should be submitted to the administrative office.

All charges for physicians, hospital, prescriptions etc must have the proper documentations showing the employee's name. Claims for the reimbursement or payment of any charges may be forwarded to the administration of the college.

Purchasing and Maintenance Plan

Provisions for Necessary Maintenance, Repair and Replacements

KAU-AC has a maintenance department with skilled personnel who look after all the equipment accessible to the students and the staff. The department has three maintenance systems:

- regular maintenance system
- periodical maintenance system
- upgrading devices.

If any defect occurs, it is reported to the maintenance department to get the equipment repaired and updated. And for the new equipment the dean of KAU-AC sends the requirements to KAU to get the finance allocated as per KAU procedures. The procurement procedures are documented by KAU policies and procedures.

KAU-AC follows very rigorous and strict procedures in purchasing laboratory, computer, safety and security equipment. For the same purpose, KAU-AC follows KAU's extremely stringent procedures for allocating contract tenders for construction of the University buildings and laboratories. Before purchasing any facilities or major equipment, the ***“Standing Committee to Consider University Needs”***, consults with future users when evaluating companies' offers. Facilities are designed to meet all requirements for teaching, learning, and scientific research for all programs offered by the University. Classrooms and laboratories are designed to meet particular needs of the programs. Teaching laboratory equipment and research equipment are adequate for the designated programs. King Abdulaziz University-Applied College is part of King Abdul-Aziz University which follows the ministry of education's purchasing procedures when purchasing anything. The steps in figure 1 outline in detail how equipment is requested, purchased, replaced, and recorded at KAU-AC from the office of the vice president for projects.

Media and Learning Resources Plan

King Abdul-Aziz University Library (KAU Library) [or the library at King Abdulaziz University] and Learning Resources Centre (LRC) support the learning and teaching process at King Abdulaziz University-Applied College (KAU-AC). In addition to resources in KAU Library, the resources of the libraries in all colleges are also available for KAU-AC students and staff. Several computer labs are also available for KAU-AC students and faculty members for educational and research purposes.

KAU Library is adequately equipped with up-to-date resources including electronic learning resources such as audio/video materials, CD-ROMs, electronic databases and computers and furniture. In addition to soft copies of educational materials, hard copies of textbooks and references, scientific magazines and scholarly periodical publications and manuals of business, professional, technical, and industrial nature; are also available for KAU-AC students and faculty members.

KAU-AC has currently gone through upgrading the electronic resources for the entire faculty and classrooms. This has given it the added benefit of using the latest Microsoft programs, CISCO technologies for networking students, Apple Mac media for Graphic Design, and improved computer labs for both technology and language use. Additionally, KAU-AC does not use the physical servers, but KAU cloud servers. This saves on maintenance and upgrade time spent when using physical servers.

KAU-AC's Media and the KAUL support the learning and teaching process of the college. They do so by providing services for media that is appropriate for the college. It is based on a detailed plan that caters for both the media services and instructional equipment. The plan is implemented and reviewed on an annual basis. Each department is responsible for reviewing their own media requirements. The details of that is included in the plan are outlined below.

Media Services

Scope and availability

KAU-AC has a written plan for its media services. Each department acquires updates and maintains its Learning Resources. Media equipment is available in each classroom and at KAUL. Students can also purchase resources from the KAU bookstore and can use its library facilities. The plan covers both institutional as well as university policies. It also covers purchases, budgets, roles and responsibilities, maintenance, replacement and more importantly health and safety measurements that are in place to protect and keep users safe from harm, it is in-depth and covers in more detail the following:

Availability of current and relevant educational materials

All classrooms are fitted with overhead projectors and computers with the latest Microsoft Office and smart-board software. A variety of current and relevant educational materials, such as reference books, software, audio-visual, CD ROMS are available to both instructors and students at the bookstore, and KAU Library. In addition, several computer labs are available for KAU-AC students' use. Each department maintains a list of the materials for its support. Each department is decentralized and keeps its own cabinets, bookshelves for instructors to use, as well as membership for the university's library which is available for both instructors and students. Dr. Bassam A Zafar, the head of Technical and Technological Affairs, maintains the list of resources related to technical and technological affairs.

The Staff and Their Roles and responsibilities

The Technical and Technological Affairs (TATA), headed by the chair of CIT department, is responsible for the implementation and coordination of the media services at the college. The graphic design team in the CIT department is in charge of graphic design media and publication including web design. IT technicians are responsible for the technical support to the college staff.

Instructors as well as students are provided with a questionnaire by the IT department or librarian in order to provide the necessary information that will effectively aid in modifying and improving the media services.

Orientation for user groups

King Abdulaziz University-Applied College conducts orientation programs for new students every fall and spring semesters through the student affairs office. Orientation includes a visit to the university's library, where they learn how to take advantage of the learning center. The programs last four weeks and activities include:

- A tour around the campus.
- Meetings with teaching staff and senior administration officers of the college, including the Dean, the Vice Dean, the Vice Dean for Development, and the Department Heads and Program Coordinators so that they become familiar with all the available specializations at the college.
- Meetings with representatives from the Academic Affairs, the Technical Affairs, and the leaders of Students' committees for extracurricular activities.

Students' queries, concerns, suggestions and complaints are all addressed throughout the orientation programs, which start their activities prior to the new students joining the college and continue throughout the first three weeks of the semester.

Essential Media Facilities

KAU-AC classrooms and labs are equipped with facilities essential for using learning resource materials relevant for the department.

In addition, there are seminars and conference rooms equipped for handling small to large audiences for presentation. The ODUS system is used to announce results, changes in timetables, registrations, hours or records. KAUL is also at the disposal of both instructors and students to use.

Annual Budgetary Support

KAU-AC enjoys sound financial stability. All of its funding requirements for educational programs and administrative needs are met by KAU. KAU-AC prepares annual budgets, incorporating all its needs, and submits them to KAU for approval. Once approved by it allows KAU-AC to distribute this fund to the departments in order for them to execute their media and services plan.

Media Services Evaluation

Instructors [faculty] as well as students are provided with a questionnaire by the TATA and KAU in order to provide the necessary information that will effectively aid in modifying and improving the media services.

The relevant department uses it to check the services offered. KAU-AC has new computers installed with the latest Microsoft Windows for its new academies such as CISCO, Microsoft Professional Certification and Adobe Certification in Graphics Design for example.

The relevant department uses it to check the services offered. KAU-AC has new computers installed with the latest Microsoft Windows for its new academies such as CISCO for CCNA courses, Microsoft Professional Certification, Cambridge professional certification examinations and Adobe Certification in Graphics Design and ACCA for example.

Learning Resources Inventory

The Technical and Technological Affairs (TATA), headed by the chair of CIT department, is responsible for the implementation and coordination of the media services at the college. The graphic design team in the CIT department is in charge of graphic design media and publication including web design. IT technicians are responsible for the technical support to the college staff. The head of TATA maintains a list of all learning resources related to technical and technological affairs.

Provisions for Necessary Maintenance, Repair and Replacements

KAU-AC has a maintenance department with skilled personnel who look after all the equipment accessible to the students and the staff. The department has three maintenance systems 1) regular maintenance system 2) periodical maintenance system 3) upgrading devices. If any defect occurs, it is reported to the maintenance department to get the equipment repaired and updated. And for the new equipment the dean of KAU-AC sends the requirements to KAU to get the finance allocated as per KAU procedures. The procurement procedures are documented by KAU policies and procedures.

KAU-AC follows very rigorous and strict procedures in purchasing laboratory, computer, safety and security equipment. For the same purpose, KAU-AC follows KAU's extremely stringent procedures for allocating contract tenders for construction of the University buildings and laboratories. The first KAU Planning Committee was established in 1964. In 1967, which analyses whether the facilities and major equipment are purchased subject to clear policies translated into business plans in order to ensure the greatest compatibility of equipment and systems across the University. Before purchasing any facilities or major equipment, the "standing committee to consider the needs of the University" consults with future users when evaluating companies' offers. Facilities are designed to meet all requirements for teaching, learning, and scientific research for all programs offered by the University. Classrooms and laboratories are designed to meet particular needs of the programs. Teaching laboratory equipment and research equipment are adequate for the designated 100 programs.

Services for Creating Instructional Media

There are two options for printing materials for publication. One is through the Publication, media, graphic & web design coordinator. Any printing required in an emergency is designed by the coordinator, and a quote is requested from the general business sector. Once a quote is acceptable the material is printed and used by KAU-AC. These include publications such as flyers, pamphlets, and such. The second option is directly through accessing KAU's printing press shop. They issue business cards, publications, calendar as well as curriculum information related to the portfolio. A request is sent online by completing a form and the publication is printed and delivered directly to KAU-AC.

KAU is also online and students as well as instructors can access the sites (including KAU-AC's) in order to be aware of what is going on within the colleges. Instructors have sites hosted on KAU websites that also enhance the use of instructional media availability across the university. KAUL is adequately equipped with up-to-date resources including electronic learning resources such as audio/video materials, CD-ROMs, electronic databases and computers and furniture. In addition to soft copies of educational materials, hard copies of textbooks and references, scientific magazines and scholarly periodical publications and manuals of business, professional, technical, and industrial nature. These are at the disposal of KAU-AC to use. The above-mentioned resources and materials are systematically updated, maintained, and are made available to KAU-AC students and staff for every academic program. Students as well as instructors are also provided with computers in designated areas.

The academies like CISCO, Microsoft, Adobe and Cambridge also have secure and dedicated computer labs fitted for their specific usage by either, students, faculty and/or external examination purpose users.

Media Services Accessibility

Resources and materials are systemically updated, maintained and made available to KAU-AC students and staff for every academic program. All users can access the main learning center by firstly being issued a membership to the library. Both students and instructors can also access the computers in designated areas by using their respective identification number issued by KAU.

Programs Systematic Procedures and process

KAU-AC follows a systematic plan and implements accordingly. Being a leading and trend setting Applied college in the entire kingdom, KAU-AC plans to grow continually towards the attainment of its goals in the future. In addition to coping with the modern international trend in the field of education and corresponding job markets, KAU-AC plans to impart quality education to its graduates so that no graduate is left jobless. In order to accomplish the targets, KAU-AC strategically plans to take active part in the university-based plans of education. The plan, therefore, has resulted in designing following components:

- college vision and mission,
- core long term strategies (for 5 years),
- approaches for achieving the core strategies, and assessment of progress.

In summary, following aspects constitute the KAU-AC's plan: students, programs, identity, community relations, and human and financial resources.

KAU-AC implements a systematic process to document that each program under the departments of the college. Everything related to each program and administration is documented and published in the KAU-AC catalog, program brochures and the college website: <https://ac.kau.edu.sa>

Similarly, the admission policies are also available through the Deanship of Admission and Registration manually and electronically, and the details are available on the website of KAU. These publications are reviewed periodically to make sure that all admission policies are accurate and updated. Each program of KAU-AC is aligned with the mission of the concerned dept. as well as KAU AC. The program and administration including admission policies are clearly stated in the KAU-AC Catalog and policy manual. The content of each program and administration is related to the concerned dept./KAU-AC objectives, and aligned with the needs of the people and industries served by the program.

Admission policies are communicated to the students via KAU-AC catalog, program brochures, ODUS system and the KAU Website (<https://ac.kau.edu.sa>). According to the KAU's regulations, students should meet certain criteria to get recruited at KAU-AC.

Work-Based Activities Agreement and Plan

All the programs under KAU-AC are annually evaluated in order to ensure the updating of the content and corresponding objectives. The program objectives go hand in hand with the KAU-AC objectives that meet the community needs of education and job needs. All the programs under KAU-AC utilize varied evaluation methodologies that reflect established professional and practice-based competencies. The institution tries its level by checking validity and appropriateness for bringing about the required quality of the program and the products. KAU-AC utilizes specific evaluation methodologies that mainly include mid-terms, quizzes, exams, formative assessment, presentation and work-based activities. KAU-AC programs check and verify the consistency of the coursework both qualitatively and quantitatively. It offers a chance to self-evaluate if each program is consistent or not.

KAU-AC regularly ensures that all the programs are officially approved and administered under established department /KAU-AC policies and procedures, and formally supervised by an administrator who is part of the institution (KAU).

Also, KAU-AC offers onsite (face to face) learning mode, however, blended learning mode is utilized for making the learning experience more effective.

The work-based learning report also known as “Co-op” agreement is documented in the students’ files. Students are evaluated based on their performance by the faculty and the internship supervisor in the company. The written instructional plan specifies the objectives, experience, competencies, and evaluation of the work-based activity. The employer assesses the students and provides %50 of the marks and the remaining %50 assessment marks are provided by the program assessment mechanism.

KAU-AC Plan of Student Retention

KAU-AC believes that it is fundamental to the success of students in post-secondary education that all financial, academic, and human needs are fulfilled. These needs are found to have a huge impact on the retention of students in college. Therefore KAU-AC has been determined and devoted to meeting students’ needs and levitating any burdens students are likely to encounter. KAU-AC’s plan of student retention revolves around three main pillars; first by offering good quality educational programs that are carefully designed to mirror the needs of the job market, second by orienting and mentoring students academically and socially at the commencement and during their study, and third by financially supporting students. KAU-AC is keen to provide students with all the support they can use to excel in college. It plans to maintain students’ wellbeing and mental health via offering a wide variety of services and resources. It offers free-of-charge healthcare services to students along with ongoing academic advisement, and counselling services that continue to exist even after students are placed in the job market. Centric to KAU-AC’s plan of optimizing student retention also is the availability of cutting-edge technology and well-equipped facilities that students can use to fulfill the requirements of coursework. Students are not burdened with having to look for aiding technology to pursue education in KAU-AC. Students receive financial aid in the form of monthly allowances which they can use to purchase required textbooks and school supplies.

This plan includes input from students and faculty. At the end of each semester both students and instructors are requested to fill out electronic evaluation forms on ODUS plus. Input acquired from students and teachers are used for evaluating retention plans. The results are studied then circulated to KAU-AC’s coordinators who brief the heads of the educational programs and other concerned parties of the recommendations and acts to be made. Changes/decisions to be made are further discussed in departmental meetings. Final resolutions must be approved by the dean of the college.

Procedures of Faculty/Staff Complaints and Grievances

KAU-AC has a clear published policy on the procedures for handling complaints or grievances from faculty and staff and even those filed against the College Chief Administrator. Those procedures are carefully implemented and are consistent with the policies of the College Governing Board.

King Abdulaziz University requires that the complaint or observation should be made in writing, as this helps reduce risks of misinterpretation or misunderstanding. To assist the beneficiary in his service, the university asks him to:

- Attach the documents that support the complaint.
- Submit any questions or queries

The university also provides support and assistance during the process of submitting complaints or observations and/or clarifying the complaint procedures within the university administrations. The university assures that it will deal with all matters seriously and confidentially.

You can submit your complaint or feedback using the following options:

- 1. By phone**
Please call 800-11-69528
- 2. Regular mail**
Send the complaint to the appropriate department or administration.
- 3. University website**
Visit the website, choose complaints and fill out the form.
- 4. E-mail**
Send an e-mail to the contact center.
- 5. Mobile Phone**
You can use WhatsApp and the University mobile app.
- 6. In-person**
Submit the complaint personally at the department or administration.

Procedures of Effectiveness/Performance Evaluations of Full and Part-Time Staff

Appropriate procedures have been developed for the continuous evaluation of the performance and efficiency of all institutional employees. First, students evaluate their teachers. Then, Department Heads evaluate the teaching and administrative staff on the basis of their overall performances during the previous year. According to the evaluation ratings, employees will receive the annual increment in their salaries.

Faculty Performance and Evaluation

To improve and activate the professional competence and growth of faculty members in the College, well-established evaluation procedures are strictly practiced. The standards for such evaluation are the faculty member's performance in preparing and organizing course materials, teaching skills and utilizing innovative teaching and laboratory techniques.

The faculty evaluation process is comprised of two components:

- 1. Student evaluation, and**
- 2. Department Head evaluation**

This process begins with students' evaluations administered at the end of each semester. The faculty member reviews the results of these evaluations, and he will also be evaluated by his immediate supervisor each year.

It is the intention of the College to encourage faculty to maintain continuity of service. Therefore, the appointment/contract is usually automatically renewed on a yearly basis depending on departmental evaluations and recommendations. Otherwise, either party should notify the other in writing of the desire to terminate the contract three months before the expiration of the contract. In the event of termination of contract. All accrued salary is paid before departure from the College.

Subject to the procedures and the authority granted by the University and after the consultation with the vice deans and appropriate faculty, the Dean of the College may determine not to renew a successive contract to any faculty member. The Dean shall inform the affected faculty member in writing 90 days before the end of the academic year.

Procedures of Employee Orientation

KAU-AC welcomes new employees through a formal orientation program. Orientation programs are conducted as required by the staff. In addition, the supervisors of any new employees shall ensure that the necessary workplace orientation is provided. Each new employee is specifically responsible for obtaining information regarding the following work-related issues:

1. Personnel policies and procedures.
2. Leave benefits as applicable.
3. Retirement benefits.
4. An explanation of the duties and responsibilities of the position, the conditions of employment and the amount of compensation.
5. Other work-related matters as deemed appropriate by the employee's department chair or immediate supervisor.

New Faculty Orientation Program

The Applied College at King Abdulaziz University welcomes new faculty through a formal orientation program. Orientation programs are conducted at the beginning of each semester for the new hired faculty. The primary purpose of this program is to introduce new faculty members to:

1. The mission and core value of both The College and the University
2. History of the College and its programs
3. Key administrative and academic officers and programs
4. College resources that support and enhance teaching and learning activities
5. College policies and procedures
6. Faculty rights, benefits and responsibilities
7. The Saudi culture and values
8. This one-day comprehensive program offers a broad overview of the University and the College tradition and introduces new faculty members to the College staff and faculty. New faculty members will attend different presentations made by the College Supervisors on the services available to help and support the teaching and learning process. They are also informed about the University benefits package.

Follow Up Plan

King Abdulaziz University – Applied College (KAU-AC) must evaluate its training and placement service based on the number of students who receive training and are successfully employed. The follow-up information is very essential to KAU-AC performance assessment and examines the effectiveness and quality of their programs.

Also, King Abdulaziz University (KAU) which manages and funds KAU-AC, since KAU-AC is one of its colleges, requires that follow-up information be obtained on all KAU-AC students and completers.

KAU-AC has a well-established follow up plan to collect information from trainers and their internship companies as well as completers and their employers. This plan is implemented systematically and continuously through receiving feedback, data obtained from internship supervisors reports and designed questionnaires directed to completers and employers. However, the non-completers (withdrawn) are also included in this plan, as their records are considered for internal studies.

The responsible bodies to implement the follow-up Plan

The responsible bodies who implement the follow up plan are as follows:

1. **KAU-AC Academic Affairs Department (AAD)**
2. **KAU-AC Alumni Unit**
3. **KAU Deanship of students Affairs**

The whole process of follow up is done every year by these three entities. They collect tabulate, save the received information, and make the collected information available to all instructional and administrative staff.

KAU-AC Academic Affairs Department (AAD) and its personnel deals with the training of the students before graduation. The department has a record of each student academic progress along his three years study. In addition, each student must pass the cooperative training course in one of the business companies. It is an obligatory course in all KAU-AC programs, and the result of the training is documented in the student's file in the database of AAD.

KAU-AC Alumni

KAU-AC Alumni Unit is collecting information about graduates' placement from completers and their employers. This is performed by telephone communication and by answering written questionnaires received from the completers and their employers. In addition, within the duty of the unit in monitoring, the college graduates career progress, they organize courses and seminars for graduates who face difficulties in finding a suitable job. Sometimes the personnel of the unit call some former graduates for consultation, as they are former students.

KAU Deanship of Students' Affairs has special three units. The first is "*KAU Alumni Unit*", the second is "*Following up Unit*", and the third is "*Placement Unit*". The duty of these units is to follow up the graduates' employment and their career progress.

Procedure of Collecting Information:

Follow up information is obtained through these reports and questionnaires:

Students' Training Reports: the cooperative training obligatory course is managed by AAD cooperatively with the academic departments in KAU-AC.

The faculty provides written instructions to the students about what is expected from them and the objectives, experiences, competencies, and evaluations that are required.

The students are required to present a power point presentation to a committee in their respective departments at the end of the training course.

Also, the internship company sends a report about the training of the students, that is delivered to AAD then to the students' departments for evaluation.

The objectives of the follow-up plan:

1. The effectiveness and quality of each instructional program of KAU-AC can be determined by obtaining follow-up information.
2. Occupational training program will be effectively improved through information obtained by the follow-up program, that result in improving programs outcomes.
3. Guidance information that will benefit presently enrolled students will be obtained through student follow-up
4. The occupational performances and progress of each former student will be evaluated through follow-up studies.
5. Continuation of the present training programs and establishment of new ones will be justified on the basis of information gathered through the follow-up program.
6. The follow up information names the graduates who face difficulty in finding a suitable job that enables KAU-AC to assist them in employment.

Graduates' Placement

Job placement exists to help students take advantage of available employment opportunities and to help employers effectively utilize the trained work force produced by KAU-AC. Placement services are continuously evaluated through the process of follow-up at KAU-AC (See KAU-AC Follow-Up plan).

A primary objective of KAU-AC is to prepare each student for employment. In order to achieve this goal, KAU-AC has an organized and structured procedure to assist its students in the job placement process. The purpose of this plan is to provide an effective program of job placement services. Helpful suggestions for the improvement of this plan are always welcomed from staff, the advisory committee, students and prospective employers.

KAU-AC is an equal opportunity educational facility dedicated to a policy of nondiscrimination in employment and training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, religion, region in KSA, or qualified disability. All students have equal rights to counseling and training.

The procedures addressed in this document are in accordance with the employment policy in KSA, concerning the privacy rights of students.

KAU-AC has a plan for both placement and follow up processes. The placement coordinators committee is regulated by the Academic Affairs Department with close consultation of the respective heads of BIT and CIT departments.

Placement Team

The graduates' placement coordinating bodies are as follows:

1. KAU-AC Alumni Unit:

it is a specialized department focusing on graduates' placement. This unit has a full comprehensive record of KAU-AC graduates, and they are in continuous communication with the graduates to direct them for the announced job vacancies. Also, they provide guidance to the graduates about jobs through organizing courses and seminars. They also assist graduates who face difficulties in finding jobs. The department has a database of all KAU-AC graduates' placements on annual basis. The unit works in coordination with KAU-AC academic departments.

2. KAU Deanship of Students' Affairs:

within this department, there is a division of KAU graduates that contains graduates' follow up unit and placement unit. They work in coordination with KAU-AC Alumni Unit. This department has a database of all KAU alumni (including KAU-AC) and their placement, each departmental head and staff, a "placement week" is arranged soon after finishing the program and nominating the candidate graduating students.

I. The objectives of KAU-AC Job Placement Services:

The primary objective of KAU-AC placement plan is to assist students and alumni by providing expertise in job searching procedure, interviewing techniques, resume writing, giving pre-placement seminars and job search alternatives. Also, the plan informs the faculty members to help final year students in conducting a successful job interview. While employment cannot be a guarantee, the Job Placement Service can help in developing strategies, options and in implementing a plan of action.

II. Function of the Job Placement Services:

The function of the Job Placement Service is to lead, coordinate, and provide methods and systems, which will make the job placement efforts of the college efficient and effective. KAU-AC placement services are designed to assist the student in obtaining employment. With the aid of each program instructor and other support personnel, the student will be offered a variety of employment opportunities. The Placement Coordinators and program instructor(s) work with the students in obtaining employment.

III. Employer Recruitment:

Employers are informed that KAU-AC is a source of well-trained employees through the following methods:

1. Personal visits
2. Letters
3. Telephone contacts
4. Group meetings
5. Curricula developing "DACUM" meetings
6. Newspaper articles
7. Internet website
8. Job Fairs

Other methods of providing information to employers are utilized when appropriate; and a continuous and organized effort to make personal visits to these employers is maintained. Representatives of business and industry are encouraged to visit the college and interview students that are ready for employment. The Job Placement Coordinators maintains a list of potential employers and contact persons.

IV. Job Placement Candidates:

- A. Students who have completed or are near completion of training and are seeking employment.
- B. Alumni that want searching jobs or to change jobs or have left an earlier placement and are seeking employment.
- C. Students, who terminate training with marketable skills, but did not complete the training program.
- D. Students who terminate training without marketable skills, but desire assistance with job placement.
- E. Students who are enrolled in the college and are seeking part-time employment to help meet financial obligations.
- F. Students whose needs require the assistance of special community and state agencies and services to reach a vocational objective.

V. Job Placement Procedure

KAU-AC emphasizes the need for students to develop their knowledge, technical skills, communication abilities, and job search techniques necessary for success in the job market. Placement of students is a cooperative effort of faculty, staff, administration, students, and representatives of cooperative agencies.

A. Job Seeking Preparation:

Students are advised and counseled continuously regarding employment requirements and job opportunity awareness. This starts before the specialization of the students in the 2nd year, and the deanship and instructors enlighten the students about the nature and future of each program, and the requirements to win a job in it. The administration of the college conducts "Orientation Program" for the new enrolled students in the beginning of each semester and clarify the future of each program. Educating students regarding employment requirements and job opportunity awareness comes through three courses: (communication skills-I), (communication skills-II) and (work ethics-II). The syllabus of these courses assists students in future decisions for job choices and educational growth by compiling resumes, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job, besides the vocational ethics accompanying this process.

Moreover, each student must pass a practical training course (for at least 8 weeks) in one of the businesses available in the job market relevant to student's specialization, and this is coming in a designated course called "Cooperative Training". The course codes are: CIT281, BIT281 and INS281, for CIT, BIT and insurance students respectively. Instructors from KAU-AC are appointed to observe and report the achievements of students in this course. Also, KAU-AC receives report about each trained student from the officials of the site of training. Each student must present a lecture assisted by power point presentation to his department students and instructors about his achievements in the end of the course. This aims to train the student on punctuality, and the real atmosphere in work at the business market, besides the technical experience he acquires. This, help students in searching jobs later, and some of them have been selected by the establishments where they were trained in for employment later, since they showed good performance.

B. Job Fair:

During the academic year, KAU-AC organizes once or twice a job fair called "Career Day". In that day, KAU-AC invites managers and representatives of the most famous companies and business establishments in KSA to offer the job vacancies in their establishments. The career day starts by the meeting of KAU-AC dean with the employers taking part in that event. Secondly, the dean meets the students to give them an idea about the procedure to apply for jobs. However, each business representative will have a desk in KAU-AC building to meet the students. The students will have a good chance to have a detailed picture about the activities of those companies and the available job vacancies. In the same day, each student can apply for the offered jobs by submitting his resume and other papers. Each student can apply for several jobs in that day, and the employers interview the applying students in that day to choose the suitable ones. All final year students apply for the offered jobs. Moreover, some students are chosen and employed in those companies as part-time employees although they are not in the final semester. In the job fair, the members of KAU-AC placement services are touring among the students to direct and advise them in applying for the offered jobs by the invited establishments.

C. KAU-AC Cooperation with Local Business:

KAU-AC has "Advisory Committee" whose members are the managers and executives of the main private and public sectors business in KSA, particularly in Jeddah. Those members are considered as the friends and partners of KAU-AC, as KAU-AC is a source of the qualified manpower for their business. Although KAU-AC has systematic meetings with the committee, it has continuous communication with them. Beside their role in designing the college programs and continuous support for developing those programs, they offer many job vacancies to KAU-AC students. That is because KAU-AC graduates' qualifications and skills are in accordance with the mentioned business sectors strategies and demands.

D. Placement Week:

In the end of each semester, soon after finishing the program, and nominating the candidate graduating students, a campaign is organized by the heads of departments, placement unit, faculty members and staff to refresh the students' knowledge about placement and encourage them to apply for jobs. KAU-AC is used to have a list of job vacancies offered by employers that helps students to apply for.

E. Professional Certificates Program:

Recently, KAU-AC adopted "professional qualifications", and for this KAU-AC has contracted a partnership with some international academies and establishments namely Sisco, Cambridge, Adobe and Microsoft in the field of computer art, besides ACCA and CII in business. In this trend, KAU-AC has merged the curricula of those establishments in KAU-AC programs to facilitate the way for our graduates to join the mentioned academies exams to acquire higher skills towards their professional qualifications. Recently, also KAU-AC entered with Babson College (based in USA) in a cooperation contract to establish a program in entrepreneurship. The program will be supervised by both parties and aims to graduate and train self-employed entrepreneurs and provide them with the required knowledge and skills to start and create their own projects in labor market and dispense with the private and public sectors employment. This trend of cooperation with international institutes is to widen the opportunities for graduates' employment.

VI. Student and Staff Awareness of Placement Services:

1. The placement services are mentioned in the college catalogue, the strategic plan of KAU-AC and all other documents.
2. Students and staff know the placement service members that are regulated by KAU-AC Alumni Unit and KAU Alumni Division, with the consultation of heads of the academic departments.
3. One of the main duties of KAU-AC Alumni and KAU Alumni Division are to follow up the placement process, and the students and staff used to return to those departments in this regard.
4. The activities of the college management, around the year, do their best towards performing the placement process including advertising job vacancies and following up process.
5. The intensive effort by the faculty members to enlighten the students through training them on job search techniques within the placement process whose reference is KAU-AC Alumni and KAU Alumni Division.
6. Job fairs and placement week.

VII. Adjunct Placement Activities:

A. Circulating the Media-Announced Job Vacancies:

During the year, the college keeps an eye on the publicized job vacancies in media means. KAU-AC has a special relation with the local newspapers focusing on their comments and to be informed about the job vacancies published in those newspapers.

B. Job vacancies on Notice Board:

Faculty members, heads of departments, staff and placement coordinators cooperate to publicize any job vacancy to students around the year

C. Internet:

Internet access is available for all students, and they can follow the jobs announced sites to choose the appropriate one. Also, the placement coordinators in KAU-AC and KAU are in continuous following of job vacancies on internet.

VIII. Documentation of Placement Information:

When the completer passes all his graduation requirements, the academic affairs office requests him to fill in "the graduation form" that would be certified by the college officials. Then all the graduate's details would be transferred to KAU-AC Alumni Unit for placement. KAU-AC and KAU Alumni divisions hold the records of all completers. Most of KAU-AC completers are placed every year, and the minority is looking to be placed. However, some students are placed in a job as part-timers although they are not graduated, and their records are included in the mentioned placement record. The placement information kept with the placement coordinators includes the following items:

Year of graduation, name of graduates, university student's number, specialization, his status (whether placed or not), salary, employer's name and address, field of job, company telephone and fax numbers, name of the direct manager of the graduate with his telephone / mobile numbers, first salary (if the graduate is under trail as some employers do), telephone /mobile numbers of the graduate, his mail address, his email, telephone/mobile numbers of the next of kin of the graduate, mobile telephone number of the graduate's close friend, and other notes.

IX. Securing Placement Data from Follow-Up Process (See Follow-Up Plan):

Students are encouraged to inform the college when new placement is secured even following their KAU-AC tenure.

A. Student Follow-Up Questionnaire:

College personnel may receive updated information on students through the follow-up process. As detailed in KAU-AC Follow-Up Plan, students receive a written Follow-Up Questionnaire (sent by mail) following exit, completion, and/or placement. Also, another Questionnaire (on telephone) within the following-up process is performed (at least once a year) by telephoning the graduates. Students are asked to answer both Questionnaires in order to evaluate program curriculum, instruction, physical facilities, tools and equipment, media, student services, and the details and circumstances of their jobs. The questionnaire also inquires about the former student's job status and information.

B. Student Follow-Up Questionnaire:

KAU-AC sends an Employer Follow-Up Questionnaire (by mail) to each graduate's employer. This survey invites an evaluation of the graduate's technical knowledge, work attitude, work quality, and overall rating, as well as evaluation of his record of punctuality and attendance. This Questionnaire aims to assess the quality of KAU-AC programs.

X. Processing, Reporting, Evaluation of Follow-Up Data, and Availability of the Data:

Follow-up data from former students and employers are made available to faculty members and administration for evaluation in the areas assessed.

When information is received in KAU-AC the analyst enters the withdrawal, placement, and follow-up information into the data system and places the forms in the student's permanent record. For graduates, KAU-AC Alumni Unit follow-up the graduates' affairs. Data of enrollment, completion and placement information is extracted from the Academic Affairs database and Alumni Unit for use in numerous annual assessment reports, and accreditation reports.

All reported data are utilized internally by KAU-AC and KAU to evaluate the effectiveness of programs and the college services.

Community Service Programs

- KAU-AC provides a variety of educational and training programs and courses in collaboration with other organizations such as the National Organization for Joint Training, and the Human Resources Development Fund in areas such as computer skills, information technology, business administration, insurance, customer service, language proficiency improvement and other areas.
- KAU-AC has entered into official collaboration with the following world-renowned institutions and academies: Cisco, Microsoft, Cambridge IT, Adobe Professional, Association of Certified Chartered Accountants (ACCA), and Chartered Insurance Institute (CII).

College Advisory Committee

Proceeding from the vision of the University as a generator of qualified professionals for the job market, and in light of the great potential of KAU-AC, the College has exerted much effort to provide better programs that will enable college graduates to enter the labor market. KAU-AC has a consultative board of members with educational and training interests. They come from private and public sector institutions. This team also seeks to strengthen the relationship between the college and the private sector, and allows members to participate in the development of the College's programs, as well as the recruitment and training of cooperative college students.

The team members come from major companies such as SABIC, Safola, Zuhair Fayez, the National Bank, Al-Nahdi Medical Company, the Human Resources Development Fund, Jeddah Chamber of Commerce and Industry, and other external and private sector companies.

Organizational Structure

As previously noted, KAU-AC is officially and legally one of the colleges of King Abdulaziz University. It has a complete administrative framework headed by the Dean assisted by two Vice-Deans, four Department Heads and a college Administrative Director. The following chart shows the organizational structure of the College.

Academic Departments and Programs of Study

KAU-AC has three academic departments:

- Department of Computer and Information Technology (CIT)
- Department of Business Information Technology (BIT)
- Department of Health Information Technology (HIT)

In addition to these departments, KAU-AC also has the supporting department of General Required Courses (GRC).

Each academic department offers at least one program of study at the present time. These programs were carefully selected according to the best scientific standards and after a series of consultative workshops with educationists and experts to meet the needs of the labor market. The first year at KAU-AC is a preparatory year for most of its students with 9 credit hours that focus on English, Computer Science and Mathematics. Students have to pass the subjects in this year to move on to the next year and specialize in one of the majors available. Students also study work ethics and communication skills during their 2nd and 3rd year in college.

The available major programs at KAU-AC are:

- Network Administration (67 credit hours)
- Computer Graphics Design (67 hours)
- Marketing (68 credit hours)
- Accounting (71 credit hours)
- Insurance (71 hours)
- Sales (38 hours)

Programs and Courses

KAU-AC applies the credit hour system decided by the Council of the University. Each academic year is divided into two major semesters, each 16 weeks in length in addition to a separate 8-week summer term.

Preparatory Year Program

The preparatory year (a two-semester study program) is aimed at upgrading the competency of the high school graduates in English, Mathematics and Computer Science. This initial program equips students with knowledge and skills to undertake the more specialized course of study in their second and third years. This arrangement becomes all the more significant when it is noted that all instruction is via the medium of English. The ability to read, write and speak English is of crucial importance. Students are required to pass all the courses of the preparatory year and then enter the desired specialization.

During the preparatory year, students study intensive English, the fundamentals of Mathematics, and Computer Science as follows:

Course Code	Title	Credit Hours	Prerequisites	Teaching Hours	
				Lectures	Lab
Semester 1					
GRC 100	Preparatory Math I	2	None	4	0
GRC 111	Intensive English I	3	None	15	5
Total semester credit hours		5			
Semester 2					
GRC 101	Preparatory Math II	2	GRC 100	4	0
GRC 112	Intensive English II	3	GRC 111	15	5
CIT 100	Introduction to Information Technology	3	GRC 111	2	2
Total semester credit hours		8			
Total Preparatory Year Credit Hours		13			

Cooperative Training Program

This is a joint effort of KAU-AC and the private sector institutions to facilitate students' practical trainings during their study. The total number of hours for these programs is 200 hours. The duration of each program is 8 weeks minimum. Students should observe the following:

- Suspended students cannot join the training program.
- All paperwork pertaining to the training is available from the Academic Affairs and should be completed prior to joining the program.
- Students must spend the whole training period at the training institution.
- Written permission must be obtained from Academic Affairs prior to changing the time of training hours or the training institution.
- Students are required to abide by the rules and regulations of the training institutions and not to leave the training institution without the permission of the supervisors in charge of their training.
- Students should act in coordination with their supervisors to send the training evaluation to KAU-AC's Academic Affairs upon completion of their training.
- Students are expected to give a presentation (in PowerPoint) to KAU-AC staff and students upon completion of the training.
- Failure to fulfill any of the above results in a student receiving a Failed (F) grade and having to re-take the training on the academic department's approval.

Associate Degree and Advanced Diploma Graduation Requirements

KAU-AC awards academic degrees to its graduates upon completion of their course of study usually lasting three years for the Associate Degree and a year and a half for the Advanced Diploma (sales program only).

The Associate Degree is equivalent to the first two years of a four-year university degree. This degree forms the foundation of a bachelor's degree by allowing students to complete the entire general education requirement prior to (possible) transfer to the university. The Associate Degree of specialized streams: Network Administration, Computer Graphics Design, Accounting, Marketing and Insurance; should meet the minimum requirements of credit hours as specified below (66-64 credit hours). However, the Sales program awards an Advanced Diploma upon completion of only 36 credit hours.

Computer Information Technology (CIT) Department

The Computer Information Technology (CIT) department has studied the overall recent developments in the external communities of work and education, as well as the internal capabilities to achieve higher potential opportunities. Based on the results, the department developed an innovative solution that supports the college graduates' excellence. Thus, the college has shifted from the traditional academic plans into study plans that are tied to a series of international professional academies. The CIT adapted to several well-known professional academies like Microsoft academy, Cisco academy, Adobe certifications and Cambridge IT Skills certificate examination center. So the graduates of the CIT department gain the theoretical as well as the technical knowledge and are qualified to perform the professional exams for each academy. This brochure mainly shows an overview of each academy and the mapping between the CIT programs and the professional academies' courses and examinations. The CIT programs in are designed to provide students with the technical skills required for entry-level employment in the Information Technology (IT) industry. Students will have the opportunity to choose specific programs within CIT. Graduates of these programs will earn an Associate in Applied Science (AAS) degree.

Vision

The CIT department envisions being at the forefront of the national educational institutions in the different fields of computer information technology. The department aims to be involved with research, education, and service for community that foster professional, social, commercial, and global diversity.

Mission

As a part of the college, this department aims to offer high quality, comprehensive and specialized educational programs which are related to the needs of jobs market, through adopting the latest modern teaching methods and technology.

Department Requirements

The courses are classified into four groups:

1. College Compulsory Courses = 18 credits
 2. Department Compulsory Courses = 10 credits
 3. Department Branch Compulsory Courses = 30 credits
 4. Department Branch Elective Courses = 09 credits
- Total = 67 credits

Curriculum for Network Program
(Network Administrator) Six Semester Course Schedule

Course No.	Title	Cr	Prerequisite	Th.	Pr.
Semester1					
GRC 100	Preparatory Mathematics 1	2	None	2	0
GRC 111	Intensive English I	3	None	3	5
	Total	5			
Semester2					
	<i>Title</i>				
CIT 100	IT Skills	3	GRC 110	2	2
GRC 101	Preparatory Mathematics 2	2	GRC 100	2	0
GRC 112	Intensive English II	3	GRC 111	3	0
	Total	8			
Semester3					
	<i>Title</i>				
CIT 210	Computer Architecture	3	Pass Orientation year	2	2
CIT 211	Computer Maintenance	3	Pass Orientation year	2	2
GRC 214	English for IT	1	GRC 112	1	0
CIT 230	Operating Systems Fundamentals	3	Pass Orientation year	2	2
CIT 260	Network Essentials	3	Pass Orientation year	2	2
	Total	13			
Semester4					
	<i>Title</i>				
CIT 221	Fundamentals of Programming	3	Pass Orientation year	2	2
GRC 220	Art of Communication Skills	3	Pass Orientation year	3	0
CIT 231	Advanced Operating Systems	3	CIT 211, CIT 230	2	2
CIT 262	Configuring Windows Server	3	CIT 230, CIT 260	2	2
CIT 270	Introduction to Database	3	CIT 230	2	2
	Total	15			
Semester5					
	<i>Title</i>				
BIT 300	Business Entrepreneurship	2	Pass Orientation year	2	0
CIT 360	Administering Windows Server	3	CIT 231, CIT 262	2	2
CIT 361	Configuring Advanced Server	3	CIT 231, CIT 262	2	2
CIT 362	Implementing Active Directory	3	CIT 231, CIT 262	2	2
	Total	11			
Semester6					
	<i>Title</i>				
GRC 330	Work Ethics	2	Pass Orientation year	2	0
CIT 366	Routing Protocols and Concepts	3	CIT 360, CIT 361, CIT 362	2	2
CIT 367	LAN Switching and Wireless	3	CIT 360, CIT 361, CIT 362	2	2
CIT 368	Accessing the WAN	3	CIT 360, CIT 361, CIT 362	2	2
CIT 380	Co-op	2	Department Approval	2	0
CIT 390	Project	2	Department Approval	1	2
	Total	15			
	TOTAL	67			

Curriculum for Network Program
(Network Specialist) Six Semester Course Schedule

Course No.	Title	Cr	Prerequisite	Th.	Pr.
Semester1					
GRC 100	Preparatory Mathematics 1	2	None	2	0
GRC 111	Intensive English I	3	None	3	5
	Total	5			
Semester2					
	<i>Title</i>				
CIT 100	IT Skills	3	GRC 110	2	2
GRC 101	Preparatory Mathematics 2	2	GRC 100	2	0
GRC 112	Intensive English II	3	GRC 111	3	0
	Total	8			
Semester3					
	<i>Title</i>				
CIT 210	Computer Architecture	3	Pass Orientation year	2	2
CIT 211	Computer Maintenance	3	Pass Orientation year	2	2
GRC 214	English for IT	1	GRC 112	1	0
CIT 230	Operating Systems Fundamentals	3	Pass Orientation year	2	2
CIT 260	Network Essentials	3	Pass Orientation year	2	2
	Total	13			
Semester4					
	<i>Title</i>				
CIT 221	Fundamentals of Programming	3	Pass Orientation year	2	2
GRC 220	Art of Communication Skills	3	Pass Orientation year	3	0
CIT 231	Advanced Operating Systems	3	CIT 211, CIT 230	2	2
CIT 262	Configuring Windows Server	3	CIT 230, CIT 260	2	2
CIT 270	Introduction to Database	3	CIT 230	2	2
	Total	15			
Semester5					
	<i>Title</i>				
BIT 300	Business Entrepreneurship	2	Pass Orientation year	2	0
CIT 360	Administering Windows Server	3	CIT 231, CIT 262	2	2
CIT 361	Configuring Advanced Server	3	CIT 231, CIT 262	2	2
CIT 362	Implementing Active Directory	3	CIT 231, CIT 262	2	2
	Total	11			
Semester6					
	<i>Title</i>				
GRC 330	Work Ethics	2	Pass Orientation year	2	0
CIT 363	Server Infrastructure	3	CIT 360, CIT 361, CIT 362	2	2
CIT 364	Advanced Server Information	3	CIT 360, CIT 361, CIT 362	2	2
CIT 365	Implementing Messaging Server	3	CIT 360, CIT 361, CIT 362	2	2
CIT 380	Co-op	2	Department Approval	2	0
CIT 390	Project	2	Department Approval	1	2
	Total	15			
	TOTAL	67			

Curriculum for Graphic Design Program
(Desktop Publishing) Six Semester Course Schedule

Course No.	Title	Cr	Prerequisite	Th.	Pr.
Semester1					
GRC 100	Preparatory Mathematics 1	2	None	2	0
GRC 111	Intensive English I	3	None	3	5
	Total	5			
Semester2					
	Title				
CIT 100	IT Skills	3	GRC 110	2	2
GRC 101	Preparatory Mathematics 2	2	GRC 100	2	0
GRC 112	Intensive English II	3	GRC 111	3	0
	Total	8			
Semester3					
	Title				
GRC 214	English for IT	1	GRC112	1	0
CIT 235	Operating Systems	3	Pass Orientation year	2	2
GRC 250	Basic Graphic Design	3	Pass Orientation year	2	2
CIT 251	Drawing	3	Pass Orientation year	2	2
CIT 252	Color Principle and Design	3	Pass Orientation year	2	2
	Total	13			
Semester4					
	Title				
CIT 221	Fundamentals of Programming	3	Pass Orientation year	2	2
GRC 220	Art of Communication Skills	3	Pass Orientation year	3	0
CIT 253	Typography	3	CIT 250, CIT 251	2	2
CIT 254	Two-Dimensional Design	3	CIT 250, CIT 251	2	2
CIT 255	Digital Illustrator	3	CIT 250, CIT 251	2	2
	Total	15			
Semester5					
	Title				
BIT 300	Business Entrepreneurship	2	Pass Orientation year	2	0
CIT 350	Computer Animation	3	CIT 254, CIT 255	2	2
CIT 351	Computer-Photographic Imaging	3	CIT 252, CIT 255	2	2
CIT 352	Art of Web Design	3	CIT 252, CIT 253, CIT 254	2	2
	Total	11			
Semester6					
	Title				
GRC 330	Work Ethics	2	Pass Orientation year	2	0
CIT 353	Branding and Identity	3	CIT 351, CIT 352	2	2
CIT 354	Desktop Publishing	3	CIT 350, CIT 351	2	2
CIT 355	Development of Portfolio	3	CIT 350, CIT 351, CIT 352	2	2
CIT 380	Co-op	2	Department Approval	2	0
CIT 390	Project	2	Department Approval	1	2
	Total	15			
	TOTAL	67			

Curriculum for Graphic Design Program
(Web Designing) Six Semester Course Schedule

Course No.	Title	Cr	Prerequisite	Th.	Pr.
Semester1					
GRC 100	Preparatory Mathematics 1	2	None	2	0
GRC 111	Intensive English I	3	None	3	0
	Total	5			
Semester2					
	Title				
CIT 100	IT Skills	3	GRC 110	2	2
GRC 101	Preparatory Mathematics 2	2	GRC 100	2	0
GRC 112	Intensive English II	3	GRC 111	3	0
	Total	8			
Semester3					
	Title				
GRC 214	English for IT	1	GRC112	1	0
CIT 235	Operating Systems	3	Pass Orientation year	2	2
CIT 250	Basic Graphic Design	3	Pass Orientation year	2	2
CIT 251	Drawing	3	Pass Orientation year	2	2
CIT 252	Color Principle and Design	3	Pass Orientation year	2	2
	Total	13			
Semester4					
	Title				
CIT 221	Fundamentals of Programming	3	Pass Orientation year	2	2
GRC 220	Art of Communication Skills	3	Pass Orientation year	3	0
CIT 253	Typography	3	CIT 250, CIT 251	2	2
CIT 254	Two-Dimensional Design	3	CIT 250, CIT 251	2	2
CIT 255	Digital Illustrator	3	CIT 250, CIT 251	2	2
	Total	15			
Semester5					
	Title				
BIT 300	Business Entrepreneurship	2	Pass Orientation year	2	0
CIT 350	Computer Animation	3	CIT 254, CIT 255	2	2
CIT 351	Computer-Photographic Imaging	3	CIT 252, CIT 255	2	2
CIT 352	Art of Web Design	3	CIT 252, CIT 253, CIT 254	2	2
	Total	11			
Semester6					
	Title				
GRC 330	Work Ethics	2	Pass Orientation year	2	0
CIT 356	Web Programming	3	CIT 350, CIT 351, CIT 352	2	2
CIT 357	Advanced Web Design	3	CIT 351, CIT 352	2	2
CIT 358	Animation and ActionScript	3	CIT 350, CIT 351	2	2
CIT 380	Co-op	2	Department Approval	2	0
CIT 390	Project	2	Department Approval	1	2
	Total	15			
	TOTAL	67			

Business Information Technology (BIT) Department

The programs in this department are designed to provide students with the combination of Business and Information Technology (IT) skills required in today's highly technical business environment. Students can choose to specialize either in:

- **Marketing**
- **Accounting**
- **Insurance**
- **Sales**

Graduates from BIT programs can secure employment as clerks, salesmen, and junior underwriters, junior claims officers or trainees in an assistant capacity in other fields within commerce and industry.

Vision

To be an exemplary department that provides all necessary business skills and knowledge needed by the community.

Mission

To provide excellent quality business program in different specializations of demand to fulfill the job market requirements

Graduation Requirements

Student is required to complete 71 credits in Accounting and Insurance/ 64 credits in Marketing/ 36 credits in Sales, inclusive of 3 credit hours field based experience in the relevant field of specialization.

I. Marketing Program of Study

Course No.	Title	Th	Pr	Tr	Credit Hr	Pr-req
Semester 1						
GRC 001	Preparatory Mathematics I	4	0	0	2	None
GRC 111	Intensive English I	15	0	5	3	None
Total					5	
Semester 2						
CIT 100	Introduction to Information Technology	2	0	2	3	GRC 111
GRC 002	Preparatory Mathematics II	4	0	0	2	GRC 001
GRC 112	Intensive English II	15	0	5	3	GRC 111
Total					8	
Semester 3						
BIT 115	Computer Application in Business	1	0	2	2	FAOYC*
BIT 116	Principles of Economics	2	0	0	2	FAOYC
BIT 130	Principles of Management	2	0	0	2	FAOYC
BIT 140	Principles of Marketing	3	0	0	3	FAOYC
GRC 121	Communication Skills I	2	0	0	2	FAOYC
GRC 131	Work Ethics I	2	0	0	2	FAOYC
Total					13	
Semester 4						
BIT 120	Principles of Accounting I	3	0	0	3	FAOYC
BIT 141	Consumer Behaviour	3	0	0	3	BIT 140
CIT 163	Internet Application for Business	2	0	2	3	FAOYC
CIT 177	Database management and Spreadsheet	2	0	2	3	FAOYC
GRC 122	Communication Skills II	2	0	0	2	GRC 121
Total					14	
Semester 5						
BIT 200	Business Entrepreneurship	2	0	0	2	FAOYC
BIT 216	Business Law	3	0	0	3	BIT 130
BIT 240	Marketing Communication	3	0	0	3	BIT 140
BIT 241	Marketing Management & Strategy	3	0	0	3	BIT 130, BIT 140
BIT 250	Principles of Finance	3	0	0	3	BIT 120
Total					14	
Semester 6						
BIT 230	Management and Leadership	3	0	0	3	BIT 130, BIT 140
BIT 242	Marketing Research	1	0	2	2	BIT 240
BIT 243	Salesmanship	3	0	0	3	BIT 240, BIT 241
BIT 244	Internet Marketing	2	0	0	2	BIT 140, BIT 241
BIT 281	Co-op	0	0	0	2	Department Approval
GRC 232	Work Ethics II	2	0	0	2	GRC 131
Total					14	
Grand total of program credit hours					68	

* FAYOC: Finishing All Year Orientation Courses

II. Accounting Program of Study

Course No.	Title	Th	Pr	Tr	Credit Hr	Pr-req
Semester 1						
GRC 001	Preparatory Mathematics I	2	0	2	2	None
GRC 111	Intensive English I	3		17	3	None
	Total				5	
Semester 2						
CIT 100	IT Skills	2	2	0	3	GRC 110
GRC 101	Preparatory Mathematics II	2	0	2	2	GRC 100
GRC 112	Intensive English II	3	0	17	3	GRC 110
	Total				8	
Semester 3						
GRC 215	Computer Application in Business	1	0	1	1	GRC 111
GRC 220	Principles of Economics	3	0	0	3	Pass Orientation Year
BIT 290	Principles of Management	3	0	0	3	None
BIT 291	Accounting in Business	3	0	2	3	None
BIT 292	Financial Accounting	3	0	2	3	None
	Total				13	
Semester 4						
BIT 293	Principles of Economics	3	0	0	3	None
BIT 294	Financial Reporting I	3	0	2	3	BIT 292
BIT 295	Management of Accounting	3	0	2	3	BIT 291, BIT 292
BIT 296	Principles of Finance	2	0	2	2	BIT 292
BIT 297	Business Law	2	0	1	2	None
	Total				13	
Semester 5						
GRC 330	Work Ethics	2	0	0	2	Pass Orientation Year
BIT 380	Financial Reporting II	3	0	2	3	BIT 294
BIT 381	Performance Management	3	0	2	3	BIT 295
BIT 382	Principles of Auditing	3	0	1	3	BIT 294
BIT 383	Zakat Accounting	3	0	0	3	BIT 292
	Elective Course				3	
	Total				17	
Semester 6						
BIT 384	Audit and Insurance	3	0	1	3	BIT 382
BIT 385	Taxation Accounting	3	0	0	3	BIT 292
BIT 386	Financial Management	3	0	2	3	BIT 295, BIT 296
BIT 387	Co-op	3	0	0	3	Department Approval
	Elective Course				3	
	Total				15	
	Grand total of program credit hours				71	
Elective Courses	Student Chooses (two elective courses) 6 Credit Hours					
BIT 390	Accounting for Banking	3	0	0	3	BIT 294
BIT 391	Governmental Accounting	3	0	0	3	BIT 292
BIT 392	Private Accounting Systems	3	0	0	3	BIT 294
BIT 393	Computerized Accounting	3	0	0	3	BIT 294
BIT 394	Int. Financial Reporting Std	3	0	2	3	Department Approval
BIT 395	International Auditing	3	0	2	3	Department Approval

III. Insurance Program of Study

Course No.	Title	Th	Pr	Tr	Credit Hr	Pr-req
Semester 1						
GRC 100	Preparatory Mathematics I	2	0	2	2	None
GRC 111	Intensive English I	3		17	3	None
	Total				5	
Semester 2						
CIT 100	IT Skills	2	2	0	3	GRC 110
GRC 101	Preparatory Mathematics II	2	0	2	2	GRC 100
GRC 112	Intensive English II	3	0	17	3	GRC 110
	Total				8	
Semester 3						
GRC 215	English for Business	1	0	1	1	GRC 111
GRC 220	Art of Communication Skills	3	0	0	3	Orientation Year
BIT 290	Principles of Management	3	0	0	3	None
BIT 261	Introduction to Insurance	3	0	0	3	None
GRC 262	Risk and Insurance	3	0	2	3	None
GRC 263	Principles of Insurance	3	0	0	3	Orientation Year
	Total				16	
Semester 4						
BIT 264	Principles of Economics	3	0	0	3	None
BIT 293	Regulations of Insurance	3	0	0	3	BIT 261
BIT 266	Basic of Motor Insurance	3	0	0	3	BIT 261
BIT 267	Motor Insurance Products	3	0	0	3	BIT 261, BIT 262
BIT 268	Basic of Health Insurance	2	0	2	2	BIT 261
BIT 269	Health Insurance Products	3	0	2	3	BIT 261, BIT 262
	Total				17	
Semester 5						
GRC 330	Work Ethics	2	0	0	2	Orientation Year
BIT 350	Fundamentals of Insurance Law	3	0	0	3	BIT 263
BIT 351	Application of Insurance Law	3	0	0	3	BIT 265
BIT 352	Insurance and Finance	4	0	0	4	BIT 263, BIT 265
BIT 353	Insurance Finance Practice	4	0	0	4	BIT 263
	Total				16	
Semester 6						
Student Chooses (two elective Courses) 6 Credit Hours in addition to Co-op						
BIT 355	Insurance Broking Practice	3	0	0	3	BIT 263
BIT 356	Underwriting Practice	3	0	0	3	BIT 263
BIT 357	Claims Practice	3	0	0	3	BIT 263
BIT 358	Personal Insurance	3	0	0	3	BIT 263
BIT 354	Co-op (Internship in Insurance)	3	0	0	3	Department Approval
	Total				9	
	Grand total of program credit hours				71	

IV. Sales Program of Study

Course No.	Title	Th	Pr	Tr	Credit Hr	Pr-req
Semester 1						
GRC 100	Preparatory Mathematics I	4	0	0	2	None
GRC 111	Intensive English I	15	0	5	3	None
	Total				5	

Semester 2	Title					
BIT 140	Principles of Marketing	2	0	0	3	FAOSC*
BIT 160	Principles of Professional Selling	2	0	0	3	FAOSC*
BIT 161	Personnel Selling and Sales Promotion	3	0	3	3	FAOSC*
BIT 163	Customer Behaviors	2	2	0	3	FAOSC*
CIT 100	Introduction to Information Technology	2	0	2	3	GRC 111
GRC 121	Communication Skills	3	0	0	2	FAOSC*
	Total				17	

Semester 3	Title					
BIT 162	Advanced Professional Selling	3	0	0	3	BIT 140 ,160
BIT 164	Sales Negotiation Skills	2	0	2	3	BIT 140 ,160
BIT 166	Sales Force Management	3	0	0	3	BIT 160 ,161
BIT 168	Hi- Tech Tools for Selling	2	0	2	3	CIT 100
BIT 184	Co-op	0	0	0	2	Department Approval
GRC 131	Work EthicsI	2	0	0	2	FAOSC*
	Total				16	
	Grand total of program credit hours				38	

* FAYOC: Finishing All Year Orientation Courses

Health Information Technology (HIT) Department

The Health Information Technology (HIT) Department offers comprehensive Health care oriented programs that not only address the demands of the surrounding health care industries and hospitals but meet students' needs as well. HIT department has studied the overall recent developments in the external communities of work and education, as well as the internal capabilities to achieve higher potential opportunities. Based on the results, the department developed an innovative solution that supports the college graduates' excellence. Thus, the college has shifted from the traditional academic plans into study plans that are tied to a series of international professional academies. The HIT department established cordial working relations with renowned institutes of high standing and stature like the Ministry of Health, and Saudi Commission for Health Specialties, Kingdom of Saudi Arabia.

The overall objective of the department is as follows:

- General Education.
- University Transfer Education.
- Workforce Development/employment of the graduates
- Community Partnerships
- Student Support Services.
- Continuing and Community Education

NB: There are no active programs at the moment in the HIT Department. The Department is working on designing new courses.

Academic Calendar

The academic year consists of two semesters. The first semester usually starts in September and ends in mid-January, and the second semester commences in February and ends in June. This is followed by an eight-week Summer Session, which is optional for both students and faculty members. There is a break between semesters.

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